



STATE OF DELAWARE
DEPARTMENT OF MILITARY AFFAIRS
DELAWARE ARMY NATIONAL GUARD
1 VAVALA WAY
NEW CASTLE, DELAWARE 19720-2417



NGDE-MSD-SPP

27 May 2025

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

WOLHAR.JAIME.LEE.10450779
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Digitally signed by
WOLHAR.JAIME.LEE.1045077965
Date: 2025.05.28 12:59:20 -04'00'

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for State Partnership Program Assistant/Bilateral Affairs Officer – Title 10

1. References: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time Army National Guard Duty (FTNGD) tour for one Soldier, O2 promotable through O4.
 - a. Unit: JFHQ-SPP, DE ARNG
 - b. Duty Location: JFHQ-DE 1 Vavala Way, New Castle, DE 19720 follow-on to US Embassy, Port of Spain 1OCT25
 - c. Immediate Supervisor: Col Timothy J Hoyle, (302) 379-7879
 - d. Tour Dates: 1 OCT 2025 – 30 Sept 2027
 - e. Length of Tour: estimated 730 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: Yes
 - m. Rental Car Authorized: No

NGDE-SPPD

SUBJECT: FTNGD State Partnership Program Bilateral Affairs Officer

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: Experience in administrative action support, previous experience working within strategy, planning, logistics, international affairs.

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

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

4. Project Justification: Soldier chosen for this assignment will support the State Partnership Program.

5. POC for this memo is the undersigned at timothy.hoyle@US.AF.mil or (302) 326-7879.

TIMOTHY J. HOYLE, Col, DEANG
State Partnership Program Director