

Personnel and Administrative Procedures

TEXAS STATE GUARD (TXSG)

By Order of The Adjutant General:

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History. This regulatory guidance incorporates five interim change/policy letters to the basic Texas State Guard (TXSG) Reg 600-10 dtd 09 JUL 2009.

Summary. This revision updates the information concerning the enlistment, appointment, promotion, required professional military education, reduction, reassignment, transfer, selective retention or discharge of Texas State Guard personnel, adds regulatory guidance for personnel ordered to State Active Duty with pay and provides specific direction for administration of TXSG units.

Applicability. This regulation applies to all members of the Texas State Guard.

Proponent and exception authority. The proponent of this regulation is the Commanding General, Headquarters, TXSG. The proponent has the sole authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. Users are invited to send comments and suggested improvements to the Adjutant General's Department, ATTN: TXSG-J1, P.O. Box 5218, Austin, Texas 78763-5218.

This regulation supersedes all previous releases of TXSG Reg 600-10.

Distribution. A

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Chapter 1

GENERAL

1-1. Purpose. This regulation:

- A. Prescribes the eligibility criteria, procedures and instructions for appointment of officers, warrant officers and the enlistment of qualified applicants into all components of the Texas State Guard.
- B. Provides policies and procedures for personnel actions concerning the enlistment, appointment, promotion, required professional military education, reduction, reassignment, transfer, selective retention or discharge of Texas State Guard personnel.
- C. Provides policies and procedures for the establishment and maintenance of personnel records.

1-2. Abbreviations & Acronyms. Abbreviations used in this regulation are listed in Appendix A.

1-3. Definitions. Definitions of terms shown herein are listed in Appendix B.

1-4. References. Publications used as references in preparation of this regulation are shown in Appendix C.

1-5. Policy.

- A. *Nondiscrimination.* Personnel actions prescribed in this regulation will be accomplished without regard to race, color, religion, sex, age, or national origin. Unless clearly applicable to only one sex, the terms noting "member", "members", "applicants", and "personnel" apply to both men and women.
- B. *Sexual Harassment.* All potential members, current members, and civilian employees should be free from any type of sexual harassment. Sexual harassment will not be tolerated.
- C. *Qualifications.* A member's eligibility for appointment, enlistment or retention in the Texas State Guard will be determined on the basis of that individual's ability to meet requirements of law and regulation.
- D. *Conduct.* Personnel of the TXSG, as members of the Texas Military Forces are subject to the Texas Code of Military Justice. Commanders are responsible for the maintenance of good order and discipline in their command. Members having knowledge of violations of law or regulations committed by other members of the TXSG shall report such conduct to the Commander concerned. Serious offenses shall be reported to Headquarters, TXSG immediately and a determination will be made as to required action.

1-6. Command Responsibility. All commanders shall ensure that the policies and procedures contained in this regulation are applied.

1-7. Recruitment.

- A. *Prospective Member.* Only qualified, responsible, and respected citizens of the community are considered prospective recruit possibilities.
- B. *Unit Manning Document (UMD).* Personnel will only be recruited to fill valid unit manning document positions for their command element. Valid positions are contained in TXSG Reg 10-0 TXSG HQ, 10-1 Army Component Command, 10-2 Air Component Command, 10-3 Texas Medical Brigade and 10-4 Texas Maritime Regiment.
- C. *Recruiter.* The Commander should encourage all current members of the unit to recruit new members.

1-8. Participation.

- A. *Recommended.*** Enlistees or appointees are highly encouraged to participate to the maximum of their ability recognizing the TXSG is a volunteer organization.
- B. *Notification.*** Members are required to notify their immediate commander and give the specific reason why they are unable to attend any duty periods in advance. This includes drills and any State Active Duty deployment.

1-9. Review Boards.

A. *Authority.* All review boards will convene under the authority of Texas Statutes Government Code Section 431.054 and The Adjutant General of Texas Memorandum- *SUBJECT: Composition of Texas Military Forces Promotion/Vacancy Selection Board* dated 21 September 2005 provides guidance on composition of TXMF Boards.

B. *Personnel Action Board (PAB).* Personnel Action Board appointed by the CG, TXSG, will meet bi-monthly, and as required, to make recommendations to the Commanding General for the personnel actions. A General Officer or O6 will preside as the Board President. The Board President will send a memo to the CG with the results of the PAB. Upon approval determination by the CG, the board will give approval or issue orders, as applicable. An officer applicant will not be considered a member of the TXSG until the Personnel Action Board has given its approval. The requests will be considered as follows:

- Appointments
- Enlistments
- Awards
- Discharges
- Promotions
- Reductions
- Retirements
- Transfers

C. *Notification.*

1) *Approval.* After the CG has made a determination of the PAB's recommended actions, the Chief of Staff will implement the PAB's actions by endorsements or issuing orders to the major subordinate commanders. The major subordinate commander will notify each member of the PAB's decision and, if decision was favorable, make presentation of promotion or award upon receipt of orders.

2) *Disapproval.* If a request is denied, the applicant/member will be notified through the chain of command and given the reason for disqualification. If the reason for rejection does not permanently bar the member from a future personnel action, the applicant will be advised of procedures and requirements for re-submission of application. Members may appeal actions in writing thru command channels within sixty days of date of notification.

D. *Schedule of Board Meeting.* The PAB will convene during odd months and other times as needed.

E. *Personnel Packets.* All packets must be received by the J1 office to the specific email at least one month prior to the Board meeting to be considered for action.

F. *Personnel Retention Review Board.* Upon order of the CG, TXSG, a Personnel Retention Review Board (PRRB) will convene each even numbered year to review performances and potential for officers, O1 – O3 and warrant officers, W3-W5 and senior non-commissioned officers, E7 thru E9. Senior officers O4-O6 will receive a retention review on odd numbered years. The Board may consist of active or retired TXMF officers and non-commissioned officers. The Board must have at least three members and a recorder present to have a quorum. The board recorder may be an active TXSG officer. Membership of any Board will be composed of the diversity requirements published by the TAG.

1-10. Enlistment/Appointment Packet. Automated enlistment, appointment and promotion packets will be used. Component Personnel officers will ensure that all forms and supporting documentation required for joining the TXSG must be complete and correct before forwarding to TXSG-J1. Lists of required documents are shown in Chapter 2. Until approval is received, as shown on appointment orders or TXSG Form 35, the new applicant will be considered a visitor. Major subordinate commanders are authorized to approve enlistment packages thru E8, and appointment packages thru O-3, without a Personnel Action Board (PAB), if the applicant meets all the criteria in paragraph 2-1.

1-11. Texas State Guard Database. The TXSG database is the only authorized database for personnel actions and will be utilized for accountability. Correctness and completeness of member records is a high priority. TXSG-J1 is the Manager of the TXSG Database. TMF-TXSG-J6 maintains the server. Members not in the active part of the TXSG database are not members of the TXSG.

Chapter 2

NEW APPLICANTS

2-1. Eligibility Criteria for all Applicants

A. *Citizenship.*

- 1) Be a resident of this state for at least 180 days and:
 - a) A citizen of the United States; or
 - b) A person who has been lawfully admitted to the United States for permanent residence under the Immigration and Nationality Act (8 U.S.C. Section 1101 et seq.)
- 2) Be at least 17 years of age;
- 3) Must maintain a Texas Drivers License as proof of residency

B. *Age.* Maximum age is 70.

C. *Social Security Number.* Applicants must have a valid social security number issued by the Social Security Administration.

D. *Texas Driver's License.* Applicants must have a valid Texas driver's license.

E. *Criminal Background Check.* Applicants must submit to a background check and be cleared prior to enlistment or appointment. The method and procedure for the background check is outlined in the enlistment/appointment packet document.

F. *Education.* A non-prior military service member may enter the TXSG as an E4 if they have an associate degree or 60 college hours. A prior federal service member may enter the TXSG as one rank above. This advanced entry is at the discretion of the unit commander.

2-2. Physical Qualifications

A. *Permanent Disability.* An applicant must not have any permanent physical disorder that would interfere with his/her ability to perform all duties of a TXSG member.

B. *Correctable Vision.* An applicant must have correctable vision as required for receipt of a valid Texas state driver license.

C. *Extremities.* Applicants must have full use of all extremities or cleared for duty by the TXSG Chief Medical Officer.

D. *Height/Weight.* An applicant must meet all height/weight criteria as set forth in the Height and Weight
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Tables in Appendices D and E. If a member does not meet the height/weight standards in the chart, the body fat content method of measurement as described in AR 600-9 may be used to determine eligibility (see Appendix C).

E. Mental. Applicants must be of sound mind and free of mental or emotional disorders.

2-3. Ineligibility.

A. Subversive or Disloyal Acts. Applicants who have engaged in subversive or disloyal acts against the United States or the State of Texas are ineligible to join the TXSG.

B. Felony Charge or Conviction. Any applicant who has been convicted of an offense by a civilian or military court will be reviewed by the TXSG SJA legal review board. Any applicant who has felony or class A misdemeanor charges pending against them may not join the TXSG until all charges have been cleared. Applicants with a history of misdemeanor convictions may be denied enlistment or appointment. Misdemeanor convictions will be reviewed on a case by case basis.

C. Re-enlistment Code. Prior federal service applicants whom were issued a discharge under other than honorable conditions or a re-enlistment code of RE-4 are ineligible to join the TXSG. RE-4 due to retirement is exempted.

2-4. Prior Military Service

A. Federal Service. Prior military service in the Armed Forces of the United States or their reserve components. An applicant must have received an Honorable Discharge as evidenced by DD Form 214 (member's copy 1), NGB Form 22 or the service's equivalent. Applicants who were honorably discharged from Active Duty, National Guard, or Reserves may be appointed in the TXSG at one grade higher than their previously held rank within the parameters established below.

B. State Service. Prior state service in the TXSG or State Military Forces of another state is considered acceptable service. (Civil Air Patrol or other similar auxiliary organizations are not considered part of the State Military Forces.) A member must have received an honorable discharge as evidenced by TXSG Form 35 or equivalent state documentation. On a case-by-case basis, and pending a review by a Personnel Action Board and with the Component Commander's approval, an applicant may be inducted at the same rank.

C. Current Members of Military Forces.

1) Active. Applicants who are currently active members of the Armed Forces of the United States, the Military Forces of Texas or any state National Guard or defense force are ineligible to join the TXSG.

2) Inactive Reserve Components. Members of the Individual Ready Reserve, Inactive National Guard, Standby Reserve or Retired Reserve who have no commitment to attend drills or active duty periods may join the TXSG unless prohibited by regulations of their particular reserve component. The member's Chronological Statement of Retirement Points (DARP Form 249, ARPC 249R-2-c) or other U.S. Armed Forces' equivalent document is considered proof of membership in a reserve component.

2-5. Officer and Warrant Officer Appointments.

A. Officer Rank Structure. Officer and warrant officer ranks authorized are only those ranks authorized by the branches of service represented in the TXSG.

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B. Leadership. The TXSG values are principles, standards and qualities considered essential for successful leaders. A potential officer applicant must possess those TXSG leadership values and the demonstrated ability to lead subordinates effectively. The TXSG Lone Star Values:

- Loyalty – Bear true faith and allegiance to the State, Mission, and Family
- Opportunity – Cultivate an environment for ALL to excel
- Networked – Connect to communities, families, interagency partners and components
- Ethics – Honor the public trust, exceed standards and expectations
- Selfless Service – Place the welfare of the Texas Military Forces and State first
- Texas Spirit – Embrace the courageous spirit of our people, history, and culture
- Adaptability – Act with understanding, innovation, resourcefulness, flexibility & urgency
- Ready – Prepare mentally, physically and spiritually to deploy

C. Procurement Sources.

1) Prior Federal Service Officer. A former federal officer or warrant officer in the Armed Forces of the United States.

2) Current Enlisted Member. Any TXSG member who meets the requirements of officer or warrant officer may be appointed in that rank (see paragraph 2-7).

D. Recommendation. An applicant seeking an officer appointment must be recommended by the immediate commander of the unit they wish to join, through the chain of command. After reviewing the officer applicant qualifications for appointment and receiving approval from the immediate commander, the applicant must complete an officer's packet. Use of the automated packet officer accession packet is mandatory. The commander will initiate a letter of recommendation and then forward the completed packet through the chain of command to TXSG-J1.

E. Verification. The commander must verify that a member recommended for appointment meets all criteria listed in this regulation.

F. Assignment. Appointment of officers will only be done to fill existing Unit Manning Document (UMD) vacancies. (UMDs are found in TXSG Regulations 10-0 through 10-4.)

G. New Officer Applicants. A non-TXSG applicant seeking an officer appointment will be considered a visitor until the Personnel Action Board has recommended, and the CG has approved, the appointment and orders have been issued. The applicant may attend a single drill up to a maximum of three drill days (documentation will be signed by applicant and O6 commander and maintained for record), but will not be assigned state-owned property, nor allowed to wear the TXSG uniform, nor participate in any activities or field exercises until approved for appointment. Visitors are not covered by TXSG insurance or worker's compensation as long as packet is in process and pending. No applicants may attend annual training, operation or overnight exercise.

H. Oath of Office. The Oath of Office will not be administered nor signed by either the applicant or the officer administering the oath until the commander has received the appointment orders. Orders published by TXSG-J1 reflect the Officer's date of initial entry and effective date of the appointment. Failure to follow this procedure will invalidate an officer's appointment.

I. Professional Skills. The TXSG recognizes the importance of having members with certain specialized professional skills that are required for missions. Proof of proficiency in a required skill must be provided in the form of certificates or licenses (in good standing with State of Texas regulatory and I licensing agency) and a civilian resume. Applicants must agree to serve in the TXSG in their recognized specialty for at least one year to be considered for officer appointments. If an officer applicant has a TXSG recognized professional skill and there is a valid UMD vacancy but prefers not to enter the TXSG based on these skills, he/she may join the enlisted ranks. Professions recognized by the TXSG are outlined in Table 2-2.

J. Branch in Which Appointed.

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- 1) *Civil Affairs*. All officer and warrant officer appointments in the Texas State Guard will be in the Civil Affairs branch except as listed in the followings paragraphs.
- 2) *Chaplain's Corps*. Chaplain vacancies may not be filled by other than officers commissioned as chaplains. All candidates for appointment as a chaplain must also receive the approval of the Chaplain's Board, Texas State Guard prior to an application being forwarded to the Personnel Action Board.
- 3) *Judge Advocate General Corps*. Officers and warrant officers assigned to positions of Staff Judge Advocate (SJA) will wear appropriate branch insignia. Upon reassignment to another line officer position, the branch insignia will be changed to the Civil Affairs unless the UMD position calls for one of the other specialty branches. These appointments and assignments must be approved by the TXSG SJA and the Commanding General.
- 4) *Signal Corps*. TXSG officers and warrant officers assigned to J6, signal staff positions, or C4I Detachments may wear Signal Corps branch insignia.
- 5) *PIO Branch*: TXSG officers and warrant officers assigned has assigned to PIO will be allowed to wear that insignia.
- 6) *Medical Officers*. TXSG officers and warrant officers assigned to TXSG Med BDE UMD positions will wear Medical Service Corps branch insignia unless the UMD position calls for physician, dentist, veterinarian, physician assistant, nurse practitioner, registered dietitian, chiropractor, or registered nurse corps or one of the other Army specialty branches.
- 7) *IG Branch*: TXSG officers and warrant officers assigned to IG section will be allowed to wear IG branch insignia.
- 8) *Air Component Command*. TXSG line officers appointed in the Air Component will not be appointed in a specific branch.
- 9) *Texas Maritime Regiment (TMAR)*. TXSG line officers appointed in the TMAR Component will not be appointed in a specific branch.
- 10) *Branch Insignia for Prior Service Officers*. Officers and warrant officers who were appointed in a branch while in federal service may wear the branch insignia for which the qualification was attained through graduation from an appropriate federal military school (i.e. Infantry Officer Basic Course, Armor Officer Advanced Course, etc.).

2-6. Officer Accessions Process

- A. Officer Accession Checklist.** The following automated file and documentation will be used for consideration of an applicant or member to be appointed in the TXSG. The unit personnel officer (S1/A1/N1/G1) will assist in the proper procedures for completing the documentation. The Officer Appointment Packet contains the followings:
- Appointment Checklist
 - TXSG Form 35 (Request for officer personnel action).
 - DD Form 2807-1 (Report of Medical History).
 - TXSG Regulation 10-0, 10-1, 10-2, 10-3 or 10-4 (UMD), whichever is applicable, showing position member is assigned to in relation to other members already assigned in the unit
 - Proof of prior military service as evidenced by DD Form 214 (member copy 4) or NGB Form 22 or equivalent. Equivalent documents determined on a case by case basis. **Prior Military Service Only.**
 - Proof of current inactive reserve military service as evidenced by ARPC/DARPA Form 249-2c, if applicable. **Prior Military Service Only**
 - Evidence of college ROTC completion, if applicable.

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- Proof of highest civilian education as evidenced by high school diploma, GED certificate, or college transcript. College must be accredited by the United States Department of Education.
- Legible copies of: Social Security card and valid Texas driver license. High resolution color copies are required. Federal retired military ID may be used if the social security number is present.
- Proof of professional skills as evidenced by certificate or license, if applicable.
- Commander's letter of input (through the chain-of-command) as shown in Appendix H .
- If currently a member of the TXSG: Photograph in duty uniform (Combat Duty Uniform (CDU) from the head to just below the knees. Stand facing the camera at parade rest wearing the appropriate cap. Size of photo to be 4" x 6" or 6" x 8". Digital files will be sent to the TXSG-J1.
- If currently not a member of the TXSG:

- 1) Photograph in civilian clothes, right oblique, no jewelry, no sunglasses, no shorts, no hands in pockets, at attention.
- 2) Background completion (NCIC check).

B. Automated Officer Appointment Packet. The automated package contains the required forms and can be obtained from the recruiter or unit/component command personnel officer.

C. Officer Candidate School (OCS).

1) *Process.* The member who desires to attend OCS to earn a commission is responsible for initiating the application process. The process begins when the OCS applicant presents a completed packet formatted in accordance with the OCS CMP to his immediate commander. Component commanders (**O6-level**) will board an applicant and forward the packets of selected qualified applicants to their component headquarters. Components will forward qualified personnel packets to the TXSG-J1 officer personnel manager. The Officer Candidate Review Board must receive the recommendations for the officer candidate no later than 30 days prior to the next OCS class start date.

2) *Notification.* The Officer Candidate Review Board will notify the OCS detachment of the personnel accepted into OCS within one month prior to the beginning of OCS. The OCS detachment will then contact the student with information and TXSG-J1 will publish orders for the program.

3) *Assignment of Officer Candidates (OC).* Members appointed to OC rank will be assigned to the OCS detachment for administrative and TCMJ control. Upon commissioning the OC will be assigned back to the component command based on Form 35 assignment request.

4) The OCS honor graduate will be allowed to transfer to the branch of their choice prior to graduation from OCS.

5) Candidates who drop out of the OCS program are not allowed to wear the OC insignia, and must return to their original rank designation.

2-7. Eligibility Criteria for all Officer and Warrant Officer Appointments. Officer and warrant officer applicants must meet the general criteria listed in paragraph 2-1. Appointments will be to one of the two functional areas;

A. Line Officer – An officer assigned to HQ or a component. All OCS candidates must have one year TXSG service with successful completion of Basic Orientation Training in order to be considered for OCS.

B. Professional Skills Officer (PSO) – An officer appointed based on civilian skills and licensing as authorized in Table 2-2. A PSO will not be assigned or reassigned as a line officer without the written approval of the CG TXSG for detailing the PSO to the slot.

C. Specific Criteria. The applicant for an appointment as an officer must also meet the following qualifications.

- 1) *Age.* Only members between the ages of 21 and 60 can be commissioned officers or warrant officers with the exception of prior federally commissioned officers and warrant officers and former TXSG

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Officers. These former officers and warrant officers may be appointed in the TXSG through the age of 75. After age 70 must have annual medical approval from TXSG Medical Review Board (MRB) to maintain retention.

- 2) *Leadership.* An officer applicant must possess the attributes of a potential leader i.e.; commanding presence, professional image, reasonably good health (mental & physical), projection of self confidence & composure, innovative attitude, empathy and resiliency in dealing with problems. Applicants will possess potential to develop the values of loyalty, duty, respect, selfless service, honor, integrity and personal courage.

D. Non prior federal service applicants will be appointed as a line officer in the rank of O1 provided they meet all applicable conditions (see paragraph 2-8). Professional skills officer appointment will be determined by the PAB based on their experience and licensing as required by the state in their chosen profession.

- 1) See Table 2-1 TXSG Rank for Prior Military Service Members and Table 2-2 Minimum Requirement Education and Licensing for Professional Skills Officers.

- 2) All appointments without prior federal service are required to meet all officer PME requirements in order to promote to the next rank. This includes, but is not limited to, Basic Orientation Training, FEMA, Officer Basic Course, Officer Advanced Course, or service equivalent.

E. Officers and warrant officers with prior federal military service may be considered for initial appointment as a line or professional skills officer in the rank shown in Table 2-1.

Table 2-1 TXSG Rank for Prior Military Service Members		
Service	Rank Attained	TXSG Rank Considered
Commissioned	O6	O6
Commissioned	O1 thru O5	Same or one rank above federal rank
Warrant	WO1 thru CW4	Same or one rank above federal rank

Note: Warrant officers appointed above the grade of WO1 and officers appointed above O1 are still required to meet all military and civilian education criteria for promotion (i.e., a member appointed as a line officer O3 is required to complete the Officer Basic and Advanced Courses and a Bachelor's degree for promotion to the rank of O4.)

F. Personnel to be appointed as PSOs (i.e., chaplains, physicians, dentists, veterinarians, physician assistants, nurse practitioners, registered nurses and staff judge advocates officers), other specialized areas (e.g., legislature) and CG approved, may be given consideration for initial appointment in the rank, as shown in Table 2-2 below.

Table 2-2 Minimum Required Education and Licensing for Professional Skills Officers			
Position	Education	Required minimum Certifications	Rank
Chaplain	Master's degree in theological studies (MDiv or its equivalent or 72 hours of graduate level courses leading to a single degree in theology).	Endorsement letter for 'Service as a Texas State Guard Chaplain' by recognized ecclesiastical body.	O1-O3
Physician, Dentist, Veterinarian	Doctorate in Medical, Dental or Veterinarian field	Unrestricted License to practice in the State of Texas	O3
Registered Nurse	Associate of Arts or Baccalaureate in Nursing	Unrestricted License to practice in the State of Texas	O1
Chiropractor	Doctorate in Chiropractic	Unrestricted License to practice in the State of Texas	O2

Registered Dietician	CADE Approved Baccalaureate	Successful completion of the national Commission on Dietetic Registration (CDR) examination	O1
Nurse Practitioner, Physician Assistant, Pharmacist, Resident Physician	Master degree in related field	Unrestricted License to practice in the State of Texas. Resident physician must have Institutional Permit	O3
Staff Judge Advocate	Doctorate of Jurisprudence	Unrestricted License to practice law in the State of Texas	O2- O3
Professional Engineer	Bachelor degree in Engineering	Professional Engineering License in the State of Texas	O3

G. Commissioned officers who were honorably discharged from Active Duty, National Guard, or Reserves may be appointed in the TXSG at one grade higher than their previously held rank (not to exceed the grade of O6).

H. A member previously commissioned in the TXSG or other state defense force may be appointed at the highest rank attained, not to exceed the grade of O6 if they meet the specific TXSG criteria for promotion to that grade.

I. Non-prior military service personnel may be considered for appointment as Professional Skills Officers from O1 to O3 within the appropriate component, see Table 2-2.

J. Officers and warrant officers commissioned as a professional skills officer with no prior service must complete the appropriate OBC and TXSG Basic Orientation Training course within 12 months of appointment or the appointment will be voided. If the officer or warrant officer appointment is voided, the member may opt to remain in the TXSG as an enlisted member. Rank shall be determined by the approving authority.

2-8. Eligibility Criteria for appointment as O1. Officers of the Texas State Guard are appointed, commissioned, and assigned by the governor or under the governor's authority. The governor may remove or reassign an officer. In addition to the general criteria listed in paragraph 2-1 and the eligibility criteria for officer appointments as shown in paragraph 2-5, the applicant must further qualify for appointment to O1 by meeting one of the alpha qualifications listed a. thru c., below;

A. Prior Federal Service/Currently Enlisted in TXSG (Eligible for OCS Commission)

- Served in federal active duty or federal active reserve service.
- Earned a baccalaureate degree from an accredited college or university.
- Participated as an enlisted member of the TXSG for a minimum of one year.
- Obtained a memorandum of recommendation from immediate Commander and CSM/CCM/MCPO/CMCPO.
- Approved for physical activity as evidenced by Report of Medical History (DD Form 2807-1) signed by a physician.
- Completed OCS.
- Upon commissioning, OBC must be completed within the followings 24 months or commission will be withdrawn.

B. Non-Prior Federal Service/Currently Enlisted in TXSG/OCS Candidate.

- Completed the TXSG Basic Orientation Training (or equivalent if taken before 1FEB2011 reference J1 Policy Statement of JUL2011)
- Earned a baccalaureate degree from an accredited college or university.
- Participated as an enlisted member of the TXSG for a minimum of two years.
- Obtained a memorandum of recommendation from immediate commander and CSM/CCM/MCPO/CMCPO.

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- Approved for physical activity as evidenced by Report of Medical History (DD Form 2807-1) signed by a physician.
- Completed OCS.
- Upon commissioning, OBC must be completed within the following 24 months or commission will be withdrawn.

C. Non-Prior Federal Service/Completed 4 year ROTC/Corps of Cadets Program

- Earned a Baccalaureate Degree from an accredited college or university.
- Completed 4 years ROTC/Corps of Cadet Program.
- Obtained a memorandum of recommendation from immediate Commander.
- Approved for physical activity as evidenced by Report of Medical History (DD Form 2807-1) signed by a physician (may be TXSG physician).
- Upon commissioning, OBC must be completed within the following 24 months or commission will be withdrawn.

D. Non Prior Federal or State Service/New Applicant with Professional Skills

Criteria for appointment as a PSO such as chaplain, registered nurse, physician, dentist, physician's assistant, pharmacist, nurse practitioner, registered dietician, chiropractor, professional engineer or other specialized areas (e.g., legislature) are outlined in Table 2-2.

2-9. Eligibility Criteria for appointment as Warrant Officer One. Appointment to warrant officer is not a path to obtaining an officer commission. Warrant Officers may apply for OCS and complete the program to attain an officer commission. In addition to the general criteria listed in paragraph 2-1 and the eligibility criteria for officer appointments as shown in paragraph 2-2., the applicant must further qualify for appointment to warrant officer one (WO1) by meeting the qualifications listed below.

A. Prior Federal Service/Currently Enlisted in TXSG

- Served a minimum of three years federal service.
- Completed 30 college credit hours at an accredited college or university.
- Participated as an enlisted member of the TXSG for a minimum of one year.
- Obtained rank of E-5 in TXSG.
- Obtained a memorandum of recommendation from immediate Commander and CSM/CCM/MCPO/CMCPO.
- Upon appointment, appropriate WOBC course must be successfully completed within the following 24 months or warrant will be withdrawn. (Appendix F)

B. Non Prior Federal Service/Currently Enlisted in TXSG

- Served a minimum of five years TXSG service.
- Completed 60 college credit hours at an accredited college or university.
- Obtained rank of E-5 in TXSG. Must provide a memorandum of recommendation from immediate Commander.
- Upon appointment, appropriate WOBC course must be successfully completed within the following 24 months or warrant will be withdrawn. (Appendix F)

C. Exception to Policy for Warrant One

- Members of the MARS Detachment will enter the TXSG as a WO1.
- Members of the MARS Detachment are civilian members of the TXSG.
- Members of the MARS Detachment are not eligible for promotions.
- Requirements to be a member of the MARS Detachment include being an active member of MARS and holding a FCC amateur radio operator license.
- Members of the MARS Detachment are not eligible for TXSG awards, State Active Duty pay or Yearly Annual Training pay.

Chapter 3

PROMOTIONS

3-1. General. Promotions will only be made to the next higher rank. Promotion criteria will be based on potential for service in the next higher grade, efficiency, time in grade, demonstrated command and staff ability, military and civilian education. Promotion will not be used solely as a reward for past performance. Promotion will support equal opportunity and will be made without regard to race, color, religion, sex or national origin.

3-2. Responsibility. It is the responsibility of commanders to initiate the process for promotions of qualified members within their immediate command. A letter of recommendation must accompany TXSG Form 35 through the chain of command with supporting documentation qualifying the member.

3-3. Recommendation.

A. Appropriate. A member can only be recommended by his/her immediate commander and by the Component Commander for promotion to the next higher grade.

B. Inappropriate. In no case is it considered appropriate for a member to recommend oneself for promotion.

C. Promotion Packet. (See Appendix G for appropriate packet formation. Incomplete packets will not be accepted. The promotion packet consists of:

- A letter of recommendation from member's Component Commander (i.e. with an endorsement).
- TXSG Personnel Action request Form 35.
- Color ¾ length photo in military uniform (see paragraph 2-6a. above for details).
- Copy of highest civilian education completed transcript or diploma.
- Copy of Promotion Orders for current rank and grade
- Copy of required Professional Military Education completed.
- Copy of required FEMA course completions transcript.

3-4. Unit Manning Document (UMD) Vacancy. A member can only be promoted if there is a vacancy in the UMD that the member is qualified to fill. Unit Manning Documents are found in TXSG 10 Series Regulations. Any exceptions must be approved by the Commanding General.

3-5. Enlisted Member Appointed as an Officer or Warrant Officer. When an enlisted member is appointed an officer or warrant officer, an honorable discharge certificate will be issued for the enlisted career.

3-6. Authority to Promote: Recognition of Promotion. Commanders will wait for the Personnel Action Board to approve and TXSG-J1 to publish orders on all requests for promotions which are sent to PAB before announcing promotions or presenting the new rank insignias to their members. The effective date of the promotion is the date of the Commander's signature on the Form 35. No "frocking" or "field" or "temporary" promotions are authorized. Promotion ceremonies are a formal event in the TXSG. See 3-12 for additional authority to promote not applicable to PAB requirements.

3-7. Rank Insignia. A member will not wear the rank insignia of the next higher rank until the promotion order is published by TXSG-J1 and received by the unit of assignment.

3-8. Exception to Policy.

A. Waivers. Waivers are replaced by exceptions to policy. Exceptions to policy originate from the guardsman's O6 commander (not the individual), and are routed through the component commander to the President of the PAB. This request must be submitted in a memo format (See Appendix J) and

explain the reason the exception is requested, the benefits to the TXSG of granting the exception, and verify that the guardsman is in good standing and meets all other requirements for promotion. The exception memorandum will be attached to the promotion request form as a coversheet. Component Commanders are not delegated promotion authority under this paragraph. All requests will be forwarded to TXSG-J1 and a PAB will be convened for approval.

B. Civilian Education and Federal Service Requirements. All officers, warrant officers, and enlisted personnel are required to meet current criteria for promotion.

C. PME. There will be no exception to policy for PME.

3-9. Time-in-Grade (TIG). A guardsman's time-in-grade represents a zone of consideration for promotion. At no time will a promotion be based solely on a member's time-in-grade.

3-10. Brevet Promotion. Brevet promotions will be processed IAW AGTXR 600-6 Brevet Promotions dtd 13 Mar 06. Brevet promotions require 120 day minimum lead time, and an AGTX review prior to submission to the Governor's Office.

3-11. Officer and Warrant Officer Promotions

A. Authority to Promote: Recognition of Promotion. Commanders will wait for the Personnel Action Board to approve and TXSG-J1 to publish orders on all requests for promotions which are sent to PAB before announcing promotions or presenting the new rank insignias to their members. The effective date of the promotion is the date of the Commander's signature on the Form 35. No "frocking" or "field" or "temporary" promotions are authorized. Promotion ceremonies are a formal event in the TXSG.

1) A Commander of a battalion/group has the authority to initiate a request for promotion of a member to the grade of O3 and WO3 in accordance with the criteria set forth in this regulation. Packets will consist of minimum items in 3-3.c. above. If an exception to policy is requested, the packet must go to the PAB regardless of rank.

2) The major subordinate Commander must recommend approval of the request on TXSG Form 35 and send to TXSG-J1 who will publish the order before the promotion is considered approved.

3) *Personnel Action Board (PAB).* A Personnel Action Board will be appointed by the CG, TXSG. The PAB will make recommendations to the CG, TXSG for promotions of all officers and warrant officers.

B. Time-in-Grade.

1) *Federal Service.* An officer who was honorably discharged from federal service may count their time-in-grade for promotion consideration in the TXSG at the last grade held in federal service.

2) *Inactive Reserve.* Any time period a member is assigned to the Inactive Reserve **will not** be counted towards time-in-grade in rank

C. Officers with Professional Skills. Officers assigned within their professions must have a current ordination, certification or license and show a reasonable amount of continuing education within their professional field to be considered for promotion. PME requirements for all grades appointed above must be completed before promotion. Table 2-2 lists the Professional Skills Officers.

D. General Requirements for Promotion of all Officers and Warrant Officers. In addition to the general criteria listed in paragraph 2-1, all officers and warrant officers should be considered for promotion based on their potential to assume additional responsibilities and the needs of the organization. For PME and FEMA requirements see Appendix F.

E. Promotion to O2.

In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

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- 1) Earned a Baccalaureate Degree from an accredited institution.
- 2) Time-in-Grade as O1: 18 months
- 3) Completion of all required FEMA courses.
- 4) Completion of required PME.
- 5) Attendance at 60% drills/required events approved and documented by immediate commander.
Active participation in drill/required events for promotion at immediate commander's prerogative.

F. Promotion to O3.

In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- 1) Earned a Baccalaureate Degree from an accredited institution.
- 2) Time-in-Grade as O2:
 - a) Normal – 3 years
 - b) Below the zone– 2 years
- 3) Completion of all required FEMA courses.
- 4) Completion of required PME.
- 5) Attendance at 60% drills/required events approved and documented by immediate Commander.
Active participation in drill/required events for promotion at immediate Commander's prerogative.

G. Promotion to O4. In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- 1) Earned a Baccalaureate Degree at an accredited institution.
- 2) Time-in-Grade as an O3:
 - a) Normal – 5 years
 - b) Below the zone– 4 years
- 3) Completion of all required FEMA courses.
- 4) Completion of required PME.
- 5) Attendance at 60% drills/required events approved and documented by immediate Commander.
Active participation in drill/required events for promotion at immediate Commander's prerogative.

H. Promotion to O5. In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- 1) Earned a Baccalaureate Degree from an accredited institution.
- 2) Time-in-Grade as an O4:
 - a) Normal – 5 years
 - b) Below the zone– 4 years
- 3) Completion of all required FEMA courses.
- 4) Completion of PME: Minimum requirement: 50% completion of Intermediate Service School (Command and General Staff College).
- 5) Attendance at 60% drills/required events approved and documented by immediate Commander.
Active participation in drill/required events for promotion is at immediate Commander's prerogative.

I. Promotion to O6. In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for promotion.

- 1) Earned a Baccalaureate Degree from an accredited institution.
- 2) Time-in-Grade as an O5:
 - a) Normal – 5 years
 - b) Below the zone– 4 years
- 3) Completion of all required FEMA courses.
- 4) Completion of PME: Completion of Intermediate Service School (Command and General Staff College).
- 5) Attendance at 60% drills/required events approved and documented by immediate Commander.
Active participation in drill/required events for promotion is at immediate Commander's prerogative.

J. Promotion to O7. In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for appointment. Furthermore, all candidates will be screened by a special TXSG Personnel Actions Board. The Commanding General of the Texas State Guard will nominate a suitable candidate and submit these applicants to the TMF General Officer Management Office (GOMO) for a comprehensive review. All general officer appointments are made at the pleasure of the Governor with the advice of the Adjutant General.

- 1) Earned a Baccalaureate Degree from an accredited institution.
- 2) Time-in-Grade as an O6:
 - a) Normal – 5 years
 - b) Below the zone– 4 years
 - c) Must have been a federally recognized officer of not less than field grade of the Texas National Guard or a regular or reserve component of the United States Army or Air Force or
 - d) served at least 15 years as a commissioned officer in the state military forces or a regular reserve component of the United States Army or Air Force and
- 3) Successful completion of an Intermediate Service School.
- 4) Completion of all FEMA courses
- 5) Meet all Texas Government Code requirements

K. Promotion to O8. In addition to the general criteria listed in paragraph 2-1, the officer must meet the qualifications listed below to be considered for appointment. Candidates for promotion to O8 will submit the required documentation to the TMF General Officer Management Office (GOMO) for a comprehensive review. The Adjutant General will nominate a candidate for appointment to the Governor. All general officer appointments are made at the pleasure of the Governor.

- 1) Earned a Baccalaureate Degree at an accredited college or university.
- 2) Successful completion of an Intermediate Service School.
- 3) Completion of Senior Service College is desirable.

L. Promotion to Chief Warrant Officer. In addition to the general criteria listed in paragraph 2-1, the applicant must further qualify for promotion to chief warrant officer by meeting the minimum qualifications listed below:

Grade	Minimum College	TIG
W2/CW2	60 Semester Hours	36 Mo as WO1
W3/CW3	60 Semester Hours	36 Mo as CW2
W4/CW4	BA/BS	48 Mo as CW3
W5/CW5	BA/BS	48 Mo as CW4

3-12. Enlisted Personnel Promotions.

A. Authority to Request Promotion. The TXSG Commander has delegated the authority to promote E3-E8 and O1-O3 to TXSG component commanders who may, in turn distribute and determine authority of subordinates, at their discretion. (For PME and FEMA requirements see Appendix F.)

- 1) *Battalion/Group.* A commander of a battalion/group has the authority to initiate a request for promotion of a member to the grade of E6 in accordance with the criteria set forth in this regulation. Packets will consist of minimum items in 3-3.c. above. The Major Subordinate Commander must recommend approval of the request on TXSG Form 35 and send to TXSG-J1 who must publish the order before the promotion is considered approved.
- 2) *Major Subordinate Command.* (O6 command equivalent to regiment.)
 - a) *Promotion to E7& E8.* A commander of a Major Subordinate Command has the authority to promote a member up to the grade of E-8 in accordance with the criteria set forth in this regulation. The commander must complete Form 35 and attach a memorandum of recommendation and forward both to the component command for necessary paperwork to be completed and approved. Promotion to E-9 must be submitted to the Personnel Action Board through component command to

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the TXSG-J1 for consideration and recommendation to the CG. The CG must approve the request before the promotion is considered final. (See para j below.)

b) Promotion to Command Position within E9 Rank. A commander of a Major Subordinate Command has the authority to initiate a request for promotion of a member to a command position. No one will be appointed to a 1SG or Command Sergeant Major, Command CMSgt, and Master CPO laterally without an existing position on the UMD. "Double Slotting" will not be authorized. All promotions within the E9 rank will be in accordance with the criteria set forth in this regulation. The Major Subordinate Command commander must forward the promotion packet in 3-3.c. above to the component command Personnel Action Board for approval. TXSG-J1 will forward the Board's recommendation to the TXMF CSM for concurrence. The Personnel Action Board will publish orders as applicable.

B. Effective Date. For promotions through the grade of E6, the effective date of promotion will be the date of the Commander's signature on the Form 35.

C. Distinctive Rank Insignia. Only a member whom has orders from TXSG-J1 promoting or laterally appointing them to the position of First Sergeant, Command Sergeant Major, Command Chief Master Sergeant, Force Master Chief Petty Officer on the UMD is authorized to wear the distinctive rank insignia for that position.

D. Entry to E2. All enlisted personnel, with no prior military service, will enter the TXSG at E-2. Requirements and Qualifications (see paragraphs 2.1; 2.2, 2.3 and 2.4):

- High School Diploma or GED completion certificate.
- Medically fit to deploy.
- Must complete BOT before promotion to E3.

E. Promotion to E3. Upon completion of BOT, the member will automatically be promoted to E3.

F. Promotion to E4. In addition to the general criteria listed in paragraph 2-1, the member must further qualify for promotion to this grade by meeting the qualifications listed below.

- 12 months TIG as an E3.
- Completion of FEMA courses. See Appendix F.
- Completion of PME. See Appendix F.
- Completion of BOT (NOTE: BOT must be completed prior to promotion.)

G. Promotion to E5. In addition to the general criteria listed in paragraphs 2-1, the member must further qualify for promotion to this grade by meeting the qualifications listed below.

- 18 months TIG as an E4.
- Completion of FEMA courses. See Appendix F.
- Completion of PME. See Appendix F.
- Completion of BOT.

H. Promotion to E6. In addition to the general criteria listed in paragraph 2-1, the member must further qualify for promotion to this grade by meeting the qualifications listed below.

- 24 months TIG as an E5.
- Completion of FEMA courses. See Appendix F.
- Completion of PME. See Appendix F.
- Completion of BOT.

I. Promotion to E7. In addition to the general criteria listed in paragraph 2-1, the member must further qualify for promotion to this grade by meeting the qualifications listed below.

- 24 months TIG as an E6.

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- Minimum 60 hrs of college credit from an accredited college or university.
- Completion of FEMA courses. See Appendix F.
- Completion of PME. See Appendix F.
- Obtain a memorandum of recommendation from Regiment/Brigade CSM/Wings CCM/MCPO.

J. Promotion to E8. In addition to the general criteria listed in paragraph 2-1, the member must further qualify for promotion to this grade by meeting the qualifications listed below.

- 10 years TXSG service.
- 24 months TIG as an E7.
- Completion of FEMA courses. See Appendix F.
- Completion of PME. See Appendix F.
- Obtain a memorandum of recommendation from Regiment/Brigade CSM/Wing CCM/MCPO/CMCPO.

K. Promotion to E-9. In addition to the general criteria listed in paragraph 2-1, the member must further qualify for promotion to this grade by meeting the qualifications listed below. Paragraph 3-6 applies to all senior enlisted promotions.

- Holds an E8 position as MSG/SMSgt/MSgt/SCPO/1SG or 1st Sgt.
- 15 years TXSG Service.
- 36 months TIG as an E8.
- Completion of FEMA courses. See Appendix F.
- Completion of PME. See Appendix F.
- Obtain a memorandum of recommendation from regiment/brigade commander.
- At no time will the E9 wear command chevrons or distinctive rank insignia until lateral appointment orders are approved and received from HQs, TXSG.

Chapter 4

REDUCTIONS

4-1. Authority to Recommend Reduction. Any member may have his/her rank reduced by any commander in the member's chain of command who has the authority to promote to the grade of the member whose rank is to be reduced.

4-2. Reductions.

Involuntary. A member may have his/her rank reduced involuntarily. Some reasons for reduction in rank include, but are not limited to:

- 1) Absences
- 2) Failure to adapt or participate satisfactorily
- 3) Insubordination
- 4) Misconduct

4-3. Determination.

A) Officer. The Personnel Action Board must approve a reduction in rank of officers. If an officer decides to join the enlisted ranks, the board will decide which rank the member will be authorized to use. Field grade officers reduction requires a TMF 600-20 inquiry.

B) Enlisted. All commanders in the enlistee's (E3 thru E6) direct chain of command through Major Subordinate Command level must approve the reduction in rank. E7 thru E9 reduction requires an AR

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600-20 Commander's Inquiry.

Chapter 5

RETENTION & RELIEF

- 5-1. Retention of Senior Officers.** A Senior Officer Board will meet on odd numbered years to review the performance of O4s, O5s and O6s to determine the potential of those officers for assignments of greater responsibilities in the TXSG.
- 5-2. Retention of Company Grade, Warrant, and Senior Noncommissioned Officers.** The CG will convene boards that will meet on even numbered years to review the performance and determine the potential of O2/CW2-O3/CW5, E7 thru E9 members for retention in the TXSG. See Appendix H.
- 5-3. Maximum Age for Retention.** No member may serve in an active TXSG position past their 71st birthday unless annual medical approval is received from TXSG Medical Review Board.
- 5-4. Relief of Commanders.** Relief for cause of any field grade officer from command will require a Commander's Inquiry

Chapter 6

REASSIGNMENTS AND TRANSFERS

- 6-1. Reassignment.** Reassignment of a member from one UMD position to another within Major Subordinate Command/Detachment/Group may be requested by the member or be decided by the chain-of-command with the approval of the Component Command commander.
- 6-2. Reassignment & Transfer.**
- A. Between Units of Same Component Command.** Reassignment of a member between units of the same Component Command may be requested by the member or be decided by the losing and gaining commanders and approved by the Component Command commander.
- B. Between Component Commands.** Transfer of a member between Component Commands may be requested by the member and must be approved by the chain of command and the Commanding General. These individuals are ineligible for promotion for 6 months following a cross-component transfer. Individuals who transfer between components must wait 36 months before requesting a second cross-component transfer.
- 6.3 Procedure for Transfer between Major Subordinate Commands or Components.**
- A.** A member requesting to be transferred must receive verbal approval from both the losing and gaining Major Subordinate Command commanders. The member will supply the gaining commander contact information for the losing commander.
- B.** The gaining commander will contact the losing commander for confirmation of the transfer. The gaining commander will supply the followings information to the losing commander:
- 1) New unit member is being transferred to.
 - 2) New Assignment as authorized in TXSG 10 series.
 - 3) Address to mail transfer request form (Form 35) and 201 file.
- C.** The gaining commander will authorize the member to begin drilling with the new unit.

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- D. The losing commander will notify their personnel and admin officer/NCO to initiate the transfer Form 35. The losing commander will sign the form. Both the Form 35 and 201 File will be forwarded to the gaining commander.
- E. The gaining commander will sign the transfer form and forward it to state HQ for final approval.
- F. Normal Command Tenure is 36 months. All Changes of Command will be coordinated with the Commander, TXSG.

6.4 Inactive Reserve (IR).

- A. *Purpose.* The TXSG Inactive Reserve is used as a means of retaining valuable members who no longer hold a UMD position and have notified their Major Subordinate Command Commander, in writing, that they are unable to participate satisfactorily. The Major Subordinate Command Commander must make a determination that they have potential for future active membership. A Form 35 and a copy of the written request from the member must be submitted to TXSG HQ J1.
- B. *Reasons for Transfer.* There are many plausible reasons for transferring an active member to the Inactive Reserve. Some, but not all, reasons are listed below.
 - 1) A member, for some reason, is unable to effectively function in their assignment.
 - 2) Increased responsibilities in their civilian job or demands of advanced degree programs at a college.
 - 3) Serious illness of family member.
- C. *Command Responsibility.* Unit commanders may request transfer of assigned members to the TXSG Inactive Reserve. A TXSG Form 35, Request for Personnel Action, to transfer a member to the Inactive Reserve must be accompanied by written justification from the Major Subordinate Command Commander and with written concurrence from the member. If the transfer request is the result of disciplinary action, counseling statements or any other documentation associated with the issue is required. Commanders will not use the Inactive Reserve as a means of handling personnel problems that would not reflect good personnel management policy.
- D. *Time-in-Grade.* Any time period a member is assigned to the Inactive Reserve **will not** be counted towards time-in-grade in rank or time-in-service for longevity/service awards.
- E. *Conduct.* Officers in Inactive Reserve status will conduct themselves in an honorable manner. They will not interfere with nor participate in any TXSG activities. They also will not attend unit drills nor will the member be called to State Active Duty (SAD).
- F. *Tenure.* Assignment to the Inactive Reserve will be limited to a period of two years. If a member is not assigned to a position on the UMD after the two years, the officer will be discharged.
- G. *Return to Duty.* A member in IR less than two years must request to return to active status from previous command. A member requesting to return to active status but in another unit must gain permission from previous and new commands. The command will notify the personnel and admin officer and requests the member return to active status via Form 35 through the G1/A1/N1 and forwarded to the J1. J1 will return member to active status in the database. No new packet is needed.

6-5. Honorary Reserve (HR).

- A. *Purpose.* The Honorary Reserve allows an officer or enlisted member who has served in the military faithfully and honorably for many decades to be honored with membership in the Honorary Reserve, in an inactive status. Induction into the HR officially retires the member from service to the TXSG and TXMF except for those specific occasions requested by the CG, TXSG or the Adjutant General.
- B. *Eligibility.*

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- 1) Is physically disabled;
 - 2) Is at least 60 years of age; OR
 - 3) Has served satisfactorily for at least 25 years, combination of active and/or federal service.
- C. Procedure.** Any member who is eligible may request or be recommended for induction into the Honorary Reserve after being discharged. The member must write a letter of request to be appointed to the Honorary Reserve. The letter must accompany TXSG Form 35 directly to HQ, TXSG.
- D. Tenure.** All members inducted into the Honorary Reserve will remain in the TXSG indefinitely. The membership will be terminated at the time of death of a member. A member may also be terminated if he or she acts or speaks in a way that would bring dishonor to the TXSG.
- E. Brevet.** A TXSG member may request a Brevet to the next higher grade after being discharged or separated, if they meet the criteria above. The Board will consider the request and its recommendation to the CG, if approved, will be final.
- F. Honorary Reserve Retired Identification Card.** At retirement, the member will surrender their "Active" TXSG ID card and receive an Honorary Reserve Retired ID card.
- G. Documentation.** Requests for discharge and subsequent induction into the HR will be submitted on TXSG Form 35 by the immediate commander and forwarded through the chain of command at least sixty days in advance of requested retirement date. The Personnel Action Board will publish orders.

Chapter 7

DISCHARGES

- 7-1. Statutory Authority.** Texas Government Code, Section 431.089, allows for a member to be discharged from the state military forces according to regulations adopted by the Adjutant General of Texas.
- 7-2. Authority to Discharge.** The personnel who have the authority to request promotion as listed in paragraph 3-11 and 3-12 also have the same authority to request discharge the same grade of members.
- 7-3. Certificate and order of Discharge.** On termination of the appointment of an officer or terminating the enlistment of an enlisted member in the state military forces, they shall be given a certificate of discharge and orders stating the character of the member's service.
- 7-4. Classes of Discharge.**
- A. Honorable.** A form of discharge given under honorable conditions to a member of the TXSG whose service has been honest and faithful.
 - B. Administrative.** A form of discharge given under honorable or dishonorable conditions depending on the circumstances. Administrative discharges under honorable conditions include, but are not limited to, discharging an officer, warrant officer or enlisted member of the TXSG due to a reduction in strength, inactivation, reorganization, consolidation or conversion of units. This type of discharge may also be given when required documentation is not submitted or ineligible enlistment due to administrative error. Administrative discharges given under dishonorable conditions include, but are not limited to, actions causing embarrassment to the Texas Military Forces or the State of Texas. Also, anyone intentionally falsifying documentation required by the TXSG will be given an administrative discharge.
 - C. Other than Honorable.** This type of discharge is a formal release from the TXSG without honor. It may only be given to a member upon conviction by a general court-martial and with concurrence of the

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Adjutant General of Texas.

7-5.Reasons for Discharge. Since the TXSG is a voluntary organization, officers, warrant officers, or enlisted members may request discharge at any time. Members are highly encouraged to serve at least three years in the TXSG.

- A. Resignation.** A member may request discharge via written notice, email, or verbal communication to their immediate commander or personnel officer.
- B. Hardship.** A member may be discharged if membership in the TXSG is causing undue hardship. An honorable discharge is issued.
- C. Change of Residence.** A member may be discharged if the member moves out of state and an honorable discharge is issued unless disqualified. The same holds true for TXSG members who move within the state of Texas but are too far for a TXSG unit to participate.
- D. Incompatible Occupation.** A member may request a discharge due to incompatible occupation. This reason is used when it is determined the member's participation in the TXSG sufficiently interferes with their civilian occupation. An honorable discharge is issued.
- E. Physically or Mentally Disabled.** If a member becomes physically or mentally unable to perform the duties of the position assigned, the member may be discharged. An honorable discharge is issued.
- F. Unfitness.** A member may be discharged for unfitness due to frequent incidents of a discrediting nature with civil or military authorities. These kinds of incidents include, but are not limited to, sexual perversion, drug addiction, an established pattern for shirking, an established pattern of failure to pay just debts, or an established pattern for failure to contribute adequate support to dependents. An administrative discharge is issued.
- G. Intentional Omission.** A member may be discharged for intentional omission or concealment of prior service, true citizenship status, a felony conviction by a civilian or military court, or any other information that is intentionally omitted to join the TXSG or to obtain a higher rank than is qualified to receive. An administrative discharge is issued.
- H. Fraudulent Entry.** A member may be discharged for entering fraudulent information on required appointment or enlistment TXSG documents. A member may also be discharged for providing fraudulent documents or changing information on legal documents. An administrative discharge is issued.
- I. Underage.** A member who joined the TXSG at the age of 16 or younger and is still underage will be released from the TXSG. An administrative discharge certificate will be issued.
- J. Conviction of a Crime.** Conviction of a crime as an adult or adverse adjudication as a juvenile will carry the same weight when a member is being considered for discharge by the TXSG. The member's immediate commander must submit a written recommendation as to what action should be taken. It may be in the best interest of the TXSG to retain the member. Discharge action may be initiated against a member under the followings circumstances:
 - 1)** When convicted by civil authorities or action is taken that is tantamount to a finding of guilt of a felony. This includes a similar adjudication in juvenile proceedings.
 - 2)** When a punitive discharge would be authorized for the same or closely related offense under the TCMJ or the sentence by civil authorities including confinement for six months or more without regard to suspension or probation.
 - 3)** When specific circumstances or the offense warrants discharge.
- K. Nonparticipation.** A member will be discharged due to continued absence from military duty in excess of 6 months or 6 drills within a 12 month period. If the member did not provide a valid reason for the absence and did not notify the commander, they may be discharged. Members may be discharged for

failure to turn in, or loss of, state-owned equipment. An Honorable Discharge is issued with a bar to re-appointment or re-enlistment.

L. *Failure to Maintain State Property.* General discharge.

M. *Deceased.* An Honorable discharge certificate will be issued upon notification of member's death.

N. *Court-Martial.* A member will be discharged upon the approved sentence of a General or Special Court-Martial.

O. *Ineligible Appointment or Enlistment.* A member who is found to be ineligible and was appointed or enlisted through administrative oversight will have their appointment or enlistment voided.

P. *Appointment or Enlistment in the Armed Forces of the United States.* A member who joins the Armed Forces of the United States will be issued an honorable discharge.

Q. *Any Other Reason.* A member may be discharged for any other reason indicated in the Military Laws of the State of Texas or by the CG, TXSG, the Adjutant General or the Governor of Texas. The type of discharge will be determined by the CG, TXSG.

7-6. Letter of Resignation. A member initiating their resignation from the TXSG is required to write a letter of resignation. Submission may be via email. The letter should include the effective date of the resignation, the reason and member's signature. The letter should be hand-delivered or emailed to the member's immediate commander and forwarded with a signed Form 35 through the chain-of-command to TXSG-J1.

7-7.Reduction in Rank or Dismissal. When a member is being discharged for other than honorable conditions, the separation authority has the prerogative to reduce the rank of the enlisted member to the lowest enlisted grade of E-1. Officers will be dismissed.

Chapter 8

PERSONNEL BENEFITS

8-1.Awards.

A. *Purpose.* The awards program is to provide recognition to members and units for acts of valor, exceptional service and achievements attained while serving in the State Military Forces of Texas. Award of decorations, service medals and commendations provide a powerful incentive to greater effort and are instrumental in building and maintaining *esprit de corps* in the TXSG.

B. *Policy.* The policy, criteria, and administrative procedures for awarding ribbons, certificates and badges are discussed in TMF 600-8-22 State Military Awards and TXSG Appendix D-3, decorations, awards, and honors of the Texas State Guard. No hand delivered awards will be accepted. All award submissions must be sent electronically to awards@txsg.state.tx.us

C. *Federal Awards.* At no time will the TXSG provide awards, ribbons, or medals earned during federal service to any member.

8-2.Identification Cards.

A. *Purpose.* ID Cards are to provide all members of the Active TXSG with viable proof of membership in the Texas Military Forces and is for internal use only. It is a federal offense to use the Texas State guard ID card in the Army and/or Air Force Exchange System (AAFES-PX) or the Naval Exchange (NEX) to include the Camp Mabry (Austin) AAFES facility.

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- B. Ownership.** Identification cards (ID) are property of the State of Texas.
- C. Responsibility.** Commanders are fully responsible for ID cards issued to their subordinates and will inventory ID cards annually as part of a Personnel Asset Inventory (PAI).
- D. Issuance.** An ID card will be issued when orders have been issued for the enlistment/appointment and completed enlistment/appointment packets have been received by TXSG-J1 once member is verified in the TXSG Database and in an Active status.
- E. Uses.**
- 1) Identifies active members in the TXSG, a part of Texas Military Forces.
 - 2) Many civilian stores, eating establishments, and entertainment facilities give discounts to military personnel.
 - 3) At no time will a Texas State Guard ID be used by its members to gain access to a federal military installation.
- F. Possession.** Members must carry their TXSG ID cards at all times while in uniform.
- G. Replacement.** Replacement cards will only be issued for the followings reasons:
- 1) *Expiration.* Expiration of the period for which it was issued.
 - 2) *Loss or destruction of the card.* The member who is requesting a replacement of an ID card must provide a written and signed statement explaining the circumstances of how the card was lost or destroyed. The statement will be given to the member's immediate commander. The SEA/CDR will verify that the request is valid and forward to TXSG-J1 for issuing a new card.
- H. Change of Information.** A request for a new ID card due to change of any data will be submitted through the personnel officer/NCO and routed through the component command personnel officer. The request should be submitted to the designated ID card email account (IDcard@txsg.state.tx.us) the old ID card must be returned to the personnel officer/NCO upon receipt of new card.
- I. Disposition.** A member possessing an ID card shall relinquish it to their immediate commander upon separation from the TXSG. The ID card will then be destroyed. Failure to return the ID card upon request may result in prosecution, discharge certificate withheld, and annotation in personnel file for future reference.
- J. Alterations.** No TXSG ID card shall be altered in any manner. Changes in status shall be accommodated by the issuance of a new ID card.
- 8-3. TXMF Concealed Handgun Licensing Program (CHL).** TXMF members may participate in this program. This program is presented in a multi-media training mode in classroom with pistol training on range at a minimum cost fee for the course. License fee to the state is free to all active members of the TXMF.
- 8-4. State Tuition Reimbursement Program (STRP).**
- A. Purpose.** The TRP was established for those TXSG members who are seeking financial aid to attend college and to encourage active members to further their civilian education.
- B. Policy.** The policy governing this program is discussed in TMF Regulation 621-5, Texas National Guard Tuition Assistance Program. This program is based on availability of funds.
- 8-5. Texas Guard License Plate.**
- A. Purpose.** The Texas Guard License Plate is a way for active members to show pride in being a part of the Texas Military Forces.

B. Eligibility. This special license plate is available to **Active** or retired members of the Texas Military Forces.

C. Application. To apply for the Texas Guard License Plate, a member must complete Form D12-139, State Department of Highways and Public Transportation Application for Texas Guard License Plates. The form may be obtained from the State Department of Highways and Public Transportation Motor Vehicle Division located in his/her county or on-line at http://www.txdot.gov/services/vehicle_titles_and_registration/specialty_plates/military_and_veterans/default.htm

8-6. National Guard Association of Texas (NGAT). NGAT is a voluntary membership association whose mission is to promote and support State security, foster and improve the Texas Military Forces as a component for the security of the State of Texas, and to preserve and perpetuate the history and traditions of the Texas Military Forces.

8-7. State Guard Association of the United States (SGAUS). The State Guard Association of the United States is a voluntary membership association that fosters and supports the militia concept in the Constitution of the United States of America and provides assistance and support to the duly authorized militias of the various states and territories.

8-8. Texas Parks and Wildlife Division (TXPWD). A Texas Super Combo Hunting and Fishing License is available to all members of the TXMF at no cost with an Active ID Card. Type: 5IO

Chapter 9

ADMINISTRATIVE PROCEDURES

9-1. Military Orders.

A. Authority. TMF- TXSG-J1 will publish orders affecting all levels of command. Commanders have authority to publish limited orders. Orders issued by higher levels of command will override any conflicting orders issued by lower levels of command.

B. Types.

1) *Permanent Orders.* Only HQ, TMF and HQ, TXSG can issue permanent orders. Various types of permanent orders include, but are not limited to, the following:

- a) Establishment of the unit.
- b) Unit reorganization or deactivation actions.
- c) Record the awarding of the followings medals:
 - Texas Legislative Medal of Honor
 - Texas Legislative Medal of Valor
 - Texas Superior Service Medal
 - Lone Star Distinguished Service Medal
 - Texas Outstanding Service Medal
 - Texas Medal of Merit
 - Texas Homeland Defense Service Medal
 - Texas Humanitarian Service Ribbon

2) *Orders Published by HQ, TXSG.*

- a) State Active Duty (SAD) State active duty orders, training define the different orders. Orders that authorize pay will only be published as authorized by HQ, J1 which affect members or one or more units of the TXSG.
- b) All personnel actions affecting officers and warrant officers.

3) Orders Published by Component Commanders.

- a) Orders given by a commander affecting one or more subordinate units.
- b) All actions affecting enlisted members. TXSG Form 35, Orders for Enlisted Personnel Action, will be used to publish orders for enlisted personnel up to E8.
- 4) *Standing Orders.* Orders for an indefinite period issued by either HQ, TXSG or by a unit authorizing a member to wear his/her TXSG uniform and perform duties in relationship to his/her position in the TXSG. These duties are carried out at other times than at regularly scheduled events.
- 5) *Rescission Orders.* Orders to rescind standing orders are issued when a member is no longer performing regular duties requiring the wearing of the uniform. An order to rescind is also issued to invalidate a previous order.
- 6) *Employer Orders.* MSC will publish non-pay orders for members as required for employers prior to or at the onset of SAD, drill, annual training, or other TXSG recognized events. These orders will be written for the specific date(s) of the event. Non-pay employer orders will not be written for individual community events without prior approval of immediate commander. Abuse of non-pay orders will not be tolerated and subject to disciplinary action.

C. Order Numbers.

- 1) Order numbers will be utilized as appropriate for the type of order issued.
- 2) Order numbers consist of the year, Julian date, followed by the number of the order created.
(example: 2013-143-01)
- 3) The numbering of orders starts over each calendar year beginning 1 January. They do not restart based on the TXSG fiscal year of 1 September.

D. Distribution. After orders for personnel actions have been approved by the Personnel Action Board, distribution of the order will be made as follows:

- 1) Headquarters, TXSG – Original order.
- 2) Component Command Headquarters – 1 copy.
- 3) Member affected by order – 1 copy.

9-2. Correspondence.

TXSG HQ will use JSM 5711-01D, Joint Staff Correspondence Preparation, for all correspondence. Internal and external component correspondence may be prepared in IAW with parent component service regulation.

9-3. Envelopes.

A. Permit Envelope.

- 1) *Proper Use.* Permit envelopes furnished to the TXSG units may only be used for mailing to the permit holder, the Adjutant General's Department in Austin, TX. They are not to be used for mailing correspondence to other TXSG units or civilian agencies. Improper use of permit envelopes will result in the correspondence being forwarded to HQ, TXSG, instead of the addressee. Permit mail for HQ, TXSG have "TMF-TXSG-HQ" (or appropriate J section) on the envelopes. Mail for HQ, TXSG is forwarded unopened to them by the TMF mail section.
- 2) *Sizes.* Two sizes of permit envelopes are currently available, 4" x 9-1/2" and 9" x 12". Users will ensure proper utilization of each size. For small quantities or a single sheet of paper, use the smaller

size envelope.

B. *Franked State Envelope.* Blank envelopes used to mail correspondence to HQ, TXSG should be addressed as follows:

Texas Military Forces
Headquarters, Texas State Guard
Attn: TMF-TXSG-
P.O. Box 5218
Bldg 32
Austin, TX 78763-5218

C. *Federal Envelope.* Use of federally franked envelopes by members of the TXSG is prohibited.

9-4. *Email.* Email is the preferred method of communication to use in the TXSG. The general procedures used on other correspondence should be followed when using email. TXSG members will not use civilian email systems for official correspondence.

9-5. *Personnel File.*

A. *Purpose.* A personnel file, referred to as a 201 file, is a chronological history of a member's activity while a member of the TXSG.

B. *Responsibility.* All official 201 files will be maintained by TXSG HQ J1. 201 files will not be maintained below the Component Command level. Component Command S1, A1, N1 or G1 section can keep the following: training records, PT test, promotions and awards. Members are encouraged to keep copies of their own member files. All other documents can be forwarded to J1 for inclusion in the permanent 201 file. Everyone is responsible for the safekeeping and privacy of these files. All social security numbers should be redacted down to last 4 (excluding the social security card).

C. *Documents.* The official 201 file will consist of initial application documents, transcript of civilian education, professional certification or license, documentation of prior military service, personnel action forms, awards documentation, and a picture of the member. Only documents and records pertaining to the member's TXSG service or qualifications will be kept in the member's official 201 file.

D. *Distribution.* The official 201 file will be kept on each member at HQ, TXSG. All original documentation will be forwarded to HQ, TXSG with hard copies or electronic versions kept at Component Command level only.

E. *Access.* Information from 201 files may only be given out to authorized personnel of the TXSG on a need-to-know basis only. A member may request to view his or her own file, but the procedure must be done in the presence of the personnel officer/NCO responsible for the file or a leader in the member's chain of command. The time of the viewings will be scheduled with the J1 through their COC.

F. *Disposition upon Transfer or Reassignment.* Upon issuance of orders to transfer or reassignment of a member, the losing unit will inventory the member's personnel records for accuracy and completeness, post them to date, and forward them directly to the gaining unit within 30 days.

G. *Disposition upon Discharge or Separation.* When a member of the TXSG is discharged for any reason, the S1, A1, N1, or G1 will destroy or forward any convenient copies to the member or TXSG HQ. TXSG HQ J1 will store the discharged member's 201 file in the TXSG archived records room, per the Texas State Records retention Schedule 4th edition dated 1 September 2007 and the Adjutant General's Department State Records Series.

H. *Confidentiality.* Shall be maintained on medical and personal information at all times. Refer to policy on laptops and encrypted only flash drives. Need to handle personnel and medical records separately.

9-6. *Unit Files.* Headquarters personnel sections at every level are required to maintain file copies of documents, records, and publications applicable to the operation of their unit. Unit files will normally be

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maintained in hard copy or electronic versions. They will be available for inspection by representatives from higher headquarters or the Inspector General's Section of the TXSG or the Adjutant General's Department. The items listed below are considered to be the minimum files maintained by each unit headquarters. Some items listed may not be applicable to every unit. In that case, no folder is required to be kept. Units below Component Command are not authorized to keep 201 Personnel files. Redact ALL SSN to last four numbers.

<u>Description</u>	<u>Section</u>
Training records, PT records, weapons qualifications, and certification stating they have read policy and sign/date.	Personnel & Admin
Permanent Orders	Personnel & Admin
Orders Published by HQ, TXSG	Personnel & Admin
Orders Published by Component Commanders	Personnel & Admin
TXSG Regulations	Personnel & Admin
End of Month/Quarter Reports	Personnel & Admin
Reports of Command Inspection	Commander
Alert Plans	Operations
Operation Plans	Operations
Fund Records	Operations
Annual Training Program	Operations
Training Progress Chart	Operations
Quarterly Training Schedule	Operations
Area Studies	Operations
Area Maps	Operations
State-Owned Property Records	Supply
Locally Acquired Property Records	Supply
Directive Memorandums	All Sections
Informative Memorandums	Personnel & Operations
Correspondence Letters	Personnel
Standing Operating Procedures	Personnel & Operations

9-7. Blank Forms.

- A. Website.** The forms used most often by TXSG personnel are available online at <http://www.txsg.state.tx.us/owa/forms/owaform.aspx>. Everyone will utilize automated forms from the TXSG Database to fill in the forms before printing rather than printing the forms then writing the information in by hand. Handwritten forms are unacceptable. Accession packets, Form 35s, and all CUB reports will be available online.
- B. Procurement.** Automated forms may be downloaded from the TXSG website. The rest of the forms may be obtained from the next higher-level headquarters. Only the most current revisions of the forms are to be used.
- C. Duplication.** All forms may be reproduced. If a form is printed on both sides of one sheet of paper, then the copy of the form must be printed the same way.

9-8. Routing of Reports and Requests. All routine requests and reports must be routed through chain-of-command.

9-9. Worker's Compensation.

- A.** Leaders at all levels are responsible for the reporting of injuries involving a TXSG member who is activated for state active duty by a TXMF-directed deployment order or attending drill under a HQ TXSG approved unit training schedule. The member's attendance must have been documented on a command-certified duty reporting document at the beginning of such duty.

- B.** An incident must be reported within 24 hours of its occurrence; failure to do so may effect possible worker' compensation benefits. When an incident/injury occurs, a member must immediately notify their "front line supervisor". This is the leader with direct supervisor of the injured person, not the higher chain of command. The supervisor will immediately call the J1, TXSG at (512) 782-5101/5102 to report the circumstances of the injury (the who, what, when and where of the accident).
- C.** The individual member working with their personnel officer must submit the following forms within 72 hours to TXSG J1: Employer's First Report of Injury (DWC-1S), Employee's First Report of Injury (SORM 29), Authorization for Release of Information (SORM 16), Witness Form (SORM 74), and Compensation Network Acknowledgement Form.

Medical Only Claim(No Lost Time)		
What Form	When to file	Where/How to file
1. Employer's First Report of injury or illness (DWC-1S)	Must be received by TXSG HQ J1 within 72 hours	Sent to TXSG HQ J1
2. Employee's First Report of injury or illness (SORM- 29)	Must be received by TXSG HQ J1 within 72 hours	Sent to TXSG HQ J1
3. Witness Statement (SORM 74) <i>one for each witness</i>	Must be received by TXSG HQ J1 within 72 hours	Sent to TXSG HQ J1
4. Authorization for Release of Information (SORM 16)	Must be received by TXSG HQ J1 within 72 hours	Sent to TXSG HQ J1

Chapter 10

10-1.SAD Orders and Pay Processing.

- A.** In preparation for missions where service members will be authorized State Active Duty Pay (mobilizations for emergencies, annual training, or other authorized events) the TXSG J1 will provide components or MSCs a secure database listing of all assigned personnel. This database listing will be used to publish SAD pay orders. Component or MSC's G1, A1, N1 or S1 are authorized to publish non-pay orders that service members may provide to their civilian employer to notify employers of required attendance and or mobilization.
- B.** The TXSG J1 will be responsible for preparing the database file, reviewing all necessary paperwork and orders and providing the State Comptroller all required documents for SAD pay processing.
- C.** During extended missions that last longer than two weeks an SAD payroll will be processed by the TXSG J1 every 14 days.

10-2. SAD In-Processing. Upon activation or in the case of Annual Training Component or MSC G1, A1, N1 or S1 personnel will be responsible for in-processing all the personnel arriving at the designated in-processing site. In-processing will consist of verifying service members present for duty, verifying members personal information, to include home of record, and emergency contact information, making copies of service member's Texas Drivers License, and Social Security Card, and publishing copies of SAD pay orders. Only those service members that are in the Active Database will be mobilized for State Active Duty or missions authorized State Active Duty pay.

- A.** When possible a central point of in-processing will be used by all Components and MSCs. This center point of in-processing allows Commanders more control and accountability of those service members

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being activated or attending Annual Training. In addition, a central in-processing provides service members a consistent starting and ending point for personnel actions.

- B.** During in-processing Service Members will review and verify personal information, provide any r required documents and sign copies of their orders. The member will receive a copy at their request and the original signed order will go to TXSG J1.

10-3. SAD Out-Processing. Upon completion of the mission or Annual Training all personnel will report back to the in-processing location where they will be out-processed or released. During out-processing the Component or MSCs G1, A1, N1, or S1 will again verify the members address and all dates of SAD plus travel time. Missions where per diem and travel have been authorized the respective 1s will print Orders and prepare Travel Reimbursement Voucher. Service members will sign the SAD orders verify that travel information is correct and accurate. Once all administrative duties are accomplished service members will be released from SAD and travel to their HOR.

- A.** When possible a central point of out-processing will be used by all Components and MSCs. This center point of out-processing allows Commanders more control and accountability of those service members being released from Active Duty. A central out-processing provides service members the opportunity to finalize travel vouchers and complete any required paperwork.
- B.** Members are required to review and sign their SAD order at the end of SAD and verify accuracy of the address and days paid on the SAD order and reimbursement expense voucher.

10-4. SAD Deactivation Upon deactivation or conclusion of Annual Training the TXSG J-1 personnel will secure all completed orders and travel vouchers in order to prepared the data files necessary for submission to the State Comptroller. Prior to Annual Training and SAD TXSG J1 will verify with the State Comptroller the required format for pay submission. Pay submission for Annual Training will be accomplished within 45 days after the completion of Annual Training. Pay and travel submission for all service members activated for State Active Duty in support of emergency missions will be accomplished within 30 days after the completion of Active Duty.

10-5. SAD Strength Reporting

- A.** Formatted strength report from TMF-JOC will be utilized for each SAD mission. This is an attachment to the FRAGO.
- B.** Reports will be emailed to pre-designated email or faxed to 512-782-5685 at times required by the mission according to FRAGO/OPORD.

Appendix A TXSG AUTHORIZED RANK & ABBREVIATIONS

RANK INSIGNIA OF THE TEXAS STATE GUARD

ENLISTED

E-1 E-2 E-3 E-4 E-5 E-6 E-7 E-8 E-9

ARMY

no insignia										
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)

MARINES

no insignia										
Private (Pvt)	Private First (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)

AIR DIVISION

no insignia												
Airman Basic (AB)	Airman (Amm)	Airman First Class (A1C)	Senior Airman (SRA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSgt)	First Sergeant (E-7)	Senior Master Sergeant (SMSgt)	First Sergeant (E-8)	Chief Master Sergeant (CMSgt)	First Sergeant (E-9)	Command Chief Master Sergeant (CCM)

NAVY

no insignia									
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer Third Class (PO3)	Petty Officer Second Class (PO2)	Petty Officer First Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force or Fleet Command Master Chief Petty Officer (FORMC) (FLIMC)

Appendix A TXSG AUTHORIZED RANK & ABBREVIATIONS

RANK INSIGNIA OF THE TEXAS STATE GUARD

OFFICERS

0-1 0-2 0-3 0-4 0-5 0-6 0-7 0-8

ARMY - AIR DIVISION - MARINES



NAVY



W-1 W-2 W-3 W-4 W-5

ARMY



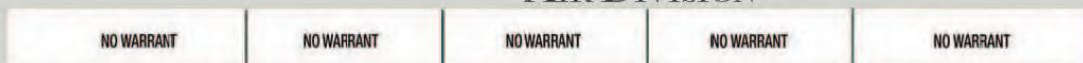
NAVY



MARINES



AIR DIVISION



Appendix B

DEFINITIONS

Accredited - This is recognition by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA) that the institution or program meets quality standards. In the U.S. there are three types of accreditations: Regional, National and Specialized or Professional accreditations. A full list of the accrediting agencies that the U.S Department of Education and CHEA recognize is available online.

Army Combat Uniform (ACU) – Generic term for CDU, BDU, ABU or any other Class C combat uniform worn by a specific branch of service.

ANCOC – Advanced Non-Commissioned Officer Course.

Applicant – A member who voluntarily applies for appointment or enlistment in the TXSG.

Below the zone (BTZ) - is a competitive early promotion offered to personnel who stand out from their peers and perform duties at a level above their current rank.

BNCOC – Basic Non-Commissioned Officer Course available on-line from TXSG PME.

BOT – Basic Orientation Training offered regionally throughout the year and teaches fundamentals of military skills and basic introduction to the TXSG for all newly appointed non-prior service officers and enlisted.

CDC – A Career Development Course is an Air Force specialty course. These courses are not accepted or approved by TXSG-J1 as PME for promotion or award.

CG – Commanding General.

Combat Duty Uniform (CDU) – Generic term for ACU, ABU, utility, or any other Class C combat uniform worn by a specific branch of service.

Commander –Members in command of a unit. That means command time is an actual assignment and performance as a commander of a company, flight, squadron, battalion, group, wing, brigade, regiment, or component.

Component – Members are assigned either to the Army, Air, Medical, or Maritime Component of the TXSG. (O7 level command ...better wording.)

Conscientious Objector – A member who refuses to serve in the armed forces or bear arms on moral or religious grounds.

Correspondence – All forms of written communication.

Disloyal Acts – Actions that demonstrate absence of allegiance, devotion, obligation, faith, or support against state or federal government.

Excess – A status an officer holds while waiting for a vacancy in a position on the Unit Manning Document for which the officer is qualified to fill.

Initial Entry Training (IET) – Basic military training for enlisted members who are not prior service or have not completed basic training when they were prior service. This is obsolete and was replaced by Basic Orientation Training (see BOT).

Memo – A short term used for memorandum.

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Officer – A member appointed a commission in the Texas Military Forces. The term “officer” used herein will include both officers and warrant officers.

OCS – Officer Candidate School, a multi-month course consisting of one weekend per month in a combination of classroom and field training exercises for entry level leaders to be commissioned as Second Lieutenants.

PAB – Personnel Action Board (formerly the Personnel Action Screening Board)

PAI – Personnel Asset Inventory

PLDC - Primary Leadership Development Course emphasizes the skills and knowledge small-unit leaders need to excel in a contemporary operational environment. The US Army recently changed the name to Warrior Leader Course.

PME – Professional Military Education

Shirk - To evade the performance of an obligation.

SORM – State office of Risk Management i.e.: Worker’s Compensation.

Sound Mind – Having the ability to reason and make good judgmental decisions.

Subversive Acts – Attempts to overthrow the government or political system by secretly working from within the organization.

Texas Military Forces – Combined military forces located in the State of Texas composed of the Texas Army National Guard, Texas Air National Guard, and Texas State Guard.

TXMA – Texas Military Academy

UMD – Unit Manning Document refers to the specific TXSG Reg 10-1, 10-2, 10-3 or 10-4 listing of authorized position for fill.

Unit - A number of members organized hierarchically into groups of various sizes for functional, tactical and administrative purposes. Examples of the most common units in the TXSG are Company, Detachment, Brigade, Flight, Squadron, Group, Wings, and Headquarters.

Upper Level Degree – Master’s degree or equivalent from accredited institution.

Warrior Leader Course (WLC) – Leadership course emphasizing the skills and knowledge small-unit leaders need to excel in contemporary operational environment. Current US Army term for what was previously termed Primary Leadership Development Course (PLDC).

Appendix C

REFERENCES

- a. AGTXR Regulation 230-2, Non Appropriated Funds Management and Related Activities – Special Funds. dtd 01 Nov 2001
- b. AR 25-50 Preparing and Managing Correspondence dtd 2002
- c. TMF Regulation 600-6, Brevet Promotions dtd 13 March 2006
- d. TMF Regulation 600-8-22 State Military Awards dtd 10 January 2007
- e. TMF Regulation 621-5, Texas National Guard Tuition Assistance Program 6 September 2009
- f. TXMF OPOrd 06-01 dtd 12 October 2006 (All Hazards OPLAN)
- g. Texas Statutes Government Code, Title 4. Executive Branch, Chapter 431. State Militia, 3rd called session of the 78th Legislature. Updated 04 March 2004
- h. Texas Statutes Government Code, Title 4. Executive Branch, Chapter 432. Texas Code of Military Justice, 3rd called session of the 78th Legislature. Updated 04 March 2004
- i. The Adjutant General's Department, Standing Operation Procedures for State Active Duty dtd 01 May 1997
- j. TXSG Regulation 10-1, Organization and Functions of the Texas State Guard. dtd 01 September 2003
- k. TXSG Regulation 10-2, Organization and Functions of the Texas State Guard dtd 14 January 2008
- l. TXSG Regulation 10-3, Organization and Functions of the Texas State Guard dtd 26 February 2005
- m. TXSG Regulation 10-4, Organization and Functions of the Texas State Guard dtd 04 November 2006
- n. TXSG Regulation 20-1, Texas State Guard Complaint Management System dtd 25 July 1997
- o. TXSG Regulation 20-10, General Inspections of Texas State Guard Units dtd 02 December 1985
- p. TXSG Regulation 600-3, Line of Duty Investigations, Medical Care, Disability Compensation and Death Benefits for Members of State Military Forces on State Duty Revised 01 November 1973
- q. TXSG Regulation 600-21, Nondiscrimination in the Texas State Guard dtd 01 February 1986
- r. TMF P04-05 TSG Use of Facilities Policy dtd 10 February 2004
- s. TMF P04-30 Harassment Prevention Policy dtd 5 October 2004
- t. TMF P04-33 Policy on Camp Mabry Proximity Access Badges dtd 22 November 2004
- u. TMF P07-08 Communications with Elected Officials 2 May 2007
- v. AR 600-9, The Army Weight Control Program dtd 2 April 2007

This regulation supersedes all previous releases of TXSG Reg 600-10

Appendix D

MEN: Height and Weight Table					
Height (inches)	Minimum Weight (regardless of age)	Maximum Weight			
		17-20 years	21-27 years	28-39 years	40 years and over
60	100	160	162	164	167
61	102	166	168	170	174
62	103	170	173	176	179
63	104	176	178	182	185
64	105	182	184	188	191
65	106	187	190	193	197
66	107	193	196	199	204
67	111	200	202	206	209
68	115	206	208	212	215
69	119	212	214	217	222
70	123	217	221	224	229
71	127	223	227	231	235
72	131	230	233	237	242
73	135	236	239	244	248
74	139	243	246	251	255
75	143	250	253	258	262
76	147	256	260	265	269
77	151	263	267	271	276
78	153	270	274	278	284
79	159	277	281	285	290
80	166	284	288	293	298

Appendix E

WOMEN: Height and Weight Table					
Height (inches)	Minimum Weight (regardless of age)	Maximum Weight			
		17-20 years	21-27 years	28-39 years	40 years and over
58	90	129	132	137	140
59	92	133	137	141	145
60	94	138	141	146	146
61	96	143	146	151	155
62	98	148	152	158	160
63	100	153	158	162	166
64	102	158	162	167	170
65	104	162	167	171	176
66	106	168	173	177	182
67	109	171	177	183	186
68	112	177	183	189	192
69	115	182	187	193	198
70	118	187	193	199	204
71	122	192	198	204	209
72	125	198	204	210	216
73	128	204	209	216	222
74	130	210	217	223	228
75	133	216	223	230	235
76	136	223	230	237	240
77	139	229	236	243	247
78	141	235	242	248	253
79	144	240	247	255	260
80	147	246	253	261	267

Appendix F

REQUIRED PROFESSIONAL MILITARY EDUCATION

Discrepancies between this chart and language defaults to language that exists in the Chapter as appropriate.

TO BE PROMOTED TO GRADE	TIME IN GRADE	REQUIRED PME COURSE	REQUIRED FEMA COURSES
E3	--	RBOT	IS 100
E4	12 mo.	RBOT	IS 100
E5	18 mo.	Entry*	IS 100 & 200
E6	24 mo.	Intermediate*	IS 100, 200, 700 & 800
E7	24 mo.	Advanced*	IS 100, 200, 700 & 800
E8	24 mo.	Advanced*	IS 100, 200, 700, 800, 546, 547 & 775
E9	36 mo.	Advanced*	IS 100, 200, 700, 800, 546, 547 & 775
*Service Component specific			

TO BE PROMOTED TO GRADE	TIME IN GRADE	REQUIRED PME COURSE	REQUIRED FEMA COURSES
W1	36 mo.	BOT (for NPS)*	IS 100, 200, 700, 800, 546, 547 & 775
W2	36 mo.	WOBC/OBC**	IS 100, 200, 700, 800, 546, 547 & 775
W3	48 mo.	WOAC/OAC**	IS 100, 200, 700, 800, 546, 547 & 775
W4	48 mo.	WOAC/OAC**	IS 100, 200, 700, 800, 546, 547 & 775
W5	--	Staff Officer Course***	IS 100, 200, 700, 800, 546, 547 & 775

TO BE PROMOTED TO GRADE	TIME IN GRADE	REQUIRED PME COURSE	REQUIRED FEMA COURSES
O2	18 mo.	BOT(for NPS)*	IS 100, 200, 700, 800, 546, 547 & 775
O3	3 yrs	OBC	IS 100, 200, 700, 800, 546, 547 & 775
O4	5 yrs	OAC	IS 100, 200, 700, 800, 546, 547 & 775
O5	5 yrs	50% Intermediate Svc School (ISS) (C&GSC)	IS 100, 200, 700, 800, 546, 547 & 775
O6	5 yrs	Intermediate Svc School	IS 100, 200, 700, 800, 546, 547 & 775
O7	5 yrs	Intermediate Service School	No Additional Course
O8	--	Intermediate Service School Senior Service College (is desirable)	No Additional Course

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* BOT must be completed by all non-prior service (NPS) enlisted, warrant officer, and officer personnel regardless of appointment rank, pre-commissioning program.

**OBC and OAC may be substituted for WOBC and WOAC until such time as the WOBC PME is published and available.

***Not yet required; not yet available. Required when available through TXSG PME.

Appendix G

TXSG Promotion Packets

Personnel packets for the promotion board must:


- Be submitted electronically to promotion@txsg.state.tx.us
- No hand delivered packets will be accepted
- Email subject line: ACTION (i.e. promotion, appointment) LAST NAME_FIRST NAME_RANK_UNIT
- Must be received by TXSG-J1 at least 31 days prior Personnel Action Board (PAB) to be considered
- TXSG Form 35
- Letter of Recommendation from component commander
- Color ¾ length photo in military uniform (see paragraph 2-6a and paragraph 3-3c for details)
- Copy of highest civilian education (transcript or diploma) from accredited institution
- Copy of FEMA transcript or certificates
- Copy of Promotion Orders for current rank and grade
- Copy of DD-214 or other relevant prior military service documents
- Copy of highest PME; a copy of certificate of completion or letter from the PME Registrar indicating course completion or % completion of required courses

Appendix H

TXSG Retention Packets

Personnel retention packets for the bi-annual retention boards must:

- Packets must be submitted electronically to retentionboard@txsg.state.tx.us
- Email subject line: ACTION Retention Packet LAST NAME_FIRST NAME_RANK_UNIT
- All documents will be in one email as one file (e.g. pdf) or a compressed file (zipped). Use common file formats.
- Photo: Full length photo in uniform, facing forward, parade rest wearing cap
- Letter of Input from O6 level commander. See Letter of Input example below.
- FEMA course transcript or certificates.
- Copy of highest PME; a copy of completion certificate or letter from the PME Registrar indicating course completion or % completion of required courses
- Civilian Education: Highest education achieved from accredited institution.

 <small>REPLY TO ATTENTION OF</small>	TEXAS MILITARY FORCES Headquarters, X Civil Affairs Regiment Texas State Guard Street Address City, TX, Zip Code
TXSG-XREGT-CDR	5 February 2010
MEMORANDUM FOR: President, TXSG Personnel Retention Board, ATTN: JFTX-TXSG-J1, PO Box 5218, Austin, TX 78763	
SUBJECT: Letter of Input to the TXSG Personnel Actions Screening Board on behalf of <u>RANK First Name Last Name (###)</u> .	
<ol style="list-style-type: none">1. This memorandum forwards you my strongest recommendation that <u>RANK First Last</u> be promoted (or "not be promoted) in the Texas State Guard.2. Use this paragraph to describe the officer's performance, and potential for future service3. Use this paragraph to describe what Unit Manning Document position the officer holds.4. Use this paragraph to verify the following:<ol style="list-style-type: none">a. Highest civilian education.b. Time in Service: # years, # monthsc. Date of Current Rank: DD MM YYd. Time in Grade: # years and # monthse. Professional Military Education: Military education (OBC, OAC, etc...), and FEMA classes.5. POC for this is the undersigned at <u>TXSG email address</u> or <u>phone number</u>.	
FIRST LAST RANK, BRANCH Commanding	

Appendix I

Physical Training (PT) Standards

SIT-UPS

AGE	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	21	19	17	15	13	12	11	10	9	8	7
FEMALE	20	18	16	14	12	11	10	9	8	7	6

PUSH-UPS

AGE	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	17	16	15	13	13	10	9	6	5	4	3
FEMALE	7	6	6	6	5	5	4	4	3	2	1

1-MILE WALK/RUN

AGE	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	11:13	11:42	12:11	12:40	13:09	13:37	13:52	14:00	14:35	14:50	15:05
FEMALE	13:23	13:52	14:50	16:02	16:32	17:00	17:15	17:30	17:51	18:05	18:35

The Army Physical Fitness Test Scorecard can be found at the following link:

<http://armypubs.army.mil/eforms/pdf/a705.pdf>

Strongly encouraged for promotion.

Appendix J

Exception to Policy Memorandum Format



REPLY TO
ATTENTION OF

TEXAS MILITARY FORCES
Headquarters, Texas State Guard
P.O. Box 5218
Austin, TX 78763

NGTX-CDR

11 June 2013

MEMORANDUM THRU Component Commander, Address, City, State, Zip Code

FOR President, Personnel Actions Board, ATTN: TXSG-J1 Personnel Manager, PO Box 5218, Austin, TX 78763

SUBJECT: Exception to Policy for Rank EName LName (Last 4 SS#).

1. This memorandum forwards you my strongest recommendation that Rank EName LName be granted an exception to policy (describe specific policy exception) in the Texas State Guard.
2. State the reason for the exception; must include the benefits to the Texas State Guard for granting the request. Verify the guardsman is in good standing and meets all other criteria for promotion.
3. Rank LName currently holds the Unit Manning Document (UMD) position of Line #XX, Position Title, Branch and Unit.
4. The following information has been verified pertaining to Rank EName LName:
 - a. Time in Service: X years, X months
 - b. Date of Current Rank: 11 JUN 2011 (ex.)
 - c. Time in Grade: X years, X months
 - d. Age: XX (01 JAN 1960) (ex.)
 - e. Education: Member meets all required FEMA and PME requirements.
5. My signature below indicates that I have reviewed this information, and verify that it is true and correct.
6. POC for this is the undersigned at my_email_name@txsg.state.tx.us or 555.555.5555

Signature
Signature Block