



STATE OF DELAWARE  
DELAWARE NATIONAL GUARD  
261ST SIGNAL BRIGADE (TTSB)  
103 Artisan Drive  
Smyrna, Delaware 19977-3752



NGDE-SB-AO

21 March 2016

MEMORANDUM FOR Assistant Chief of Staff, DEARNG, 250 Airport Road, New Castle, DE 19720

SUBJECT: Active Duty Operation Support (ADOS) Tour Request – Supply/Logistic Support

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Active Duty Operational Support (ADOS) tour for one NCO in the grade of E5.
  - a. Unit: HHC 261<sup>st</sup> Theater Tactical Signal Brigade (TTSB)
  - b. Duty Location: 103 Artisan Drive, Smyrna, DE
  - c. Immediate Supervisor: SFC Buss, Eric
  - d. Tour Dates: 10 May 2016 – 30 September 2016
  - e. Length of Tour: approximately 144 days (Contingent upon funding)
  - f. Field Conditions: No
  - g. Per Diem: No
  - h. Billeting: No
  - i. BHA: Yes
  - j. Rations: No
  - k. Travel: No
  - l. Dependent Travel Authorization: No
  - m. Rental Car Authorized: No
  - n. COLA: Based on Soldier HOR for duty over 140 days; Reference JFTR, Vol, 1 Chapter 8 paragraph U8038
3. Soldier Qualifications:
  - a. Experience Required: An understanding and/or experience in Command Supply Discipline Program, hand-receipt and inventory control procedures, Financial Liability Investigations of Property Loss, individual and organization clothing procedures, and use of the CIF, CCDF, AFMIS, LIW and GCSS-A system. Have a good understanding of both manual and automated supply procedures for property accountability.
  - b. Skill/qualifications: Good verbal and written communication skills; good computer skills to include familiarity with Excel, Word and PowerPoint; must be familiar with GCSS-Army.
  - c. Minimum Military and Civilian Education Required: 92Y preferable, however will consider all applicants.
  - d. Security Clearance Required: Secret
  - e. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.

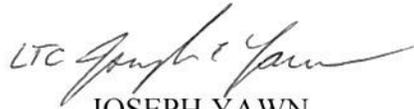
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4. Project Justification.

a. The project is in direct support of HHC 261<sup>st</sup> TTSB Supply/logistic operations. Individual will complete daily supply NCO operations – clothing record review, inventory, order and receive equipment through CCDF, CIF and GCSS-A.

5. POC for this memo is the undersigned at (302) 326-7500.



JOSEPH YAWN  
LTC, SC  
DEPUTY COMMANDER/AO