



State of West Virginia  
**OFFICE OF THE ADJUTANT GENERAL**  
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NGWV-TAG

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Key Staff Positions

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 normal merit promotion procedures. Key Staff selections are not exempt from normal EEO review.

2. Procedures: The selecting supervisor will submit an SF52 to the Human Resource Officer (HRO) requesting to fill a Key Staff position. The required information on the SF52 is: Position title, grade and/or rank, position description number, and location. Status of eligible's (Technician, AGR, 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 and/or interview candidates as he/she deems appropriate.

c. The selecting supervisor will prepare an SF52 with the name of selectee, SSN, 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 justification as to why the person recommended 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 services 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

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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; these special placement procedures are established for the identification and selection of candidates. Personnel folders (technician and military) may be screened to determine those candidates having the necessary qualification for the position and list of eligible's 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 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 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 they are qualified and available.

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

Joint Forces Headquarters – State

<u>Position</u>	<u>Service</u>
Director of Joint Staff	Joint
Chief of the Joint Staff	Joint
Vice Chief of the Joint Staff	Joint
Public Affairs Officer	Joint
Chief Counsel/Staff Judge Advocate	Joint
Chaplain	Joint
Senior Enlisted Advisor	Joint
Command Warrant Officer	Joint
J1	Joint
J2	Joint
J3,5,7	Joint

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J4	Joint
J6	Joint
J8	Joint
Human Resources Officer	Joint

Air Guard

Service

Director of Staff – Air	Air Force
Air Commander	Air Force
Vice Air Commander	Air Force
Wing Executive Officer	Air Force
Comptroller	Air Force
Community Program Manager	Air Force
Operations Group Commander	Air Force
Director of Support	Air Force
Wing Senior Enlisted Advisor	Air Force

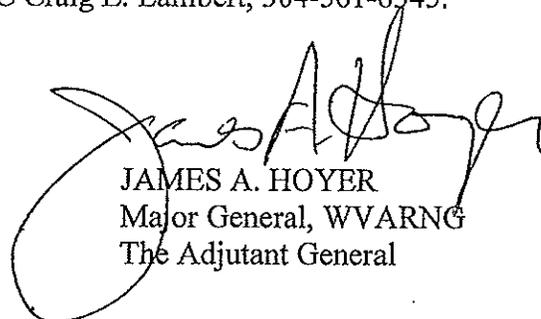
Army Guard

Chief Of Staff	Army
G1	Army
G3	Army
G4	Army
Construction & Facilities Maintenance Officer	Army
State Aviation Officer	Army
Senior Enlisted Advisor	Army
MSC AO/OIC's	Army

USPFO

Deputy USPFO  
Comptroller  
Supervisory Contract Specialist  
Supply Management Officer

9. POC for this correspondence is LTC Craig E. Lambert, 304-561-6345.



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