



TEXAS MILITARY FORCES  
JOINT FORCE HEADQUARTERS  
TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
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512-782-5001

NGTX-JHR

19 May 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P15-07) Full-Time, Key Staff Appointment Policy

1. References.

a. NGB-J1-TN Memorandum Subject: Key Staff Positions (TN-07-46), dated 9 August 2007.

b. TPR 300 Technician Employment dated 5 November 1979, as amended.

2. Applicability. This policy applies to all full-time Active Guard Reserve (AGR) and military technician personnel.

3. Purpose. This policy identifies key staff positions, and provides guidance and instructions for the use and selection of military technician and AGR personnel to serve in key staff positions within the Texas Military.

4. Policy.

a. The incumbent of a key staff position is a member of the immediate staff of the Adjutant General or serves under the supervision of the TAG's Chief of Staff, TXARNG Commander or Chief of Staff, TXANG Commander or Director of Staff, or the DOMOPS Task Force Commander or Chief of Staff. 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 number of designated positions is limited. Enclosure 1 lists key staff assignments in the Texas Military.

b. The Adjutant General is the authority to non-competitively assign personnel to a military assignment at the key staff level. 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.

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(2) The HRO provides the hiring supervisor with a list of eligible AGR and/or technician candidates based on the requirements of the position.

(3) The hiring supervisor recommends the best qualified candidate. The selection is approved by the Adjutant General.

(4) Personnel selected for key staff positions shall hold both the military assignment and the full-time assignment. Exceptions are approved by the Adjutant General.

c. Military Technicians selected for a key staff position must be serving in an excepted service appointment (Tenure Group 1, 2, or 4); do not permanently enter into another special career status; and are eligible for promotion consideration to other position vacancies for which they are qualified. Military technicians on a temporary not-to-exceed appointment, and non-dual status military technicians, are not eligible for consideration, selection, or assignment to key staff positions.

d. All key staff positions may still be advertised for competitive appointment, at the discretion of the Adjutant General.

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

5. This policy is effective immediately and will expire 2 years from the date of publication unless sooner rescinded or superseded.

6. The point of contact for this policy is the HRO at 512-782-6725

Encl  
as

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

Distribution:

A  
CAROLYN SMALLWOOD  
CW4, GS, TXARNG  
SIG - Policy



## Key Staff Position Listing

<b>TAG SPECIAL STAFF</b>	
Director of the Joint Staff	Joint
Chief of Staff	Joint
Deputy USPFO	Joint
Public Affairs Officer	Joint
Chief Counsel / Staff Judge Advocate	Joint
Chaplain	Joint
Senior Enlisted Advisor	Joint
Human Resources Officer	Joint
Director, Government Affairs Office	Joint
Director, Strategic Initiatives Group	Joint
Director, General Officer Management Office	Joint
Secretary to the General Staff	Joint
<b>AIR GUARD</b>	
Director of Staff	Air Force
Wing Commander	Air Force
Vice Wing Commander	Air Force
A1 through A9	Air Force
Geographically Separated Unit Commander	Air Force
<b>ARMY GUARD</b>	
Chief of Staff	Army
Command Sergeant Major	Army
Secretary to the General Staff	Army
G1 through G7	Army
Command Warrant Officer	Army
Construction & Facilities Maintenance Officer	Army
State Aviation Officer	Army
36ID Chief of Staff	Army
<b>DOMOPS Task Force</b>	
Chief of Staff	Joint
J1 through J7	Joint

As of 19 MAY 2015