

PERSONNEL AND ADMINISTRATIVE PROCEDURES

Summary. This regulation provides information concerning the enlistment, appointment, promotion, reduction, reassignment or transfer of Texas State Guard (TSG) personnel and provides specific direction for administration of Texas State Guard units.

Applicability. This regulation applies to active, inactive, and retired personnel of the Texas State Guard.

Supplementation. Supplementation of this regulation by units subordinate to Headquarters, Texas State Guard is prohibited.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by TAG. Users will destroy interim changes on their expiration unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the Deputy Chief of Staff-Personnel, Texas State Guard. Users are invited to send comments and suggested improvements direct to The Adjutant General's Department, Texas State Guard, (AGTX-TSG-DCSPER), P.O. Box 5218, Austin, Texas 78763-5218.

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*This Regulation supercedes TSG Regulation 600-10, 1 July 85, with all changes

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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 individuals in the Texas State Guard.
- b. Provides policies and procedures for personnel actions concerning promotions, reductions, transfers, and reassignments of Texas State Guard members.
- c. Provides policies and procedures for the separation and discharge of personnel.
- d. Provides policies and procedures for the establishment and maintenance of basic personnel records.
- e. Provides guidance for the preparation and processing of correspondence and routine requests and reports.

1-2. References.

- a. TEXAS GOVERNMENT CODE, Title 4 Executive Branch, Chapter 43, Subchapter 431 and 432.
- b. Military Laws, State of Texas, 14 September 1981.
- c. The Adjutant General's Department Standing Operation Procedure, State Active Duty.
- d. Texas State Guard (TSG) Regulation 10-1, Organization and Function of the Texas State Guard.
- e. TSG Regulation 20-10, Annual Inspections of State Guard Units.
- f. TSG Regulation 230-2, Fund Management and Accounting Procedures for State Funds, Special Funds and Armory Maintenance Funds.
- g. TSG Regulation 600-3, Line of Duty Investigations, Medical Care, Disability Compensation and Death Benefits for Members of State Military Forces on State Duty.
- h. TSG Regulation 600-21, Nondiscrimination in the Texas State Guard.
- i. TSG Regulation 672-1, Awards and Decorations, 1 September 1987.

1-3. **Effective Date.** This regulation is effective upon receipt and supersedes any previous instructions in conflict herewith.

1-4. Policy.

- a. **Nondiscrimination.** Personnel actions prescribed in this regulation will be accomplished without regard to race, color, religion, sex, or National origin. Unless clearly applicable to only one sex, the terms noting persons, applicants, individuals, members, and personnel apply to both men and women.
- b. **Qualification.** An individual's eligibility for appointment or enlistment in the Texas State Guard will be determined on the basis of one's ability to meet all requirements of this regulation. This includes the Height & Weight Tables in Appendix 1.

c. Separation. A discharge certificate will be issued to each officer and enlisted member of the Texas State Guard, upon completion of one's term of service, as set forth in TEXAS GOVERNMENT CODE, Chapter 43, Subchapter 431.

1-5. Responsibility. Personnel recruitment, management, and administration are command responsibilities. All commanders are to assure that the policies and procedures contained in this regulation are applied to the personnel programs of their units. Requests for waivers are to be directed to Headquarters, Texas State Guard for approval.

Chapter 2 Officers

2-1. Selection of Officers.

a. Responsibility. It is the responsibility of commanders to select effective subordinates both as commanders and staff members.

b. Philosophy. A commander or leader should be the best qualified individual in the unit. No one will truly accept the leadership of a person, who is considered to be inferior to oneself, especially in a volunteer organization.

2-2. Eligibility Criteria for Officer Appointments.

a. Citizenship. The applicant must be a citizen of the United States.

b. Residence. The applicant must reside in the State of Texas.

c. Age. No one may be commissioned in the Texas State Guard prior to their twenty-first birthday nor may be appointed a Second Lieutenant after attaining age forty or a First Lieutenant after attaining age fifty. Individuals without prior commissioned service may not receive an initial appointment as an officer in the Texas State Guard after attaining age sixty.

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

e. Character. Each applicant must be of good moral character as defined in DA Pam 600-2, the Armed Forces Officer.

f. Leadership. An applicant must possess the qualifications of a potential leader and the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's age, education, background, and experience.

g. Medical. An applicant must be physically able to perform all duties of a soldier. One must have full use of all their extremities and not vary from the height-weight criteria as set forth by this regulation.

h. Prior Service. To qualify as an officer, a candidate with prior enlisted service must participate for four years as an enlisted person before submitting Form 66 for officer appointment and must meet the following criteria:

- (1) At least 3 years enlisted Active Reserve service, plus one year Texas State Guard service; or
- (2) At least 2 years enlisted active Federal service, plus one year Texas State Guard service; or

(3) 4 years college ROTC.

i. No Prior Service. If a candidate has no prior service, the candidate must successfully complete the Basic Training Course before submitting TSG Form 66 for officer appointment. The following criteria for appointment are:

(1) 8 years Texas State Guard service; or

(2) 2 years college ROTC and one year Texas State Guard Service, as an enlisted person, or,

(3) Civilian occupation equivalent to officer level position (determined by Personnel Actions Screening Board) and one year Texas State Guard Service, as an enlisted person.

j. Assignment. Appointment of officers in the Texas State Guard will be only to fill existing Table of Organization vacancies, as stated in TSG Regulation 10-1.

k. Social Security Number. Every applicant must have an assigned Social Security Number.

l. Initial Rank. Initial rank of appointment will be made in accordance with the following criteria:

(1) Applicant with prior Federal commissioned officer service may normally be appointed in the rank at which the officer left the Armed Services;

(2) Applicants with prior Federal enlisted service will be considered for appointment in the rank listed in paragraph 2-2, 1 (4) provided they have met the conditions in paragraph 2-2, h;

(3) Applicants with no prior Federal service will be appointed in the rank of Second Lieutenant provided they have met the conditions in paragraph 2-2, i;

(4) Personnel with prior Federal military service may be given consideration for initial appointment in the rank, as set forth below:

<u>Service</u>	<u>Total Years Service</u>	<u>Rank Attained</u>	<u>TSG Rank Considered</u>
Commissioned	NA	2LT Thru Col	Same Rank
Warrant	NA	WO1 Thru CW5	Same Rank
Enlisted	10	*SGT or Higher	1LT
Enlisted	20	*MSG or Higher	CPT

* These are Army rank designations. Ranks from other services must be translated to their equivalent.

m. Prior Service in State Defense Force. Applicants with prior service in the Texas State Guard or in the State Defense Forces of another state may be appointed at a rank no higher than the one held at the time of separation from that service.

n. Education. All candidates for officer appointment must have at least 60 semester hours of college courses or must hold a Baccalaureate degree from an accredited college.

2-3. Persons Ineligible for Appointment.

a. Subversive or Disloyal Persons. Individuals, who are known to have engaged in disloyal or subversive acts against the United States or the State of Texas, are ineligible for appointment.

b. **Conscientious Objectors.** Persons who are presently conscientious objectors are not eligible for appointment.

c. **Persons receiving less than an Honorable Discharge.** Persons with prior military service in the military forces of the United States, their reserve or auxiliary components, or the State Military Forces of this or other States are ineligible for appointment, if their discharge was under less than Honorable conditions.

d. **Members of Other Military Forces.** Individuals who are current members of the armed services of the United States, their reserve or auxiliary components, or the State Military Forces of other States are ineligible for appointment. Unless prohibited from appointment by regulations of their particular reserve component, members of the Individual Ready Reserve (IRR) and Retired Reserve, having no commitment to attend drills or active duty periods, are eligible for appointment. Members of the IRR and Retired Reserve, who are members of the Texas State Guard and subject to call to active duty, will be discharged promptly, when that call occurs.

e. **Convicted Felons.** Persons, who have been convicted of a felonious offense by a civil or military court, may not be appointed in the Texas State Guard.

f. **Mental Disorders.** Any individual with a history of mental disorders or currently is under treatment for such a problem shall not be appointed in the Texas State Guard.

2-4. Branch in Which Appointed.

a. **Military Police Corps.** All officer appointments in the Texas State Guard shall be in the Military Police Corps except as listed below.

b. **Chaplain's Corps.** Chaplain vacancies may not be filled by other than officers commissioned as chaplains. To be eligible for appointment to the Chaplain's Corps, an applicant must be an ordained minister of a recognized church. All candidates must receive the approval of the Chaplain, Texas State Guard before one's application will be processed by the Personnel Actions Screening Board.

c. **Other Branches.** Officers, assigned the position vacancies of Engineer, Staff Judge Advocate, Medical, Communications or their assistants, shall be professionally qualified to perform the duties of that position.

2-5. Application for Appointment.

a. **Recommendation.** Texas State Guard commanders, at all levels, may recommend qualified individuals, through their respective chain of command, for appointment as officers in the Texas State Guard. Normally, the recommendation for the appointment of the Company Executive Officer and Platoon Leader will be submitted by the Company Commander. Company Commanders and Battalion Staff Officers are submitted by the Battalion Commander. Battalion Commanders and Regimental Staff Officers are submitted by the Regimental Commander. Regimental Commanders and General Staff Officers are recommended by the Commanding General. All applicants for appointment should be carefully screened to assure that only those, who are responsible and respected leaders in their communities, are recommended to be appointed as officers in the Texas State Guard.

b. **Required Documents.** The following documents are required for initial appointment as an officer in the Texas State Guard.

(1) TSG Form 3 (Request for Officer Personnel Action). See Appendix 2 for an example of a completed TSG Form 3 to request an officer appointment with signature of the commander or adjutant.

(2) TSG Form 66 (Officer Qualification Record). See Appendix 3 for an example of a completed TSG Form 66.

(3) **Prior Service Documents.** Application for the appointment of a person with prior military service must be accompanied by a DD Form 214 or equivalent document verifying the prior service. Character of service must be clearly shown on the document provided. A separate discharge is to be provided for each branch of the armed forces in which a person served.

(4) **Professional Qualifications.** Applications for appointment of individuals as Chaplain, Engineer, Staff Judge Advocate, Medical Officer or their Assistants must be accompanied by documentary evidence of the professional qualifications required for appointment to that position.

(5) **Employment Eligibility Verification (Form I-9).** This document must be completed and the information verified for each person. It will be the responsibility of the company, battalion or regimental commander to verify the information from the required documents, before the application can be processed. A completed Form I-9 is at Appendix 4. Local reproduction of the Form I-9 is authorized.

(6) **Evidence of civilian education (copy of college degree, college transcripts, etc.).** Only accredited education will be considered.

(7) **AGTX Form 32 (Police Record Check).** Section I must be authenticated by an officer in the unit. Make sure the new members signs Section II. Section III is for Department of Public Safety use only. Section III will not be used by the unit to conduct a local police records check.

(8) **Standard Form 93 (Report of Medical History).** It is highly recommended to all levels of command, that SF93's be maintained in the field 201 file on every individual member of the Texas State Guard. This form provides a gauge for unit commanders to assess whether a member of the Texas State Guard can physically handle a particular duty. It should be reviewed and signed by the Medical Officer assigned to the unit.

(9) **A full length photograph from head to toe, side view must be provided with each applicant's appointment package.** The photograph should be in black and white.

(10) **Optional Data.** TSG Association membership application and Emergency Management enrollment.

c. Preparation.

(1) **All entries, except signatures, on application documents will be typewritten or printed in black ink.**

(2) **Signatures.** All signatures will be in black ink and should be the first name, middle initial, and last name of the individual concerned.

(3) **Dates.** Dates will be entered using the military date system, which, in order, is the day in numerals, the abbreviated name of the month in letters, and the year in numerals. For example, the fifth of July 1976 would be written: 5 Jul 76, not 5/7/76.

(4) **Civilian Education Entries.** Civilian education entries on the TSG Form 66 should include only high schools, trade schools, colleges, and universities attended. ROTC credit is to be listed in this space.

(5) **Prior Military Service.** Prior military service entries on the TSG Form 66 will show all prior military service. This includes Texas State Guard service and the periods of service will be grouped into major branches of the armed forces, i.e., service in the U. S. Army, U. S. Marine Corps, National Guard, etc. A continuation sheet may be utilized, if necessary.

(6) **Regimental and Battalion Screening Board.** Each applicant must appear before an Officer

Screening Board at Battalion or Regimental level as appropriate. The Screening Board will consist of at least three officers who are active members of the Texas State Guard, appointed on unit orders. The members of the Board will interview the applicant and examine the application to determine the qualifications for appointment in the Texas State Guard. If the Board members find the applicant meets the necessary qualifications, they will complete and sign Section II of TSG Form 66. If one does not meet any one of the qualifications, a Request for Waiver may be included, as an enclosure to the TSG Form 66.

(7) Oath of Office. The commander may have the applicant sign the oath of office in Section III of TSG Form 66. However, it should be understood that it does not become effective, until appointment orders are published by Headquarters, Texas State Guard.

d. Effective Date. The effective date of appointment will be that specified in the appointment orders published by Headquarters, Texas State Guard, regardless of the date on which the oath of office was administered. Applicants will not be authorized to wear the uniform or assume the duties of the position for which the appointment is requested, until appointing orders are received from Headquarters, Texas State Guard.

e. Headquarters, Texas State Guard, Personnel Actions Screening Board. Each application for appointment must be examined by the Personnel Actions Screening Board at Headquarters, Texas State Guard; and if the applicant is found qualified by the board, orders will be published announcing the appointment.

f. Number of Copies. All required documents will be prepared with an original and sufficient copies to satisfy the chain of command. The original will be forwarded, through channels, to Headquarters, Texas State Guard and a copies will be retained by the effected headquarters. The following is a listing of the minimum documents and numbers of copies required for initial appointment as an officer in the Texas State Guard:

<u>Documents</u>	<u>To HQ, TSG</u>
TSG Form 3 (Request for Officer Personnel Action)	1 Original
TSG Form 66 (Officer Qualification Record)	1 Original
Evidence of prior Service (ROTC, DD214, NGB22, or copy of discharge certificates, etc.)	1 Copy
Form I-9 (Employment Verification)	1 Original
AGTX Form 32 (Police Records Check)	1 Original
Full Length Photograph	1 Original

2-6. Officer Promotions.

a. General. Promotion will be based upon efficiency, time-in-grade, demonstrated command and staff ability. Other considerations are military education at the appropriate level, potential for service at the next higher rank, ability to work with other officers, plus supervision of subordinate personnel and units. Additional considerations are the timely submission of reports, training schedules and meeting of suspense's. Promotions will be accomplished only when an appropriate Table of Organization vacancy exists in the unit.

b. Recommendation. Recommendation for promotion will be submitted by the immediate commanding officer of the individual concerned. Company Executive Officers and Platoon Leaders are submitted by the Company Commander. Company Commanders and Battalion Staff Officers are recommended by the Battalion Commander. Battalion Commanders and Regimental Staff Officers are submitted by the Regimental Commander. Regimental Commanders and General Staff officers are recommended by the Commanding General of the Texas State Guard. In no case, is it considered appropriate for an officer to recommend oneself for promotion.

c. Minimum Standards.

(1) Minimum Time-in-Grade. Time-in-grade (TIG) is limited to time actively assigned to a position authorized by an appropriate Table of Organization. Any time period an officer was assigned to the Ready Reserve, will be subtracted from the time-in-grade computation. Time-in-grade in Federal service will be counted toward time-in-grade for Texas State Guard promotions. The following minimum criteria will be used to recommend officers for promotion.

<u>From</u>	<u>To</u>	<u>*TIG Outstanding</u>	<u>*TIG Normal</u>	<u>*Time as CDR</u>	<u>*Maximum Age</u>
2LT	1LT	1	2	0	55
1LT	CPT	2	3	1	65
CPT	MAJ	3	5	2	65
MAJ	LTC	3	5	3	65
LTC	COL**	4	5	4	65
COL	BG**	4	5	5	65
BG	MG**				75

* All listings are in years.

** Additional requirements for Generals and Colonels. The requirements are listed below:

(a) Education. The officer must hold a Baccalaureate degree from an accredited college, and be a graduate of the Command & General Staff College or Armed Forces Staff College, either resident or non-resident.

(b) Prior Service. The Officer must have held a Federal Commission, or served in each officer grade as stated above.

(c) Leadership. Must have shown four years of outstanding leadership at Regiment and/or Battalion level.

(2) Minimum Time Promotion Vacancy. Minimum time assigned to the promotion vacancy, performing the duties of the next higher grade, is one year.

(3) Completion of Officer Training. Successful completion of Correspondence Courses or residence attendance at service schools at the appropriate level, i.e., 1LT - Officer's Basic Course; CPT - Officer's Advance Course, LTC - Command & General Staff Course.

d. Required Documents.

(1) Request for Promotion. Request for promotion will be submitted, through channels, on TSG Form 3 (Request for Personnel Action) to Headquarters, Texas State Guard. The commander or adjutant concerned will complete the appropriate endorsement on the TSG Form 3, indicating approval or disapproval. See Appendix 5 for an example of a complete TSG Form 3 for officer promotion.

(2) Other Documents. Application for promotion will be returned without action, if properly prepared copies of the following documents are not on file in Headquarters, Texas State Guard:

(a) TSG Form 66 (Officer Qualification Record).

(b) DD Form 214, or equivalent document, verifying prior service (if applicable).

(c) Statement of Performance of duties as prescribed in paragraph 2-7, a.

(d) A full length photograph from head to toe, side view of the candidate must be provided with the promotion request. The photograph should be recent and in black & white. Candidate will wear a class "C" uniform.

e. Headquarters, Texas State Guard, Personnel Actions Screening Board. The Commanding General will approve all promotions to field grade and above.

f. Effective Date. The effective date of the promotion will be specified in the promotion order published by Headquarters, Texas State Guard. Officers are not authorized to wear the insignia of the next higher rank prior to receipt of promotion orders.

2-7. Officer Reductions.

a. Voluntary Reduction. Officers may request voluntary reduction in rank to accept assignment to a Table of Organization position vacancy of a lesser grade.

b. Requests. Requests for voluntary reduction will be prepared in letter form and forwarded through channels to Headquarters, Texas State Guard. Each commander concerned will endorse the request.

c. Reduction Orders. The Personnel Actions Screening Board at Headquarters, Texas State Guard will review the application; and if it is approved, reduction orders will be published by Headquarters, Texas State Guard.

2-8. Officer Assignments and Reassignments.

a. Minimum Time-in-Assignment. Except in unusual circumstances, officers will remain in their assignment for one year.

b. Maximum Time-in-Assignment. Except in unusual circumstances, officers will not hold the same command for more than four years. In no circumstances should they hold a command for more than five years.

c. Procedures. Commanders of Texas State Guard units may request reassignment of officers to fill existing Table of Organization vacancies within their respective units.

d. Branch Change. Request for reassignment to a position vacancy, requiring a change of branch, must be accompanied by documentary evidence of the officer's professional qualifications.

e. Reassignment of Officers with Property Book Responsibility. Requests for reassignment of an officer with property book responsibility will be accomplished in accordance with the procedures as set forth in Texas State Guard Regulation 710-10. Furthermore, no officer will be relieved or reassigned until replacement of property has been accounted for or until a responsible officer has been appointed.

f. Requests. Request for officer reassignment will be submitted on TSG Form 3 (Request for Officer Personnel Action) by the commander of the officer concerned, through channels, to Headquarters, Texas State Guard. If the request is approved, reassignment orders will be published by Headquarters, Texas State Guard. See Appendix 6 for an example of a completed TSG Form 3 requesting an officer reassignment.

g. Excess. The term "excess" applies to the status of an officer's assignment. Every effort will be made to assign an officer to a TO position vacancy. If there is no TO vacancy, an officer may be appointed and assigned in

"excess," providing a vacancy is anticipated and certain within 120 days of assignment. If the vacancy does not develop, the officer will be discharged.

(1) In the event of a reorganization, an officer may be placed in excess status pending the availability of a position. If a vacancy does not develop within one year's time, the officer will be discharged or placed in the Ready Reserve. If eligible, the officer can also be placed in the Honorary Reserve.

(2) An Officer, who holds a TO position, will not be reassigned to excess. Once an officer is assigned to a TO position, the position may only be vacated, when the Officer is reassigned, transferred, resigns or placed in a reserve of the Texas State Guard. In other words the position will be vacated either voluntarily or involuntarily.

2-9. Officer Transfers.

a. Time-in-Assignment. See paragraphs' 2-8 and 2-8, b, above.

b. Procedures. Transfer of an officer between companies of a Battalion will be requested by the Battalion Commander. Transfer of an officer between Battalions of the same Regiment will be approved by the Regimental Commander, upon concurrence with the gaining and losing commander. The transfer of an officer between units of different Regiments should be initiated by the officer concerned and must be approved by both Regimental commanders.

c. Branch Change. Request for transfer of an officer to a position vacancy requiring a change of branch must be accompanied by documentary evidence of the officer's professional qualification for assignment to the new branch.

d. Transfer of Officers with Property Book Responsibility. Requests for transfer of an officer with property book responsibility will be accomplished in accordance with the procedures as set forth in Texas State Guard Regulation 710-10. Furthermore, no officer will be relieved or reassigned until replacement of property has been accounted for or until a responsible officer has been appointed.

e. Requests. Request for officer transfer will be submitted on TSG Form 3 (Request for Officer Personnel Action) by the commander of the officer concerned, through channels, to Headquarters, Texas State Guard. If the request is approved, transfer orders will be published by Headquarters, Texas State Guard. See Appendix 7 for an example of a completed TSG Form 3, requesting an officer transfer.

f. Disposition of Records. Upon receipt of transfer orders, the losing unit will inventory the officer's personnel records for accuracy and completeness, post them to date, and forward them to the gaining unit without delay.

2-10. Ready Reserve.

a. Procedures. Unit commanders may request transfer of assigned officers to the Texas State Guard Ready Reserve. This is normally done when an officer, for some reason, can no longer effectively function in their assignment; facilitate the reassignment or promotion of another officer; or for other plausible reasons. Officers transferred to the Ready Reserve will be attached to a Battalion or higher Headquarters for administration. Time served in the Ready Reserves will not be used in determining time-in-grade for promotions.

b. Tenure of Ready Reserve Assignment. Assignment to the Ready Reserves shall be limited to a period of one year. The officer will be discharged at the end of the time, unless sooner transferred to a Table of Organization position vacancy.

c. Requests. Requests for transfer to the Ready Reserves will be submitted by commanders on TSG Form 3 (Request for Officer Personnel Action) to Headquarters, Texas State Guard. If the request is approved, transfer

orders will be published by Headquarters, Texas State Guard.

d. Conduct when in Ready Reserves Status. Officers when in Ready Reserves status will conduct themselves in an honorable manner and will not interfere with the operation of any Texas State Guard unit. They will not attend unit meetings unless requested to do so by the commander.

2-11. Honorary Reserves for Officers.

a. Eligibility. Officers of the Texas State Guard, who are eligible under the criteria contained in Texas Government Code, Chapter 43, Subchapter 431, may request or be recommended for transfer to the Texas State Guard Honorary Reserves.

b. Procedures. A letter of request, accompanied by an TSG Form 3, will be forwarded through channels to Headquarters, Texas State Guard. If the request is approved, orders will be published effecting the transfer.

2-12. Officer Separations. The discharge of officers from the Texas State Guard is covered in Chapter 5 of this regulation.

2-13. Headquarters, Texas State Guard, Personnel Actions Screening Board.

a. The Headquarters, Texas State Guard, Personnel Actions Screening Board will review the records of candidates recommended for promotion. Officers or warrant officers under consideration will not be required to personally appear before the board unless specifically requested by the board president.

b. The board will consider documentary evidence submitted by the immediate commander or supervisor together with appropriate official files, performance evaluation reports, and other pertinent documents that cite the manner of performance of the officer. Such records will be made available by Headquarters, Texas State Guard. This can be accomplished by mail, telephone, or by facsimile.

c. The following records and allied documents will be forwarded to the Headquarters, Texas State Guard, Personnel Actions Screening Board:

(1) Letter of recommendation from the applicant's immediate commander or adjutant properly endorsed through proper chain-of-command concerned, in the original and one (1) copy.

(2) Copy of the order that created the vacancy, unless applicant is being promoted within that position.

(3) Any other pertinent documents.

2-14. Authority. Under guidance of the Commander, Texas State Guard, the Personnel Actions Screening Board will be convened to determine whether applicants for appointment, promotion, or other personnel requests meet the medical, moral, and professional qualifications requested.

2-15. Composition of Headquarters, Texas State Guard, Personnel Actions Screening Board. The Headquarters, Texas State Guard, Personnel Actions Screening Board shall consist of a total of five (5) but not less than three (3) officers of the Texas State Guard. There will be one (1) member from the Director of Personnel (DCSPER) who will serve as the recorder.

a. The senior member of the board will serve as president of the board.

b. Every effort should be made to include members with specialties similar to those of the applicant being examined.

- c. The Board will contain ^{all} ~~at least one~~ member senior in rank for which the individual is recommended.

2-16. Board Site. The Personnel Actions Screening Board will normally be established at Headquarters, Texas State Guard, so that a uniform basis for selection can be developed. This will also assure that only candidates possessing full qualifications and high potential for success, as officers or warrant officers are appointed or promoted. When geographical considerations warrant the designation of additional board sites, the number will be restricted to two (2) at any one time, and each board will be given identical guidance.

2-17. Notification of Applicants.

a. Upon the receipt of applications, allied papers for appointment or promotion or other personnel actions, Headquarters, Texas State Guard will notify those individuals required to appear before the board. Notification will include the time, location, and any other pertinent information.

b. When necessary, applicants will also be advised in advance of any additional information desired by the board, or required by regulation, to correct or complete an application.

2-18. Procedures.

a. Conduct of the board. The board will assemble at the time and place designated and proceed as follows:

- (1) Challenges shall be received and the board will interview all parties involved in the challenge.
- (2) The president shall instruct the board and relate a standard procedure for examination of all applicants.
- (3) If required, the board will interview the applicant.
- (4) It shall be the responsibility of the board to determine from the records submitted whether or not the applicant meets all requirements for appointment in the grade and position for which being considered.
- (5) If the applicant is present, the president of the board will advise the applicant that all statements made to the board, plus all forms submitted in connection with the personnel action, will be verified against available records. The disclosure of any false, misleading, or incomplete statements may be cause for denial of requested personnel action.
- (6) The board will proceed with the examination of the applicants as specified in this chapter. If at any time during the examination, the individual is found to be not qualified, the examination will cease and the applicant excused.
- (7) Findings and recommendations of the board will be reported to the Deputy Chief of Staff, Personnel (DCSPER).

b. Attendance.

- (1) Members. Full membership of the board constitutes a quorum. The board will not convene unless at least three (3) members are present. If for any reason this is not possible, the appointing authority will be so informed.
- (2) Applicants. Except as indicated below, the president of the board may require the applicant to appear before the board. Applicants being considered for promotion need not appear unless they so desire, or the president requests their presence to complete board action.

2-19. Examination.

a. **General Qualifications.** The board will determine the general qualifications of each applicant by evaluating them for suitability for military service in the rank and specialty for which appointment is being recommended by considering:

(1) Military and civilian education, age, mental aptitude, citizenship, personal character and leadership traits, and motivation.

(2) Military, business, and professional experience.

(3) Responsibilities that will be placed upon the applicant.

(4) Evidence of satisfactory civil and criminal record screening.

b. **Medical Qualifications.** In determining the medical qualifications of an applicant, the board will not be limited to a review of the records submitted, but may, if indicated, require additional medical evidence for examination. If all records and evidence indicate that the applicant is medically disqualified, the board will conclude its examination and report the disqualification.

c. **Physical Fitness Standards.** Weight and height standards in Appendix 1 will apply for all officers. These standards should be compared with photographs, personal appearance, and other medical records.

d. **Moral Qualifications.** The board will inquire into the moral character of the applicant. It is authorized to seek verification in writing of the statements made by the applicant and may seek additional information from reliable sources.

e. **Professional Qualifications.** It is within the prerogatives of the board to prescribe such professional examination, either written or by practical test, as it deems necessary to determine the professional qualifications of individuals.

2-20. Findings. The findings and recommendations of the board will be reported to the Deputy Chief of Staff, Personnel (DCSPER) and shall be regarded as privileged. If the applicant is found "not qualified" the reasons will be cited.

2-21. Actions by Commander, Texas State Guard.

a. When the applicant is favorably recommended by the board, the Commander, Texas State Guard will examine the recommendations of the board for completeness and accuracy. The Commander will then issue approval.

b. When the applicant is not favorably recommended by the board the Commander, Texas State Guard will notify the rejected applicant through channels, furnishing reason for any disqualification. If the reason for rejection does not act as a permanent bar to appointment or promotion, the applicant will be advised of procedures and requirements for re-submission of application.

Chapter 3

Warrant Officers

3-1. Relative Rank. Warrant Officers of the Texas State Guard, when not on state active duty, rank among themselves according to the laws of the state. When warrant officers of the Texas State Guard enter state active

duty, they will rank among warrant officers of the Texas National Guard of the same grade, who are also on state active duty. This is according to provisions, as provided by the State of Texas for the State Defense Forces.

3-2. Appointment. Warrant Officers of the Texas State Guard are appointed by the Commander, Texas State Guard. These appointments are permanent unless otherwise specified.

3-3. Eligibility Criteria for Warrant Officer. Individuals possessing the qualifications, outlined below, may apply for initial appointment (or re-appointment following a break in service), as a Texas State Guard warrant officer. This paragraph is not applicable to applicants for promotion or branch changes.

a. **Assignment.** The applicant must apply for a valid or pending vacancy in a valid Table of Organization. According to Texas State Guard Regulation 10-1, Warrant Officer positions are assigned to Regimental Headquarters and Texas State Guard, Headquarters, only.

b. **Age.**

(1) **Minimum.** No applicant will be appointed, who is less than 21 years of age.

(2) **Maximum.** The maximum age for appointment to Warrant Officer is age 62, unless a waiver is granted by Commander, Texas State Guard.

(a) Applicants for appointment in the Texas State Guard must not have attained the birthday shown below prior to the appointment to the rank indicated. Age limits may be increased by recommendation of the Personnel Actions Screening Board and approval by the Commander, Texas State Guard. Extension of the age limits must be based on the experience of the individual and the needs of the Texas State Guard. The experience and the professional qualities of the applicant must be clearly documented in the application.

<u>Rank</u>	<u>Age</u>
WO1	35
CW2	40
CW3	50
CW4 & CW5	60

(b) The maximum age for appointment to Warrant Officer is age 62 unless a waiver is granted by the Commander.

(c) **Citizenship.** The applicant must be a citizen of the United States and a resident of the State of Texas.

(d) **Education.** All applicants for appointment to the warrant officer ranks must have a high school diploma or GED.

(e) **Character.** Each applicant must be of good moral character.

(f) **Leadership.** Applicants must possess demonstrated leadership qualities with the ability to deal effectively with people. Such qualities are to be evaluated in terms of the applicant's age, education, background, and military or civilian management experience.

(g) **Medical.** Applicants must meet all height and weight requirements prescribed in Appendix 1.

3-4. Procurement Sources. Individuals will be selected from the following sources.

- a. Former National Guard warrant officers, Army Reserve warrant officers, and other former warrant officers with previous honorable and creditable service in the area for which appointment is requested.
- b. Enlisted members, who have demonstrated proficiency in the area in which appointment is requested.
- c. Appointment of Warrant Officers.

- (1) Appointment will be as Warrant Officer One (WO1) except:

- (a) Former warrant officers may be appointed in the highest rank satisfactorily held.
 - (b) Former commissioned officers or enlisted persons in the rank of MSG, SGM or CSM, holding that rank for at least two years, may be appointed in the grade CW2.
- (2) Warrant Officers appointed as Chief Warrant Officer Two (CW2), or promoted to CW2, CW3, or CW4/CW5 are appointed to those grades. An oath of office must be executed upon initial appointment or promotion to CW2 to consummate the action. The rank CW5 is also known as Master Warrant Officer.

3-5. Actions by the Individual. The applicant is required to take the following actions to initiate appointment in the Texas State Guard.

- a. Request for appointment with the listed documentation, through proper chain of command for transmittal to Commander, Headquarters, Texas State Guard, ATTN: DCSPER as shown on Appendix 3.

- (1) Complete TSG Form 66 (Officer Qualification Record).
 - (2) Copies of promotion orders or other documents that attest to the highest rank held by the applicant.
 - (3) Employment Verification (Form I-9) for those not presently assigned to duty with the Texas State Guard.
 - (4) AGTX Form 32 (Police Record Check) for those not presently assigned duty with the Texas State Guard.
 - (5) Copy of DD Form 214, NGB Form 22 or other documentary evidence of prior service for those persons not presently assigned to the Texas State Guard.
 - (6) Evidence of citizenship for naturalized citizens. Applicant will submit a statement, signed by a commissioned officer or a notary public, to the effect that they have seen the original certificate of citizenship. The date the document was witnessed and the certification number must also be included in the statement. Certificates of Naturalization may not be photocopied and transmitted up the chain of command.
 - (7) Copies of awards and correspondence relating to awards and decorations, if not indicated on the statement of service.
 - (8) A full length photograph from head to toe, side view must be provided with each applicant's appointment package. The photograph should be in black and white.

- b. Re-appointment. Applicants will include the same documents required for initial appointment.

3-6. Actions Required by the Regimental Commander or Adjutant. The commander or adjutant, initially receiving the application for any of the personnel actions in paragraph 3-5, will:

- a. Interview the applicant and review the application for completeness. A determination is made of the applicant's administrative eligibility to apply for warrant officer appointment.
- b. Return the application, if applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.
- c. Include appropriate remarks in the forwarding endorsement, regarding certified position vacancy to be filled.
- d. Forward the application, with appropriate recommendation to Commander, Headquarters, Texas State Guard, ATTN: DCSPER.

3-7. Actions Required by Headquarters, Texas State Guard. Upon receipt of application for personnel action, the DCSPER, Texas State Guard or an authorized designee will:

- a. Review application and allied papers for:
 - (1) Completeness and accuracy, including verification of prior service. Such verification will be annotated on the application for personnel action.
 - (2) Determination that the applicant meets the qualifications and standards for the requested appointment.
 - (3) Determination that appropriate position vacancy exists and assignment policies, described in paragraph 3-10 below, have been considered.
- b. Perform following additional actions prior to submission of the application to the Personnel Actions Screening Board.
 - (1) Attach copy of the order that vacated the position to which warrant officer is being assigned, if position was previously occupied.
 - (2) Attach copy of the letter directing the applicant to appear before the board, if applicable and so directed.

3-8. Criteria for Headquarters, Texas State Guard, Personnel Actions Screening Board. Headquarters, Texas State Guard, Personnel Actions Screening Board is required for the following personnel actions:

- a. Initial appointment.
- b. Re-appointment.
- c. Promotions.

3-9. Assignment Policy.

a. This publication covers all policies and procedures by which warrant officers are procured, trained, developed, assigned, promoted, and separated. The primary factor that influences a warrant officer's assignment is the needs of the Texas State Guard. Other factors influencing assignment considerations are:

- (1) Rank, specialty, education, and experience of the warrant officer.
- (2) Professional needs of the warrant officer.

(3) Demonstrated potential for advancement

b. Except as otherwise specified in this regulation, warrant officers will only be assigned to positions that are compatible with their specialty.

(1) Warrant officers will be assigned to vacancies without regard to pay grade.

(2) Warrant officers will be assigned only in those specialties in which appointed.

3-10. Warrant Officers Transfers. The reassignment of a warrant officer may be made subject to the following conditions:

a. There must be an authorized position vacancy in the same specialty field for which appointed.

b. The warrant officer reassigned must meet the requirements of the new position.

3-11. Warrant Officers Promotion Criteria.

a. The best qualified persons will be promoted. Promotion criteria will be based on efficiency, time in grade, time in service, demonstrated ability, military and civilian education, and potential for service in the next higher grade. Promotions will not be used solely as a reward for past performance.

b. Promotion will be accomplished only when an appropriate Table of Organization specialty vacancy exists.

c. Promotion will be made without regard to race, color, religion, sex, or national origin.

d. All warrant officers recommended for promotion must be fully qualified, under the terms of this regulation.

3-12. Warrant Officers Promotion Service. A Texas State Guard warrant officer's years of promotion service are computed as follows:

a. All service that the warrant officer possesses or is credited by the Secretary of any branch of the Armed Forces, plus any years as an active, reserve, or Texas State Guard warrant officer.

b. Texas State Guard service must be credited by the Commander, Texas State Guard. No service may be counted more than once.

3-13. Wearing of Insignia. Wearing the insignia of the higher grade is only authorized after proper promotion orders have been published.

3-14. Eligibility for Promotion. To be considered by the Headquarters, Texas State Guard, Personnel Actions Screening Board for promotion a Texas State Guard warrant officer must:

a. Be in an active status in an approved Table of Organization position authorized in one's specialty.

b. Be medically fit in accordance with standards prescribed for retention. Meet the height and weight standards as specified in Appendix 1.

3-15. Minimum Years of Promotion Service.

a. A warrant officer must complete the following minimum years of service subsequent to being considered by the Headquarters, Texas State Guard, Personnel Actions Screening Board for promotion.

<u>Rank</u>	<u>Minimum Years</u>
WO1 to CW2	2
CW2 to CW3	3
CW3 to CW4	4
CW4 to CW5	5

b. A warrant officer may request the waiver of one-half of the promotion service, while serving in any grade WO1 through CW4. The warrant officer must meet all requirements of paragraph 3-14, initiate the request, obtain the approval of Regimental commander, if applicable, and be recommended by the Headquarters, Texas State Guard, Personnel Actions Screening Board. For additional information regarding the Headquarters, Texas State Guard, Personnel Actions Screening Board see paragraphs' 2-13 through 2-21.

c. A full length photograph from head to toe, side view of the candidate must be provided with the promotion request. The photograph should be recent and in black & white. Candidate will wear a class "C" uniform.

3-16. Headquarters, Texas State Guard Personnel Actions Screening Board.

a. The Headquarters, Texas State Guard, Personnel Actions Screening Board will review the records of candidates for promotion. Warrant Officers, under consideration, will not be required to personally appear before the board, unless specifically requested by the board president.

b. The board will consider documentary evidence, submitted by the immediate commander or supervisor with the official files and other pertinent documents that cite the Warrant Officer's manner of performance. Such records will be made available for Headquarters, Texas State Guard. This can be accomplished by mail, telephone or by facsimile.

3-17. Authority. See Paragraph 2-14.

3-18. Composition of Headquarters, Texas State Guard, Personnel Actions Screening Board. See Paragraph 2-15.

3-19. Board Site. See Paragraph 2-16.

3-20. Notification of Applicants. See Paragraph 2-17.

3-21. Procedures. See Paragraph 2-18.

3-22. Examination. See Paragraph 2-19.

3-23. Findings. See Paragraph 2-20.

3-24. Action by Commander, Texas State Guard. See Paragraph 2-21.

Chapter 4 Enlisted Personnel

4-1. Recruiting.

a. Responsiveness to the Community. As a volunteer militia, the Texas State Guard is a hometown,

community-oriented organization with a community support mission. This mission requires that the unit and its members be an integrated part of the community, capable of immediate response to local emergencies. No unit can hope to be successful unless the leadership and the majority of its members are respected citizens of the community, which they are responsible to support.

b. Recruiting to Authorized Strength. All units must exert maximum effort to recruit qualified, responsible and respected citizens of the community to fill Table of Organization vacancies. The Texas State Guard is charged with the responsibility to maintain an effective and responsible unit at each armory located in Texas. Due the possibility of local emergencies or the mobilization of the National Guard, it is imperative that commanders at all levels maintain full strength units at every armory location.

4-2. Eligibility for Enlistment.

- a. Citizenship. An applicant enlisting in the Texas State Guard must be a citizen of the United States.
- b. Residence. The applicant must reside in the State of Texas.
- c. Age. An applicant for enlistment must be between the age of eighteen and sixty-five. Individuals, who have obtained their seventeenth birthday, may be enlisted with the written consent of their parent(s) or legal guardian(s).
- d. Mental. An applicant for enlistment must be of sound mind, free of mental or emotional disorders, and have demonstrated an understanding of the English language.
- e. Character. An applicant must be of good moral character and should be a responsible and respected citizen of the community.
- f. Medical. An applicant must be physically able to perform all duties of a soldier. The soldier must have full use of all their extremities and not vary from the height-weight criteria as set forth by current this regulation. See Appendix 1 (Chart on height-weight criteria).
- g. Prior service. An applicant with prior military service (Federal or State) must have received an "Honorable Discharge" from such service. A copy of the DD Form 214 or an equivalent document from each branch of the armed forces must accompany the application for enlistment to verify that service.
- h. Social Security Number. Every applicant must have an assigned Social Security Number.
- i. Position Vacancy. Unit commanders are authorized to recruit qualified personnel to fill Table of Organization vacancies, plus twenty-five (25%) percent for enlisted personnel below rank of Corporal.

4-3. Persons Ineligible for Enlistment.

- a. Subversive or Disloyal Persons. Any individual who is known to have engaged in disloyal or subversive acts against the United States or the State of Texas is ineligible for enlistment.
- b. Conscientious Objectors. Any person who is a conscientious objector is not eligible for enlistment.
- c. Prior Military Service Other Than Honorable. Personnel with prior military service who did not receive an "Honorable Discharge" from such service are not eligible for enlistment.
- d. Members of Other Military Forces. Individuals, who are current members of the armed services of the United States, their Ready Reserve or State Military Forces of another state, are ineligible for enlistment. Unless prohibited from enlistment in the Texas State Guard by regulation of their particular reserve component, members

of the Individual Ready Reserve (IRR) and the Retired Reserve with no commitment to attend drills or active duty periods are eligible for enlistment. Members of the IRR or Retired Reserve, who are subject to call to active duty, will be promptly discharged from the Texas State Guard, upon call to active duty.

e. **Convicted Felons.** Persons, who have been convicted of a felony offense by a civilian or military court, may not be enlisted.

f. **Mental Disorders.** Any individual with a history of mental disorders or under going treatment for a mental disorder shall not be enlisted.

4-4. Enlisted Rank Structure.

a. **Authorized Ranks.** The following are the only ranks authorized for units of the Texas State Guard:

<u>Rank</u>	<u>Abbreviations</u>
Private	PVT
Private First Class	PFC
Corporal	CPL
Sergeant	SGT
Staff Sergeant	SSG
Sergeant First Class	SFC
Master Sergeant	MSG
First Sergeant*	1SG
Sergeant Major	SGM
Command Sergeant Major**	CSM

* Only an individual, who has been designated First Sergeant (1SG), is authorized to wear the distinctive rank for that position, which is the Master Sergeant rank with a diamond in the center.

** A Master Sergeant, who is assigned to the position vacancy of Command Sergeant Major (CSM), is not authorized to wear the distinctive rank of Command Sergeant Major. Only those individuals, who have been appointed on orders as a Command Sergeant Major (CSM), from Headquarters, Texas State Guard are authorized to wear the Command Sergeant Major insignia of rank.

b. **Titles Used on Official Documents.** Rank will be used on all official documents and correspondence. The use of Pay Grades is not authorized.

4-5. Enlistments.

a. **Authority to Enlist.** Only unit commanders are authorized to enlist applicants to fill Table of Organization vacancies. Commander will ensure that the individual meets all prescribed enlistment criteria.

b. **Period of Enlistment.** Enlistments will be for an indefinite period. However, any person can be separated from Texas State Guard prior to three (3) years of enlisted service for hardship reasons.

c. **Required Documents.** The following documents are required for the enlistment of a qualified applicant.

in the Texas State Guard:

- (1) TSG Form 4 (Enlistment Record). See Appendix 8 for an example of a completed TSG Form 4.
 - (2) TSG Form 4a (Consent of Parent or Guardian), only if under 18 years of age. See Appendix 9 for an example of a completed AGTX-TSG Form 4a.
 - (3) Prior Service Documents. Application for the enlistment of a person with prior military service must be accompanied by a DD Form 214 or equivalent document. The copy of the DD 214, that establishes character of service, must be provided. A separate discharge record is to be provided for each branch of the armed forces in which a person served.
 - (4) US Justice Department Form N-400N (Application for Citizenship), if applicable, see paragraph 4-2, a.
 - (5) Employment Eligibility Verification (Form I-9). This document must be completed and the information verified for each person, requesting enlistment after 6 November 1986. It will be the responsibility of the company, battalion or regimental commander to verify the information from the required documents, before the application can be processed. Local reproduction of Form I-9 at Appendix 4 is authorized.
 - (6) AGTX Form 32 (Police Record Check). Section I must be authenticated by an officer in the unit. Make sure the new members signs Section II. Section III is for Department of Public Safety use only. Section III will not be used by the unit to conduct a local police records check.
 - (7) Standard Form 93 (Report of Medical History). It is highly recommended to all levels of command, that SF93's be maintained in the field 201 file on every individual member of the Texas State Guard. This form provides a gauge for unit commanders to assess whether a member of the Texas State Guard can physically handle a particular duty. A medical officer should review the completed form and sign it in the appropriate place.
 - (8) Optional Data. Texas State Guard Association membership application and Emergency Management enrollment.
- d. Initial Rank. An applicant without prior military service will be enlisted in the rank of Private. An applicant with prior service in the armed forces of the United States or its reserve components may be enlisted in the same rank, as attained in a Federally recognized status. The applicant with prior service in the Texas State Guard or another state defense force may be enlisted in the same Rank as that attained during the previous enlistment. Applicants who have completed three (3) or more years of high school ROTC or two (2) years of college ROTC may be enlisted in the rank of PFC. Evidence of such completion must accompany the TSG Form 4. Refer to paragraph (4-5,i) for Stripes for Skills Program. The Personnel Action Screening Board will determine the enlisted rank of an officer, who chooses to revert to enlisted status or resigns to become an enlisted member.

e. Preparation of Forms.

- (1) Entries. All entries, except signatures, on enlistment documents will be typewritten or printed in black ink.
- (2) Names. Enter full name. If no middle name or initial, so state.
- (3) Signatures. All signatures will be in black ink and will be the first name, middle initial and last name of the individual concerned.
- (4) Dates. Dates will be entered using the military date system, which is the day in numerals, the abbreviation of the month in letters and the year in numerals. For example, the fifth of July 1976 would be written 5

Jul 76, not 5/7/76.

(5) Address. Use street address, city and zip code.

(6) Civilian Education. Civilian education entries on the TSG Form 4 should include only high schools, trade schools, colleges and universities attended. ROTC credit will be entered in this block.

(7) Prior military service entries on the TSG Form 4 will show all prior military service, including Texas State Guard service. The periods of service will be grouped into major branches of the armed forces, e.g., service the U. S. Army, U. S. Marine Corps, National Guard, etc. A continuation sheet may be utilized, if necessary.

(8) Certification. The background certification by the unit commander in Section II of the TSG Form 4 must be completed and signed by the unit commander. The grade in which the applicant is enlisted must also be entered in the proper space.

(9) Oath. The oath of enlistment (Section III, TSG Form 4) must be administered to the enlistee and signed by both the enlistee and the enlisting officer.

f. Effective Date. The effective date of the enlistment shall be the date the oath of office is administered and signed. (Orders are not published for enlistment.)

g. Number of Copies. All required documents will be prepared with an original and sufficient copies to satisfy the chain of command. The original copy will be forwarded directly to Headquarters, Texas State Guard. The following is a listing of the minimum documents and number of copies required for enlistment in the Texas State Guard:

<u>Documents</u>	<u>To HQ, TSG</u>
TSG Form 4 (Enlistment Record)	1 Original
AGTX-TSG Form 4a (Consent of Parent or Guardian)	1 Original
Evidence of prior Service (ROTC, DD214, NGB22, or copy of discharge certificates, etc.)	1 Copy
Form I-9 (Employment Verification)	1 Original
AGTX Form 32 (Police Records Check)	1 Original

h. Forwarding of Enlistment documents. No applicant will be considered enlisted in the Texas State Guard, until all required enlistment documents, shown in paragraph g, are received and approved by Headquarters, Texas State Guard. A Texas State Guard uniform or identification card will not be issued to the individual, until verification of the enlistment is received from Headquarters, Texas State Guard.

i. Stripes for Skills Program. This program only applies to those enlisted personnel who have a Civilian Acquired Skill that is recognized by the State of Texas and duly licensed or certified. This program enables personnel with no prior military Federal service to enlist at rank levels up to Sergeant. Each applicant must attach to the initial enlistment packet a copy of the state recognized certification or license. The program recognizes the following skills within the Texas State Guard: Police Officer, Nurses, Legal, Emergency Medical Technicians, Emergency Care Attendant, NABER certified Communications Technician, holder of Technician or higher grade Amateur Radio Operator license, or a certified Primary, Secondary or Vocational Teacher. Apprenticeship or attending a school to gain the required skill does not qualify for the required skill. A person must be actively involved in their occupational specialty with a minimum of 40 hours per week. There are no waivers to this program. The final decision, as to grade of enlistment, will be made at Headquarters, Texas State Guard.

4-6. Enlisted Promotions.

a. General. The prestige of rank is dissipated and cheapened, when promotions are awarded too rapidly and have not been earned by faithful service and outstanding performance of duty. Senior noncommissioned officers (SFC and higher rank) have a great impact on the efficiency and effectiveness of the Texas State Guard. They represent to the public our highest quality of leadership and experience. In some cases it is necessary to assign a junior noncommissioned officer to a senior NCO, Table of Organization position. However, the individual will not be awarded the rank of a senior NCO, until promotions have been earned one grade at a time. Promotions will not be made more than one rank at a time and the higher rank must be authorized by the current Table of Organization. Except PFC's, if otherwise qualified, may be promoted to Corporal without regard to Table of Organization vacancies.

b. Temporary Promotions and Acting Grades. There are no temporary promotions in the Texas State Guard. Any member assigned duty to a position, calling for a higher grade, will not wear the insignia of that position, unless promoted to that rank on orders. Personnel will wear only the insignia of rank for which orders were duly received.

c. Authority to Promote. Company grade officers have the authority to promote to SSG. Field grade officers can promote to SFC, MSG, or 1SG. Staff Sergeant Major and Command Sergeant Major will be promoted by published orders from Headquarters, Texas State Guard, in accordance with the criteria set forth in paragraph g below

(1) Minimum time-in-grade (TIG) criteria must be met for promotion. Federal service TIG can be counted for TIG for promotions in the Texas State Guard.

(2) Request for waivers will be justified in full and processed through channels to the appropriate approval level.

d. Minimum Promotion Criteria. The following minimum criteria will be used in the promotion of enlisted personnel:

<u>From</u>	<u>To</u>	<u>Time In Service Months</u>	<u>Time In Grade Months</u>	<u>Maximum Age</u>
PVT	PFC (1)	6	6	65
PFC	CPL	12	10	65
CPL	SGT (2)	18	10	65
SGT	SSG	24	10	65
SSG	SFC (3)	36	12	65
SFC	MSG or 1SG	30	12	65
MSG	SGM or CSM (4)	72	18	65

(1) Must have passed Basic Training Course

(2) Must have completed the Basic NCO Development Course

(3) Must have completed the Advanced NCO Course

(4) Must have met criteria as set forth in paragraph 4-6, g.

While promotion authority is delegated paragraph 4-6, c, no promotion is final, until orders are received by Headquarters, Texas State Guard. Commanders are responsible to insure personnel promoted are fully qualified and in compliance with this regulation.

e. Promotion Orders. Promotion of enlisted personnel to all ranks except Staff Sergeant Major and Command Sergeant Major, will be announced on orders published by unit commander. TSG Form 5 (Orders for Enlisted Personnel Action) will be utilized for all enlisted personnel. See Appendix 10 for an example of a completed TSG Form 5 for promotion of enlisted personnel. The original of all promotion orders will be forwarded to Headquarters, Texas State Guard and a copy will be provided to the next higher Headquarters.

f. Effective Date. The effective date of the promotion is the date specified on the order. An enlisted promotion will not be recognized, until the original of the promotion order is received in Headquarters, Texas State Guard.

g. Promotion to Sergeant Major/Command Sergeant Major.

(1) Promotion policy. A Command Sergeant Major/ Sergeant Major will have a great impact on the efficiency and effectiveness of the units of the Texas State Guard and represent to the public the highest quality of leadership and experience. For these reasons, the individual selected to be the Command Sergeant Major should be the most highly qualified and knowledgeable Senior Noncommissioned Officer of the unit. The Regimental and Battalion Commander is encouraged to nominate only the most highly qualified individual to be Command Sergeant Major.

(2) Nomination of Individuals. The nomination will be submitted in memorandum form through channels to Headquarters, Texas State Guard, by the Regimental or Battalion Commander concerned. The letter of nomination will include comments and recommendations for promotion of the applicant. Records of prior military service and evidence of other achievements may be attached to the application. See Appendix 11 for an example of a recommendation for promotion to Command Sergeant Major.

(3) Criteria for Selection. To be considered for selection, the applicant must meet the following minimum criteria:

(a) Not less than 12 years total military service.

(b) Not less than three years satisfactory performance of duty in the rank of Master Sergeant and other qualifications as set forth in paragraph 4-6, d.

(c) Not less than one year satisfactory performance of duty in the Command Sergeant Major position vacancy.

(4) Promotion Orders. All nominations will be received by the Command Sergeant Major of Headquarters, Texas State Guard. After final selection, the nominee will be promoted on orders published by Headquarters, Texas State Guard.

4-7. Enlisted Reductions.

a. Authority to Reduce. The commanders who have the authority to promote enlisted personnel, also have the authority to reduce enlisted personnel. The Company Commander can reduce enlisted personnel, assigned to the company. Battalion or Regimental Commanders can reduce enlisted personnel assigned to their headquarters.

b. Reduction Procedures. Reduction of enlisted personnel will be announced on orders published by the reduction authority and will cite the specific reason for the reduction. TSG Form 5 (Orders for Enlisted Personnel Action) will be used. See Appendix 12 for an example of a completed TSG Form 5 for an enlisted reduction. The original of all reduction orders will be forwarded to Headquarters, Texas State Guard and a copy provided to the next higher Headquarters.

4-8. Enlisted Transfers.

a. Authority to Transfer. The transfer of enlisted personnel, between units of the Texas State Guard, will be effected by the commander of the lowest Headquarters common to both units involved. The Battalion Commander has the authority to transfer enlisted members between companies of the Battalion. The Regimental Commander has authority to transfer between Battalions of the same Regiment. Headquarters, Texas State Guard must approve transfer of enlisted personnel between Regiments.

b. Application for Transfer. An application for transfer may originate from the enlisted member through the gaining or losing unit commander. The transfer must have the approval of both unit commanders, as well as that of the major commander concerned. The transfer between units, not within the same major command, requires the approval of both major commanders.

c. Transfer Orders. Commanders of Regiments and Battalions will utilize TSG Form 5 (Orders for Enlisted Personnel Action) to transfer enlisted members between units of their Regiment or Battalion. See Appendix 13 for an example of a completed TSG Form 5 for transfer of enlisted members between units of a Regiment or Battalion. The original of all transfer orders will be forwarded to Headquarters, Texas State Guard.

d. Disposition of Records. The losing unit will inventory the individual's personnel records for accuracy and completeness, post them to date, and forward them to the gaining unit without delay.

e. Disposition of Individual Clothing. If the enlisted member, being transferred, has been issued State-owned uniform items, they will accompany the individual. The property items will be transferred from the property book account of the losing unit to the property book account of the gaining unit, in accordance with TSG Regulation 710-10.

4-9. Enlisted Reassignments. The reassignment of enlisted personnel within a unit to fill existing Table of Organization vacancies is the prerogative of the unit commander. Reassignments do not require the publication of orders. However, in no case will an individual be assigned to a vacancy for which the authorized grade is lower than the individual's current grade, i.e., a sergeant to a corporal vacancy.

4-10. Honorary Reserves for Enlisted Members.

a. Eligibility. Enlisted members of the Texas State Guard are eligible under the criteria contained in Texas Government Code, Chapter 431, Subchapter D, may request or be recommended for transfer to the Texas State Guard Honorary Reserve.

b. Procedure. Request for transfer of enlisted personnel to the Texas State Guard Honorary Reserve will be prepared in Memorandum form and forwarded through channels to Headquarters, Texas State Guard. If approved, orders will be published effecting the transfer.

Chapter 5 Separations

5-1. Statutory Authority. This section provides for the standard types of discharge certificates, indicating discharge from the Texas State Guard. This is in compliance with Texas Government Code, Chapter 431, Subchapter F which reads: "At the termination of the appointment of an officer of the State Military Forces and at the termination of enlisted in such forces, either for expiration of term or any other cause, the person affected shall be furnished a certificate of discharge bearing the character of their service."

5-2. Classes of Discharges.

a. **Honorable Discharge.** A form of discharge given under honorable conditions to a member of the Texas State Guard, whose service has been honest and faithful.

b. **General Discharge.** A form of discharge given under honorable conditions to a member of the Texas State Guard, whose service has been satisfactory, but does not qualify for an honorable discharge. It may also be given for a lack of participation, when the member consistently fails to attend training periods without properly notifying the commander or the return of state property.

c. **Administrative Discharge.** A form of discharge given to an officer, warrant officer, or enlisted member of the Texas State Guard, due to a reduction in strength, inactivation, reorganization, consolidation, or conversion of units. When rendered, it is given to personnel excess to the Table of Organization positions, as a result of changes. This type of discharge is also given to personnel for voluntary or involuntary relinquishments of a position to permit other officers to serve. It can also be given for ineffectiveness and inefficiency of personnel, as determined by the unit commander, reviewed by the Staff Judge Advocate and approved by the Adjutant General of Texas. In addition, it can also be given at the pleasure of the Governor, because of embarrassment to the State Military Forces, or the good of the State. It can also be issued for ineligible enlistment, due to administrative error.

d. **Undesirable Discharge.** This type of discharge is a formal release from the Texas State Guard without honor. It can only be given to a member, upon conviction by a General court-martial and approved by the Adjutant General.

5-3. Reasons for Discharge.

a. **Resignation.** The Texas State Guard is a voluntary organization, any officer, warrant officer, or enlisted member may request discharge at any time. The request will normally be honored, unless the member has charges pending against them or has property responsibility. Normally an honorable discharge is issued. However, enlisted personnel, serving less than three years, must have a hardship reason.

b. **Change of Residence.** An individual may be discharged, if the individual changes their home residence to a location too distant from their unit. Additionally, they are unable to attend scheduled assemblies or participate in unit activities and another Texas State Guard unit is not reasonably available for transfer. It can also be issued, upon moving from the state. An honorable discharge will usually be issued.

c. **Incompatible Occupation.** An individual may be discharged, due to incompatible occupation. This type of discharge is issued, when it is determined their service in the Texas State Guard sufficiently interferes with an individual's civilian occupation. Normally, an honorable discharge will be issued.

d. **Physical Disability.** If an individual is found to be physically unqualified to perform the duties of the position assigned, the individual may be discharged. Normally an individual discharged under this paragraph would receive an honorable discharge.

e. **Unfitness.** An individual may be discharged for unfitness, due to frequent incidents of a discrediting nature with civil or military authorities. These kinds of incidents include sexual perversion, drug addiction, an established pattern for shirking, an established pattern for showing dishonorable failure to pay just debts or an established pattern for showing dishonorable failure to contribute adequate support to dependents. An individual under this paragraph will be issued an administrative discharge. An honorable or general discharge may be issued, if warranted by the particular circumstances in a given case or the individual has been awarded a personal decoration.

f. **Fraudulent Entry.** An individual may be discharged for fraudulent entry, due to concealment of prior service, concealment of true citizenship status, concealment of conviction by a civil court or other disqualification. Normally an individual discharged, under this paragraph, will be given an administrative

discharge.

g. **Minority.** An individual will be released from the Texas State Guard, due to under age, if at the time it is determined the individual enlisted as a minor and is still under the currently authorized enlistment age. A discharge certificate will not be issued. The individual's service will be terminated by a remark on the End of the Month Morning report, stating separation due to minority. If it is discovered that an individual had enlisted as a minor but is currently of age, the member may be retained, if their service is satisfactory.

h. **Conviction by Civilian Courts.** An individual will be discharged upon conviction by civil courts of offenses involving moral turpitude or an offense for which penalty is confinement for one year. Retention of individuals convicted by civilian courts of offenses, other than felonies, will be determined by the Adjutant General of Texas. An individual discharged under this paragraph will be issued an undesirable discharge.

i. **Non-participation.** An individual may be discharged, due to continued absence from military duty. If the individual did not provide a valid reason for their absence and has not notified their commander, this type of discharge is issued. It can also be issued for failure to turn in state equipment. Normally a general discharge will be issued.

j. **Deceased.** A discharge certificate will be issued upon effective date of death. This will be an honorable discharge.

k. **Sentence of a Court-Martial.** An individual may be discharged upon the approved sentence of a General or Special Court-Martial. The type of discharge will be specified by the Court or the Adjutant General of Texas.

l. **Conscientious Objector.** An individual who is found to be a bona fide, conscientious objector may be discharged. The type of discharge will be determined by the Adjutant General of Texas.

m. **Ineligible Enlistment.** If an individual is permitted to enlist through administrative oversight, that individual will be given an administrative discharge.

n. **Appointment or Enlistment in the Armed Forces of the United States.** A Texas State Guard member, who is appointed an officer or enlists in the Armed Forces of the United States will, if otherwise eligible, be given an honorable discharge.

o. **Any Other Reason.** An individual may be discharged for any other reason indicated in the Military Laws of the State of Texas or by the Adjutant General, at the pleasure of Governor. The type of discharge will be determined by the Adjutant General of Texas.

5-4. Individual with Property Responsibility. Officers, assigned as Property Book Officers and who have State property issued to them, will not be discharged until a property settlement has been effected. This settlement will be done by an authorized representative of Headquarters, Texas State Guard. Enlisted Members, who have been issued Texas State Guard uniforms, will not be discharged, until the uniform items have been turned in to the proper authority and/or the property account is cleared.

5-5. Authority to Discharge.

a. **Officers or Warrant Officers.** The authority to discharge officers or warrant officers rest with the Commanding General of the Texas State Guard. Recommendations for discharge of officers or warrant officers will be submitted by the commander concerned on TSG Form 3 (Request for Officer Personnel Action), through channels, to Headquarters, Texas State Guard. If approved, discharge Orders will be published and appropriate discharge certificate will be issued to the officer or warrant officer. See Appendix 14 for an example of a completed TSG Form 3, requesting the discharge of an officer or warrant officer. Upon receipt of orders,

discharging an officer or warrant officer from the Texas State Guard, the unit of assignment will post the individual's personnel records to date and forward the individual's personnel file folder to Headquarters, Texas State Guard, along with the officer's Identification Card.

b. Enlisted Members. Commanders, having authority to enlist and promote, also have the authority to publish orders, discharging enlisted personnel. Copies of orders discharging enlisted members, under the authority of this regulation, will be forwarded to Headquarters, Texas State Guard and an appropriate discharge certificate will be issued to the individual. TSG Form 5 (Orders for Enlisted Personnel Action) will be used. See Appendix 15 for an example of a completed TSG Form 5 for the discharge of an enlisted member. The discharged member's unit of assignment will complete the final endorsement on the TSG Form 4 (Enlistment Record) and forward it, together with the individual personnel (201) file and Identification Card to Headquarters, Texas State Guard. Discharge Orders that are disapproved by Headquarters, Texas State Guard are nullified and will be rescinded by the issuing Headquarters. All copies of such orders will be immediately destroyed. When an enlisted member is appointed an officer, the order, issued by Headquarters, Texas State Guard, discharges the applicant. Therefore, the unit commander will not publish a unit order discharging that member.

Chapter 6 Personnel Services

6-1. Awards.

a. Purpose. The purpose of the awards program is to provide recognition for acts of valor, exceptional service or achievement in the State Military Forces of Texas. Awards 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 Texas State Guard.

b. Categories of Awards. Texas State Military Forces awards are in the following categories:

(1) Texas Decorations. Texas decorations are awarded on an individual basis in recognition and reward for heroic, extraordinary, outstanding and meritorious performance of duty, and diligent achievements in the Military Forces of Texas.

(2) Texas Service Medals. Texas service medals are awarded generally in recognition of faithful service over a period of years.

(3) Texas State Guard Individual Awards. These ribbons are awarded by the Commanding General for acts, services and achievements over and above the required standards.

(4) Texas State Guard Unit Awards. These ribbons are awarded by the Commanding General for special achievements by a unit of the Texas State Guard.

c. Request for Awards. Both the Texas State Guard Service Medal and the Texas Faithful Service Medal are awarded at the Regimental level. Requests are made on the TSG Form 11 and 12, respectively. All other recommendations for awards will be processed in accordance with TSG Reg 672-1 and are forwarded through channels to Headquarters, Texas State Guard, ATTN: DCSPER for processing. Ribbons, denoting completion of professional development courses, are awarded upon graduation from the appropriate courses by the TSG Schools Officer.

6-2. Identification Cards.

a. Source. Texas State Guard Identification Cards (ID) are available for issue from Headquarters, Texas State Guard, to eligible personnel, upon proper request.

b. **Persons Eligible for Identification Cards.** All members of the Texas State Guard are eligible for Identification Cards. Identification Cards will be carried at all times when in uniform.

c. **Issuing of Identification Cards.** Regimental Headquarters are responsible for issuing Identification Cards for all new appointments and enlistments upon confirmation from Headquarters, Texas State Guard. Replacement Identification Cards will be requested on Form 8 through channels and issued by Headquarters, Texas State Guard.

d. Identification Cards are issued to the Regiments in blocks of 25 by number. Regimental Commanders or their designated representative will sign a receipt for the ID Cards and return the receipt to Headquarters, Texas State Guard. Regiments will handle ID Cards as a controlled document.

e. **Issue and Accounting Procedures.** Identification Cards will be mailed to the commander concerned, who will issue the cards to the appropriate individuals without undue delay. Each member receiving an Identification Card will be instructed to affix a black and white or color photograph in the proper place. They must sign the card on the front side and laminate the card in plastic. Texas State Guard Identification Cards are issued for a three year period. Replacement cards will be issued by Headquarters, Texas State Guard only for the following reasons:

(1) Expiration of the period for which issued.

(2) Loss or destruction of the card.

(3) Identification Cards may be reissued for changes in grade or rank only after the Identification Card has expired and upon request from the member involved.

(4) All Identification Cards are fully accountable. If lost or destroyed, a certification by the unit commander will be submitted to Headquarters, Texas State Guard. The certification will fully explain the circumstances of how the card was lost or destroyed, before a new card will be issued.

f. **Disposition.** When an individual is separated from the Texas State Guard, the Identification Card will be forwarded to Headquarters, Texas State Guard as a part of the personnel file.

6-3. Complaints and Requests for Assistance.

a. **Command Responsibility.** The processing of complaints, grievances, and requests for assistance is a command responsibility and should be resolved by the next higher command, where possible.

b. **Inspector General.** Inspectors General are assigned at Headquarters, Texas State Guard. All members of the Texas State Guard must be advised of their right to contact the Inspector General at Headquarters, Texas State Guard. This contact can be at any time on any complaint, grievance, and requests for assistance.

c. **Code of Conduct.** Personnel of the Texas State Guard, as members of the State Military Forces, are subject to the Texas Code of Military Justice. All commanders are responsible for the maintenance of good order in their command. Persons having knowledge of violations of law or regulations committed by individuals, while acting as members of the Texas State Guard, should report such conduct to the commander concerned. Serious offenses should be reported to Headquarters, Texas State Guard immediately and a determination will be made as to required action.

Chapter 7 Administrative Procedures

7-1. End of Month Morning Reports.

a. Procedures. The End of the Month Morning Report is prepared on TSG Form 1 (End of the Month Morning report) by each unit and each Headquarters effective as of the last day of each month. Disposition is as follows:

- | | |
|-------------------------------------|------------|
| (1) Unit File | 1 Copy |
| (2) Battalion Headquarters | 1 Copy |
| (3) Regimental Headquarters | 1 Copy |
| (4) Headquarters, Texas State Guard | 1 Original |

The original of the Morning Report will be forwarded through channels to Headquarters, Texas State Guard, so that it will arrive no later than the 5th day of the following month. Copies of the Morning Report will also be sent directly to each Headquarters concerned.

b. Content. The end of the Month Morning Report provides a history of each unit. Careful attention must be given to accuracy and detail in its preparation. The Morning Report records the gains, losses, promotions, and other personnel changes in the unit. In the Record of Events Section, the training conducted and any other event, affecting the unit should be noted. The name and rank of officers and enlisted members attending will be listed at the end of each event. Some examples are community service, emergency missions, periods of State Active duty, and inspections and visits by personnel from a higher Headquarters or by civic officials. Injuries to members of the unit sustained during training must also be recorded. Detailed instructions for preparation of the report and sample remarks are contained on the reverse side of TSG Form 1. See Appendix 16 for an example of a completed TSG Form 1 (End of the Month Morning Report).

7-2. Military Orders.

a. Order Requirements. Orders are required for officer appointments and all reassignments, promotions, reduction, transfers, separations and certain other personnel actions. Permanent Orders are required for unit organizational actions, recording the award of the Texas Medal of Merit and higher awards.

b. Authority to Issue. Unit commanders are authorized to issue orders for enlisted personnel actions, except transfers between different Regiments. Headquarters, Texas State Guard will issue orders for certain enlisted personnel actions and all officer personnel actions. The authority to issue Permanent Orders is not delegated below Headquarters, Texas State Guard.

c. Orders Format. Commanders will utilize TSG Form 5 (Orders for Enlisted Personnel Action) to issue orders for enlisted personnel changes in their units. Deviations from these formats are not authorized.

d. Numbering.

(1) Order Numbers consist of two digits with a dash in between, or 1-1. Order numbers are based on the calendar year, not the State Fiscal Year. So, the first order issued in a calendar year, regardless of the month, is 1-1. The next order (series) published in that year, regardless of the month, will be 2-1.

(2) The second number represents the number of orders issued that particular day. So, if on 15 March 1994 the first series of orders is cut for the year, the number of the first order is 1-1. If multiple orders are cut on that same day, the numbering would be 1-2, 1-3, 1-4, etc.

(3) If, on 16 March 1994, another series of orders is to be cut, the series will be "2." Then, if only three orders are to be cut that day, the orders numbers would be 2-1, 2-2, 2-3, etc.

(4) The order number and the effective date on an order drives personnel actions, not the date of the order.

e. Effective Date. The effective date of an order will be the date specified in the order.

f. Restrictions on Issuing Orders. Orders will not be issued for the following:

- (1) Assumption of command.
- (2) Change of personal data such as change of name, social security number, or date of birth.
- (3) Appointing a board, committee, or counsel.
- (4) Establishing, dissolving or re-designing a fund.
- (5) Branch transfers and details.
- (6) Enlistment of personnel below Staff Sergeant Major and Command Sergeant Major.

g. Distribution. Distribution of orders published for enlisted personnel changes in Companies, Battalions, and Regiments will be as follows:

(1) Individual and units concerned	1 Copy
(2) Personnel File Folder (if applicable)	1 Copy
(3) Unit File	1 Copy
(4) Battalion Headquarters	1 Copy
(5) Regimental Headquarters	1 Copy
(6) Headquarters, Texas State Guard	1 Original

7-3. Directive Memorandums.

a. Purpose. Directive memorandums will be published to announce all unit actions for which orders or permanent orders are not authorized. Some examples are:

- (1) Assumption of command.
- (2) Change of personal, data such as change of name, social security number, or date of birth.
- (3) Appointing a board, committee, or counsel.
- (4) Establishing, dissolving or redesignating a fund.
- (5) Branch transfers and details.
- (6) Announcing duty appointments or duty assignments such as Special Project Officer or NCO, Safety Officer or NCO, Line of Duty Investigating Officer, etc.
- (7) Announcing command policies and procedures.

- (8) Instructions for training exercises.
- (9) Documentation for employers when individuals are ordered to State Active Duty.
- (10) Announcing of awards below the Texas Medal of Merit.
- (11) Change of enlisted Table of Organization assignments.

b. Authority to Publish. Commanders having the authority to publish orders and are authorized to publish memorandums. See Appendix 18 for an example of a memorandum.

c. Distribution. Distribution of memorandums will be as follows:

- | | |
|---|------------|
| (1) Individual and units concerned | 1 Copy |
| (2) Personnel File Folder (if applicable) | 1 Copy |
| (3) Unit File | 1 Copy |
| (4) Battalion Headquarters | 1 Copy |
| (5) Regimental Headquarters | 1 Copy |
| (6) Headquarters, Texas State Guard | 1 Original |

7-4. Correspondence.

a. Definition. The term "correspondence" includes all forms of written communications between units or individuals of the Texas State Guard. See AR 25-50 for detailed information.

b. General Rules.

(1) Preparation. Military correspondence will be prepared on 8½" x 11" paper or pre-printed forms and may be typewritten, printed, or written. If typewritten, a black ribbon will be used. Black ink will be used for printed or written correspondence.

(2) Number of Copies. Correspondence, which no reply is expected, should reach the addressee in one copy. Correspondence, which a reply is expected, should reach the addressee in two copies (original and one copy). If routed through channels, sufficient copies should be prepared to allow each intermediate Headquarters to retain a copy.

(3) Using One Side of Paper. Except when using prescribed forms or when reproducing material by reproduction machines, only one side of a sheet of paper will be used for a communication or an enclosure.

(4) Quality of Writing. Military writing should be clear and concise. Short words, short sentences, and short paragraphs should be used to the fullest. Each communication should cover only one subject.

(5) Mailing. In the interest of economy, more than one communication addressed to the same Headquarters should be mailed in the same envelope.

c. Memorandums. Memorandums are used for correspondence between units, higher headquarters and outside military agencies. There are two types of memorandum:

(1) Formal. This is used for correspondence, which will be sent outside the headquarters, the command or similar identifiable organizational elements.

(2) Informal. This is used for correspondence, which will be internal to the headquarters, the command or similarly identifiable organizational elements.

*Appendix 17 and 18 show examples of both formal and informal memorandums.

d. Military Letter. The military letter will not be used for correspondence between units and individuals of the Texas State Guard or other military services. Military letters will be used for correspondence between Texas State Guard units and civilians, civil agencies or organizations. Appendix 19 contains an example of a military letter and will be used as a guide in preparing this type of correspondence.

e. Endorsement. The reply or forwarding comments to a memorandum may be made by endorsement to the original memorandum. The endorsement may be placed on the original memorandum, if sufficient space is available for the entire endorsement, including the signature block. If sufficient space is not available, the endorsement will be prepared on a separate sheet. Appendix 20 contains an example of an endorsement to a military letter and will be used as a guide in preparing endorsement.

g. Disposition Form. Disposition Form 13 can still be used until stockage is depleted. See AR 25-50 for use.

h. Enclosures. Enclosures are documents accompanying correspondence. They may be integral part of the correspondence, required to complete the communication or to keep the body of the communication as short and as clear as possible. They may also be used to furnish additional information, to present details, to explain data, or to add generally to the better understanding of the subject. See Appendix 21 for an example of placement of the enclosure listing on a military memorandum.

7-5. Use of Permit Mail. Permit envelopes, furnished to Texas State Guard units, can only be used for mailing to the permit holder (the Adjutant General's Department). They will not be used for mailing to other State Guard units or civilian agencies. Improper use of permit envelopes will result in the correspondence being forwarded to Headquarters, Texas State Guard, instead of the addressee. Permit mail, which is addressed to the Adjutant General's Department, is delivered to Headquarters, Texas State Guard, unopened by the AGTX mail section. Any other type of envelope should be addressed to Headquarters, Texas State Guard, P. O. Box 5218, Austin, Texas 78763-5218. Two sizes of permit envelopes are currently available, 4" x 9½" and 9" x 12." Users will insure proper utilization of each size. The 9" x 12" size will not be used to mail single sheets or small quantities, which could be mailed in the 4" x 9½" size. Use of Federally franked envelopes is not authorized.

7-6. Authorized Abbreviations.

a. Policy. Abbreviations and brevity codes, authorized by this regulation and AR 310-50, may be used in the preparation of military records, publications, correspondence, and messages. They may also be used for operation plans, orders, and reports within the Texas State Guard.

b. General Rules for Using Abbreviations. Abbreviations will be used only when the meaning is clear. Normally, abbreviations of words are in lower case letters. Brevity codes (groups of words) are normally in capital letters. For example, the abbreviation for enlist is written "enl," while the abbreviation for Texas State Guard is written "TSG." A separate pamphlet will be published for all authorized abbreviations.

7-7. Personnel File Folders.

a. Responsibility. The custodian of personnel records for the member's unit of assignment will initiate and maintain a personnel file folder for each assigned or attached officer or enlisted person. Headquarters, Texas State Guard will also maintain a personnel file folder for all members of the Texas State Guard. Personnel file folders are maintained no lower than Battalion level..

b. **Personnel File Documents.** Personnel files will be maintained in locally procured plain manila folders. Folders for personnel files are not available from Headquarters, Texas State Guard. Personnel file folders will contain copies of all documents and records pertaining only to the individual's Texas State Guard service.

c. **Disposition Upon Transfer or Attachment.** Upon transfer or attachment of an individual from one unit to another, the losing unit personnel records custodian will be responsible to post all personnel records to date and forward the file to the gaining unit without delay.

d. **Disposition Upon Discharge or Separation.** When a member of the Texas State Guard is discharged for any reason, the unit personnel records custodian will post all personnel records to date and forward the personnel file folder to Headquarters, Texas State Guard.

7-8. **Unit Files.** All Texas State Guard units are required to maintain file copies of documents, records, and publications pertinent to the operation of the unit. Unit files will normally be maintained in manila folders or three-ring binders. They will be available for inspection by representatives from higher Headquarters or the Inspector General's Section of the Adjutant General's Department. The items, listed below, are considered to be the minimum files maintained by each unit or Headquarters (HQ) as indicated.

<u>Description</u>	<u>Company</u>	—Maintained—	—By—
		<u>Bn HQ</u>	<u>Regt HQ</u>
End of Month Morning Report	X	X	X
Permanent Orders (Published by HQ, TSG)	*	X	X
Orders (Published by HQ, TSG)	*	X	X
Orders (Published by Unit)	X	X	X
Area Maps	X	X	X
Alert Plan	X	X	X
Standing Operating Procedures (SOP's)	X	X	X
Operation Plans	X	X	X
State-Owned Property Records	X	X	X
Locally Acquired Property Records	X	X	X
Fund Records (if applicable)	X	X	X
TSG Bulletins	X	X	X
TSG Regulations	X	X	X
Directive Memorandums (from Higher HQ)	X	X	X
Directive Memorandums (Published by Unit)	X	X	X
Correspondence File	X	X	X
Annual Training Program	X	X	X
Training Progress Chart	X	X	X
Quarterly Training Schedule	X	X	X
Training Evaluation Report	X	X	X
Report of Command Inspection	X	X	X
Area Studies	X	X	X

* Maintained by Companies to which the orders are applicable.

7-9. **Blank Forms.** Blank forms are necessary for the operation of Texas State Guard units and are available from next higher headquarters. They will be furnished upon request to each Company, Battalion, and Regiment Commander. In the interest of supply economy, unit commanders are cautioned to request only quantities of forms that will be utilized in a reasonable period of time. The following is a listing of blank forms available for issue from Headquarters, Texas State Guard :

**Blank Forms Used by
Texas State Guard**

<u>Form Number</u>	<u>Title</u>
1	End of Month Morning Report
3	Request for Officer Personnel Action
4	Enlistment Record
4a	Consent of Parent or Guardian
5	Order for Enlisted Personnel Action
7	Quarterly Training Schedule
8	Memorandum, Subject: Request for Issue of Identification Card
10	Chaplaincy Form
11	Memorandum, Subject: Request for Texas Faithful Service Medal
12	Memorandum, Subject: Request for Texas State Guard Service Medal
14	Volunteer Community Service Support
15	Alert Plan
17	Training Evaluation Report
18	Training Progress Chart
19	Report of Command Inspection
41	Request for Issue
42	Request for Turn-in of Serviceable Property
42a	Certificate of Turn-in of Unserviceable Property
42b	Texas State Guard Cash Collection Voucher
42c	Texas State Guard Loss or Damage Report
43	Lateral Transfer
44	Individual Clothing and Equipment Record
44a	Temporary Hand Receipt
45	Authorization for Receipt of Supplies
66	Officer Qualification Record
TARNG-67	Recommendation for Award
AGTX-55	Fund Receipt and Disbursement Voucher
AGTX-56	Fund Receipts and Expenditures Record

<u>Form Number</u>	<u>Title</u>
AGTX-57	Special Fund Status Record
AGTX-58	Fund Property Record
AGTX-32	Police Records Check
SF 93	Report of Medical History
INS I-9	Employer Verification

7-10. **Routing of Routine Reports and Requests.** Appendix 22 of this regulation provides routing instructions. It also designates the responsibility for preparation of routine reports and requests, submitted by units of the Texas State Guard. The general rule for submitting routine requests and reports are that all correspondence must be routed through channels. All others will be forwarded direct to Headquarters, Texas State Guard. However, information copies may be sent to intermediate commanders, when deemed appropriate.

Definitions

Applicant. A person, who voluntarily applies for appointment or enlistment in the Texas State Guard.

Branch Transfer. The relief from assignment of an officer from one branch with concurrent assignment to another branch. For example, from Military Police Corps to Signal Corps.

Personnel Actions Screening Board. A board of officers, appointed by the Commanding General, to review personnel actions and waiver requests. Recommendations of this board will be presented to the Commanding General for final approval.

Reassignment. The change of an individual from one Table of Organization position to another in the same unit.

Table of Organization. A table/chart that prescribes the organizational structure for a military unit.

Transfer. Relief from assignment in one unit of the State Guard with concurrent assignment in another unit. It can also be the relief from assignment of an officer from a Table of Organization position in a unit with concurrent assignment in the Ready Reserves.

SUJECT: Height and Weight Charts

Height and Weight Table Men

Height (inches)	Minimum (regardless of age)	*MAXIMUM				
		16-20 years	21-30 years	31-35 years	36-40 years	41 years and over
60.....	100	158	163	162	157	150
61.....	102	163	168	167	162	155
62.....	103	168	174	173	168	160
63.....	104	174	180	178	173	165
64.....	105	179	185	184	179	171
65.....	106	185	191	190	184	176
66.....	107	191	197	196	190	182
67.....	111	197	203	202	196	187
68.....	115	203	209	208	202	193
69.....	119	209	215	214	208	198
70.....	123	215	222	220	214	204
71.....	127	221	228	227	220	210
72.....	131	227	234	233	226	216
73.....	135	233	241	240	233	222
74.....	139	240	248	246	239	228
75.....	143	246	254	253	246	234
76.....	147	253	261	260	252	241
77.....	151	260	268	266	259	247
78.....	153	267	275	273	266	254
*79.....	159	273	282	281	273	260
*80.....	166	280	289	288	279	267

*Extract from AR 40-501, w/ch 34, dated 1 Dec 83, Table 1

SUBJECT: Height and Weight Charts

Height and Weight Table Woman

Height (inches)	Minimum (regardless of age)	*MAXIMUM					
		18-20 years	21-24 years	25-30 years	31-35 years	36-40 years	41 years and over
58.....	90	120	124	126	129	132	135
59.....	92	122	126	128	131	134	137
60.....	94	124	128	130	133	136	139
61.....	96	127	130	132	135	139	141
62.....	98	128	132	134	137	140	144
63.....	100	132	134	136	139	143	145
64.....	102	135	136	139	143	145	149
65.....	104	138	140	144	148	150	153
66.....	106	141	145	148	151	154	157
67.....	109	145	149	152	156	158	162
68.....	112	150	153	156	160	162	166
69.....	115	154	157	161	164	167	170
70.....	118	158	162	165	168	171	174
71.....	122	162	166	169	173	175	179
72.....	125	167	171	174	178	181	184
73.....	128	171	177	179	183	186	190
74.....	130	175	182	185	188	191	195
75.....	133	179	187	190	194	196	200
76.....	136	184	192	196	199	202	205
77.....	139	188	197	201	204	207	211
78.....	141	192	203	206	209	213	217
*79.....	144	196	208	211	215	218	220
*80.....	147	201	213	216	219	223	225

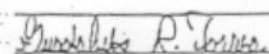
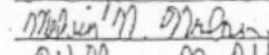
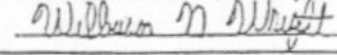
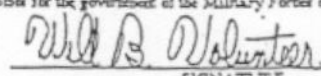
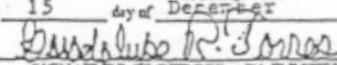
*Extract from AR 40-501, w/ch 34, dated 1 Dec 83, Table 2

TSG Form 3 Revised 20 Jun 64 95

SUJECT: Officer Qualification Record, Form 66

OFFICER QUALIFICATION RECORD						
SECTION I - APPLICATION FOR APPOINTMENT						
1. NAME OF APPLICANT (Last, First, Middle) Volunteer, Will Benjamin				2. SOCIAL SECURITY NUMBER 458-13-1472		
3. RESIDENTIAL ADDRESS (Street, City, State, Zip) 113 Alamo Street, Lexington, TX 77798				4. HOME PHONE NUMBER (713) 214 - 1345		
5. NAME OF EMPLOYER (Exclude Self-Employment) Alamo Distributing Company			6. JOB TITLE Salesman		7. BUSINESS PHONE (713) 214 - 6001	
8. DATE OF BIRTH (Day, Month, Year) 13 Mar 40	9. CITIZENSHIP U.S.	10. SEX M ☒ F ☐	11. HEIGHT FT 6 IN 1	12. WEIGHT 186	13. BLOOD TYPE A-	
14. COLOR OF EYES Brown	15. COLOR OF HAIR Brown	16. MARITAL STATUS Married		17. RACE (Ethnic data is maintained in accordance with the requirements of C.U.S.E.) ☒ WHITE ☐ BLACK ☐ HISPANIC ☐ AMERICAN INDIAN ☐ ASIAN AMERICAN ☐ OTHER (SPECIFY) _____		
18. TEXAS STATE GUARD UNIT Co A, 1-1 Regt		19. INITIAL ASSIGNMENT XO				
20. CIVILIAN EDUCATION (List High Schools, Trade Schools & Colleges)						
NAME OF SCHOOL	LOCATION (City & State)	YEARS COMPLETED	DEGREE OR RATING			
Lexington High	Lexington, TX	12	Diploma			
UT	Austin, TX	4	BA, Business Admin			
21. PRIOR MILITARY SERVICE (List each major period of duty. Not prior service, list NONE)						
Date From	Date To	Highest Grade	Armed Force	Duty Assignment	Unit	
19/08/59	18/08/61	CPL	ARMY	Rifle Sqd Tm Ldr	Co B, 99th Inf, Ft Polk	
22/05/89	08/02/91	CPL	TSG	ASST SQD LDR	Co A, 808th MP BN	
09/02/91	Present	SGT	TSG	SQD LDR	Co A, 1st Bn, 1st Regt	
22. AWARDS and DECORATIONS (Inclusive of Texas State Guard Awards)						
Army Commendation Medal, Texas State Guard Service Medal, Texas Faithful Service Medal						

SUJECT: Officer Qualification Record, Form 66

SECTION I - APPLICATION FOR APPOINTMENT				
23. MILITARY EDUCATION				
COURSE NAME	LOCATION	YEAR COMPLETED	QUALIFICATION (If Applicable)	
PLDC	Ft Benning	1961	Certificate	
NCO Development Course	Camp Mabry	1993	Certificate	
24. Have you ever been convicted of a felony? Yes _____ No <u>XX</u>				
I certify that the information in Section I is a true and correct statement of my personal history, educational background and military experience. I request appointment as a commissioned officer in the Texas State Guard. I authorize any law enforcement agency to release, to an officer of the Texas State Guard, any record of criminal history on file, concerning me.				
<u>15 Dec 94</u> Date		 Signature of Volunteer		
SECTION II - ACTION BY THE SCREENING BOARD				
On this <u>15</u> day of <u>December</u> 19 <u>94</u> , the applicant appeared before the Screening Board and through personal interview and examination of educational and military records, we, the members of this board, verify the validity of the application, and find the applicant qualified for appointment as a commissioned officer of the Texas State Guard with an initial appointment in the rank of <u>1LT</u> .				
PRINTED NAME AND GRADE		SIGNATURE		
<u>Guadalupe R. Torres, MAJ</u>				
<u>Melvin N. Nolan, CPT</u>				
<u>Wilburn N. Wright, 1LT</u>				
SECTION III - OATH OF OFFICE				
I, <u>Will Benjamin Volunteer</u> , do solemnly swear that I will bear true faith and allegiance to the State of Texas and to the United States of America; that I will serve them honestly and faithfully against all their enemies whosoever, and that I will obey the orders of the Governor of Texas, and the orders of the officers appointed over me, according to the laws, rules and articles for the government of the Military Forces of the State of Texas.				
Subscribed and sworn before me at <u>Concord</u> , Texas on this <u>15</u> day of <u>December</u> 19 <u>94</u>		 SIGNATURE  SIGNATURE OF OFFICER ADMINISTERING OATH <u>Guadalupe R. Torres, MAJ</u> PRINTED NAME AND GRADE		
SECTION IV - RECORD OF PRIOR SERVICE IN TSG				
EFFECTIVE DATE	RANK	DUTY ASSIGNED	TEXAS STATE GUARD UNIT	ORDERS NUMBER & DATE

FROM: _____

TO: Deputy Chief of Staff, Personnel

SUBJECT: Request For Officer Personnel Action

Request that _____, SSN _____

Rank _____ Assignment _____

Unit of Assignment _____ City _____ be:

() Appointed in grade of _____ and assigned _____

() Promoted from _____ to _____ and assigned _____

This promotion is requested for () Regular Time In Grade

() Accelerated Time In Grade (Waiver Letter Attached)

() Promoted from _____ to _____ and transferred to the HONORARY RESERVE
with an effective date of _____

() Reassigned from _____ to _____

() Transferred from _____ to _____

() Separated on _____, 19____ for reason of _____

RECOMMEND:

() APPROVAL

() DISAPPROVAL

Signature and Rank of Battalion CDR, XO, S1

RECOMMEND:

() APPROVAL

() DISAPPROVAL

Date

Signature and Rank of Regimental CDR, XO, S1

(TO BE COMPLETED BY REQUESTING COMMANDER)

DATE OF ORIGINAL APPOINTMENT _____ CURRENT WEIGHT _____

DATE OF LAST PROMOTION _____ CURRENT HEIGHT _____

DATE OF BIRTH _____ TSG TIME IN SERVICE _____

APPROVED () DISAPPROVED ()

Date

Signature - DCSPER

FROM: _____

DATE: _____

TO: Deputy Chief of Staff, Personnel

SUBJECT: Request For Officer Personnel Action

Request that _____, SSN _____

Rank _____ Assignment _____

Unit of Assignment _____ City _____ be:

() Promoted from _____ to _____ and transferred to the HONORARY RESERVE
with an effective date of _____

() Reassigned from _____ to _____

() Transferred from _____ to _____

() Separated on _____, 19 ____ for reason of _____

RECOMMEND:

() APPROVAL

() DISAPPROVAL

Signature and Rank of Battalion CDR, XO, S1

RECOMMEND:

() APPROVAL

() DISAPPROVAL

Date

Signature and Rank of Regimental CDR, XO, S1

(TO BE COMPLETED BY REQUESTING COMMANDER)

DATE OF ORIGINAL APPOINTMENT _____ CURRENT WEIGHT _____

DATE OF LAST PROMOTION _____ CURRENT HEIGHT _____

DATE OF BIRTH _____ TSG TIME IN SERVICE _____

APPROVED () DISAPPROVED ()

Date

Signature - DCSPER

Appendix 4 to TSG Reg 600-10

SUBJECT: Completed Employer Verification, DNS Form I-9

U.S. Department of Justice
Immigration and Naturalization ServiceOMB No. 1515-0136
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE.** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

First Name: Last Volunteer	First Will	Middle Initial B.	Maiden Name NA
Address (Street Name and Number) 113 Alamo Street		City Lexington	Date of Birth (month/day/year) 03/13/40
State Texas		Zip Code 77758	Social Security # 458-13-1472

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☒ A citizen or national of the United States
☐ A Lawful Permanent Resident (Alien # A)
☐ An alien authorized to work until ____/____/____
 (Alien # or Admission #)

Employee's Signature

Will B. Volunteer

Date (month/day/year)

12-15-94

Preparer and/or Translator Certification. To be completed and signed if Section 1 is prepared by a person other than the employee. I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		TX Drivers License		Social Security Card
Issuing authority: _____		01234556		458-13-1472
Document #: _____				
Expiration Date (if any): ____/____/____		0313/07		____/____/____
Document #: _____				
Expiration Date (if any): ____/____/____				

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____/____/____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative

Thomas R. Reader

Print Name

Thomas R. Reader

Title

Commander

Business or Organization Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

1st Bn, 1st Regt Lackland AFB, San Antonio, TX 78285

12/15/94

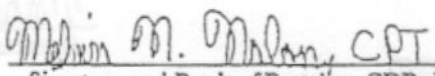
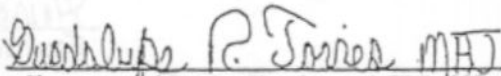
Section 3. Updating and Reverification. To be completed and signed by employer

A. New Name (if applicable)

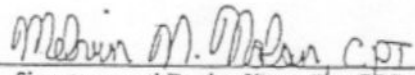
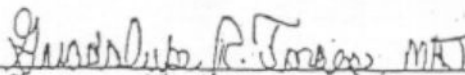
B. Date of rehire (month/day/year) (if applicable)

C.

SUBJECT: Officer Promotion Request (TSG Form 3)

FROM: <u>CDR, 1st Bn, 1st Regt</u>	DATE: <u>15 December 1994</u>
TO: Deputy Chief of Staff, Personnel	
SUBJECT: Request For Officer Personnel Action	
Request that <u>1LT Volunteer, Will B.</u> , SSN <u>458-13-1472</u>	
Unit of Assignment <u>Co A, 1st Bn, 1st Regt</u> be:	
☐ Appointed in grade of _____ and assigned _____ ☒ Promoted from <u>1LT</u> to <u>CPT</u> and assigned <u>Commander</u> This promotion is requested for ☐ Regular Time In Grade ☐ Accelerated Time In Grade (Waiver Letter Attached) ☒ Regular Time in Grade - Outstanding ☐ Promoted from _____ to _____ and transferred to the HONORARY RESERVE with an effective date of _____ ☐ Reassigned from _____ to _____ ☐ Transferred from _____ to _____ ☐ Separated on _____, 19____ for reason of _____	
RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL	
 Signature and Rank of Battalion CDR, XO (SI)	
RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL	
 Signature and Rank of Regimental CDR, XO (SI)	
(TO BE COMPLETED BY REQUESTING COMMANDER)	
DATE OF ORIGINAL APPOINTMENT <u>15 Dec 92</u>	CURRENT WEIGHT <u>186</u>
DATE OF LAST PROMOTION <u>15 Dec 92</u>	CURRENT HEIGHT <u>73"</u>
DATE OF BIRTH <u>13 Mar 40</u>	TSG TIME IN SERVICE <u>2 YRS</u>
TSG Form 3 Revised 20 Jun 94	

SUJECT: Officer Reassignment Request (TSG Form 3)

FROM: <u>CDR, 1st En, 1st Regt</u>	DATE: <u>15 December 1994</u>
TO: Deputy Chief of Staff, Personnel	
SUBJECT: Request For Officer Personnel Action	
Request that <u>CPT Smith, John R.</u> , SSN <u>456-12-6789</u>	
Unit of Assignment <u>HQ, 1st En, 1st Regt</u> be:	
☐ Appointed in grade of _____ and assigned _____ ☐ Promoted from _____ to _____ and assigned _____ This promotion is requested for ☐ Regular Time In Grade ☐ Accelerated Time In Grade (Waiver Letter Attached) ☐ Regular Time in Grade - Outstanding ☐ Promoted from _____ to _____ and transferred to the HONORARY RESERVE with an effective date of _____ ☒ Reassigned from <u>Operations Officer</u> to <u>Civil Affairs Officer</u> ☐ Transferred from _____ to _____ ☐ Separated on _____, 19____ for reason of _____	
RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL	
RECOMMEND: ☒ APPROVAL ☐ DISAPPROVAL	 Signature and Rank of Battalion CDR, XO, <u>(S1)</u>  Signature and Rank of Regimental CDR, XO, <u>(S1)</u>
(TO BE COMPLETED BY REQUESTING COMMANDER)	
DATE OF ORIGINAL APPOINTMENT <u>10 Nov 92</u>	CURRENT WEIGHT <u>200</u>
DATE OF LAST PROMOTION <u>NA</u>	CURRENT HEIGHT <u>72"</u>
DATE OF BIRTH <u>15 Feb 61</u>	TSG TIME IN SERVICE <u>2 yrs</u>
TSG Form 3 - Revised 20 June 88 <u>SS</u>	

SUBJECT: Officer Transfer Request (TSG Form 3)

TSG Form 3 Revised 20 Jun 84

SUBJECT: Enlistment Record, TSG Form 4

ENLISTMENT RECORD						
SECTION I - APPLICATION FOR ENLISTMENT						
1. NAME OF APPLICANT (Last, First, Middle) Joiner, Mary Anne				2. SOCIAL SECURITY NUMBER 444-12-5678		
3. RESIDENTIAL ADDRESS (Street, City, State, Zip) 119 South Travis Street, San Antonio, TX 78230				4. HOME PHONE NUMBER (210) 282 - 1234		
5. NAME OF EMPLOYER (Include Self Employment) HEB		6. JOB TITLE Check-out Clerk		7. BUSINESS PHONE (210) 282 - 4321		
8. DATE OF BIRTH (Day, Month, Year) 19 June 54	9. CITIZENSHIP U.S.	10. SEX M F Y	11. HEIGHT FT 5 IN 5	12. WEIGHT 135	13. BLOOD TYPE O+	
14. COLOR OF EYES Blue	15. COLOR OF HAIR Brown	16. MARITAL STATUS Married		17. RACE (Ethnic data is maintained in accordance with the requirements of 42 U.S.C.) ☒ WHITE ☐ BLACK ☐ HISPANIC ☐ AMERICAN INDIAN ☐ ASIAN AMERICAN ☐ OTHER (SPECIFY) _____		
18. TEXAS STATE GUARD UNIT Co B, 1-1 Regt		19. INITIAL ASSIGNMENT SQD LDR				
20. CIVILIAN EDUCATION (List High Schools, Trade Schools & Colleges)						
NAME OF SCHOOL	LOCATION (City & State)	YEARS COMPLETED	DEGREE OR RATING			
Pluto High	Pluto, AZ	12	Diploma			
21. PRIOR MILITARY SERVICE (List each major period of duty. No prior service, list NONE)						
Date From	Date To	Highest Grade	Armed Force	Duty Assignment	Unit	
01/08/72	22/02/73	CPL	ARMY	Assistant Squad Leader	Co F, 202nd SPT Bn	
23/02/73	15/10/75	SGT	ARMY	Squad Leader	Co F, 202nd SPT Bn	
01/05/77	17/07/82	SSG	ARMY	Logistics Specialist	DISCOM, 49th AD	
22. AWARDS and DECORATIONS (Inclusive of Texas State Guard Awards)						
Army Commendation Medal, Good Conduct Medal, Federal Service Ribbon, Texas Faithful Service Medal						

FROM: _____

DATE: _____

TO: Deputy Chief of Staff, Personnel

SUBJECT: Request For Officer Personnel Action

Request that _____, SSN _____

Rank _____ Assignment _____

Unit of Assignment _____ City _____ be:

() Appointed in grade of _____ and assigned _____

() Promoted from _____ to _____ and assigned _____

This promotion is requested for () Regular Time In Grade

() Accelerated Time In Grade (Waiver Letter Attached)

() Promoted from _____ to _____ and transferred to the HONORARY RESERVE
with an effective date of _____

() Reassigned from _____ to _____

() Transferred from _____ to _____

() Separated on _____, 19____ for reason of _____

RECOMMEND:

() APPROVAL

() DISAPPROVAL

Signature and Rank of Battalion CDR, XO, S1

RECOMMEND:

() APPROVAL

() DISAPPROVAL

Date

Signature and Rank of Regimental CDR, XO, S1

(TO BE COMPLETED BY REQUESTING COMMANDER)

DATE OF ORIGINAL APPOINTMENT _____ CURRENT WEIGHT _____

DATE OF LAST PROMOTION _____ CURRENT HEIGHT _____

DATE OF BIRTH _____ TSG TIME IN SERVICE _____

APPROVED () DISAPPROVED ()

Date

Signature - DCSPER

SUJECT: Enlistment Record, TSG Form 4

SECTION I - APPLICATION FOR ENLISTMENT				
23. MILITARY EDUCATION				
COURSE NAME	LOCATION	YEAR COMPLETED	QUALIFICATION (If Applicable)	
PLDC	Ft Polk, LA	1974	Certificate	
BNQOC	Ft Bliss, TX	1980	Certificate	
24. Have you ever been convicted of a felony? Yes _____ No <u>X</u> _____				
I certify that the information in Section I is a true and correct statement of my personal history, educational background and military experience. I hereby voluntarily enlist for an indefinite period, as an enlisted member of the Texas State Guard, under the conditions prescribed by law, until discharged by proper authority. I authorize any law enforcement agency to release, to an officer of the Texas State Guard, any record of criminal history or file, concerning me.				
<u>15 December 94</u> Date		<u>Mary A. Joiner</u> Signature of Volunteer		
SECTION II - CERTIFICATION AND OATH OF ENLISTMENT				
1. CERTIFICATION BY UNIT COMMANDER				
Through interview and examination of educational and military records, I verify the validity of the statements made in the application for enlistment, and approve enlistment in the rank of:				
<u>SSG</u> INITIAL RANK		<u>Mary M. Leister</u> SIGNATURE OF THE UNIT COMMANDER		
2. OATH OF ENLISTMENT				
I, <u>Mary Anne Joiner</u> , do solemnly swear that I will bear true faith and allegiance to the State of Texas and to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever, and that I will obey the orders of the Governor of Texas, and the orders of the officers appointed over me, according to the laws, rules and articles for the government of the Military Forces of the State of Texas.				
Subscribed and sworn before me at <u>San Antonio</u> , Texas on this <u>15</u> day of <u>December</u> , 19 <u>94</u>		<u>Mary A. Joiner</u> SIGNATURE		
<u>Mary M. Leister</u> SIGNATURE OF OFFICER ADMINISTERING OATH		<u>Mary M. Leister, CPT</u> PRINTED NAME AND GRADE		
SECTION III - RECORD OF PRIOR SERVICE IN TSG				
EFFECTIVE DATE	RANK	DUTY ASSIGNED	TEXAS STATE GUARD UNIT	ORDERS NUMBER & DATE

SUBJECT: Consent of Parent or Guardian, TSG Form 4a

CONSENT OF PARENT OR GUARDIAN	
NAME OF APPLICANT (Last name, first name, middle name):	
Joiner, Joseph B.	
SOCIAL SECURITY NUMBER:	DATE OF BIRTH:
436-43-8765	18 Oct 77
As Parent(s) or Guardian(s), I (we) am (are) responsible for the above named individual and consent to his (her) enlistment in the Texas State Guard. *FATHER <i>Mary A. Joiner</i> *MOTHER *GUARDIAN Signed before me on this <u>15th</u> day of <u>December</u>, 19 <u>94</u>. <i>Max M. Lander, CPT</i> TSG OFFICER/OR NOTARY *Only one signature required.	
INSTRUCTIONS: To be prepared and signed in two (2) copies for each applicant, who has attained their seventeenth birthday, but not their eighteenth birthday. One (1) copy will be enclosed with each copy of their enlistment packet.	

Appendix 10 to TSG Reg 600-10

SUJECT: Enlisted Promotion Order TSG Form 5

HQ, 1st Bn, 1st Regt
Texas State Guard

San Antonio, Texas

Orders 1-1

15 December 1994

Good, Johnny B. 476-29-6666 SGT
Name: Last, First, Middle Initial Social Security Number Present Rank

Co B, 1st Bn, 1st Regt
Unit of Assignment

You are Promoted as indicated 15 December 1994
Date Effective

Rank Promoted to: Staff Sergeant

Rank Reduced to:

Unit Transferred to:

Assignment Changed to:

Type of Discharge:

Reason for Discharge:

FOR THE COMMANDER:

DISTRIBUTION:
Copy to Individual
Copy to 201 File
Copy to Next Higher HQ
Copy to Unit Orders File
Copy to HQ, TSG

Melvin N. Nolan
Signature of Adjutant or Commander

Melvin N. Nolan, CPT, ADJ
Printed Name, Rank and Title

SUJECT: Nomination for Promotion to SGM/CSM



HEADQUARTERS, 1ST BATTALION, 1ST REGIMENT
TEXAS STATE GUARD
Lackland AFB, Building 6537
San Antonio, Texas 78285-1617

1-1 Regt

15 December 1994

MEMORANDUM THRU Commander, 1st Regiment, Texas State Guard

FOR Commander, Texas State Guard

SUBJECT: Nomination for Promotion to Command Sergeant Major

1. It is strongly recommend that MSG John A. Quincy be promoted to the rank of Command Sergeant Major. He is currently serving in the CSM position in the Battalion. MSG Quincy more than meets the prerequisites for promotion to CSM.

a. MSG Quincy possesses over 24 years of service to his state and nation. Twenty years was spent in the US Army and has served more than four years in the Texas State Guard.

b. MSG Quincy's total time in grade, a combination of both Federal and TSG, is 42 months.

c. MSG Quincy has also acted as the Battalion CSM for over one year.

2. In addition to being the most qualified NCO in the Battalion, MSG Quincy is also the most senior NCO. He is respected throughout the Regiment by his superiors, peers and subordinates. He has established himself as the focal point for recruiting in the Battalion, maintaining the enlisted ranks above the authorized strengths. His efforts in training have helped to make the 1st Battalion into the first rate organization it is.

A handwritten signature in cursive script, reading "Thomas R. Reader".
THOMAS R. READER
LTC, MPC, TSG
Commanding

SUJECT: Enlisted Reduction Orders, Form 5

HQ, 1st Bn, 1st Regiment
Texas State Guard

San Antonio, Texas

Orders 2-1

16 December 1994

Bunker, Archie L. 458-90-2763 SGT
Name: Last, First, Middle Initial Social Security Number Present Rank

Co B, 1st Bn, 1st Regt
Unit of Assignment

You are Reduced as indicated 16 December 1994
Date Effective

Rank Promoted to: _____

Rank Reduced to: Corporal

Unit Transferred to: _____

Assignment Changed to: _____

Type of Discharge: _____

Reason for Discharge: _____

(S) FOR THE COMMANDER:

DISTRIBUTION:
Copy to Individual
Copy to 201 File
Copy to Next Higher HQ
Copy to Unit Orders File
Copy to HQ, TSG

Melvin N. Nolan
Signature of Adjutant or Commander

Melvin N. Nolan, CPT, ADJ
Printed Name, Rank and Title

Order for Enlisted Personnel Actions
TSG Form 5 Rev 15 Dec 94

Appendix 13 to TSG Reg 600-10

SUJECT: Enlisted Transfer Orders, Form 5

HQ, 1st Bn, 1st Regt
Texas State Guard

San Antonio, Texas

Orders 2-2

16 December 1994

<u>Fellers, Loyal G.</u>	<u>459-14-1776</u>	<u>CPL</u>
Name: Last, First, Middle Initial	Social Security Number	Present Rank

Co B, 1st Bn, 1st Regt
Unit of Assignment

You are Transferred as indicated 16 December 1994
Date Effective

Rank Promoted to: _____

Rank Reduced to: _____

Unit Transferred to: Spt Co, 1st Bn, 1st Regt

Assignment Changed to: Food Service Specialist

Type of Discharge: _____

Reason for Discharge: _____

☒ FOR THE COMMANDER:

DISTRIBUTION:
Copy to Individual
Copy to 201 File
Copy to Next Higher HQ
Copy to Unit Orders File
Copy to HQ, TSG

Melvin N. Nolan
Signature of Adjutant or Commander

Melvin N. Nolan, CPT, ADJ
Printed Name, Rank and Title

FOR THE ADJUTANT GENERAL:



RODNEY A. McNELLEY
COL, GS, TXARNG
Chief of Staff

DISTRIBUTION:

J

SUBJECT: Enlisted Discharge Orders, Form 5

HQ, 1st Bn, 1st Regt

Texas State Guard

San Antonio

Texas

Orders 3-1

17 December 19 94

Bunker, Archie L.

458-90-2763

CPL

Name: Last, First, Middle Initial

Social Security Number

Present Rank

HQ, 1st Bn, 1st Regt

Unit of Assignment

You are Discharged as indicated 17 December
Date Effective

Rank Promoted to:

Rank Reduced to:

Unit Transferred to:

Assignment Changed to:

Type of Discharge:

Honorable

Reason for Discharge:

Moved from the Area

() FOR THE COMMANDER:

DISTRIBUTION:

Copy to Individual

Copy to 201 File

Copy to Next Higher HQ

Copy to Unit Orders File

Copy to HQ, TSG

Melvin N. Nolan

Signature of Adjutant or Commander

Melvin N. Nolan, CPT, ADJ

Printed Name, Rank and Title

Appendix 16 to TSG Reg 600-10

SUJECT: Completed End of Morning Report, TSG Form 1

END OF MONTH MORNING REPORT				Page <u>1</u> of Pages <u>1</u>
Month Ending Date: 31 December 1994	Unit Designation: Co A, 1st Bn, 1st Regt	Location: San Antonio, Texas		
Strength Section				
Military Personnel Classes	Assigned Strength Last Report	Gains	Losses	Assigned Strength this Report
Commissioned:	2	1	0	3
Enlisted:	17	1	2	16
Total:	19	2	2	19
Changes Section				
Gains Garcia, Fidenco P., 423-78-9889, Appointed 2LT, Orders 11-1, dated 2 Dec 94. Brownlee, Jacob C., 592-27-4221, PVT, 15 Dec 94. Losses Wicker, Billie T., 459-12-9814, SGT, Unit Orders 3-1, dated 6 Dec 94. Rainey, Carl N., 532-64-8843, MSG, Transferred to Bn HQ, Unit Orders 3-2, dated 6 Dec 94. Promotions Fender, Melvin B., 496-45-2972, From to PVT to PFC, Unit Orders 4-1, dated 8 Dec 94. Remarks PVT Sidney Garner had been absent for two drills with no apparent reason for missing them.				
Record of Events Section				
Unit activated and organized on Permanent Orders 5-1, 1 Dec 94. Designated Co A, 1st Bn, 1st Regt Unit Training Assembly 17 Dec 94, 0800-1700, conducted traffic control (1hr), drill & ceremonies (2hr), interior guard duty (1hr) and Commander's time (3hr), dealing with the reorganization. Attendance 2 Officers, 6 EM. MAJ Malcolm C. Blunt, XO, 1st Bn, attended unit training assembly. Unit conducted ceremony to present colors at ceremony for the dedication of new school in Boerne, TX. One Officer and six EM participated, 31 Dec 94. Brandon, Nick F., 564-37-7141, PFC, injured at unit training assembly. Treated and released from Jones Memorial Hospital for lacerated arm, LOD investigation pending.				
Authentication Section				
Printed Name: Max M. Leader	Rank and Assignment: CPT, CDR	Signature: <i>Max M. Leader</i>		

SUBJECT: Informal Memorandum

TSG A-1-1

15 December 1994

1
2 MEMORANDUM FOR Commander, 1st Battalion, 1st Regiment

1
2 Subject: Informal Memorandum

1
2
3 1. An informal memorandum possesses many of the formatting requirements of the formal memorandum. However, it is used for correspondence, which is internal to the command. All correspondence that is external to the command will be in the formal memorandum format.

2. The principal difference of the informal memorandum is that it can be done on a plain piece of white paper without using letterhead stationary. Single space the text of the memorandum; double spacing between paragraphs.

3. When a memorandum has more than one paragraph, number the paragraphs consecutively.

B When paragraphs are subdivided, designate first subdivisions by the letters of the alphabet and O indent them as shown below.

D
Y a. When a paragraph is subdivided, there must be at least two subparagraphs.

2 b. If there is a subparagraph "a," there must be a "b."

(1) Designate second subdivisions by numbers in parentheses, for example (1),
(2) and (3).

(2) Do not subdivide beyond the third subdivision.

(a) However, do not indent any further than for the second subdivision.

(b) This is an example of the proper indentation procedure for a third subdivision.

1 C
2 L
3 O
4 S
5 I End
N
G

MAX M. LEADER
CPT, MPC, TSG
Commanding

SUJECT: Formal Memorandum



HEADQUARTERS, 1ST BATTALION, 1ST REGIMENT
TEXAS STATE GUARD
Lackland AFB, Building 6537
San Antonio, Texas 78285-1617

15 December 1994

1
2 1-1 Regt

1
2

3 MEMORANDUM THRU Commander, 1st Regiment, Lackland AFB, Building 6537, San Antonio, TX 78285-1617

1
2 FOR Commander, ATTN: DCSPER, Texas State Guard, P.O. Box 5218, Austin, Texas 78763-5218

1
2 SUBJECT: Sample of a Formal Memorandum with a Single "Thru" Addressee

1
2

3 1. A single "Thru" addressee, formal memorandum is the most common form of correspondence used in the Texas State Guard. However, a common formal memorandum, going to one only one Commander, will state:

"MEMORANDUM FOR XXXXXXXXXXXX"

2. Use "Thru" memorandum to keep the "Thru" addressee informed or to give the opportunity to comment or approve. Prepare a single addressee Thru memorandum, as shown in this appendix.

3. If no comment is made, the Thru addressee will line out the Thru address and place their initials to the right of the appropriate address. The Thru addressee may write "concur," "noted," or other short remarks by their address.

1
2 FOR THE COMMANDER:

1
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MELVIN N. NOLAN
CPT, MPC, TSG
Adjutant

SUBJECT: Military Letter



HEADQUARTERS, 1ST BATTALION, 1ST REGIMENT
TEXAS STATE GUARD
Lackland AFB, Building 6537
San Antonio, Texas 78285-1617

15 December 1994

1
2
1
2
3
4
1
2
1
2

Mr. John A. Doe
123 Main Street
Nashville, TN 37395

Dear Mr. Doe:

Single-space the body of a letter with double spacing between paragraphs.

Use single spacing, when a letter contains only one paragraph. Effective paragraphs should not contain more than 10 lines.

Do not number or letter paragraphs of a letter. Avoid subparagraphs, when possible. If you have more than one subparagraph, use letters of the alphabet (a, b, c, d) to indicate subparagraphs. Indent subparagraphs four spaces and begin typing on the fifth space. Do not use any more subparagraphs. If you only use one subparagraph, indicate that subparagraph by a hyphen, as shown below.

- Indent four spaces, type the hyphen on the fifth space, space twice, and begin typing as shown.

1
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Sincerely,

Thomas R. Reader
LTC, MPC, TSG
Commanding

Appendix 20 to TSG Reg 600-10

SUBJECT: Endorsement to Memorandum

6

7

8 1st Regt (1-1 Regt/10 Dec 94) 1st End MAJ Torres/rd/(210) 123-4567

SUBJECT: Preparing an Endorsement to a Memorandum

1

2 HQ, 1st Regt, Lackland AFB, Bldg 6537, San Antonio, TX 78285-1617 15 Dec 94

1

2 For CDR, TSG, P.O. Box 5218, Austin, TX 78763-5218

1

2

3 1. There are two kinds of endorsements, a same page and separate page endorsement. See AR 25-50 for the same page endorsement. The separate page endorsement is principally used by the TSG. The of format of the body and the closing are the same as the memorandum.

2. Type the preparer's unit designation at the left margin on the eight lines from the top of the page. Space twice and type the unit designation and date of the basic memorandum in parentheses. Space twice and type the endorsement number.

a. Place the writer's name, typist's initial and the action officer's phone number on the same line as the endorsement number. If this cannot be typed on a single line, continue on the next line flush with the left margin.

b. When you use a suspense date, type or stamp it on the sixth line from the top of the page preceded by an "S;" ending at the right margin. You may also place suspense dates in the body of the correspondence, preferably in the last paragraph.

3. Type the subject at the left margin on the next line below the unit designation. If the subject cannot be typed on a single line, continue the subject flush with the left margin.

4. The address of the endorsing office serves as a return address. Type it at the left margin on the third line below the subject. Stamp or type the date approximately three spaces after the Zip Code for the endorsing office.

5. Type "FOR" on the second line below the last line of the endorsing address. Type the FOR address one space after the "FOR." If the FOR address extends beyond one line, start the second line under the third letter for the first word after the FOR.

1

2 FOR THE COMMANDER:

1

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3

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5 Encl
Listing

GUADALUPE R. TORRES
MAJ, MPC, TSG
Adjutant

SUBJECT: Formal Memorandum with Enclosures



HEADQUARTERS, 1ST BATTALION, 1ST REGIMENT
TEXAS STATE GUARD

LAMARCAH AFB, Building 6537
San Antonio, Texas 78225-1617

1

2 1st Regt

15 December 1994

1

2 MEMORANDUM FOR Commander, ATTN: DCSPER, Texas State Guard, P.O. Box 5218,
Austin, Texas 78763-5218

1

2 SUBJECT: Enclosures to Basic Memorandums

1

2

3 1. Enclosures are documents that come with the basic memorandum. Enclosures are used to
complete an action or keep the body of the memorandum, as concise as possible. The terms
enclosure and attachment are synonymous, but the writer should use the term "enclosure."

2. Enclosures, if discussed in the basic correspondence, can be shown as stated (as) for the
enclosure listing. Other actions that can take place with enclosures are *nc* (no change), *wd*
(withdrawn) and *added*. Shown below are some samples of the enclosure listing:

4 Encls

as

4 Encls

1-3 nc

Added 1 encl

4 as

4 Encl

1. TSG Reg 600-10

2. TSG Reg 600-9

3. TSG Reg 672-1

4. TSG Reg 710-1

4 Encls

wd encl 1

2-4 nc

1

2 FOR THE COMMANDER:

1

2

3

4

5

Encl

as

GUADALUPE R. TORRES

MAJ, MPC, TSG

Adjutant

Appendix 22 to TSG Reg 600-10

SUBJECT: Routing Instructions

<u>Item Description</u>	<u>Prepared By</u>	<u>Routing Instructions</u>
Reports of Accidents, Injuries or Emergency Volunteer Duty	Co or HQ to which member is assigned or CDR of Company or HQ performing the duty	Co CDR, Bn CDR, Regt CDR, and HQ, TSG must be notified of detailed circumstances by the appropriate reports
TSG Form 1 End of the Month Morning Report	Each Company, Bn HQ and Regt HQ	Keep file copy and mail 3 copies through channels to reach HQ, TSG, by the 5th of the month.
TSG Form 3 Request for Officer Personnel Action	Co or HQ to which member is assigned	Keep 201 file copy. Mail the original for endorsement up the chain of command to HQ, TSG.
TSG Form 4 Enlistment Record	Co or HQ to which member is assigned	Keep 201 file copy. Mail the original up the chain of command to HQ, TSG.
TSG Form 5 Orders for Enlisted Personnel Actions	Each Company, Bn HQ, and Regt HQ	Keep copies for Orders File and 201 file. Mail original up the chain of command to HQ, TSG.
TSG Form 7 Quarterly Training Schedule	Each Company, Bn HQ, and Regt HQ	Keep file copy and mail 4 copies to Bn CDR, who returns approved copy to unit. Bn keeps file copy and mails 2 copies to Regt CDR. Regt keeps file copy and mails all Forms 7 to reach HQ, TSG 10 days before quarterly period begins.
TSG Form 8 Request for Issue of Identification Cards	Co or HQ to which member is assigned	ID Cards for new members are sent out by Regt HQ. Replacement ID Cards are requested through channels to HQ, TSG
TSG Form 10 Chaplaincy Form	Co or HQ to which member is assigned	Mail through channels to HQ, TSG
TSG Form 11 Request for Texas Faithful Service Medal	Co or HQ to which member is assigned	Mail through channels to Regt, HQ.
TSG Form 12 Request for Texas State Guard Service Medal	Co or HQ to which member is assigned	Mail through channels to Regt, HQ.
TSG Form 41 Request for Issue	Co or HQ to which member is assigned	Keep Suspense Copy and mail 3 copies to HQ, TSG.
TSG Form 66 Officers Qualification Record	Co or HQ to which member is assigned	Keep 201 file copy. Mail the original for endorsement up the chain of command to HQ, TSG.