



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MILITARY & VETERANS AFFAIRS
LANSING

MAJ GEN THOMAS G. CUTLER
ADJUTANT GENERAL AND DIRECTOR

MITAG

16 March 2006

MEMORANDUM FOR Michigan National Guard Personnel

SUBJECT: Filling Key Staff Positions

1. Key staff positions in the Michigan National Guard are dual status, managerial positions which the incumbents are a member of the immediate staff of the State Adjutant General or who serve under the supervision of The Adjutant General and/or Joint Chief of Staff, ARNG Chief of Staff, ANG Chief of Staff (ESSO), or Air Commander. Such positions may also serve as head or deputy of a major organization within the state; or direct a specialized program of marked difficulty, responsibility and statewide significance. Attached is a listing of positions eligible for "Key Staff" designation within the State of Michigan.

2. Procedures for filling a Key Staff position:

- a. Selecting Officials requesting to fill a Key Staff position will submit a memorandum to the State Human Resource Officer including the following information:
 - 1) Area(s) of consideration (i.e. Technician, AGR, Traditional Guardsmen)
 - 2) Specific military or civilian grades to be considered due to grade inversion and/or limitation of military assignment positions
 - 3) Any selective placement factors
 - 4) Anticipated start date
- b. The Human Resource Office will generate a selection certificate with a list of eligible candidates based on the selecting official's request, and candidate qualifications. Personnel Files (Technician and/or Military) may be screened by the Human Resource Office to determine basic eligibility.
- c. The selection certificate will be sent to the selecting official for completion and return to the HRO.

3. Although these positions may be exempt from the normal placement procedures outlined in the State Merit Placement Plan, the spirit and intent of basing all actions on merit practices are to be followed. Selection of Key Staff positions will be made from a list of best qualified individuals made available to the Adjutant General of Michigan or designated selecting official by the Human Resource Officer (HRO). The Adjutant General, or his designated selecting official, should state on the Referral and Selection Certificate the reason why the person selected was considered the best candidate for the position. All eligible candidates will be provided maximum opportunity to compete for placement in these positions. Assignment of AGR and Traditional Guardsmen personnel is contingent upon the State having the available AGR/Technician employment resource and/or controlled grade, if necessary.

4. This provision should only be used when absolute compatibility between the military and technician positions can be accomplished (i.e., Chief of Staff and Command Administrative Officer).

5. This memorandum supersedes policy guidance memo dated 10 January 2005. POC is Colonel Burton K. Francisco, Human Resource Officer, at (517) 483-5582.

THOMAS G. CUTLER
MAJ GEN, MI ANG
The Adjutant General of Michigan

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Michigan National Guard Key Staff Position Listing

16 March 2006

Supersedes all previous editions

JOINT FORCES HEADQUARTERS - STATE

Chief of the Joint Staff
Vice Chief of the Joint Staff
Deputy US Property & Fiscal Officer
Public Affairs Officer
Chief Counsel / Staff Judge Advocate
Chaplain
Senior Enlisted Advisor
J1 through J7
Human Resources Officer
Deputy Human Resources Officer
Plans, Operations & Mission Support Officer (POMSO)

AIR NATIONAL GUARD

Air Commander
Vice Air Commander
Wing Chief of Staff
ESSO
Comptroller
Community Program Manager
Director of Operations
Director of Support
Deputy Director of Support
Director of Logistics
Human Resources Officer (Military) – ANG HQ
GSU Detachment Commander

ARMY NATIONAL GUARD

Command Administrative Officer
Secretary to the General Staff (Management Analyst)
G1 through G7
Command Warrant Officer
Comptroller
Construction & Facilities Maintenance Officer
State Aviation Officer
Brigade / Division Commander
Brigade / Division Administrative Officer