



NATIONAL GUARD BUREAU
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ARLINGTON, VA 22204-1382

NGB-J1-TN

9 May 2012

MEMORANDUM FOR Human Resources Officers of All States, Puerto Rico, Guam, the US Virgin Islands, and the District of Columbia

SUBJECT: Key Staff Positions (TN-12-07)

1. This memorandum provides National Guard Bureau guidance and instructions for the use and selection of technicians to serve in Key Staff positions within a State National Guard. This memorandum supersedes Memorandum, NGB-J1-TN, subject: Key Staff Positions (TN-07-46), dated 9 August 2007.
2. The National Guard Bureau limits the number of Key Staff positions to those positions that clearly meet the definition, purpose, and criteria contained in paragraphs 3 and 4 below. Key Staff positions are supervisory or managerial in nature, and oftentimes involve command or military policy, Key Staff positions may only be filled by Dual Status military technicians. Provisions of the National Guard Technician Act of 1968 intended that Non-Dual Status technicians would be limited in number and generally used to perform only clerical or administrative functions, and because of that will not be used to fill Key Staff positions.
3. For purposes of this memorandum, a Key Staff position is defined as a technician position wherein the incumbent serves as a member of the immediate staff of the Adjutant General or serves under the immediate, direct supervision of the Adjutant General.
4. Key Staff positions are supervisory or managerial in nature and do not include clerical or administrative positions. The incumbent of a Key Staff position is the head of a major organization in the State National Guard or directs a specialized program of marked difficulty, responsibility, and statewide significance. The incumbent of a Key Staff position is also delegated broad autonomy and authority to manage work; to monitor and evaluate the progress of the organization to meet mission or program goals and objectives; and to adjust objectives, work plans, schedules, and the allocation of resources.
5. The Adjutant General has the authority to select National Guard members for assignment to Key Staff positions as Dual Status technicians, and members may be selected from three personnel sources: Dual Status military technicians, Active Guard

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Reservists (AGR), or traditional State National Guard members. The Adjutant General may not delegate this selection authority.

6. A “competitive process” must be used to identify and select candidates for Key Staff positions, and local placement efforts must consider all qualified Dual Status technicians, AGR, and traditional State National Guard members. State Human Resources Officers (HRO) must develop simplified merit placement procedures for Key Staff positions and incorporate these specialized procedures (e.g. alternate certification) in the State Merit Placement and Promotion Plan.

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

b. A list of qualified military candidates, for Key Staff positions, must be provided to the Adjutant General for final selection.

7. A Dual Status military technician, placed in a Key Staff position, must be serving in a “career” excepted service appointment (Tenure Group 1 or 2); does not permanently enter into another special career status; and is eligible for promotion consideration to other position vacancies for which qualified. “Indefinite” technicians are not eligible for consideration, selection, or assignment to Key Staff positions.

8. A Dual Status military technician, when assigned to a Key Staff position, is the sole incumbent of the position. State HROs are prohibited from assigning an AGR and a Dual Status technician to the same Key Staff position (e.g. an AGR officer and a Dual Status technician assigned to the Chief of the Joint Staff position). Additionally, a Dual Status military technician, assigned to a Key Staff position, must hold the military grade specified for that position (32 U.S.C. § 709(b)(3)).

9. Dual Status military technicians, placed in Key Staff positions, must maintain absolute compatibility between their fulltime technician position and their military duty assignment. It is the responsibility of the State HRO to ensure that Key Staff position incumbents meet and maintain the compatibility requirements described in National Guard Bureau Technician Personnel Regulation (TPR) 303, Chapter 1, Section 1-1.b. State HROs must also ensure that there is no military grade inversion resulting from the placement of a Dual Status military technician in a Key Staff position (TPR 303, Chapter 2, Section 2-1.c.).

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10. Attached is a listing of approved Key Staff positions. These positions will be reviewed annually, at which time NGB-J1-TN will make adjustments as warranted. Dual Status military technicians who are currently serving in positions previously identified as Key Staff positions, but not listed on the attachment to this memorandum, may continue to serve in these positions. Once the current incumbent vacates such position, however, that position is no longer an approved Key Staff position.

11. The Key Staff Policy point of contact is Ms. Connie Illing, Employment and Pay Branch 327-5457, 703-607-5457 or constance.illing@us.army.mil.



THOMAS E. LANGUIRAND
Colonel, USA
Chief, Technician Personnel Division
National Guard Bureau

Encl
Key Staff Position List

Key Staff Positions Listing

Position Description Title / Duty Title	Pay Plan	Occupational Series	Grade	Position Description Number
Brigade Commander / Brigade Commander	GS	0301	15	D2112000
Division Commander / Division Commander	GS	0301	15	D2111000
Chief of the Joint Staff / Chief of the Joint Staff	GS	0340	15	D1725000
Command Administrative Officer / ARNG Chief of Staff	GS	0340	15	D0670000
Air Commander / Air Commander (ANG Wing)	GS	0340	15	D1869000
Vice-Chief of the Joint Staff / Vice Chief of the Joint Staff	GS	0340	14	D1787000
Administrative Officer / Director of Staff (DS) - Air	GS	0341	14	D1527000
Vice Air Commander / Vice Air Commander (ANG Wing)	GS	0340	14	D1469000
Attorney-Advisor (General) / Attorney Advisor (General)	GS	0905	13	D1240000
Human Resources Officer / Human Resources Officer	GS	0201	13	D1022000
Public Affairs Specialist / Public Affairs Specialist	GS	1035	14	D1021000
Chaplain / Chaplain	GS	0060	12	D1197000
Security Specialist (Force Protection/Anti-Terrorism) / Security Specialist (Force Protection/Anti-Terrorism)	GS	0080	12	D1164000
International Partnership Specialist / International Partnership Specialist	GS	0201	12	D2089000
Inspector General (Air) / Inspector General (Air)	GS	1801	12	D1707P01