



Texas Military Department

DIRECTIVE

Number 1350.04

23 April 2018

NGTX-JHE

SUBJECT: Composition of Texas Military Forces (TXMF) Promotion-Vacancy Selection Boards

Reference: TMD Directive 1350.01, Texas Military Department (TMD) Equal Opportunity (EO) and Equal Employment Opportunity (EEO), dated 8 November 2017

1. PURPOSE. This directive provides guidance for the proper composition of all TXMF promotion/selection boards. This directive supersedes JFTX P15-09, Composition of Texas Military Promotion/Vacancy Selection Boards, dated 10 September 2015.
2. APPLICABILITY AND SCOPE. This directive applies to all members of TXMF
3. POLICY.
 - a. TMD is committed to equal opportunity and diversity in the TXMF workplace. In order to maintain confidence and integrity in all facets of career management, the expectation is fairness in the promotion, career progression, and assignment utilization processes of our force.
 - b. All TXMF promotion/selection boards will reflect the demographics of the agency. Boards must include a female and or a minority who are senior in grade or date of rank to all applicants. Commanders/selecting officials and the board president will be responsible for ensuring board members reflect the required representation and that all board procedures are conducted in a non-partisan and equitable manner.
 - c. Boards will maintain the integrity of the selection process and select the best qualified member for the next higher grade and/or position vacancy without regard to an individual's race, color, national origin, gender or religion.
 - d. Board presidents will provide concrete reasons for their choices. Promotion boards/selection panels must clearly articulate and document precise reasons for choosing one applicant over another.

e. Board Presidents will document on Memorandum for Record (MFR) if unable to have female or minority representation after a reasonable effort.

4. DEFINITIONS. NA

5. RESPONSIBILITIES. Commanders, selecting officials, and board presidents will adhere to prescribed guidance.

6. INFORMATION REQUIREMENTS. NA

7. RELEASABILITY. Unlimited.

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 This directive is effective immediately and will expire two years from the date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Point of contact is the State Equal Employment Manager at 512-782-5325 or ng.tx.txarng.mbx.ngtxeooo@mail.mil.



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