



DEPARTMENT OF THE ARMY
 DELAWARE NATIONAL GUARD
 JOINT FORCE HEADQUARTERS
 1 VAVALA WAY
 NEW CASTLE DE 19720-2417

NGDE-PE

2 December 2025

~~MEMORANDUM THRU Assistant Chief of Staff, NGDE CS, 1 Vavala Way, New Castle, DE 19720-2417~~

WOLHAR.JAIME.LEE.1045077965

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FOR HRO (NGDE-HRA), 1 Vavala Way, New Castle, DE 19720-2417

SUBJECT: Full-Time National Guard Duty (FTNGD) Operational Support Tour for Processing and Preparation of MEB/PEB/MAR2 Packets

1. Reference: AR 135-200, Chapter 6 and DEARNG Policy Memorandum 25
2. Request for Full-Time National Guard Duty tour for one (1) Soldier pay grade of E4-E5.
 - a. Unit: DEARNG ELE JFHQ, G-1
 - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
 - c. Immediate Supervisor: SGT Edwin Rios, 302-326-7045
 - d. Tour Dates: 15 January 2026 to 30 September 2026
 - e. Length of Tour: Estimated 258 days **(Contingent upon funding)**
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BAH: Yes
 - j. Rations: No
 - k. Travel: No
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No

NGDE-PE

SUBJECT: Full-Time National Guard Duty (FTNGD) Operational Support Tour for Processing and Preparation of MEB/PEB/MAR2 Packets

n. COLA: Based on Soldier HOR for duty over 140 days; reference JFTR, Vol1, Chapter 8, paragraph U8038

3. Soldier Qualifications:

a. Experience Preferred: Previous experience with Line of Duty (LOD) processing and medical readiness standards is desired but not required.

b. Must be a self-starter with working knowledge of Microsoft Office products.

c. Skill/qualifications: Good verbal and written communication skills as well as general administrative skills; must have HIPAA certification or the ability to obtain HIPAA certification.

d. Minimum Military and Civilian Education Required: MOS/Branch immaterial

e. Must have the eligibility to obtain a Secret clearance

f. Passing score required on most recent AFT/ACFT and must meet height and weight standards IAW AR 600-9 dated within 6 months from the closeout date on the announcement.

4. Project justification: Assist in processing and preparation of MEB/PEB/MAR2 packets for Soldiers entering the Integrated Disability Evaluation System (IDES) process; processing LODs; and other medical administrative taskings as assigned.

5. POC for this memorandum is LTC Sarah Smedley, sarah.j.smedley2.mil@army.mil or (302) 326-7013.

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HYMA F. LEATHAM
COL, SC, DEARNG
Deputy Chief of Staff, Personnel