



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



NGDE-RRD-Z

17 July 2025

~~MEMORANDUM FOR Assistant Chief of Staff, NGDE ACS, 1 Vavala Way, New Castle, DE 19720-1502~~

WOLHAR.JAIME.LEE.1045077965

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SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for R&R Recruiting and Retention Recruiter Assistant

1. References:

- a. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers), 30 June 1999.
- b. DEARNG Policy Memorandum N. 25 (Active Duty Operational Support Guidance), 8 October 2008.
- c. Joint Federal Travel Regulation (JFTR) Volume 1, 1 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), 1 April 2025.

2. Request Full-Time National Guard Duty (FTNGD) tour for one Soldier, E-1 through E-5.

- a. Unit: R&R Battalion, DEARNG
- b. Duty Location: 810 Peoples Plaza, Newark DE 19702
- c. Immediate Supervisor: MSG Mercado, 302-379-2681
- d. Tour Dates: Start 15 August 2025, End 30 September 2025
- e. Length of Tour: **Estimated 45 days (Contingent upon funding)**
- f. Field Conditions: No
- g. Per Diem: No

NGDE-RRD-Z

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for R&R Recruiting and Retention NCO

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

3. Soldier Qualifications:

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

b. Skills/Qualifications Preferred: Current CLS training

c. Minimum Military and Civilian Education Required: Civilian driver's license.

d. Meet HT/WT standards & pass ACFT within 6 months.

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).

NGDE-RRD-Z

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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. Advise applicants of disqualifications which require waivers and assist with preparation of waiver application(s)
- e. Conduct prospecting IAW NGR 601-1 to support lead generation
- f. Transport equipment
- g. Operate R&R BN equipment

6. POC for this memorandum is LTC Cynthia Willi at (302) 326-7056.

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CYNTHIA WILLI
LTC, SC
Commanding