

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

**HUMAN RESOURCES
REGULATION NO. 335-1**

15 August 2005

**Maine National Guard
Technician Placement Plan for Key Staff Positions**

Summary. This regulation provides policy and guidance on the administration of the Maine National Guard Technician Placement Plan for Key Staff Positions.

Applicability. This regulation applies to Maine National Guard Key Staff Technician positions (ARNG and ANG).

Impact of Unit Manning System. This regulation does not affect the Unit Manning System.

Management Control System. This regulation does not contain internal control provisions.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by the Human Resources Officer. Users will destroy changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the Human Resources Office. Users are invited to send comments and suggested improvements directly to the Department of Defense, Veterans and Emergency Management, Military Bureau, Joint Force Headquarters, Attn: DHR, Maine National Guard, Camp Keyes, Augusta, Maine 04333-0033.

***This regulation supersedes MeHRR 335-1, dated 16 May 2000**

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Chapter 1

Introduction

1-1. Purpose. This plan establishes procedures and provides information on the Placement Program for Key Staff Technician positions in the Maine National Guard. These positions are excluded from the bargaining unit.

1-2. Authority. 32 USC, Section 709.

1-3. Policy. It is the policy of the Maine National Guard that all positions be filled by the best qualified individuals available and ensure that Maine National Guard personnel have an opportunity to develop and advance to their full potential. Key Staff positions will be filled on the basis of merit and job-related qualifying factors. All actions under this plan will be made without discrimination for non-merit reasons such as race, color, religion, sex, national origin, marital status, membership or non-membership in an employee organization, and age or non-disqualifying physical handicap (except military requirements). Action will be taken to assure placement efforts reach all potential candidates, including qualified minority and female applicants.

1-4. Responsibilities.

- a. The Adjutant General is the appointing authority for the Maine National Guard full time program, and is the highest level of authority in the State concerning the overall application of this placement plan.
- b. The Human Resources Officer is responsible to The Adjutant General for ensuring the requirements of this plan are carried out.

Chapter 2

Definition and Scope

2-1. Definition and Scope of Maine National Guard Key Staff Positions.

A key staff position is a dual status, managerial position which the incumbent is a member of the immediate staff of the State Adjutant General or serves under the supervision of the Joint Chief of Staff, ARNG Chief of Staff, ESSO or Air Commander. The incumbents of these positions are delegated broad autonomy and authority to manage the work of an organizational unit, monitor and evaluate the progress of the organization toward meeting goals and make the adjustments in objectives, work plans, schedules and commitment of resources. Incumbents of key staff positions have a broad scope of authority for missions in both their military assignment and technician position. Such positions may serve as head or deputy of a major organization within a state; or direct a specialized program of marked difficulty, responsibility and statewide significance. These positions shall not be clerical or administrative positions.

**Table 2-1
Key Staff Positions**

The following positions are considered Key Staff positions:

POSITION	SERVICE
JOINT FORCES HEADQUARTERS - STATE	
Chief of the Joint Staff	JOINT
Vice Chief of the Joint Staff	JOINT
Public Affairs Officer	JOINT
Chaplain	JOINT
Senior Enlisted Advisor	JOINT
J1 through J7	JOINT
Human Resources Officer	JOINT
JAG	JOINT
AIR GUARD	
Air Commander	AIR FORCE
Vice Air Commander	AIR FORCE
Administrative Officer (ESSO)	AIR FORCE
Financial Manager (Comptroller)	AIR FORCE
Administrative Officer (Community Manager)	AIR FORCE
Air Operations Officer (Operations Group Commander)	AIR FORCE
Mission Support Officer (Mission Support Group Commander)	AIR FORCE
Aircraft Maintenance Officer (Aircraft Maintenance Group Commander)	AIR FORCE
Human Resources Specialist (Military) – ANG HQ'S	AIR FORCE
GSU Detachment Commanders	AIR FORCE
ARMY GUARD	
Command Administrative Officer (Chief of Staff)	ARMY
Secretary to the General Staff (Administrative Assistant)	ARMY
Logistics Management Officer (DOS)	ARMY
Human Resources Officer (Military) – DCSPER	ARMY
Plans, Operations & Training Officer – DCSOPS	ARMY
Director of Military Support (POMSO)	ARMY
Logistics Management Officer – DCSLOG	ARMY
Supervisory IT Specialist – DCSIM	ARMY
Senior Warrant Officer Advisor	ARMY
Financial Manager (Comptroller)	ARMY
State Construction & Facilities Management Officer (CFMO)	ARMY
Supervisory Aircraft Pilot (SAAO)	ARMY
Brigade/Division Commander	ARMY
Safety Specialist (Ground Safety Manager)	ARMY

CHAPTER 3

Procedures

3-1. Procedures for filling Key Staff Positions.

- a. Key Staff vacancies may be announced, or filled by automatic consideration by The Adjutant General.
- b. If the position is announced, applications will be reviewed by the HRO to determine basic eligibility. If the position is not announced, Technician Official Personnel Folders and/or official military personnel records will be screened to determine those candidates having the necessary qualifications for the position.
- c. Eligible qualified Technician personnel who are absent for a legitimate reason (i.e., military duty, compensable injury which does not exceed one year) will be provided promotion consideration.

3-2. Records. Sufficient records are required to allow reconstruction of the selection action. Records will be maintained for a minimum of 2 years.

3-3. Privacy Protection. Information relating to individual placement action or to applicants will not be discussed with, or shown to, unauthorized individuals. Personnel participating in merit placement actions will not disclose the details of their work to unauthorized persons.

FOR THE GOVERNOR:

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JOHN W. LIBBY
Major General, MEARNG
The Adjutant General

OFFICIAL:

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