DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-J1-TN 9 August 2007

MEMORANDUM FOR HUMAN RESOURCES OFFICERS OF ALL STATES, PUERTO RICO, GUAM, THE U.S. VIRGIN ISLANDS, AND THE DISTRICT OF COLUMBIA

SUBJECT: Key Staff Positions (TN-07-46)

1. As a result of the transformation of The National Guard into a Joint Forces Headquarters-State, questions have been asked concerning key staff positions. The following guidance supersedes NGB-J1-TN memorandum to the HROs, dated 1 February 2006, and is provided pending changes to TPR 300, Technician Employment.

2. 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 incumbent of these positions is 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 a state; or direct a specialized program of marked difficulty, responsibility and statewide significance. These positions shall not be clerical or administrative positions.

3. It is the intent of the National Guard Bureau to limit the number of Key Staff positions to those positions that clearly meet the purpose and criteria contained in paragraph 2. The number of such positions should be minimal and are considered a significant requirement.

4. 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. Simplified merit placement procedures will be developed for Key Staff technician positions. State merit placement plans must identify the special and distinctive procedures (Alternate Certification) to be used in filling Key Staff technician positions.

a. 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, personnel folders (technician and military) may be screened to determine those candidates having the necessary qualifications for the position and a list of eligibles submitted to the selecting official. When

provisions of 'key staff' are invoked, open competition for those positions through the states' 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.

b. "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 Joint Chief of Staff, ARNG Chief of Staff, ESSO or Air Commander. Incumbents of key staff positions have a broad scope of authority for missions in both their military assignment and technician position. Due to the influence and span of control of key staff positions, the numbers of positions so designated are typically limited. Attached is a listing of suggested positions eligible for "Key Staff" designation.

c. This provision should only be used when absolute compatibility between the military and technician positions can be accomplished (i.e., Chief of Staff and CAO). Key staff designations will be reviewed annually and adjusted as changes dictate.

d. 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. Key Staff positions are intended to be unique within the organization, but those incumbents who occupy the positions do not permanently enter into another special career status.

6. This memorandum will expire one year from date of publication unless sooner rescinded or superseded.

7. Point of contact for this action is Ms. Yuko Meegan, DSN 327-3155 or commercial (703) 607-3155.

Encl
as

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Colonel, USAF
Chief, Office of Technician Personnel

Key Staff Position Listing

9 August 2007
Supersedes all previous editions

JOINT FORCES HEADQUARTERS - STATE	
POSITION	**SERVICE**
CHIEF OF THE JOINT STAFF	JOINT
VICE CHIEF OF THE JOINT STAFF	JOINT
DEPUTY US PROPERTY & FISCAL OFFICER	JOINT
PUBLIC AFFAIRS OFFICER	JOINT
CHIEF COUNSEL / STAFF JUDGE ADVOCATE	JOINT
CHAPLAIN	JOINT
SENIOR ENLISTED ADVISOR	JOINT
J1 THROUGH J7	JOINT
HUMAN RESOURCES OFFICER	JOINT
PLANS, OPERATIONS & MISSION SUPPORT OFFICER	JOINT
INTERNATIONAL PARTNERSHIP SPECIALIST	JOINT
AIR GUARD	
AIR COMMANDER	AIR FORCE
VICE AIR COMMANDER	AIR FORCE
WING CHIEF OF STAFF	AIR FORCE
ESSO	AIR FORCE
COMPTROLLER	AIR FORCE
COMMUNITY PROGRAM MANAGER	AIR FORCE
DIRECTOR OF OPERATIONS	AIR FORCE
DIRECTOR OF SUPPORT	AIR FORCE
DIRECTOR OF LOGISTICS	AIR FORCE
HUMAN RESOURCES OFFICER (MILITARY)	AIR FORCE
GSU DETACHMENT COMMANDER	AIR FORCE
ARMY GUARD	
COMMAND ADMINISTRATIVE OFFICER	ARMY
SECRETARY TO THE GENERAL STAFF (MANAGEMENT ANALYST)	ARMY
G1 THROUGH G7	ARMY
COMMAND WARRANT OFFICER	ARMY
COMPTROLLER	ARMY
CONSTRUCTION & FACILITIES MAINTENANCE OFFICER	ARMY
STATE AVIATION OFFICER	ARMY
BRIGADE/DIVISION COMMANDER	ARMY
BRIGADE/DIVISION ADMINISTRATIVE OFFICER	ARMY