



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-RM

6 July 2020

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

SUBJECT: Active Duty Operational Support (ADOS) Tour

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request ADOS tour for one Soldiers, minimum grade E4 and maximum grade of E5.
 - a. Unit: USPFO – Resource Management
 - b. Duty Location: 1161 River Road, New Castle, DE 19720
 - c. Immediate Supervisor: Mr. Matthew Dozier
 - d. Tour Dates: Start 14 JUL 20/ End 28 AUG 20
 - e. Length of Tour: 46 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

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3. Soldier Qualifications:

a. Experience Required:

(1) General computer use

a. Skill/qualifications Required: N/A

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

c. Security Clearance Required: N/A

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

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

4. Project justification: Supports the USPFO-Resource Management office in completing a system access review and user validation project. This review is mandated by DoD policy, and has recently become an item of concern for NGB. This project requires prompt completion, preferable prior to the coming FACT-T inspection. Current staffing does not allow completion within the necessary timeframe.

5. POC for this memorandum is Mr. Matthew Dozier, 302-326-7366.

YONG P JOHNSON
Financial Manager