



NATIONAL GUARD BUREAU

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

NGDE-PR

19 March 2026

MEMORANDUM THRU Deputy Chief of Staff, Operations, (NGDE-OP), 1 Vavala Way, New Castle, DE 19720-2417 YB 23 March 2026

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

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SUBJECT: Active Duty Operational Support (ADOS) Tour for USPFO Military Pay Technicians

- 1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Active Duty Operational Support (ADOS) tour for two Soldiers, grade E3 - E5.
a. Unit: USP&FO, DEARNG
b. Duty Location: Grier BLDG 1161 River Road, New Castle, DE 19720
c. Immediate Supervisor: Mr. Joseph Morgan (302) 326-7330
d. Tour Dates: Start 18 May 2026, End 30 September 2026
e. Length of Tour: 136 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

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SUBJECT: Active Duty Operational Support (ADOS) Tour for USPFO Military Pay Technicians

3. Soldier Qualifications:

a. Experience preferred: Previous experience in administrative support; previous experience working with DAMPS, DTS and MUP is preferred but not required.

b. Ability to perform basic data input.

c. Skill/qualifications: Good verbal and written communication skills. Basic MS Office skills especially with Excel.

d. Minimum Military and Civilian Education Required: MOS ENL: N/A

e. Security Clearance Required: Secret

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

4. Project Justification: Support implementation of IPPS-A and MUP.

5. POC for this memo is Yong Johnson, Financial Manager at (302) 326-7341.

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LTC, LG, DEARNG  
Deputy USP&FO