



NATIONAL GUARD BUREAU
Office of the United States Property and Fiscal Officer, Delaware
Grier Building, 1161 River Road
New Castle, Delaware 19720-5105

NGDE-PFO-D

18 May 2022

THRU Deputy Chief of Staff, Operations, DEARNG (NGDE-OPS), 1 Vavala Way, New Castle, DE 19720-2417

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

SUBJECT: Active Duty Operational Support (ADOS) Tour for United States Property & Fiscal Office (USPFO) Military Pay Technician

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25

2. Request ADOS tour for one Soldier, grade E-4 and below

a. Unit: DEARNG USPFO-Military Pay

b. Duty Location: 1161 River Road, New Castle, DE 19720

c. Immediate Supervisor: Ms. Dina Colwell

d. Tour Dates: June 20, 2022 – August 31, 2022

e. Length of Tour: 92 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

n. COLA: No

NGDE-PFO-D
SUBJECT: ADOS Tour for USPFO Military Technician

3. Soldier Qualifications:

- a. Experience preferred: Previous experience in administrative support; working with accounting procedures and operations sufficient to following written instructions
- b. Entry level skills for most office work: the ability open, create, save and modify documents in MSWord, send and receive emails in Outlook and create and modify spreadsheets in Excel
- c. Minimum Education: No minimum education requirements. However, some accounting college works are preferred
- d. Security Clearance Required: N/A
- e. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9

4. Project Justification:

- a. Serves as the Military Pay technician for DEARNG reserve and active component pay
- b. Performs as the Defense Travel System voucher approver
- c. Provide customer service to units and certifiers and support unit Approving Officer and voucher reviewers.

5. The Delaware National Guard Application packet checklist can be found in the attachments to this document to the left.

6. POC for this memo is Yong Johnson at (302) 326-7341.

SHANE M. MASON
LTC, LG, USA
Deputy USPFO