



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

AFKA-DVE-G1

10 May 2010

MEMORANDUM FOR All State ADOS-RC Managers

SUBJECT: Active Duty Operational Support – Reserve Component (ADOS-RC) Tour Request – Mobilization Action Officer (Corrected Copy)

1. Reference AR 135-200, chapter 6.
2. Request ADOS-RC tour for CPT – MAJ.
 - a. Sponsoring Unit/HQS: FORSCOM
 - b. Duty Location: Building 4550, Llewelyn Ave., Fort Meade, MD 20755
 - c. Immediate Supervisor: LTC Claudia Velez Rosado, Chief, Human Resource Operations Officer, First Army Division East, DSN 733-8673 or 301- 833-8673, email: Claudia.velezrosado@conus.army.mil
 - d. Tour Dates: Start – As soon as possible; End – 30 September 2011, subject to renewal.
 - e. Length of tour: 365 days
 - f. Field Conditions: N/A
 - g. Per- Diem: IAW JFTR
 - h. Billeting: Government quarters are not available.
 - i. OHA: IAW JFTR
 - j. Rations: IAW JFTR
 - k. Travel: IAW JFTR
 - l. Dependent Travel Authorized: IAW JFTR
 - m. Rental Car Authorized: No

AFKA-DVE-G1

SUBJECT: Active Duty Operational Support – Reserve Component (ADOS-RC) Tour Request – Mobilization Action Officer

n. COLA: IAW JFTR

3. Soldier qualifications:

a. Experience required: Personnel and administrative experience preferred. Primary Battalion Staff, Individual and Unit experience mobilizing Soldiers.

b. Skills/qualifications required: Effective communication and computer user skills.

c. Minimum military and civilian education required: commensurate with grade.

d. Security clearance required: Secret

4. Project justification:

a. The project to be completed is Mobilization Officer.

b. Assigned personnel, AGR or DA Civilian cannot accomplish this project due to personnel shortages within the organization, the magnitude of the program, and the requirement for Mobilization experience.

c. The need for this project was created due to an ongoing shortage of manning and based on a complexity of functions performed by First Army, Division East – G1. Key tasks include: Serves as the Mobilization Action Officer for a multi-component headquarters Division supporting 9 subordinate Brigades across 27 states and territories east of the Mississippi River encompassing over 300,000 Soldiers of the US Army, Reserve and Army National Guard.

d. Synchronize efforts and responsible for mobilization readiness of the Army Reserve under ARFORGEN in the support of the Global War on Terrorism (GWOT). Develop, disseminate guidance and information for all mobilization actions to include assigning Soldiers to mobilized units, pass backs between the Army Reserve and the National Guard Bureau, the quality control for all Quad Charts, processing of mobilization and extended active duty packets IAW First Army policies, procedures and regulations.

e. This project is vital to the function of this division and the ARNG for the following reason(s): This project will monitor losses and other personnel actions affecting mobilization readiness, requisitions replacements, and distribute / redistribute personnel

AFKA-DVE-G1

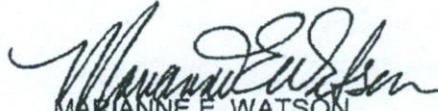
SUBJECT: Active Duty Operational Support – Reserve Component (ADOS-RC) Tour
Request – Mobilization Action Officer

as needed. Provide personnel information briefings, reports and analysis to the G-1 as required. Serve as the subject matter expert on all strength management issues.

5. The points of contact are:

a. CW5 Deborah Rodden, Chief, Personnel Management Officer, ACOFS-ARNG-
HQ FORSCOM, at 404-464-5977; email Deborah.rodde@us.army.mil

b. MAJ John Wiebe, Chief, G1 Current Operations, at DSN: 733-8611 or
301-833-861; email john.d.wiebe@us.army.mil.



MARIANNE E. WATSON
COL, GS
G-1, Army National Guard