



Texas Army National Guard

INSTRUCTION

TXARNGI 1315.01
MAY 08 2023

NGTX-RR

SUBJECT: Management of Reserve Component Transfers (RCT) and Interstate Transfer (IST) Accessions

References. See enclosure.

1. PURPOSE. To expedite the process for Reserve Component Transfer (RCT) and Interstate State Transfer (IST) of Soldiers into the Texas Army National Guard (TXARNG).
2. APPLICABILITY AND SCOPE. This policy applies to all Army elements. Recruiting and Retention Command (RRC) administers this instruction through the Brigade Strength Manager (BSM), Battalion/Brigade Human Resource managers.
3. DEFINITIONS. None.
4. POLICY. Accessions through Reserve Component Transfer (RCT) or Interstate Transfer (IST) process will be assigned to a valid unit-endorsed vacancy or *by exception* to an excess template. Units may accept Soldiers into excess positions provided that the Soldier is not receiving a bonus, student loan repayment, or other incentives and the unit will remain within the authorized percent excess fill.
 - a. Gaining units or managing agencies have no greater than 15 days to respond to endorsement requests from RRC. Endorsements for Field-Grade (FG) officers will align with the quarterly Talent Management (TM) cycle.
 - (1) Positions with unanswered endorsement requests are available for immediate use by RRC on day 16 of the original endorsement request.
 - (2) Acceptable forms of endorsements are not limited to email, text message, memorandum, or DA Form 4187. Vocal endorsements will be backed up by an email or a memorandum for record.
 - b. All Soldiers will meet aptitude and medical criteria to hold the requested position.
 - c. Units with unique qualifications or training requirements may request additional endorsements from the gaining organization or program manager. Examples of those Units include but are not limited to; 1st Battalion, 143d Infantry Regiment (Airborne), 19th Special Forces Group-Texas, and 4th Battalion, 54th Security Forces Assistance Brigade (SFAB).

5. RESPONSIBILITIES.

a. *Recruiting and Retention Command (RRC)*

(1) Enlisted Accessions.

(a) RCT team will receive the applicant documentation from the source and forward it to the appropriate BSM and Automated Unit Vacancy System (AUVS) manager for vacancy validation and endorsement.

(b) BSM team will request validation of vacancy endorsements from gaining units or agencies as listed above, allowing no greater than 15 days for a response.

(c) Assign eligible and qualified Soldiers to units upon receiving the required endorsement or after 16 days without an endorsement request response.

(d) Conduct proper battle hand-off with the receiving unit and the new accession to ensure proper administrative accountability.

(e) Route all E9 endorsement requests to Enlisted Management Branch (EPM) Branch.

(2) Officer Accessions.

(a) Officer RCT / IST coordinator will receive the applicant documentation from the source and forward to BAWGs for company-grade action or to Officer Personnel Management (OPM) Branch for FG officers.

(b) Communicate TM results to applicants.

(c) Conduct proper battle hand-off with the receiving unit and the new accession to ensure proper administrative accountability.

b. *Officer Personnel Management (OPM) Branch – J1*

(1) Route FG officer and all warrant officer endorsement requests to the appropriate TM authority as listed above.

(2) Validate the endorsing authority's response and return the endorsement to RRC within no greater than 15 days.

c. *Enlisted Personnel Management (EPM) Branch – J1* will review all E9 endorsement requests and route all E9 endorsement requests to Senior Leader Management Office (SLMO) for validation.

d. *Senior Leader Management Office (SLMO)* will review and attain the Senior Enlisted Advisor's (SEA) endorsement for all E9 applicant requests and will return it to RRC within 15 days.

e. *Branch Advisory Working Group (BAWG)*

(1) Review all company-grade (O1-O3) RRC's endorsement requests received from OPM and provide assignment validation endorsement within 15 days. BAWG endorsements will ensure that a minimum of three (3) members are apprised.

(2) BAWG Recorders will expedite requests received outside of the quarterly BAWG meeting schedule as an Out-of-Cycle (OOC) request.

f. *Units*

(1) Conduct effective management of personnel manning in the Integrated Personnel and Pay System-Army (IPPS-A) monthly to ensure the accuracy of unit vacancies.

(2) Respond to all endorsement requests from RRC within no greater than 15 days for all Soldiers in the grade of E5-E8.

(3) Schedule unqualified Soldiers to all required training for the assigned position.

6. INFORMATION REQUIREMENTS. This issuance is in accordance with State and Federal law.

7. RELEASABILITY UNLIMITED.

8. EFFECTIVE DATE. This instruction is effective immediately and will expire two years from the date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. The point of contact for this instruction is Executive Officer, Recruiting and Retention Command at 512-782-5404.

- 2 Encls
- 1. Endorsement Table
- 2. References

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Deputy Adjutant General-Army



Enclosure 1**Required Endorsement by Grade Table**

Grade	Required Endorsement
E1-E4	Gaining Unit (No Wait Period)
E5-E8	All TXARNG Units
E9	Senior Enlisted Advisor – Army (SEA)
W1-W4	Command Chief Warrant Officer (CCWO)
O2-O3	Branch Advisory Working Group (BAWG)
O4	Talent Management Advisory Committee (TMAC)
O5	Senior Leader Development Board (SLDB)
O6	Senior Leader Management Office (SLMO)

Enclosure 2

**Section I
References**

AR 601-210

Regular Army and Reserve Components Enlistment Program

AR 601-280

Army Retention Program

AR 611-1

Military Occupational Classification and Structure Development and Implementation

DA PAM 601-280

Army Retention Program Procedures

DA PAM 611-21

Military Occupational Classification and Structure

SMOM 22-007

Automated Unit Vacancy System (AUVS) Guidance

DA Form 4187

Personnel Action

**Section II
Terms and Abbreviations**

AUVS

Automated Unit Vacancy System

BAWG

Branch Advisory Working Group

BSM

Brigade Strength Manager

CCWO

Command Chief Warrant Officer

EPM

Enlisted Personnel Management Branch

FG

Field-Grade

IPPS-A

Integrated Personnel and Pay System--Army

IST

Interstate Transfer

OOC

Out-of-Cycle

OPM

Officer Personnel Management Branch

RRC

Recruiting and Retention Command

RCT

Reserve Component Transfer

SEA

Senior Enlisted Advisor

SLDB

Senior Leader Development Board

SLMO

Senior Leader Management Office

TM

Talent Management

TMAC

Talent Management Advisory Committee

TXARNG

Texas Army National Guard