



STATE OF DELAWARE
DELAWARE NATIONAL GUARD
RECRUITING AND RETENTION BATTALION
1418 NEWPORT GAP PIKE
WILMINGTON, DELAWARE 19804-2848



NGDE-RRB

27 July 2026

~~MEMORANDUM FOR Assistant Chief of Staff, NGDE-CS, 1 Vavala Way, New Castle, DE 19720-2417~~ MARZOUCA.PATRICK.ABRAHAM.1386499418
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SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for Recruiting and Retention Recruiter Assistant

1. References:

- a. AR 135-200 (Active Duty for Missions, Projects, and Training for Reserve Component Soldiers), 18 August 2025.
- b. ARNG Policy Memorandum No. 25 (Selecting Soldiers for Full-Time National Guard Duty-Operational Support (FTNGD-OS) other than Active Guard Reserve (AGR) and Counterdrug (CD) Positions), 1 December 2020.
- c. Joint Travel Regulation (JTR), 1 July 2026.
- d. AR 600-9 (The Army Body Composition Program), 16 July 2019.
- e. NGR 601-1 (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 1 October 2026, End 30 September 2027
- e. Length of Tour: **Estimated 365 days (Contingent upon funding)**
- f. Field Conditions: No
- g. Per Diem: No

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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 in 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 and AFT standards within the past 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.

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(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. 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 the undersigned at (302) 326-7056 or sarah.j.smedley2.mil@army.mil.

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SARAH J SMEDLEY
LTC, MS, DEARNG
Commanding