



DEPARTMENT OF THE ARMY  
 DELAWARE NATIONAL GUARD  
 JOINT FORCE HEADQUARTERS  
 1 VAVALA WAY  
 NEW CASTLE DE 19720-2417

NGDE-PE

9 July 2025

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

WOLHAR.JAIME.LEE.1045077965 Digitally signed by WOLHAR.JAIME.LEE.1045077965  
 Date: 2025.07.17 08:10:27 -04'00'

FOR HRO (NGDE-HRA), 1 Vavala Way, New Castle, DE 19720-2417

SUBJECT: Full-Time National Guard Duty (FTNGD) Operational Support Tour for Yellow Ribbon Reintegration Program (YRRP) Coordinator

1. Reference: AR 135-200, Chapter 6 and DEARNG Policy Memorandum 25
2. Request for Full-Time National Guard Duty tour for one (1) Soldier pay grade of E6 to E8, WO1 to CW3, or O1 to O3.
  - a. Unit: DEARNG ELE JFHQ, G-1
  - b. Duty Location: 1 Vavala Way, New Castle, DE 19720-2417
  - c. Immediate Supervisor: LTC Sarah J. Smedley, 302-326-7013
  - d. Tour Dates: 1 October 2025 to 30 September 2026
  - e. Length of Tour: Estimated 365 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

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n. COLA: Based on Soldier HOR for duty over 140 days; reference JFTR, Vol1, Chapter 8, paragraph U8038

3. Soldier Qualifications:

a. Experience Required: Previous training/instructor experience is preferred. Must be proficient with Microsoft Office PowerPoint, Word and Excel programs.

b. Skills/qualifications required: Selectee must have a working knowledge of the military contract process. Deployment experience is helpful but not necessary. Applicants should be able to communicate a clear understanding of the Yellow Ribbon programs.

c. Minimum Military and Civilian Education Required: MOS/Branch immaterial

d. Must have the eligibility to obtain a Secret clearance

e. Passing score required on most recent AFT/ACFT and must meet height and weight standards IAW AR 600-9 dated within 6 months from the closeout date on the announcement.

4. Project justification:

a. Plan, coordinate, and execute all aspects of the Yellow Ribbon Program. Assist the leadership in providing all required briefings in each phase of the deployment cycle.

b. Become the subject matter expert regarding ARNG Reunion and Reintegration activities in addition to all well-being programs within their assigned area of responsibility.

c. Provide necessary assistance to units and/or individuals to ensure the accomplishment of all Deployment Cycle Support (DCS) tasks during the appropriate phases of the deployment cycle.

d. All other duties as assigned.

5. POC for this memorandum is LTC Sarah Smedley, sarah.j.smedley2.mil@army.mil or (302) 326-7013.

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HYMA F. LEATHAM  
COL, SC, DEARNG  
Deputy Chief of Staff, Personnel