MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P15-22) Policy for Implementation and Use of the Texas Military Master Calendar (TMMC)

1. References. None

2. Applicability. This policy applies to the Texas Military Department, all component headquarters of the Texas Military, and Staff Directorates.

3. Purpose. Implementation and use of the TMMC will improve our organization's overall planning and synchronization processes. The tools provided by the TMMC will accurately capture, display, update and disseminate events (meetings, training, ceremonies, etc.)

4. Policy.

   a. The TMMC is the agency calendar of record and primary source of scheduling and tracking meetings, events, etc. for Texas Military Department, Joint Force Headquarters, component headquarters, and TAG/Army/DOMOPS Staff Directorates.

   b. Use of this calendar is mandatory for the entities described above; each entity will actively participate through providing personnel for training and ensuring emphasis is given to the implementation and use of the TMMC. The Adjutant General and Deputy Adjutant’s General Army & Air will not recognize or participate in events that are not submitted through the TMMC.

5. This policy is effective immediately and will remain in place from the date of publication until rescinded or suspended.

6. Point of contact is the Adjutant General’s Chief of Staff at 512-782-5022.

Encl
Implementation Timeline

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SIG - Policy
Texas Military Master Calendar (TMMC) Implementation Timeline

1. Implementation instructions will be published under a Memorandum of Instruction (MOI) NLT 15 January 2016. The MOI will include personnel and training requirements and Program of Instruction (POI).

2. Standing Operating Procedures (SOP) will be published NLT 15 January 2016.

3. Organizational component headquarters and Staff Directorates will achieve Initial Operating Capacity (IOC) on 1 April 2016 and will be Fully Mission Capable (FMC) on 1 June 2016.

4. Future plans include scaling the TMMC to include the entire organization.