



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



NGDE-SB-AO

1 July 2016

MEMORANDUM FOR Assistant Chief of Staff, DEARNG, 250 Airport Road, New Castle, DE 19720-1502

SUBJECT: Full time National Guard Duty for Operational Support (FTNGD-OS) Request for 261st Signal Brigade Supply/Logistics Support

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request for Full time National Guard Duty for Operational Support (FTNGD-OS) tour for one NCO in the grade of E5.
 - a. Unit: HHC 261st Theater Tactical Signal Brigade (TTSB)
 - b. Duty Location: 103 Artisan Drive, Smyrna, DE
 - c. Immediate Supervisor: SFC Eric Buss, (302) 741-7528
 - d. Tour Dates: 3 August 2016 – 30 September 2016
 - e. Length of Tour: approximately 58 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: Not Authorized based on duty less than 140 days; Reference JFTR, Vol, 1 Chapter 8 paragraph U8038

3. Soldier Qualifications:

- a. Experience Required: An understanding and/or experience in the Command Supply Discipline Program, hand-receipt and inventory control procedures, Financial Liability Investigations of Property Loss, individual and organizational clothing procedures, and use of the CIF, CCDF, AFMIS, LIW and GCSS-A system. Applicant must 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.
4. Project Justification: The project is in direct support of HHC 261st 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.

//SIGNED//
JOSEPH E. YAWN
LTC, SC, USA
DEPUTY COMMANDER/AO