

**STATE OF WEST VIRGINIA  
WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML231208**

**OPEN DATE: 27 December 2023**                      **CLOSE DATE: Open until filled**

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**LOCATION: WVNG Charleston, WV**

**JOB TITLE: MA Administrative / Operations Manager 2**

**WORKING TITLE: Protocol Liaison**

**SALARY RANGE: \$ \$55,000- \$70,808**

**HOW TO APPLY:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to [ng.wv.wvarng.list.mahro@army.mil](mailto:ng.wv.wvarng.list.mahro@army.mil). **All Applications must be received by closing date.**

Applications may be obtained from the West Virginia Military Authority web site:  
<https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

**NATURE AND SCOPE OF WORK**

The Protocol Liaison is responsible for planning, evaluating, developing, coordinating, and personally overseeing all aspects of the protocol program to include public relations responsibilities command budgetary functions, and conference management for visiting military and civilian dignitaries of the Adjutant General. Plans and executes activities relating to visits of high-level military and civilians, U.S. and foreign dignitaries. Develops comprehensive plans for official and social visits and functions by analyzing and coordinating the key aspects of each event. Visits and functions are often highly visible, affect the national and international reputation of the WVNG, and contribute to the WVNG's ability to establish a mutually beneficial rapport with other local, state, federal, and international organizations. Formulates highly complex agendas/itineraries requiring tedious coordination, planning and development. Develops detailed plans for each event, which may include, but are not limited to determining: the scope of the visit/event, resource requirements and availability, support for printing/graphics, appropriate flags to display, conference/ceremonial arrangements, publicity requirements and support, office calls, associated social functions, seating and/or table arrangements, lodging, receptions, interpreters, transportation, and escorts. As necessary, interfaces with the Command Group Executive Assistants and/or Aides de Camp, and other directorates to arrange transportation/flights for visitors. Provides visitor biographical and personal preferences data, as required, or requested. Recommends and plans for the procurement of appropriate mementos. Coordinates arrangements with responsible officials and counterparts in foreign embassies, the State Department, Secretaries of Defense Activities, and other high-level officials in the government and/or business sector. Prepares budget estimates for the costs of social functions. Briefs the Chief of Staff (CoS), Director of Staff (DoS), Director of the Joint Staff (DJS), and The Adjutant General (TAG) on the final plan. Maintains master guest lists per TAG's directives and updates, as required. Provides advice and assistance to TAG and other Senior Staff on matters of protocol, customs, and courtesies of the military services, private citizens, other government and non-government agencies, and other nations for internal or external events. Attempts to accommodate special interest and values of each official visitor, either on the installation or in the surrounding community. Attends social and official events, as necessary, to assist with activities. Participates in planning, coordinating, overseeing, and conducting conferences and special events hosted by TAG and Senior Leadership, to include itinerary development, assisting with attendee registration,

transportation, billeting, collection of fees, setting up and manning of VIP lounge, etc. Coordinates extensively with all members of the staff involved determining level and adequacy of support required. Greets visiting dignitaries representing TAG. This may include brief discussions on programs and objectives of the WVNG, which requires a comprehensive and intimate knowledge of the mission and key personnel in the WVNG.

### **EXAMPLES OF WORK**

- Develops detailed plans for visits of military and civilian dignitaries to the headquarters or interactions between TAG and distinguished guests, based upon the rank and station of the visitor; the purpose of the visit; probable staff interest, and related current events of the community.
- Formulates highly complex agendas/itineraries for events in coordination with senior officials in foreign embassies, the State Department, Secretaries of Defense Activities, and other high-level officials in federal, state, and local governments and/or the business sector.
- Provides protocol advice and/or assistance to service members and/or units conducting promotion, retirement, and awards ceremonies as requested. Serves as the lead for these events as directed.
- Develops and manages protocol budgets for overall program and specific events.
- Analyzes and evaluates the protocol program to ascertain adequacy, propriety, completeness and determine the degree of program accomplishment.

### **DUTIES AND RESPONSIBILITIES**

- Ensures all arrangements, including any needed reservations are confirmed.
- Ensure schedules are synchronized with all parties to allow sufficient time for travel, meetings, calls, meals, breaks, etc.
- Be cognizant of cultural background of visiting foreign dignitaries to accommodate any religious, food, or drink restrictions.
- Attend protocol/etiquette/cultural training when directed.
- Dress professionally and appropriately for all events, understanding specific cultural sensitivities of international guests/visitors.

### **KNOWLEDGE, SKILL, AND ABILITY**

- Ability to communicate effectively.
- Knowledge of military protocol and etiquette.
- Knowledge of the WVNG's, sub-organizations, programs, missions, and functions, to include its interrelationships with the Departments of the Army and Air Force and other DoD/federal/state agencies and services, foreign services/governments.
- Knowledge and understanding of national and international rules, procedures, and forums prescribing traditional and diplomatic customs, courtesies, and etiquette.
- Ability to plan and implement effectively.
- Ability to analyze and evaluates the protocols of visiting dignitaries.

## **MINIMUM QUALIFICATIONS**

Education: Bachelor's degree from an accredited college or university.

Experience: At least four years of experience with the military environment and one year of specialized experience which includes performing work that involves knowledge of the principles, practices and techniques associated with the protocol function, in-depth knowledge and understanding of national and international rules, procedures and diplomatic customs courtesies, and etiquette.

## **SPECIAL REQUIREMENTS**

1. This position falls under the West Virginia Public Employees Retirement System (PERS).
2. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership, or non-membership in an employee organization.

Murray E. Holt II, Director  
West Virginia Military Authority