



STATE OF DELAWARE
DELAWARE NATIONAL GUARD
JOINT FORCE HEADQUARTERS
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502

PVA # 28-FTNGD-16
Closes: 4 October 2016



NGDE-RRD-Z

15 September 2016

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

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for R&R Operations/Supply NCO

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty (FTNGD) tour for one Soldier, E-5.
 - a. Unit: Recruiting and Retention Battalion, DEARNG
 - b. Duty Location: R&R First Regiment Road, Wilmington, DE 19808
 - c. Immediate Supervisor: SFC Mathe (302) 326-6572
 - d. Tour Dates: Start 1 October 2016, End 30 September 2017
 - e. Length of Tour: **estimated 365 days (Contingent upon funding)**
 - f. Field Conditions: No
 - g. Per Diem: No
 - h. Billeting: No
 - i. BHA: Yes
 - j. Rations: No
 - k. Travel: Command to pay travel, as required.
 - l. Dependent Travel Authorization: No
 - m. Rental Car Authorized: No
 - n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038
3. Soldier Qualifications:

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- a. Experience Required: Previous experience in operations and/or planning is desired, but not required.
- b. Must be self-starter; working knowledge of Microsoft Word, PowerPoint and Excel.
- c. Skill/qualifications: Good verbal and written communication skills
- d. Minimum Military and Civilian Education Required: MOS/Branch Immaterial
- e. Security Clearance Required: Secret
- f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.

4. Project Justification.

- a. Provide R&R Headquarters support. This will include but not limited to: Plan, coordinate and execute all aspects of the R&R Yearly training guidance (YTG) and Yearly training calendar (YTC).
- b. Assist with systems such as ATRRS, DTMS and SharePoint for the R&R BN.
- c. Responsible for maintaining the property book and tracking all new equipment received
- d. Assist with GSA Fleet management
- e. Become the 'subject matter expert' regarding ARNG Recruiting and Retention activities in addition to all programs within their assigned area of responsibility

5. POC for this memo is the undersigned at (302) 326-7056.



JOSEPH A. COOKE
LTC, SC, USA
Commanding