



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

Allen E. Tackett
Major General, WVARNG
The Adjutant General

Comm: (304)561-6422
DSN: 623-6422
FAX(304)561-6435

JFHQ-WV-TAG

14 December 2009

MEMORANDUM NUMBER 09-001-HRO
(Expiration 31 December 2010)

This memorandum supersedes WV HRO letter, Key Staff Positions dated 1 November 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key Staff Positions

Reference: NGB-J1-TN dated 9 August 2007

1. Purpose: The Adjutant General has the authority to non-competitively assign military technicians, AGR members, and Traditional Guard members in order to accommodate either an "overarching military consideration" or a military assignment at the Key Staff level. This letter establishes procedures and provides information on the Key Staff Program for excepted positions in the West Virginia National Guard. Because of the importance to the West Virginia National Guard and their unique military qualifications, the Key Staff Positions are exempt from the normal merit promotion procedures. The Adjutant General will approve the use of the Key Staff procedures. Key Staff selections are not exempt from normal EEO review.
2. Procedures: The selecting supervisor will submit a SF 52 to the Human Resource Officer (HRO) requesting to fill a Key Staff Position, the required information on the SF 52 is: Position title, grade and/or rank, position description number, and location. Status of eligibles (AGR, Technician, or Traditional) may be restricted based on availability of funding or control grade limitations.
 - a. Based on the requested selection criteria, the HRO will establish and forward a list of eligible candidates to the selecting supervisor.
 - b. The selecting supervisor will review the records of and/or interview candidates as he/she deems appropriate.
 - c. The selecting supervisor will prepare a SF 52 with the name of selectee, SSAN, Date of Birth, proposed effective date (must consider time for the approval process to be completed), position title and number, name and location of position's organization. The selecting supervisor will provide a statement for record purposes as to why the person selected was considered the best qualified.
 - d. The HRO will process the action if the recommendation is approved by The Adjutant General.
3. A Key Staff position is a dual status, managerial position whose incumbent is a member of the immediate staff of the State Adjutant General or who serves under the direct supervision of the State Adjutant General.

The incumbents of these positions are delegated broad autonomy and authority to manage the work of an organizational unit, monitor and evaluate the progress of the organization toward meeting goals and make adjustments in objectives, work plans, schedules and commitment of resources. Such positions may serve as head or deputy of a major organization within the state; or direct a specialized program of marked difficulty, responsibility and statewide significance. These positions shall not be clerical or administrative positions.

4. In recognition of the importance of these positions to the overall effectiveness of the National Guard and of their unique military qualifications, special placement procedures for the identification and selection of candidates may be established. However, the personnel folders (technician and military) may be screened to determine those candidates having the necessary qualifications for the position and list of eligibles submitted to the selecting official. When provisions of "key staff" are invoked, open competition for those positions through our state's formal vacancy announcement procedures is not required. This is because screening and selection occurred in the selection of the military position. Action will be taken to assure local placement efforts are reaching all potential candidates, including qualified minority and female applicants.

6. "Key Staff" should be limited to positions where the incumbent is a member of the immediate staff of the State Adjutant General or serves under the supervision of the USPFO, Chief of Joint Staff, ARNG Chief of Staff, Director of Staff-Air, or Air Commander. Incumbents of key staff positions have a broad scope of authority for missions in both military assignment and technician position. Due to the influence and span of control of key staff positions, the numbers of position so designated are typically limited.

7. Key Staff selections should only be used when there is absolute compatibility between the military and technician positions (e.g., Chief of Staff).

8. Technicians who occupy Key Staff positions shall not be excluded from consideration and selection for promotion to other vacancies for which they are qualified and available.

9. The following positions are currently designated as Key Staff:

SELECTING SUPERVISOR

The Adjutant General

Chief of the Joint Staff

FULL TIME SUPPORT POSITIONS

Chief of the Joint Staff
ARNG – Chief of Staff
JAG Officer
Command Warrant Officer
Director of Staff, Air
Air Commander, 130th AW
Air Commander, 167th AW
International Partnership Specialist
Secretary to the General Staff (Mgt Analyst)

Human Resource Officer
Public Affairs Officer
J1 through J7
Senior Enlisted Advisor
Vice Chief of Joint Staff
Chaplain

Director of Staff - Air

Human Resource Officer (Military)

ARNG – Chief of Staff

Construction and Facilities Manager
Plans, Operations, and Training Officer
State Aviation Officer
G1 through G7
Brigade Administrative Officer

USPFO

Deputy US Property & Fiscal Officer
Comptroller

Air Commander (each base)

Vice Air Commander
Director of Operations
Director of Support
Director of Logistics
Wing Chief of Staff
Comptroller
Community Programs Manager

10. POC for this correspondence is the COL Crane 304-561-6436.



ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General

DISTRIBUTION:

Chief of the Joint Staff
ARNG Chief of Staff
Director of Staff - Air
Air Commander, 130th Airlift Wing
Air Commander, 167th Airlift Wing
United States Property & Fiscal Officer
Human Resource Officer