STATE OF DELAWARE
DELAWARE NATIONAL GUARD
RECRUITING AND RETENTION
FIRST REGIMENT ROAD
WILMINGTON, DELAWARE 19808-2191

NGDE-RRD-Z 17 September 2020

~~MEMORANDUM FOR Assistant Chief of Staff, NGDE-ACS, 1 Vavala Way, New Castle, DE 19720-2417~~ LLB

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS) Request for Recruiting and Retention NCO

1. References:

a. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers), 26 September 2017

b. DEARNG Policy Memorandum N. 25 (Active Duty Operational Support Guidance), 13 May 2015

c. Joint Federal Travel Regulation (JFTR), Volume 1, 01 October 2014

d. AR 600-9 (The Army Body Composition Program), 28 June 2013

e. NGR 601-1(Personnel-Procurement, Army National Guard Strength Maintenance Program), 201 January 2019

2. Request Full-Time National Guard Duty (FTNGD) tour for one Soldier, E-3 through E-5.

a. Unit: R&R Battalion, DEARNG

b. Duty Location: Seaford Armory, 601 Bridgeville HWY, Seaford, DE 19973

c. Immediate Supervisor: MSG Passwaters (302) 258-6574

d. Tour Dates: 1 October 2020 - 30 September 2021

e. Length of Tour: Estimated 365 days **(Contingent upon funding)**

f. Field Conditions: No

g. Per Diem: No

h. Billeting: No

i. BAH: Yes

j. Rations: No

k. Travel: Command to pay travel, as required.

l. Dependent Travel Authorization: No

m. Rental Car Authorized: No

n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

3. Soldier Qualifications

a. Experience preferred: Previous experience in administrative action support, previous experience working within Recruiting and Retention

b. Minimum Military and Civilian Education Required: Military Driver's License and current Accident Avoidance training.

c. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.

4. Positions of Significant Trust Requirements state and NGB Levels:

a. **State Level Checks/Requirements (COL (O6) Appointing Authority):**

(1) Must be able to produce a favorable National Agency Check with Law and Credit (NACLC).

(2) Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424).

(3) Must not be listed on the National Sex Offender Public Website, (http://www.nsopw.gov) verified and signed by the interviewing agency.

(4) Must provide written consent that authorizes Department of Defense to access criminal history record information for POSTA and receive favorable results from the Nationwide FBI Database digital fingerprint capture system check. This check is completed by the State Security Manager.

(5) Must complete a DD Form 369 for use in Police Records check.

(6) Must complete, and provide, a favorable Behavioral Health Interview (DA Form 3822).

b. **NGB Level Required checks (POC ARNG-GSS/HRP):** Must have favorable results showing no Type I or Type II offenses as listed in Annex A, HQDA EXORD 193-14. Additional screening will be accomplished by ARNG-GSS/HRP through:

(1) Department of Army Inspector General (DAIG)

(2) Criminal Investigation Division (CID)

(3) Office of Military Personnel File including Restricted Fiche Review (OMPF)

(4) Army Substance Abuse Program (ASAP)

5. Project Justification: Provide R&R support. This will include but not limited to:

a. Interview and prospect prospective enlistees

b. Transport Soldiers to MEPS for processing & shipment to BCT/AIT

c. Area canvassing to support mission

d. Assist in maintaining monthly communication with RSP Soldiers

e. Conduct prospecting IAW NGR 601-1 to support lead generation

f. Support R&R school and community events

6. POC for this memorandum is CSM Pablo Cortez at (302) 326-7748.

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JAIME L. WOLHAR
LTC, LG, USA
Commanding