



State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1099

JAMES A. HOYER
Major General, WVARNG
The Adjutant General

(304)561-6317
DSN: 623-6317
FAX (304)561-6327

NGWV-TAG

JUL 08 2019

MEMORANUM FOR All West Virginia National Guard Personnel

SUBJECT: Key Staff Positions in the West Virginia Air National Guard and Army National Guard

1. A Key Staff position is a Title 32 only, managerial position whose incumbent is a member of the immediate staff of TAG or serves under the direct supervision of the ATAG-Air, ATAG-Army, Director of the Joint Staff, Joint Chief of Staff, ANG Chief of Staff, ARNG Chief of Staff, or Air Commander. *Title 5 positions are not covered under Key Staff provisions.*

a. Key Staff positions must serve as head or deputy of a major organization within a state; or direct a specialized program of marked difficulty, responsibility and statewide significance.

b. Key Staff positions are intended to be unique within the organization.

c. These positions may be exempted from the normal merit placement announcement procedures contained elsewhere in the West Virginia National Guard Merit Promotion Plan because of their special importance to the overall effectiveness of the West Virginia National Guard and their unique military qualifications.

d. The Adjutant General has the authority to non-competitively assign military employees, AGR service members, and traditional service members in order to accommodate either an overarching military consideration or military assignment at the key staff level. The Adjutant General has the authority to select National Guard members for assignment to Key Staff positions in a military technician position, and such members may be selected from three personnel sources: military technicians, Active Guard Reservists (AGR), or traditional State National Guard members. The Adjutant General may not delegate this selection authority.

2. The Adjutant General may request a Key Staff position be filled by referral of all qualified and eligible employees through a referral list or if desired, by use of competitive procedures. (Formal vacancy announcement procedures are not required).

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a. Referral List: Action will be taken to ensure that every effort is made to reach all potential candidates based on the criteria provided by TAG (ex. military rank, military assignment, and occupational series). The HRO will review personnel folders (technician and military) to determine those candidates having the necessary qualifications for the position. A list of eligible candidates will be established based on the results of this criteria and submitted to the selecting official.

(1) Technician, AGR, and military personnel folders must be screened to identify candidates who meet the qualifications for the Key Staff position.

(2) A list of all qualified military candidates for Key Staff positions must be provided to TAG for final approval.

b. Competitive Procedures: A vacancy announcement may be used adhering to normal merit promotion/placement procedures in accordance with the West Virginia Merit Promotion Plan; however, it is not required in any Key Staff appointment.

c. Key Staff positions will be filled solely on the basis of merit, skill set and other identifiable and unique needs for the specific position. Any qualified military employee (based on TAG's criteria) will be considered for placement opportunities.

d. Employees who occupy Key Staff Positions shall not be excluded from consideration and selection for promotion to vacancies for which they are qualified and available.

e. Key Staff positions should be limited where the incumbent is a member of the immediate staff of TAG or serves under the direct supervision of the ATAG-Air, ATAG-Army, Director of the Joint Staff, Joint Chief of Staff, ANG Chief of Staff, ARNG Chief of Staff, or Air Commander.

f. The provisions covering Key Staff positions will not be used to fill entry level, clerical, or administrative positions.

g. A Title 32 military technician placed in a Key Staff position, must be serving in a "permanent" excepted service appointment (Tenure Group 1 or 2); does not permanently enter into another special career status; and they are eligible for promotion consideration to other position vacancies for which qualified. Employees on time-limited appointments (e.g. indefinite) are not eligible for consideration, selection, or assignment to Key Staff positions.

h. A Title 32 military technician when assigned to a Key Staff position is the sole incumbent of the position. State HROs are prohibited from assigning both an AGR and a Dual Status (DS) employee to the same Key Staff position (e.g. an AGR officer

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and a DS technician assigned to the Chief of the Joint Staff position). Additionally, a DS military technician assigned to a Key Staff position, must hold the military grade specified for that position (32 U.S.C. § 709(b)(3)).

i. A Title 32 military technician placed in a Key Staff positions must maintain absolute compatibility between their fulltime position and their military duty assignment. It is the responsibility of the HRO to ensure Key Staff position incumbents meet the compatibility requirements described in CNGBI 1400.25, Vol 303, *NATIONAL GUARD TITLE 32 DUAL STATUS MILITARY TECHNICIAN COMPATIBILITY PROGRAM*. No military grade inversion may result from the placement of a DS military technician in a Key Staff position. See CNGBI 1400.25, Vol 303, 4(e)). A General Officer may be selected as a GS-15 military technician in a Key Staff position only as Director of Joint Staff or Joint Task Force Commander.

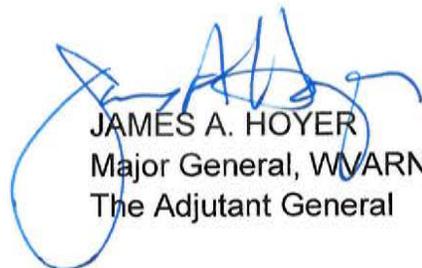
j. Prior to TAG approval of a Key Staff appointment on a WV HRO Form 301, TAG will review the final list of all eligible personnel.

3. Table lists approved Key Staff positions. Title 32 military technicians currently serving in positions previously identified as Key Staff positions, but not listed in the table, may continue to serve in these positions.

4. The point of contact for this memorandum is LTC Kelly Ambrose, WVNG Human Resource Officer, at DSN 623-6614 or Commercial (304) 561-6614.

1 Encls

1. Table -Key Staff List



JAMES A. HOYER
Major General, WVARNG
The Adjutant General

TABLE – KEY STAFF LIST

Joint Forces Headquarters – State

Position	Service
Director of the Joint Staff	Army or Air
Joint Chief of Staff	Army or Air
Vice Joint Chief of Staff	Army or Air
Deputy United States Property & Fiscal Officer (USPFO)	Army or Air
State Public Affairs Officer (PAO)	Army or Air
State Chief Counsel / Staff Judge Advocate	Army or Air
State Chaplain	Army or Air
Senior Enlisted Advisor (SEA)	Army or Air
J1 thru J7	Army or Air
Human Resources Officer	Army or Air
Plans, Operations, and Mission Support Officer	Army or Air
International Partnership Specialist	Army or Air

Air National Guard

Position	Service
ATAG	Air Force
Air Commander	Air Force
Vice Air Commander	Air Force
Director of Staff	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Group Commanders	Air Force
Human Resources Officer (Military)	Air Force

Army National Guard

Position	Service
ATAG	Army
G1 thru G7	Army
Command Warrant Officer	Army
Construction and Facilities Maintenance Officer	Army
State Aviation Officer	Army
Brigade / Division Commander	Army
Brigade / Division Administrative Officer	Army