



STATE OF DELAWARE
DELAWARE ARMY NATIONAL GUARD
250 AIRPORT ROAD
NEW CASTLE, DELAWARE 19720-1502



NGDE-OPS-TB

16 September 2016

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

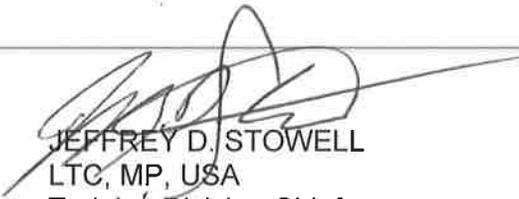
SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS) Tour for Premobilization Training Assistance Element (PTAE) Training Assistor

1. Reference AR 135-200, Chapter 6; DEARNG Policy No. 25
2. Request Full-Time National Guard Duty for Operational Support (FTNGD-OS) tour for one Soldier, minimum grade E-7 and maximum grade of E-8.
 - a. Unit: DEARNG JFHQ G3
 - b. Duty Location: 250 Airport Road, New Castle, DE 19720-1502.
 - c. Immediate Supervisor: MAJ Jeremy K. Sheils 302-326-7076
 - d. Tour Dates: Start 3 Oct 16/ End 30 Sept 17
 - e. Length of Tour: Approximately 363 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: Based on Soldier HOR for duty over 140 days; reference JFTR, Vol1, Chapter 8, paragraph U8038
3. Soldier Qualifications:
 - a. Experience Required:

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- (1) Recent deployment or mobilization experience.
 - (2) Proficient in Microsoft Office.
 - (3) Knowledgeable with the following systems: DTMS, AFCOS, RCAS and Tour of Duty.
 - (4) Ability to communicate effectively both written and oral.
 - (5) Expert knowledge of the operation, goals, and objectives of the program
 - (6) Knowledge of military writing style is preferred.
 - (7) Must be willing to complete or have completed certifications in First Army OC Academy, Army Basic Instructor Course, and Platoon Trainer Qualification Course.
- b. Skill/qualifications Required: N/A
- c. Minimum Military and Civilian Education Required: Immaterial
- d. Security Clearance Required: Secret preferred, favorable NALC required
- e. Soldier will meet all requirements and complete an FTNGD-OS packet IAW ARNG Policy Memorandum No. 25
- f. Passing score required on most recent APFT and must meet HT/WT standards IAW AR 600-9.
4. Project justification: The DEARNG will have 2 units deploying and 1 unit participating in the C2CRE-B mission for FY17. To help the units prepare for their assignments, the G3 will standup a (1) person PTAE. NGB has provided the funding.
5. POC for this memorandum is MAJ Jeremy Sheils at 302-326-7076 or jeremy.k.sheils.mil@mail.mil.



JEFFREY D. STOWELL
LTC, MP, USA
Training Division Chief