

PVA #: 05-FTNGD-17
Closes: 8 November 2016



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



NGDE-PER

27 October 2016

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

SUBJECT: Full-Time National Guard Duty for Operational Support (FTNGD-OS) request for G1/Integrated Personnel and Pay System – Army (IPPS-A)

1. Reference: AR 135-200, Chapter 6, and DEARNG Policy Memorandum 25
2. Request Full-Time National Guard Duty for Operational Support (FTNGD-OS) tour for two Soldiers, grade E4 to E5.
 - a. Unit: JFHQ DEARNG G-1
 - b. Duty Location: 250 Airport Road, New Castle, DE 19720-1502
 - c. Immediate Supervisor: COL Valentine M. Miller
 - d. Tour Dates: 14 November 2016 to 30 September 2017
 - e. Length of Tour: Estimated 325 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

NGDE-PER

SUBJECT: Full-Time National Guard Duty (FTNGD) Tour Request for G1 Drug Testing Coordinator

n. COLA: Based on Soldier's HOR for duty over 140 days; Reference JFTR, Vol 1 Chapter 8 paragraph U8038

3. Soldier Qualifications:

a. Experience Preferred: Must be proficient with Microsoft Office PowerPoint, Word and Excel programs.

b. Must be a self-starter; must have a civilian driver's license

c. Skill/qualifications: Good verbal and written communication skills as well as general administrative skills

d. Minimum Military and Civilian Education Required: N/A

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: Soldier chosen for this assignment will support the implementation of the IPPS-A system in the areas of data migration, testing, training, change management, and deployment of the system. They will also assist in identifying data errors and omissions from legacy systems to IPPS-A, and to participate in Deployment Integration Group (DIG) meetings which will result in improved personnel readiness and data quality.

5. POC for this memo is the undersigned at (302) 326-7040 or valentine.m.miller.mil@mail.mil.

VALENTINE M. MILLER
COL, SC
Deputy Chief of Staff, Personnel