



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 Coonskin Drive
Charleston, West Virginia 25311-1085

JFHQ-WV-TAG

19 January 2010

MEMORANDUM NUMBER 10-001-HRO
(EXPIRATION 31 DECEMBER 2011)

This memorandum supersedes WV HRO letter, Key Staff Positions dated 14 December 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key Staff Positions

1. Purpose: The Adjutant General has the authority to non-competitively assigned 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 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 an 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 an 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 who 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.

5. "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 supervision of the USPFO, Chief of Joint Staff, ARNG Chief of Staff, Director to 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 number of positions so designated is typically limited.

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

7. 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.

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

SELECTING SUPERVISOR

The Adjutant General

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)

	Public Affairs Officer Senior Enlisted Advisor
Chief of the Joint Staff	Human Resource Officer J1 through J7 Vice Chief of Joint Staff State Chaplain
Director of Staff – Air	Human Resource Office (Military)
ARNG – Chief of Staff	Construction and Facilities Manager Plans, Operations, and Training Officer State Aviation Officer G1 through G7 Brigade Administration Officer Senior Enlisted Advisor
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 COL William E. Crane, 304-561-6436.


 ALLEN E. TACKETT
 Major General, WVARNG
 The Adjutant General

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 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