



## Texas Military Department

# DIRECTIVE

Number 1000.06  
AUG 27 2020

NGTX-JG

SUBJECT: Texas Military Department (TMD) Key Staff Positions

References: See Enclosure 1.

1. PURPOSE. This policy identifies key staff positions and provides guidance and instructions for the use and selection of T32 technicians, T5 National Guard employees and AGR personnel to serve in key staff positions within the Texas Military Department.

2. APPLICABILITY. This issuance applies to all full-time onboard state, T32 technicians, T5 National Guard employees and Active Guard Reserve (AGR) personnel.

3. POLICY.

a. The incumbent of a key staff position is a member of the immediate staff of the Adjutant General and/or her designee. Due to the influence and span of control of key staff positions, the number of designated positions is limited and determined based on agency missions by The Adjutant General. Enclosure 2 lists, but is not all inclusive of positions eligible for key staff appointments in the Texas Military Department.

b. The Adjutant General is the authority to non-competitively assign military and civilian personnel to a key staff position. Simplified merit placement procedures are used for key staff appointments.

(1) When filling a key staff position, open competition through normal vacancy announcement procedures is not required, as screening and selection occurred in the selection of the corresponding military position, or through state hiring processes.

(2) The J1 provides the Texas National Guard (TXNG) Senior Leader Management Office (SLMO) with a list of eligible AGR, T32 technician and/or T5 National Guard employee candidates based on the requirements of the position. The SLMO will provide a list of eligible candidates for state positions.

(3) The SLMO recommends the best qualified candidate. If the Adjutant General approves, the candidate is selected.

(4) Personnel selected for key staff positions shall hold both the applicable military assignment and the full-time assignment. The Adjutant General may approve exceptions.

c. T32 military technicians selected for a key staff position must be serving in an excepted service appointment (Tenure Group 1, 2, or 4), must not permanently enter into another special career status and must not be eligible for promotion consideration to other position vacancies. T32 military technicians on a temporary not-to-exceed appointment are not eligible for consideration, selection or assignment to key staff positions. T5 National Guard employees are only eligible for consideration when selection and/or assignment does not result in a promotion of pay or grade.

d. The Adjutant General may, at any time, advertise for competitive appointment any key staff position.

e. AGR personnel selected for a key staff position are eligible for promotion consideration to other position vacancies.

4. DEFINITIONS. NA

5. RESPONSIBILITIES. NA

6. INFORMATION REQUIREMENTS. NA

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive is effective immediately and will expire two years from the date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. The TXNG Senior Leader Management Office at 512-782-5030.

DISTRIBUTION:

A

MEGAN L. CRUBE  
GS13, TMD  
JMP - Issuance



TMD  
Official

TRACY R. NORRIS  
Major General, TXARNG  
Adjutant General

Enclosure 1  
References

- a. NGB-J1-TN Memorandum Subject: Key Staff Positions (TN-07-46), dated 9 August 2007.
- b. National Guard Regulation 600-5, Active Guard Reserve (AGR) Program, Title 32, Full Time National Guard Duty (FTNGD) Management, 21 September 2015.
- c. Air National Guard Instruction 36-101, Air National Guard Active Guard Reserve (AGR) Program, 3 June 2010
- d. Chief of the National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 715, 29 June 2020
- e. Texas Government Code, Title 4, Chapter 437, Section 437.101

Enclosure 2  
Key Staff Assignments

<b>Joint Staff</b>
Director Joint Staff (DJS)
Chief of Joint Staff (CJS)
Command Chief Warrant Officer (CCWO)
Command Senior Enlisted Leader (CSEL)
Joint Staff, J1-J8
TAG Executive Officer
Deputy United States Property and Fiscal Officer (USPFO)
State Public Affairs Office (PAO)
State Construction, Facilities Management Officer (CFMO)
Human Resource Officer (HRO)
State Chaplain
State Chief Counsel/State Judge Advocate (SJA)
State Surgeon
Senior Leader Management Officer (SLMO)
State Aviation Officer (SAO)
<b>Army Staff</b>
Major Subordinate Commands (MSC) Chiefs of Staff
<b>Air Staff</b>
Wing Commanders
Director of Staff
A1-A8
<b>State Guard</b>
Chief of Staff
TXSG Staff, T1-T8
<b>Office of State Administration</b>
Director of State Administration