



Texas Military Department

DIRECTIVE

NUMBER 1000.06
SEP 06 2022

NGTX-JG

SUBJECT: Key Staff Appointments

- References.
- (a) NGB Memorandum, Military Key Staff Appointments (TCP-2021-003), 16 April 2021
 - (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, 20 April 2022
 - (d) Chief of the National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 715, 29 June 2020
 - (e) TMD Pamphlet 1404-01, Merit Placement Plan, 24 April 2018
 - (f) Texas Government Code, Title 4, Chapter 437, Section 437.101

1. PURPOSE. This directive provides guidance and instruction on the command's ability to expeditiously appoint members who are proven to be qualified, ready, and best suited for a particular key staff position. It also enables swift execution of force development decisions made by the Adjutant General (TAG).

2. APPLICABILITY AND SCOPE. This issuance applies to all full-time onboard Title 32 Dual Status Military Technicians, Active Guard Reserve (AGR) personnel, traditional M-DAY and Drill Status Guardsmen (DSG) personnel, and state employees. Title 5 employees are not eligible for key staff appointment under this directive.

3. POLICY. Major subordinate commanders or primary/special staff positions that report directly to or are higher level reviewed by TAG, Deputy Adjutant General (DAG) Army and Air, or the Director of the Joint Staff (DJS), when the DJS is occupied by a General Officer, may be appointed under the guidelines of this directive.

a. Key staff appointments do not require a vacancy announcement; however, a competitive process must be used to identify and recommend all eligible candidates. TAG may, at any time, choose to advertise any key staff position.

(1) The J1 will provide a list of eligible candidates who meet the qualification requirements for appointment to an AGR or M-DAY/DSG position to the Senior Leader Management Office (SLMO).

(2) The Human Resources Office (HRO) will provide a list of eligible candidates who meet the qualification requirements for appointment to a Technician position to the Senior Leader Management Office.

(3) The State Human Resources Office will provide a list of eligible candidates who meet the qualification requirements for appointment to a state employee position to the Senior Leader Management Office.

(4) Additional screening criteria may be directed by TAG, but cannot create a new position, change an existing position description, nor can they be used to exclude an otherwise eligible candidate.

(5) Once a selection is made and the selected individual has accepted, all eligible individuals that were considered will be notified of their selection/non-selection.

(6) Personnel selected for key staff positions shall hold both the military assignment and full-time assignment. Any exceptions will be approved by TAG.

(7) 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 another special career status and must not be eligible for promotion consideration to other position vacancies. Technicians on a temporary not-to-exceed appointment are not eligible for consideration, selection, or assignment to key staff positions.

(8) If a Technician should choose to reject the offer, the employee may be subject to removal from their position in accordance with Reference d.

b. TAG is the approval authority for all appointments subject to this memorandum. This authority cannot be further delegated.

4. RELEASABILITY. Unlimited.

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

6. POINT OF CONTACT. Texas Military Department Senior Leader Management Office (NGTX-JG) at 512-782-5030.



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