



**STATE OF DELAWARE  
DELAWARE ARMY NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
1 VAVALA WAY  
NEW CASTLE, DELAWARE 19720-2417**



NGDE-PFO-SSD

2 July 2020

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

SUBJECT: Active Duty Operational Support (ADOS) Tour for OCIE Turn-in Support

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Active Duty Operational Support (ADOS) tour for three Soldiers, minimum grade PFC and maximum grade of SPC.
  - a. Unit: USPFO
  - b. Duty Location: 1161 River Rd., New Castle, DE 19720
  - c. Immediate Supervisor: SFC Joseph Wingate 302-326-7375
  - d. Tour Dates: Start 15 JUL 20/ End 30 SEP 20
  - e. Length of Tour: 78 days, contingent on funds
  - 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
3. Soldier Qualifications:
  - a. Experience Required: Warehouse operations to include forklift operation.
  - b. Skill/qualifications Required: N/A

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c. Minimum Military and Civilian Education Required: N/A

d. Security Clearance Required: N/A

e. Soldier will meet all requirements and complete an ADOS packet IAW ARNG Policy Memorandum No. 25, dated 13 May 2015

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

4. Project justification: Supports the USPFO Warehouse and CIF operations. Transfers equipment from bulk storage building to the USPFO Warehouse. Processes Organizational Clothing and Individual Equipment (OCIE) which has been turned in to the CIF by Soldiers. Separates and classifies OCIE, and prepares documentation for turn in to the Defense Reutilization and Marketing Office.

5. POC for this memorandum is LTC Richard Kosior at richard.j.kosior.mil@mail.mil or 302-326-7361.

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LTC, LG, USA  
Deputy USPFO