



MILITARY DEPARTMENT OF ARKANSAS
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600

MIKE BEEBE
GOVERNOR

WILLIAM D. WOFFORD
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-HR

24 June 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: The Adjutant General's Policy 2013-16, Key Staff Positions in the Arkansas National Guard

1. Introduction. This plan implements the provisions of Technician Personnel Regulation (TPR) 300, Merit Placement for National Guard Technicians. It is in accordance with (IAW) the Merit System Principles outlined in United States Code Section 2301 of Title 5, Code of Federal Regulation and Prohibited Personnel Practices outlined in United States Code, section 2302 of Title 5, Code of Federal Regulation. In addition, it is IAW NGB-J1-TN Memorandum Key Staff Positions, TN-07-46, dated 09 August 2007 and Executive Order 13197, Government-Wide Accountability for Merit System Principles. Relevant approval, eligibility, and record keeping criteria of the selection and appointment process are incorporated into this agency plan. This plan applies to all Technician employees of the Arkansas National Guard who occupy a position under the General Schedule (GS) as well as senior Active Guard Reserve (AGR) employees.
2. Identification of Key Staff Positions. These positions may serve as a head or a deputy of a major organization within the state or direct a specialized program of marked difficulty, responsibility and statewide significance. These positions shall not be clerical or administrative positions. These positions may be filled with GS or AGR members as applicable. A listing of those positions, as determined by The Adjutant General and in concurrence with the NGB-TN Memorandum stated above, is enclosed. The Human Resources Office (HRO) Recruitment and Placement Section will maintain a current list of positions eligible for Key Staff appointment. The Adjutant General may also determine that any of the positions identified as eligible for Key Staff appointment should be advertised through normal advertisement procedures consistent with the State Merit Placement Plan.
3. Eligibility Pool Criteria. Both Technician and AGR qualification requirements such as grade and service (Air or Army) will be determined based on the position being filled. The Adjutant General will request, from the HRO, the list of eligible candidates based on the requirements of the position. The Adjutant General reserves the right to make a selection from

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outside the full-time work force after the full-time list has been exhausted and no suitable candidate found. Appointments that create grade inversion will not be considered.

4. Key Staff Process and Appointment Procedures.

a. The Adjutant General will request, in writing, a list of eligible onboard candidates and will designate the qualifications, service, and grades.

b. The HRO will generate a list of possible onboard candidates based on the requested qualifications, a career brief for each, and return the list to The Adjutant General.

c. The Adjutant General will review the list and make a selection or return the list without a selection and seek to fill the position from other sources. The Adjutant General may call for and review any Official Personnel File (OPF) from the civilian or military personnel offices as applicable.

d. The Adjutant General will forward the selection to the HRO for notification and processing.

e. Appointment may be made up to six (6) months prior to the departure of the incumbent to be replaced IAW Merit Placement Procedures.

f. Key Staff moves that result in an AGR promotion will be dependent upon control grade availability.

5. Documentation and Record Keeping. All information will be maintained by HRO to reconstruct the selection and appointment of each position for a minimum of two years.

6. The point of contact for questions regarding Key Staff positions should be directed to the Human Resource Office at DSN 962-4200 or commercial (501) 212-4200.

Encl


WILLIAM D. WOFFORD
Major General
The Adjutant General

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Key Staff List – Arkansas National Guard
As of 24 June 2013

Joint Force Headquarters - State

Chief of the Joint Staff
Senior Enlisted Advisor
Legislative Liaison
State Chaplain
Chief Counsel / Staff Judge Advocate
Deputy US Property & Fiscal Officer
Deputy Chief of Staff, Information Management (DCSIM)
Human Resources Officer
State Equal Employment Manager (EEO/EO)
Labor Relations Specialist (LRS)
Director of Military Support (DOMS)
Counter Drug Coordinator
International Partnership Specialist
Public Affairs Officer
J1-J8
Base Operations Manager (Training Site Manager) (RMTC/CMTC)
Marksmanship Training Center Administrative Officer (MTC)
Regional Training Institute Administrative Officer (RTI)

Army National Guard

Chief of Staff
State CSM
Secretary to the General Staff (Management Analyst)
Command Chief Warrant Officer
Deputy Chief of Staff, Personnel (DCSPER) (G1)
Joint Services Support Branch Chief (JSS)
Intelligence Operations Specialist (G2)
Deputy Chief of Staff, Operations (DCSOPS) (G3)
Force Integration Readiness Officer (FIRO)
Deputy Chief of Staff, Logistics (DCSLOG) (G4)
Surface Maintenance Officer
Logistics Management Officer
Deputy Chief of Staff – Engineering (DCSEN)
Deputy Chief of Staff, Aviation/Supervisory Aircraft Pilot (DCSAVN)
State Army Aviation Officer (SAAO)
State Safety Officer
State Surgeon (MEDCOM-CDR)
Deputy State Surgeon
Brigade Administrative Officer
Recruiting and Retention Commander
Weapons of Mass Destruction Commander
Comptroller (Financial Manager)
Safety and Occupational Health Manager

Air National Guard

Director of Staff – Air (DOS-Air) (HQ ARANG)

Air Commander (Pilot), 188th FW and 189th AW

Vice Air Commander, 188th FW and 189th AW

Group Commanders, 188th FW, 189th AW, 123rd

Wing Comptroller (Financial Manager), 188th FW and 189th AW

Wing Executive Staff Officer (Administrative Officer), 188th FW and 189th AW

Director of Personnel (Human Resource Officer), 188th FW and 189th AW

Wing Safety Officer, 188th FW and 189th AW

Anti Terrorism Officer, 188th FW

Medical Administrative Officer, 188th FW and 189th AW