Information Management

Serially Numbered Issuances (SNI)

Joint Force Headquarters
Texas Military Department
Austin, Texas  78763-5218
6 November 2017

UNCLASSIFIED
SUMMARY of CHANGE 1

Texas Military Department (TMD) PAM 6-02
Serially Numbered Issuances

This revision, dated 6 November 2017 supersedes TMD Pam 6-02, dated 1 June 2017:

o Adds responsibilities at paragraph 1-4.

o Omits Policy Memorandums as a category of TMD SNIs.

o Adds reviewing, staffing and approving issuances.

o Adds requirement to identify issuance in accordance with state or federal law.

o Adds procedures for reviewing published SNIs.

o Updates figure 2-1, Staffing Process Map.

o Updates formatting in figure 2-3 and figure 2-4.
Summary. This pamphlet (PAM) updates procedures for the Texas Military Department (TMD) regarding the proper content, format, and control measures necessary for SNI.

Applicability. This pamphlet applies to all components of TMD. This pamphlet is not intended to limit a drafting authority’s ability to create or modify the contents of an SNI. The numbering of SNIs excludes operation orders.

Management Control Process. This SNI pamphlet contains management control provisions for creating and editing SNIs.

Proponent and Exception Authority. The proponent of this SNI pamphlet is the Strategic Initiatives Group (SIG). The SIG has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Within the following pages, the “proponent” is the drafting authority of the SNI.

Supplementation. Supplementation of this publication on SNIs or establishment of command and local forms on SNI creation/editing is prohibited without prior approval from the Adjutant General (TAG), through the SIG, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this PAM on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

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Glossary
Chapter 1
Introduction

1-1. Purpose

a. An issuance is the action of supplying or distributing content for official purposes, formally making something known.

b. TMD uses SNIs listed in paragraph 2-3, “Types of SNI”, to establish policy, authorize, direct, delegate, reinforce, alter, or restrict courses of action, establish procedures, assign responsibilities and allocate resources.

c. This PAM standardizes the effective communication of SNIs across TMD components. It describes the proper content, format and control measures necessary for creating, drafting, updating and publishing TMD and component-level SNIs. It establishes categories and types of SNIs, mandatory content, staffing process and signature authority.

1-2. References

See Appendix A.

1-3. Explanation of Abbreviations and Terms

See glossary.

1-4. Responsibilities

a. The Adjutant General (TAG).

1. Pursuant to Government Code, Sec. 437.003. GOVERNOR'S MILITARY APPOINTMENTS. (a) The governor, with the advice and consent of the senate, shall appoint an Adjutant General to a two-year term expiring February 1 of each even-numbered year. The adjutant general is responsible for leading and managing the Texas military forces. The adjutant general is subordinate only to the governor in matters pertaining to the Texas military forces.

2. Government Code, Sec. 437.052. ADJUTANT GENERAL: JURISDICTION, DIVISION OF RESPONSIBILITIES, AND QUALIFICATIONS. The Adjutant General exercises the jurisdiction and powers conferred by this subtit

b. The Deputy Adjutant General (DAG) - Army, DAG - Air, Commander, Task Force Domestic Operations (DOMOPS), and Commander, Texas State Guard (TXSG) may initiate issuances for each respective component with the approval of TAG.
c. Chief of Staff TMD (CoS - TMD). Responsible for TAG’s staff action processes, correspondence, policy and procedures; directs staff efforts in support of TMD SNI program in order to support TAG’s intent and guidance.

d. General Counsel (GC). The Office of the General Counsel (OGC) provides legal review of TMD issuances to ensure legal compliance with state and federal laws.

e. Strategic Initiatives Group (SIG). Responsible for managing the issuance making process for TMD; ensures issuances are in compliance with state and federal law and DoD issuances; apply issuance number upon initial review of SNI; apply TAG official seal upon approval and signature; publish SNIs to TMD issuance website. SIG is the functional proponent and manager of the TMD’s SNI program.

f. Component Directors and Chiefs of Staff. Serve as “council members” in the staffing process of TMD issuances; responsible for evaluating issuances in regard to the impact or effect they will have on their specific component, directorate or office.

g. Public Affairs Office (PAO). Maintain public website for issuance repository; responsible for reviewing content for public release and external messaging.

h. Government Affairs Office (GAO). Monitor legislative issues and the status of legislation affecting TMD; review issuances during the staffing process for compliance with state and federal statutes; determine whether an issuance may be required in support of state or federal laws.

i. Executive Council. Consists of the TAG (Chair), DAG - Army, DAG - Air, Texas State Guard (TXSG) Commander, and Executive Director. The council reviews issuances and provides input or recommendations for chair approval.

j. Office of the Executive Director (OED). Advises TAG of the potential impact of policy on state support activities.

Chapter 2
Procedural Information

2-1. General Policy

a. An SNI is a means by which official policy and guidance are communicated. Every SNI must contain a serial number assigned by the TMD issuance officer/SIG. Any SNI at TMD or component level, without a serial number is not considered an official SNI. This excludes administrative publications and operation orders.

b. Directives and instructions are policy. Failure to comply with published directives and instructions may have administrative and punitive actions. The difference between directives and instructions are that instructions contain procedures and may be longer than 2 pages.
c. SNIs will not conflict with current administrative publications. These publications may only be changed as provided for in AR 25-30, DA Pam 25-40, AFI 33-360 or other legally controlling authority. An SNI used to supersede guidance within another SNI will contain a reference to such.

2-2. Reviewing, Staffing, and Approving Issuances

a. All TMD issuances will be reviewed by means of the staffing process, through directorates/offices which are stakeholders of, or may be affected by, that particular issuance. These directorates/offices will be identified by CoS – TMD and considered “council members” in the staffing process.

b. Directives and Instructions will expire after two years, unless rescinded or superseded.

c. All publications (see 2-5c) will be reviewed at least every two years and updated or rescinded as needed.

d. All component SNIs will be nested with TMD SNIs, state and federal law or DoD Issuances.

e. All SNIs will be published by SIG to the following url: https://go.usa.gov/x5wXk.

2-3. Issuance Program Training. SIG will provide training on issuance process and responsibilities during Executive Council, annually.

2-4. Categories of SNIs. There are four component categories of SNIs.

a. Texas Military Department (TMD). SNIs that apply to multiple components of TMD, TAG Staff or full-time employees. TMD SNIs are signed/approved by the Adjutant General (TAG) or Chief of Staff – TMD (CoS – TMD).

b. Texas Army National Guard (TXARNG). SNIs that apply only to the TXARNG, including Army personnel assigned to Domestic Operations Task Force (DOMOPS). TXARNG SNIs are signed/approved by Deputy Adjutant General (DAG) – Army or TXARNG Commander.

c. Texas Air National Guard (TXANG). SNIs that apply only to the TXANG, including Air personnel assigned to DOMOPS. For TXANG policy memorandums/instructions refer to AFI 33-360. TXANG SNIs are signed/approved by DAG – Air or TXANG Commander.

d. Texas State Guard (TXSG). SNIs that apply only to the TXSG. TXSG SNIs are signed/approved by TXSG Commander.
2-5. Types of SNIs.

a. Directive. Failure to comply with published directives may have administrative and punitive actions. A directive is an issuance that establishes policies or programs, defines missions, directs actions, assigns responsibilities, allocates resources, or delegates authority. Directives contain no procedures. Directive examples include Transgender Implementation, Guidance for Manpower Management, and Army Physical Readiness Program. One-time tasking and assignments are not appropriate in directives. Directives will be formatted IAW figure 2-3 and will not exceed two pages.

b. Instruction. Failure to comply with published instructions may have administrative and punitive actions. An instruction is an issuance that establishes policy and contains detailed guidance, prescribes the manner, specific plan or action for carrying out a directive, operating a program or activity, and assigning responsibilities. The instruction will reference the issuance it supports, if applicable. Examples of instructions include: Voting Assistance Program, Display of the National Flag at Half-staff, Military Morale, Recreation, and Welfare (MWR) Programs. Instructions will be formatted IAW figure 2-4. Instructions are not limited to two pages.

c. Publication. An issuance that may implement or supplement directives and instructions by providing uniform procedures for management and disseminating administrative information. Publications may stand alone without reference to a directive or instruction. Publications include: standard operating procedures (SOP), catalogs, directories, guides, handbooks, philosophies, concepts, indexes, inventories, lists, manuals, modules, pamphlets, plans, and regulations. Publications will be formatted IAW figures 2-5 through 2-7, as applicable.

2-6. TMD/Component Directive. (Contains no procedures.)

a. TMD/component directives will be formatted IAW figure 2-3.

b. Letterhead color seal will be specific to component on signature block.

c. Number. TMD issuance officer/SIG will assign the number upon review.

d. Date will be stamped at right margin upon signature of directive. Date stamp will be applied by SIG or component issuance officer.

e. Office symbol of proponent will be typed flush with right margin one line below solid line.

f. Subject will be short and concise

g. References will always be listed. If reference list is long, use “See enclosure” and list references on an enclosure as appropriate.
h. Purpose. Use additional subparagraphs as required.
i. Applicability and scope: Annotate who this directive applies to.

j. Definitions. Include any definitions needing to be addressed in the glossary.

k. Policy. The purpose of issuance; what needs to be communicated.

l. Responsibilities. Define who will be executing the directive or who is responsible for implementation.

m. Information requirements. This issuance is in accordance with state law, federal law or DoD guidance.

n. Releasability. Unlimited, if not approved for public release change to appropriate statement.

o. Effective date. Effective immediately and will expire in two years if not rescinded or superseded.

p. Point of Contact. Proponent initiating directive. Only utilize office titles; do not use names of personnel.

2-7. TMD/Component Instruction. *(May contains procedures)*

a. TMD/component instructions will be formatted IAW figure 2-4.

b. Letterhead color seal will be specific to component on signature block.

c. Number. TMD issuance officer will assign serial number upon review.

d. Date will be stamped upon signature of instruction. Date stamp will be applied by SIG or component issuance officer.

e. Office symbol of proponent will be typed flush with right margin one line below solid line.

f. Subject will be short and concise.

g. References will always be listed. If reference list is long, use “See enclosure” and list references on an enclosure as appropriate.

h. Purpose. Use additional subparagraphs if required.

i. Applicability and scope: Annotate who this instruction applies to.

j. Definitions. Include any definitions which may need to be addressed or clarified.
k. Policy. Cite which directive this instruction supports, if applicable.

l. Responsibilities. Define any responsibilities and identify those offices or agencies as required.

m. Procedures. Use an enclosure to insert lengthy procedures if applicable.

n. Information requirements. This issuance is in accordance with state law, federal law or DoD guidance.

o. Releasability. Unlimited, if not approved for public release change to appropriate statement.

p. Effective date. Effective immediately and will expire in two years if not rescinded or superseded.

q. Point of Contact. Proponent initiating instruction. Only utilize office titles, not names of personnel.

2-8. TMD/Component Publication.

a. TMD/component publications will be formatted IAW figures 2-5 through 2-7.

b. Subject of publication will be short and concise.

c. Serial Number. TMD issuance officer/SIG will assign serial number upon review.

d. Date will be stamped by TMD issuance officer/SIG upon approval of publication.

e. Component of publication will be listed, followed by proponent of publication.

Chapter 3

3-1 Authentication. All TMD issuances and component level issuances will be authenticated by TMD issuance officer/SIG with application of TAG “Official” seal. (Example seal below):

[Image of seal]

TMD Pamphlet 6-02 ● 6 November 2017
Chapter 4

4-1. Procedures for Submitting/Publishing SNIs.
   a. Components processing component specific SNIs will use steps outlined in Table 2-1.
   b. Components processing TMD SNI will use steps outlined in Table 2-2.
   c. Process map (figure 2-1) outlines SNI staffing process for TMD.

4-2. Procedures for Reviewing Published SNIs.
   a. SNIs will be reviewed on a quarterly basis.
   b. SNI review will be held during the Executive Council. SIG will identify which issuances will be reviewed.
   c. Executive Council will approve issuances for updating or termination as deemed appropriate.
### Table 2-1
Steps for processing Component Serially Numbered Issuances (SNI)

<table>
<thead>
<tr>
<th>Step</th>
<th>Who</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proponent</td>
<td>Determines an SNI needs to be updated or created</td>
</tr>
<tr>
<td>2</td>
<td>Proponent</td>
<td>Prepares draft of SNI with attachments/enclosures</td>
</tr>
<tr>
<td>3</td>
<td>Proponent</td>
<td>Prepares Summary Sheet (JFTX 77)</td>
</tr>
<tr>
<td>4</td>
<td>Proponent</td>
<td>Forwards draft with attachments/enclosures and JFTX 77 to component issuance officer</td>
</tr>
<tr>
<td>5</td>
<td>Component Issuance Officer</td>
<td>Reviews draft, forwards to appropriate component CoS for approval to proceed to staffing</td>
</tr>
<tr>
<td>6</td>
<td>Component Issuance Officer</td>
<td>Forwards a copy to TMD issuance officer/SIG to ensure draft nests with TMD SNIs</td>
</tr>
<tr>
<td>7</td>
<td>SIG</td>
<td>Sends concurrence or suggestions back to component issuance officer</td>
</tr>
<tr>
<td>8</td>
<td>Component Issuance Officer</td>
<td>Staffs document throughout appropriate directorates/offices with a <strong>three week</strong> suspense, unless otherwise coordinated</td>
</tr>
<tr>
<td>9</td>
<td>Component Issuance Officer</td>
<td>Provides all staffing comments to proponent for final draft</td>
</tr>
<tr>
<td>10</td>
<td>Proponent</td>
<td>Creates final draft for signature authority with attachments/enclosures and JFTX 77 back to component issuance officer for submission for signature</td>
</tr>
<tr>
<td>11</td>
<td>Component Issuance Officer</td>
<td>Submits hard copy of SNI with folder and all staffing documents to General Counsel (GC)</td>
</tr>
<tr>
<td>12</td>
<td>General Counsel</td>
<td>Returns folder to component issuance officer with comments or signature on summary sheet</td>
</tr>
<tr>
<td>13</td>
<td>Component Issuance Officer</td>
<td>Coordinates with proponent on any questions from GC and repeats step 10, if applicable</td>
</tr>
<tr>
<td>14</td>
<td>Component Issuance Officer</td>
<td>Submits digital copy of SNI and folder with all staffing documents to SIG for final review</td>
</tr>
<tr>
<td>15</td>
<td>SIG</td>
<td>Returns hard copy of SNI with folder to component issuance officer with comments or suggestions as needed</td>
</tr>
<tr>
<td>16</td>
<td>SIG</td>
<td>If no corrections needed, SIG applies official seal to final draft for signature of SNI, signs summary sheet and returns hard copy and folder to component issuance officer</td>
</tr>
<tr>
<td>17</td>
<td>Component Issuance Officer</td>
<td>Submits hard copy of SNI final draft with seal in folder with all staffing documents to component command group for approval and signature</td>
</tr>
<tr>
<td>18</td>
<td>Command Group</td>
<td>Returns original documents and folder to component issuance officer</td>
</tr>
<tr>
<td>19</td>
<td>Component Issuance Officer</td>
<td>Maintains original folder with all documentation, distributes SNI IAW component procedures, must distro a pdf copy to SIG</td>
</tr>
<tr>
<td>20</td>
<td>SIG</td>
<td>Publishes SNI to public TMD website</td>
</tr>
</tbody>
</table>

**Note:** SNIs will not be reprinted for minor errors as determined by SIG, all SNIs are scanned and distributed.
### Table 2-2

**Steps for processing TMD Serially Numbered Issuances (SNI)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Who</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Proponent</td>
<td>Determines an SNI needs to be updated or created</td>
</tr>
<tr>
<td>2</td>
<td>Proponent</td>
<td>Prepares Draft of SNI with attachments/enclosures</td>
</tr>
<tr>
<td>3</td>
<td>Proponent</td>
<td>Prepares Summary Sheet (JFTX 77)</td>
</tr>
<tr>
<td>4</td>
<td>Proponent</td>
<td>Forwards draft with attachments/enclosures and JFTX 77 to TMD issuance officer/SIG</td>
</tr>
<tr>
<td>5</td>
<td>TMD Issuance Officer</td>
<td>Reviews draft forwards to CoS - TMD for approval to proceed to staffing</td>
</tr>
<tr>
<td>6</td>
<td>TMD Issuance Officer</td>
<td>Staffs document throughout appropriate directorates/offices with a <strong>three week</strong> suspense, unless otherwise coordinated</td>
</tr>
<tr>
<td>7</td>
<td>TMD Issuance Officer</td>
<td>Provides all staffing comments, to proponent for final draft</td>
</tr>
<tr>
<td>8</td>
<td>Proponent</td>
<td>Creates final draft for signature authority with attachments/enclosures and JFTX 77, sends back to component issuance officer for submission for signature</td>
</tr>
<tr>
<td>9</td>
<td>TMD Issuance Officer</td>
<td>Submits hard copy of SNI, with folder containing all staffing documents to General Counsel (GC)</td>
</tr>
<tr>
<td>10</td>
<td>General Counsel</td>
<td>Returns folder to TMD issuance officer/SIG with comments or with signature on summary sheet</td>
</tr>
<tr>
<td>11</td>
<td>TMD Issuance Officer</td>
<td>Coordinates with proponent on any questions from GC, proponent repeats step 8, if applicable</td>
</tr>
<tr>
<td>12</td>
<td>TMD Issuance Officer</td>
<td>Applies serial number and seal, submits hard copy in folder with all staffing documents to command group for signature</td>
</tr>
<tr>
<td>14</td>
<td>Command Group</td>
<td>Returns original documents and folder to TMD issuance officer/SIG</td>
</tr>
<tr>
<td>15</td>
<td>TMD Issuance Officer</td>
<td>Maintains original folder with all documentation, distributes PDF of signed SNI with link to public website</td>
</tr>
<tr>
<td>16</td>
<td>TMD Issuance Officer</td>
<td>Publishes SNI to public TMD website</td>
</tr>
</tbody>
</table>

**Note:** SNIs will not be reprinted for minor errors as determined by SIG, all SNIs are scanned and distributed.
Determination SNI needs to be updated or created.

Prepare draft of SNI with attachments, enclosures and JFTX 77. Send digitally to component issuance officer.

Component issuance officer forwards copy of SNI to SIG IOT ensure draft nests with TMD SNIs.

Component issuance officer forwards copy to component CoS for approval to proceed to staffing.

Process Ends.

Component issuance officers staff document throughout appropriate directorates and executive council members with 3 week suspense. Unless otherwise coordinated suspense.

Proponent creates final draft with attachments, enclosures, and JFTX 77, forwards digital copy of SNI and folder to component issuance officer.

Component issuance officer validates SNI, prepares final draft, forwards folder to General Counsel (GC) for review. GC returns folder to component issuance officer after review.

Component issuance officer forwards digital SNI with folder including staffing documents to SIG.

SIG applies seal, adds printed SNI to folder and returns to component issuance officer.

Component issuance officer submits SNI with attachments, enclosures and staffing documents to appropriate command group for approval and signature.

Command group returns SNI to component issuance officer.

Component issuance officer maintains original folder distributes SNI IAW component procedures. Submits pdf copy of approved SNI to SIG.

SIG publishes SNI.

Coordinate with proponent on comments from GC and repeat.

All published SNIs will be reviewed quarterly at Executive Council prior to expiring. If need exists for SNI, it will be updated and republished. If no need exists, SNI will be archived.

* Note SIG publishes SNI to public TMD Website https://tmd.texas.gov/texas-military-department-policies-and-regulations

Figure 2-1 Staffing Process Map
SUBJECT: Identify Subject of Directive

References. (a) The issuance that provides the reason for this issuance being drafted and any other issuances that inform its content.
(b) Do not copy from, quote from, or paraphrase material in a reference.
(c) Indent these letters to two spaces after “References.”

1. PURPOSE. Describe the “so what” of directive. Why is it needed??
   a. Indent five spaces
   b. Reissues reference to…..
   c. Designates, establishes or directs…..

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See Glossary.

4. POLICY. State the policy.

5. RESPONSIBILITIES.
   a. If there is a subparagraph ‘a”, there must be a subparagraph “b”.
      (1) If there is a subparagraph “1”, there must be a subparagraph “2”. Indent 10 spaces. Designate second subdivision by numbers in parentheses; for example (1), (2) and (3).

Figure 2-3 Sample Directive
(2)

(a) Indent 15 spaces. Do not indent any further than the third subdivision

(b) Any further subparagraphs are indented to 15 spaces only.

b.

6. INFORMATION REQUIREMENTS. This issuance is in accordance with state/federal law or DoD guidance.

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

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

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

2 Encls
1. Responsibilities
2. Glossary

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:
A
ISSUANCE OFFICER
CW4, AG, USA
SIG - Issuance

Figure 2-3 Sample Directive
SUBJECT: Identify Subject of Instruction

References. (a) The issuance (directive or regulation) that provides the reason for this issuance being drafted and any other issuances that inform its content.
(b) Do not copy from, quote from, or paraphrase material in a reference.
(c) If references are too long, use “See Enclosure” and add the list of references as an enclosure.

1. PURPOSE. Describe the “so what” of instruction. Why is it needed??
   a. Indent five spaces.
   b. Reissues DoD Instructions xxxx.xx to update responsibilities ….

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See glossary.

4. POLICY. State the policy this instruction establishes or supports (whichever is applicable).

5. RESPONSIBILITIES.
   a. If there is a subparagraph ‘a”, there must be a subparagraph “b”.
      (1) If there is a subparagraph “1”, there must be a subparagraph “2”. Indent 10 spaces. Designate second subdivision by numbers in parentheses; for example (1), (2) and (3).

Figure 2-4 Sample Instruction
(2)

(a) Indent 15 spaces. Do not indent any further than the third subdivision

(b) Any further subparagraphs are indented to 15 spaces only.

6. INFORMATION REQUIREMENTS. This issuance is in accordance with state/federal law/DoD guidance.

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

8. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

2 Encls
1. Responsibilities
2. Glossary

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

DISTRIBUTION:
A
ISSUANCE OFFICER
CW4, AG, USA
SIG - Issuance

Figure 2-4 Sample Instruction
Texas Military Department Regulation 10-01

Organizations and Functions

Texas Military Department Terms of Reference (ToR)

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Austin, Texas 78763-5218
1 October 2016

UNCLASSIFIED

Figure 2-5 Sample Regulation

TMD Pamphlet 6-02 ● 6 November 2017
Texas Military Department
(TMD) Regulation 10-01

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
1 October 2016

Texas Military Department Terms of Reference

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

OFFICIAL
KATHERINE M. BROWN
CW4, AG, USA
SIG- Issuance

Summary. This regulation updates the terms of reference for all components within the Texas Military Department (TMD).

Applicability. This regulation applies to all components of TMD.

Proponent and exception authority. The proponent of this publication distribution regulation is the Strategic Initiatives Group (SIG).

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

Supplementation. Supplementation of this publication and establishment of command and local forms is prohibited without prior approval from the Strategic Initiatives Group (SIG), ATTN: NGTX- JSI, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this regulation directly to the Strategic Initiatives Group (Issuance), ATTN: NGTX- JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-5 Sample TMD Regulation

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Figure 2-5 Sample TMD Regulation
Information Management

Serially Numbered Issuances (SNI)

Figure 2-6 Sample TMD Pamphlet
SUMMARY of CHANGE

TMD PAM 6-02
Serially Numbered Issuances

This revision, dated 1 June 2017:

Figure 2-6 Sample TMD Pamphlet
Information Management

SERIALLY NUMBERED ISSUANCES (SNI)

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

Official:
KATHERINE M. BROWN
CW4, AG, USA
SIG - Issuance

Summary. This pamphlet (PAM) updates procedures for the Texas Military Department (TMD) regarding the proper content, format, and control measures necessary for SNI’s.

Applicability. This pamphlet applies to all components of TMD. This pamphlet is not intended to limit a drafting authority’s ability to create or modify the contents of an SNI. The numbering of SNIs excludes operation orders.

Management Control Process. This SNI pamphlet contains management control provisions for creating and editing SNIs.

Proponent and Exception Authority. The proponent of this SNI pamphlet is the Strategic Initiatives Group (SIG). The SIG has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Within the following pages, the “proponent” is the drafting authority of the SNI.

Supplementation. Supplementation of this publication on SNIs or establishment of command and local forms on SNI creation/editing is prohibited without prior approval from the Adjutant General (TAG), through the SIG, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this directly to Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-6 Sample TMD Pamphlet
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Figure 2-6 Sample TMD Pamphlet
Standard Operating Procedure (SOP)

SUBJECT

Number xxxx.xx
(Date stamped by SIG)

Texas Military Department (TMD)
2200 W. 35th St
Austin, TX  78703

OPR: Strategic Initiatives Group (SIG)

Summary. Short summary of SOP, bottom line up front.

Applicability. This SOP applies to all components of TMD.

Management Control Process.

Proponent and Exception Authority.

Supplementation. Supplementation of this SOP or establishment of command and local forms on (subject of SOP) is prohibited without prior approval from the Adjutant General (TAG), through the (office), ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to Office, ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-7 Sample SOP

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Section I
Glossary

AGD
Adjutant General's Department

AFI
Air Force Instruction

AFMAN
Air Force Manual

AR
Army Regulation

CofS
Chief of Staff

DA Pam
Department of the Army Pamphlet

DAG
Deputy Adjutant General

DOMOPS
Domestic Operations

IAW
In accordance with

ISSUANCE
The action of supplying or distributing something, especially for official purposes; formally making something known

JFTX
Joint Force Texas

JFTX Pam
Joint Force Texas Pamphlet

KM
Knowledge Management

NG
National Guard
Glossary (continued)

NGB
National Guard Bureau

OED
Office of the Executive Director

SGS
Secretary, General Staff

SIG
Strategic Initiatives Group

SNI
Serially Numbered Memorandum

TAG
The Adjutant General

TXANG
Texas Air National Guard

TXARNG
Texas Army National Guard

TMD
Texas Military Department

TXMF
Texas Military Forces

TXSG
Texas State Guard
Section II
Terms
This section contains no entries.

Section III
Special Abbreviations and Terms

Administrative Publication
An official document published in accordance with AR 25-30, DA Pam 25-40, AFI 33-326, or AFI 33-360. Examples are regulations, instructions, memorandums, pamphlets, circulars, etc.

Issuance
The action of supplying or distributing something, especially for official purpose; the action of formally making something known.

Serial Number
This is the unique number that identifies SNIs for ease of reference, control and distinction of type. The log number will appear in parenthesis as the first item in the subject line of any SNI, for example (TMD P17-01).