



Texas State Guard

Accession Forms Checklist

1. All entries on application documents will be typewritten in **BLACK** ink only.
2. All signatures will be in **BLACK** ink unless using the electronic signature feature.
3. **HAND PRINTED FORMS WILL NOT BE ACCEPTED.**
4. Dates will be entered using a military date system (except for driver's license). The fifth of March 2019 will populate as 05-Mar-2019.
5. Civilian education entries should include high school, trade school, colleges and universities. ROTC courses are to be listed in this space as well.
6. Prior military service entries will show all prior military service including TXSG service. Periods of service should be grouped into major branches of the Armed Forces, i.e., US Army, USAF, USMC, NAVY, etc.
7. The recruiter signs the certification for section 10.b. of the Form 466 prior to submitting the Accession Packet for review of the Applicant's background and eVerify for State of Texas employment.
8. After the background check and eVerify are completed, the member is added to the active TXSG Personnel Database. The Officer administering the oath of Enlistment/Appointment will sign and date section 10.c. once taken. This document will be maintained at the Unit, Brigade and HHC T/G/S-1 for proper record retention in the Service Member's 201 File.

- ☐ **Form 466** – Accession Record, Application for Enlistment/Appointment (pg 2)
- ☐ **Form 466b** – Service Member Agreement and Oath of Enlistment/Appointment.
 - *The Service Member Agreement is to be signed by the reviewing TXSG SM (Service Member) or Recruiter reviewing the Accession Packet and Applicant sign via Electronic Signature attesting the information is true and correct here-in (pg 3).
 - *The Oath of Enlistment/Appointment is to be signed by the Officer and new Service Member on the day the Oath is taken by the incoming SM (pg 4)
- ☐ **Form I-9** – U.S. Dept of Justice Employment Eligibility Verification. *Separate Form and Instructions for completion, **MUST** be signed with live/wet ink in face-to-face meeting with Applicant for submission and include the authorized/approved verification documents as per the Form instructions.
- ☐ **TXDL/ID and SSC** – The Applicant must provide a TX Driver's License or ID Card as proof of Residency and a Social Security Card as proof of Citizenship. These items cannot be demanded for use with the Form I-9, however are required for the on-boarding of a new SM (Service Member)
- ☐ **IdentoGo Fingerprinting** – NCIC Records check for background. Follow instructions as included (pg 5)
- ☐ **High School Diploma/GED/Transcripts/Equivalent or College Degree/Transcript(s)** (unofficial, issued to Student is acceptable) from American Council on Education certified institution and listed in the U.S. Dept of Education accredited schools. List of accredited schools can be found at <https://www.ed.gov/accreditation>
- ☐ **Evidence of Prior Military Service and/or College ROTC Program completion** – where applicable, include a copy of the DD Form 214 (REQUIRED – Member Copy 4, discharge status Honorable, re-entry code RE-3 or greater unless Retired) or Discharge Certificate, NGB_22, etc. Former Reservists will provide a copy of DARP 249R or a copy of their Honorable Discharge Certificate. Completion of the Marine Corps Platoon Leader's Course or OCS is considered Military Service.
- ☐ A 4/5 length digital **photograph** from mid-calf to above the head, **FACING FORWARD** with arms at rest, in civilian dress. REMOVE glasses and hats
- ☐ Completion and signature for **Election to Release/Protect Personal Information** form (pg 6)
- ☐ Completion of **Emergency Contact Information** form (pg 7)
- ☐ Completed **TXSG Form 1710.30** for Height/Weight or Body Fat % to confirm standards are met (refer to TXSGi 1330.00)
- ☐ Notification from Medical Officer review of Applicant's **TXSG Form 2807-1** to authorize clearance of deployability (scanned/printed PDF of the approving email or pg 3 of the 2807-1 with signatures)
- ☐ **TXSG Orientation Checklist** – Initiated after the SM has taken their Oath and is an Active Member of the TXSG (pg 8)

ACCESSION RECORD

DATE: _____

SECTION I- APPLICATION FOR ENLISTMENT/APPOINTMENT

LAST NAME		FIRST NAME		MIDDLE NAME	SUFFIX
HOME PHONE	CELL PHONE	SSN	DOB (dd-mm-yyyy)		
ADDRESS		CITY	STATE	ZIP	
HOME EMAIL					
GENDER (M/F)	HEIGHT (INCHES)	WEIGHT (LBS)	BLOOD TYPE Select Blood	2807 REVIEW DATE (dd-mm-yyyy)	
RACE/ETHNICITY Select	EYE COLOR	HAIR COLOR	MEDICAL SCREENING Select Disposition: ☐		CONFIRMATION ATTACHED ☐
TEXAS DRIVER'S LICENSE NUMBER		TEXAS DL CLASS	TEXAS DL EXPIRATION (mm/dd/yyyy)		
EMPLOYER		TITLE/POSITION			
MILITARY TYPE Select Military Type:	GRADE Grade:	TOP LEVEL UNIT Top Level Unit:	SUBORDINATE UNIT Subordinate Command:		

CIVILIAN EDUCATION (List High Schools, Trade Schools and Colleges)

NAME OF SCHOOL	LOCATION(City and State)	SCHOOL YEARS COMPLETED	DEGREE OR RATING

PRIOR FEDERAL MILITARY SERVICE (List Each Major Period of Duty. Non-Prior Service, list NONE.)

Date From (mm/yyyy)	Date To (mm/yyyy)	Highest Grade	Armed Force	Duty Assignment	Unit

PRIOR STATE MILITARY SERVICE

EFFECTIVE DATE (mm/yyyy)	DUTY ASSIGNED	TEXAS STATE GUARD UNIT	ORDERS NUMBERS AND DATE (mm/yyyy)

Have you ever been arrested? ☐ yes ☐ no If yes, provide a list of charges and disposition below:

Charge	Date (mm/yyyy)	Disposition

TEXAS STATE GUARD SERVICE AGREEMENT

A. AUTHORITY

Second Amendment to the United States Constitution, 32 U.S.C., 109, Texas Government Code, Title 4, Subtitle C, Chapter 437, Article 1, Texas Military.

B. SERVICE AGREEMENT IDENTIFICATION DATA

1. NAME (Last, First, Middle)		2. SOCIAL SECURITY NUMBER			
3. HOME OF RECORD (Street, City, State, Zip)		4. PLACE OF ENTRY OF SERVICE (City)			
5. DATE OF INITIAL ENTRY (DD-MMM-YYYY)	6. DATE OF BIRTH (DD-MMM-YYYY)	7. PRIOR MILITARY SERVICE STATE FEDERAL	YEARS	MONTHS	DAYS
		a. TOTAL ACTIVE MILITARY SERVICE			
		b. TOTAL INACTIVE MILITARY SERVICE			

C. AGREEMENTS

8. a. I am agreeing to serve in the Texas State Guard for three (3) years from the date of my oath after which I may request to continue to serve.
- b. I understand that if during my service period I should decide to voluntarily resign, I shall give a written notice of intent to separate 90-days prior to the date of my requested date of separation.
- c. I further understand upon separation I shall not be entitled to any further benefits, rights, or recognition as a member of the Texas Military Forces and I will be required to return all state property, including identification card(s).
9. **TEXAS STATE GUARD.** The following statements are not promises or guarantees of any kind. They explain some of the present Laws and regulations affecting the Texas Military Forces, which I cannot change, but which the Texas Legislature or Texas Military Forces can change at any time.

My service agreement is more than an employment agreement. As a member of the Texas Military Forces I will be:

- a. Required to obey all lawful orders and perform all assigned duties until officially separated from the Texas State Guard;
- b. Subject to discharge if my behavior fails to meet acceptable military standards;
- c. Subject to the military justice system while serving under state active duty orders, including the Texas Code of Military Justice, which means, among other things, that I may be tried by military courts-martial;
- d. Required, upon order, to attend monthly training, annual training and possible specialized training;
- e. Required to serve in potentially hazardous situations;
- f. Entitled to receive pay and allowances while on State Active Duty and other benefits as provided by law and regulation;
- g. Subject to laws and regulations that govern military personnel, which may change without notice to me. Such changes may affect my status, pay, allowances, benefits, and responsibilities as a member of the Texas Military Forces, REGARDLESS of the provisions of this service agreement;
- h. Required to immediately report to my Component Commander my arrest by any law enforcement agency;
- i. Required to timely report to my unit commander any significant change in my health or medical condition that may affect my duties and responsibilities in the Texas State Guard; and
- j. Required to immediately report to my unit commander any change to my current residence address, phone number and/or e-mail address.

D. CERTIFICATION & OATH APPLICATION

10. a. **I certify I have carefully read this document. Any questions were explained to my satisfaction. I understand my acceptance for service is based on the information I have given and I certify the information provided herein is a true and correct statement of my personal history, educational background, military experience and criminal history.**

I fully understand the agreement and statutes contained herein.

I authorize any law enforcement agency to release, to an authorized reviewing member of the Texas State Guard, any record of criminal history on file, concerning me.

Date (dd-mmm-yyyy)

Signature of Service Member

10. b. CERTIFICATION BY TEXAS STATE GUARD

Through interview and examination of educational and military records, I verify the validity of the statements made in the application for service and approve the service member joining in the grade of Grade:

Printed Name and Grade of Certifying Service Member

Signature of Certifying Member

10. c. OATH OF ENLISTMENT/APPOINTMENT

I, _____, 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 this State and Nation honestly and faithfully against all enemies, and that I will obey the orders of the Governor of Texas and of the officers appointed over me, in accordance with the laws, rules and articles governing the military forces of the State of Texas.

Signature of Service Member

Subscribed and sworn before me at _____, Texas on this ____ day
of _____, 20____.

Printed Name and Grade of Administering Officer

Signature of Officer Administering the Oath

REMARKS:

Fingerprinting Service for Background Process

1. Go to <http://www.identogo.com/FP/texas.aspx> and click on “Online Scheduling”

The screenshot shows the Identigo website for Texas. The header includes the Identigo logo and navigation links. A sidebar on the left lists various services. The main content area is titled 'Texas' and describes the FAST program. A red box highlights the 'Online Scheduling' link under the 'Let's get started!' section. To the right, there is a promotional banner for IDWise and a TSA Pre✓ Enrollment Tour.

2. For Service Code, enter **11G7VN**
3. Complete the information fields
4. Select your appointment date/time
5. PRINT the Confirmation Page (an email should be sent as well) – take this with you to your Appointment along with the stated form of ID (e.g. Driver’s License)
6. Once your Appointment has been completed, you will receive a Receipt via email. This needs to be sent to your Recruiter for the UE ID and TCN numbers:

From: nobody@uemail.identogo.com [mailto:nobody@uemail.identogo.com]
Sent: [REDACTED]
To: [REDACTED]
Subject: Identigo Service Confirmation - TX State Guard Volunteer



Service Details:

Date: 1/29/2016 @ 08:11 AM (CST)
Customer: [REDACTED]
UE ID: UZTX-[REDACTED]
ORI: TX923486Z
TCN: 0311-[REDACTED]

Services

11G7X3 - TX State Guard Volunteer \$10.00

TEXAS MILITARY DEPARTMENT
ELECTION TO RELEASE/PROTECT PERSONAL INFORMATION

Under state and federal law, the general public can make requests for information about the affairs of government and the acts of public officials and employees. The information released as a result of these requests can sometimes include the personal information of State employees. However, **each employee** or official of a governmental body and **each former employee** or official of a governmental body has the right to elect to keep certain categories of personal information confidential in the event of such a request.

Please make elections below:

By selecting "YES" for any or all of the items below, you are authorizing the release of your personal information to the general public in the event such a request is made.

By selecting "NO" for any or all of the items below, this information will be protected from release to the general public in the event such a request is made.

Please note that an election to protect the information below from public release does not prohibit the release of data to the employee or the employee's authorized representative.

I allow the following to be released to the public:	Yes	No
Home address	☐	☐
Home telephone number	☐	☐
Social Security number	☐	☐
Information that reveals if I have family members	☐	☐
Emergency contact information	☐	☐

I understand that I may change the designation as stated above at any time by filing a new election form with the State Human Resources Office.

Employee Signature

Date (*dd-mmm-yyyy*)

Employee Printed Name (Last Name, First Name, MI)

Social Security Number

TXSG SERVICE MEMBER EMERGENCY CONTACT INFORMATION

Service Member:

Last Name **First Name** **Date** (dd-mmm-yyyy)

New Service Member: ☐ Subordinate Command: _____ Grade: _____
Update Existing Info: ☐ **Unit** **Rank**

EMERGENCY CONTACT INFORMATION

Last Name: _____ **Address:** _____
First Name: _____ **City:** _____
Relationship: _____ **State, Zip:** _____
Home Phone: _____ **Mobile Phone:** _____

TXSG ORIENTATION CHECKLIST

MEMBER LAST NAME	MEMBER FIRST NAME	MEMBER RANK Grade:
RECEIVING COMMAND (C/M/S) Subordinate Command:	MRP (if known)	NPS ☐ PS ☐
MEMBER ADDRESS	MEMBER CITY, STATE ZIP	MEMBER PHONE NO.
MENTOR NAME	FIRST LINE LEADER NAME	
ENLISTMENT DATE (dd-mmm-yyyy)	FIRST UTA (dd-mmm-yyyy)	

WHEN	WHO	WHAT
Before First Drill	First Sergeant:	Assign Mentor (<i>Ensure Mentor has information to contact new service member</i>)
	Mentor:	Contact new soldier, provide pre-drill information and arrange for ride if necessary. If NPS send uniform information
First Drill with Unit	First Sergeant _____ Initials Date	Introduce new soldier to receiving formation.
	S-1 Personnel _____ Initials Date	Complete required administrative actions.
	S-4/Supply Personnel _____ Initials Date	Complete required supply actions (<i>if applicable</i>)
	Unit Readiness NCO _____ Initials Date	Initiate MRP readiness program (<i>if required</i>), provide list of FEMA Courses and website where they can be found
	Unit Commander _____ Initials Date	Provide in-processing briefing.
	First Sergeant _____ Initials Date	Provide in-processing briefing. Advise of JAG Services for legal document preparation.
	First Line Leader _____ Initials Date	Conduct initial interview using 6-mo and Annual interview form.
	RBOT Preparation (<i>if non-prior service</i>)	S-7/PME Personnel _____ Initials Date
First Sergeant _____ Initials Date		Soldier is prepared to attend RBOT (<i>ht/wt, Form 2807-1, etc. and any additional RBOT documents required for attendance</i>)
Indoctrination activities above have been completed:		
First Sergeant Name _____	Signature _____	Date (dd-mmm-yyyy) _____