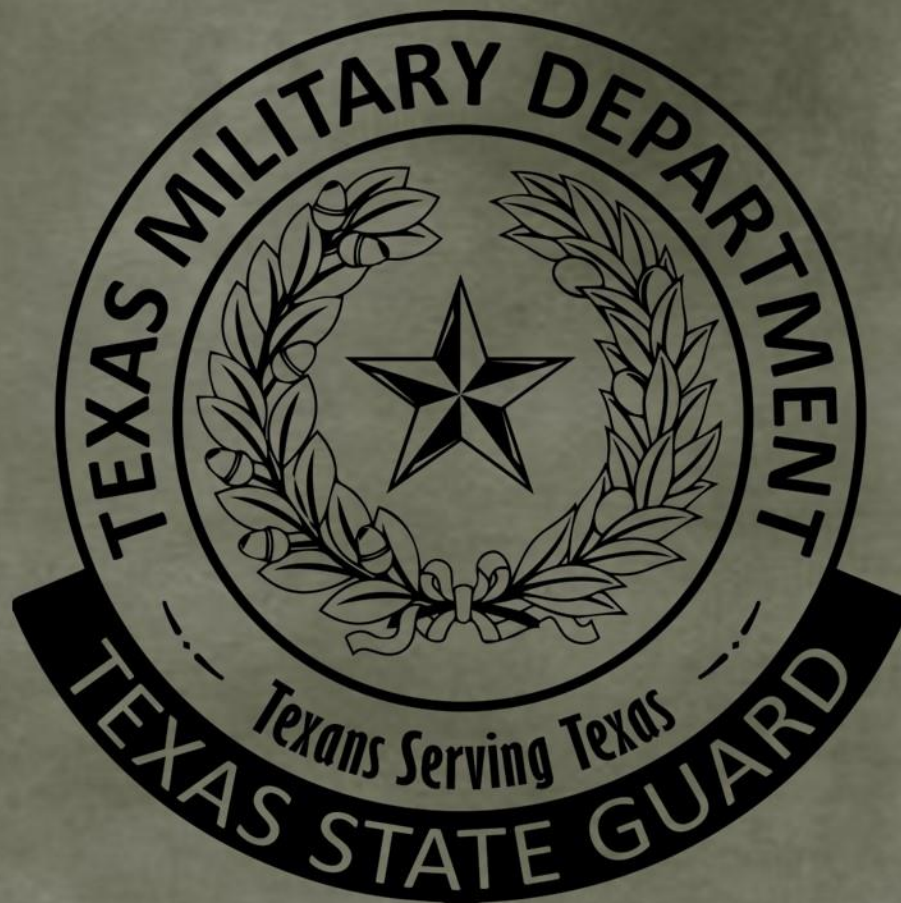


# **TXSG 1010.20**

## **TXSG New Member Handbook**



**Headquarters  
Texas State Guard  
Austin, TX 78763  
04 August 2020**

# Texas State Guard New Member Handbook

TXSG 1010.20  
04 AUG 2020

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Texas State Guard (TXSG)  
PO Box 5218  
Austin, TX 78763

OPR: TXSG Recruiting

  
ROBERT J. BODISCH, SR.  
MG, TXSG  
Commanding

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**Summary.** This Handbook is designed to provide new TXSG personnel with the critical information they need to successfully begin their service as new members. It also serves to inform TXSG leadership of their requirements to teach and instruct their new members in this information.

**Applicability.** This Handbook is applicable to all Texas State Guard personnel.

**Proponent and Exception Authority.** The proponent for this Handbook is the TXSG Recruiting Section. The TXSG Recruiting OIC has the authority to approve exceptions to this SOP, IAW the Commanding General's intent, that are consistent with controlling law and regulation.

**Supplementation.** Supplementation of this Handbook is prohibited without prior approval from the Commanding General (TXSG), through the TXSG Recruiting OIC, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this Handbook directly to the TXSG Recruiting OIC, P.O. Box 5218, Austin, TX 78763-5218

**Distribution. A**

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## **Texas State Guard New Member Handbook**

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## **Texas State Guard New Member Handbook**

### **7. Appendix and Documents**

- TXSG Policies, Regulations, Directions, Instructions and more
- Texas Military Department Legal Authorities
- Social Media Resources
- Rank Recognition
- Appendix of acronyms

## Texas State Guard New Member Handbook



### **TEXAS STATE GUARD STRATEGY**

#### **VISION:**

*The Texas State Guard is THE Premier State Defense Force in the Nation.*

#### **MISSION:**

*Provide mission-ready military forces to assist the State and local authorities in times of state emergencies, for homeland security and service through Defense Support to Civil Authorities (DSCA).*

#### **TAKE CARE OF OUR PEOPLE**

- Train the force for mission readiness
- Provide the right training to meet mission needs
- Improve processes; expedite pay and streamline promotions / awards
- Boost internal communication – ensure information disseminates to all levels of command

#### **DO OUR DUTY**

- Develop force structure that meets the needs of the State
- Rapid response and deployment of forces
- Effectively manage resources
- Augment State, local, and National Guard response operations; be a force multiplier

#### **MAINTAIN THE PUBLIC TRUST – Go home with our Honor**

- Be transparent in our actions; to the community, the State, and the Texas Military Department
- Enhance local relationships through community involvement
- Integrate strategic planning and legislative support with Texas Military Department
- Continue fiscal responsibility through full disclosure



**TEXAS STATE GUARD**



## **1. Introduction – About the TXSG**

This section provides an overview of the Mission, structure and description of the Texas State Guard.

### **About the Texas State Guard**

Headquartered at Camp Mabry in Austin, Texas, the Texas State Guard is one of the three components of the Texas Military Department (TMD), operating under the command of the Adjutant General of Texas and the Governor of Texas as the Commander-in-Chief for all state military forces. The TMD also includes the Texas Army National Guard (TXARNG) and the Texas Air National Guard (TXANG).

**"TEXANS SERVING TEXAS"**

### **Texas Military Department Chain of Command**

The Texas Military Department is comprised of three Branches: Texas Army National Guard, Texas Air National Guard and the Texas State Guard. This section gives a high-level overview of the current Chain of Command for the Texas State Guard from the Governor's Office to the Major Component Commands.



**Texas Military Forces Commander-In-Chief** = Governor Greg Abbott

**Texas Military Forces Adjutant General** = MG Tracy Norris

**Texas Military Forces Senior Enlisted Advisor** = CCMSgt Michael Cornitius

**Texas State Guard Commanding General** = MG Robert Bodisch Sr.

**Texas State Guard Command Sergeant Major** = CSM Charles Turbeville

**Texas State Guard Deputy Commanding General** = BG Anthony Woods

**Texas State Guard Assistant Deputy Commanding General** = BG Talentino Angelosante

**Texas State Guard Chief of Staff** = COL Darren Fitz Gerald

**Texas State Guard First Brigade Commander** = BG Robert Hastings

**Texas State Guard First Brigade Command Sergeant Major** = CSM Barton Williams

## Texas State Guard New Member Handbook

**Texas State Guard Second Brigade Commander** = BG Marco Coppola

**Texas State Guard Second Brigade Command Sergeant Major** = CSM Ronald Smith

**Texas State Guard Third Brigade Commander** = BG Thomas Ball

**Texas State Guard Third Brigade Command Sergeant Major** = CSM Ricardo Olivares

**Texas State Guard Sixth Brigade Commander** = BG Joe Cave

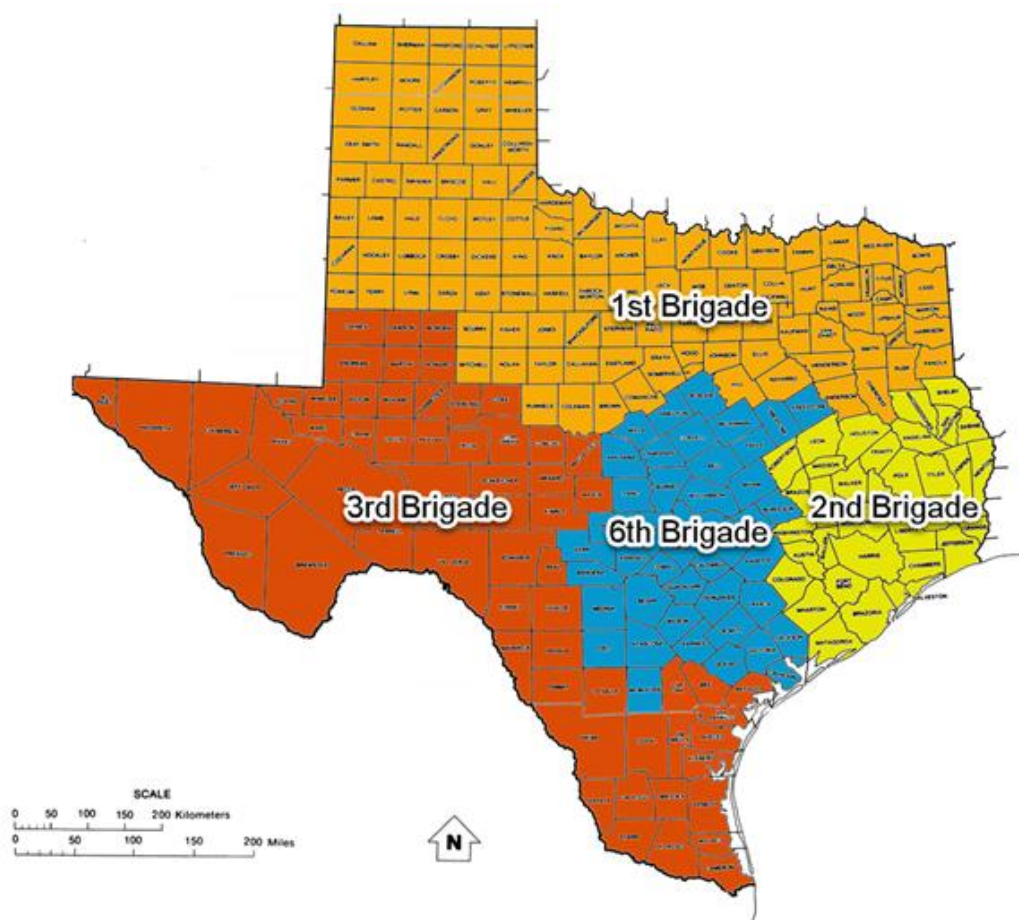
**Texas State Guard Sixth Brigade Command Sergeant Major** = CSM John Jacobs

(<https://tmd.texas.gov/leadership>)

### TXSG Command Structure

The Command Structure includes the TXSG Headquarters and the 4 geographic Brigades that are aligned with the Texas DPS Regions:

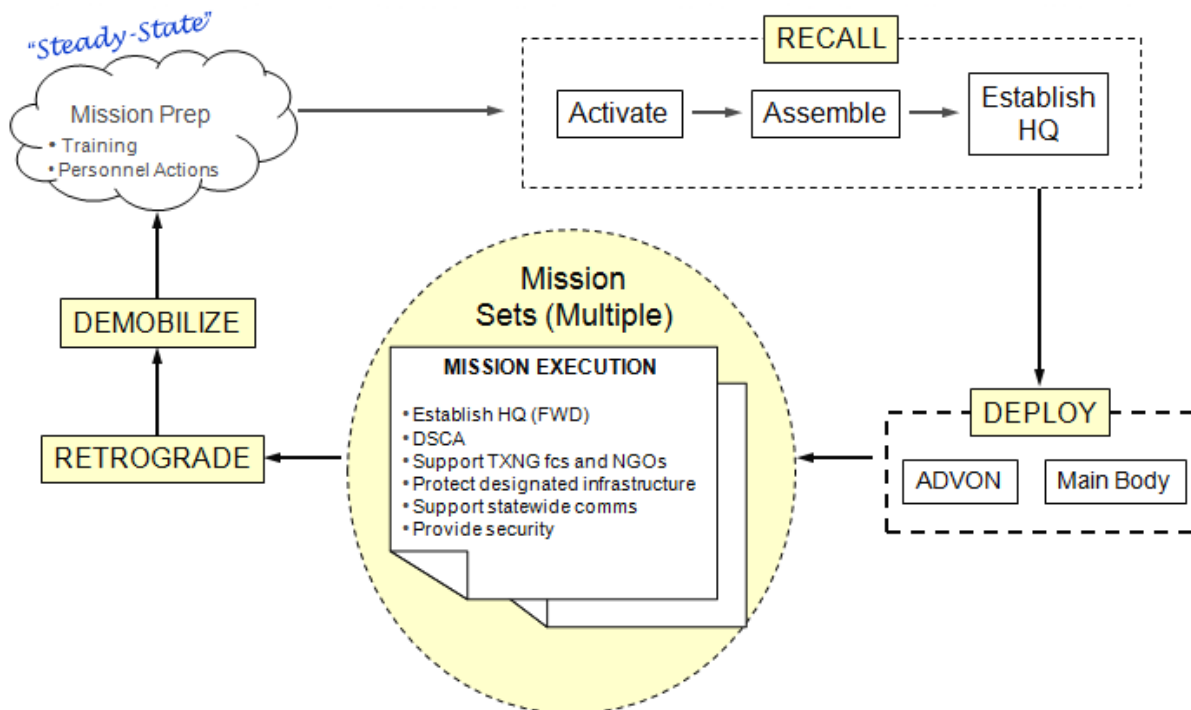
- 1<sup>st</sup> Brigade = DPS Regions 1 and 5
- 2<sup>nd</sup> Brigade = DPS Region 2
- 3<sup>rd</sup> Brigade = DPS Regions 3 and 4
- 6<sup>th</sup> Brigade = DPS Region 6 and 7



## The Operational Continuum (SAD/State Active Duty)

The Primary Missions of the TXSG are Shelter Operations, Points of Distribution/PODS and Emergency Tracking Network. Forces must follow an Operational Continuum to achieve consistency. The Continuum follows a very organized and logical process:

- **Mission Prep / “Steady State”** – Training Personnel in their job functions to a level of mastery, “doing routine things routinely”
- **Recall** – The TXSG is activated by the Governor of Texas to perform a mission/task. Through communication, specified elements (Brigade, Battalion and/or Company) are activated for Duty and given Orders to report/assemble. A Headquarters presence is established to coordinate all elements of the Mission
- **Deploy** – An Advance Party (ADVON) is sent to the area where the Mission will occur to establish a forward Headquarters, then followed by the rest of the Service Members being deployed for the Mission
- **Mission Sets (Multiple)** – Simply put, the Deployed Unit Level (or smaller) does what the State wants them to. The Mission is carried out per guidance of the Chain of Command
- **Retrograde** – Once the Mission is deemed complete (or Manpower will be refreshed), The Deployed element returns to their Home Location (e.g. Armory, Camp Mabry or other designated point)
- **Demobilize** – After all Personnel are accounted for, Service Members return to their Home of Record (HOR) and are released from State Active Duty (SAD). All return to a **Mission Prep / “Steady State”** and the cycle repeats as necessary





## TXSG General Orders and Values

### General Orders

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations of my special orders, emergencies and anything not covered in my instructions to the commander of the relief.

### TXSG Values

Our values are the foundation of our success. Military professionals worldwide share the same values of duty, honor, courage, commitment, integrity, judgment, teamwork and selfless service. Our values are the reason we are here doing what we do and why we will ultimately be successful in our endeavors. We must always and in everything be true to our values. We must also understand that our values may be different from others. Different partners and stakeholders may have different organizational values. We must understand the values of others and adapt to accommodate them, while never compromising our own. This is especially true regarding integrity.

**LEADERSHIP:** Leadership is the coin of the realm. Every TXSG leader is expected to exhibit those qualities inherent in world class leaders: integrity, courage, knowledge, decisiveness, dependability, initiative, tact, sound judgment, loyalty, unselfishness, bearing and accountability. Your communications must be consistent, clear, and courteous. As leaders we must also be good listeners. When leaders don't listen; they stop gaining wisdom, they stop "hearing" what isn't being said, team members stop communicating, indifference begins to spread, and ultimately, poor listening leads to hostility, miscommunication, and a breakdown of team cohesion.

Every leader bears a huge responsibility. Nothing less will be expected. Lapses or failures in leadership must be brought to light immediately and corrected. When lapses or failures occur, and they will, leaders at all levels are charged with the responsibility to seek answers to the following questions for the command in an effort to keep our own house in order:

- Is the issue caused, at least in part, by inability or decreased ability to cooperate/coordinate/ communicate with internal/external organizations?
- Do the senior leaders understand the scope of the problem?
- Does command have the resources at its disposal to correct the issue?
- Is leadership being trained on effective change management principles?
- Has command properly addressed the level of criticality, threat, urgency, risk, etc., of the operational results of the issue?
- Is senior leadership aware of the drivers and barriers to resolving the issue within the organization?
- Has senior leadership identified cultural drivers and barriers which hinder or otherwise affect issue resolution?
- Is there existing policy that addresses the issue or relates to the issue?

- Are there operating procedures in place that are NOT being followed which contribute to the issue?
- If the operating procedures were followed, at least in part, would this correct the issue or lessen its impact?
- If no policies or procedures are in place which pertain to the issue, do new policies, or new procedures need to be developed and implemented which provide either a complete or partial solution to the issue?

**TEAMWORK:** Teamwork is our greatest enabler. We have to work together as a team. We have to use all our assets and leverage each other for the unique strengths that we all bring to the table. We must work together in order to understand the differences in each of our missions and our priorities. We must overcome the differences to get to the same goals and objectives that we are all working toward.

**COMMUNICATION:** Communication is essential to a successful organization. Information sharing empowers us to make good decisions, analyze problems, and assists others in helping us to succeed. We must be precise – words have meaning, and we must use them correctly. We have a diverse team, so we must avoid national, service, or other slang or acronyms that inhibit communication. We must also discriminate carefully between what we know, and what we think we know. If you are asked a question, please ensure that the person asking the question completely understands whether what you are telling them is what you know as a fact or what you believe, or think is the case. If you don't know the answer, do the professional thing, tell the person asking the question you don't know and get back to them with the answer. Often issues are really a result of miscommunication; good communication is a powerful enabler and overcomes many obstacles.

**CULTURAL UNDERSTANDING:** The Texas State Guard is rich with history and tradition and is blessed to have members from many cultural backgrounds. Cultural differences are important to understand, not just to avoid offense, but to ensure that we use the best methods to assist and appreciate them.

**DIGNITY AND RESPECT:** Dignity and respect are fundamental values of our society. The TXSG has a diverse team which is a real benefit as we innovatively and creatively tackle our missions. Every member deserves to be treated with dignity and respect, regardless of nationality, race, gender, religion, or any other differences that, as an organization, makes us stronger. Earn and develop trust by doing the right thing. The TXSG will not tolerate any form of discrimination, period.

**BALANCE:** As professionals we have to balance the competing demands of immediate-need versus long-term value, and achieve balance between ensuring success and creating dependency. It will be a delicate and difficult task, so we will have to take intelligent and managed risks. Shooting from the hip is not acceptable. Think issues through, use your intelligence, experience, education, and training, and most of all, seek the advice of others who are knowledgeable and experienced in the issues you are dealing with.

**STEWARDSHIP:** Stewardship is the responsibility of every individual. We are in an important business and from time to time entrusted with significant assets and resources. We must ensure that we use these assets and resources wisely, properly, and with complete accountability.

**TAKING CARE OF EACH OTHER:** Our mission and responsibility is sometimes stressful, laborious, and time consuming. From time to time our families suffer for our good service. We have to rely on each other. Whether it is lending a patient ear, telling a story to lift a spirit, referring a person with a problem to someone who can help, or noting a deficiency in adhering to our high standards and values and making an on-the-spot correction, we must all take care of each other. We are in this fight together, and we will succeed together. Every officer and NCO will be held strictly accountable to ensure that no member is deployed on a mission that is not fit for duty, physically or mentally. All commanders must keep command informed of any member that is or becomes physically or mentally unfit for duty.

**FORCE PROTECTION:** Force protection of our personnel is of paramount importance. We cannot cut corners. We live in a dangerous environment and we are all exposed to some level of risk regardless of the mission. Proper risk management and discipline in all that we do, whether in tactical risk management, or in managing the risk of accidents, including training, is an inherent responsibility of every member of the command. Safety issues or concerns are to be brought to the attention of command immediately.

**MISTAKES:** TXSG is a human organization, we cannot be perfect, and we will make some mistakes. We should react to honest mistakes by analyzing what happened, understanding why it happened, learn how to keep from making the same mistake again, and taking corrective action. Mistakes become a serious issue when they are repetitive or are the result of negligence or dishonesty.



## TEXAS MILITARY DEPARTMENT VALUES

# DUTY

BEAR TRUE FAITH & ALLEGIANCE TO THE STATE AND NATION.  
CULTIVATE AN ENVIRONMENT FOR ALL TO EXCEL. PREPARE MENTALLY,  
PHYSICALLY & SPIRITUALLY TO DEPLOY AT HOME & ABROAD.  
**BE READY WHEN CALLED**

# HONOR

HOLD THE PUBLIC TRUST IN THE HIGHEST REGARD, EXCEED STANDARDS &  
EXPECTATIONS. ACT WITH UNDERSTANDING, INNOVATION, RESOURCEFULNESS,  
FLEXIBILITY & URGENCY. DO ALL YOU CAN, WHERE YOU ARE, WITH WHAT YOU HAVE  
& ALWAYS PLACE THE WELFARE OF THOSE YOU LEAD FIRST.

# TEXAS

EMBRACE THE COURAGEOUS SPIRIT OF OUR PEOPLE, HISTORY & CULTURE.

## **2. Swearing-In, ID and Email**

This section provides an overview of the items to be completed once your application packet has been completed and processed

### **Oath of Enlistment/Appointment**

Once you have been approved to join the TXSG, you will report to your assigned Unit to take your Oath and become an Active Service Member.

### **TXSG ID/Photo**

Your ID will be processed and submitted by the T-1 (Personnel Shop) and mailed to your Home of Record (HOR) provided in your Accession Packet. This may take 30-45 days for processing.

### **TXSG Email**

Your TXSG email will be created and confirmation provided to you when available. Standard format is [first.last@txsg.state.tx.us](mailto:first.last@txsg.state.tx.us) unless there is a duplicate name in the data base and middle initial or number designation will be included (e.g, [steve.jones1@txsg.state.tx.us](mailto:steve.jones1@txsg.state.tx.us)). The initial login will require communication with your Unit Level G/S-6 to perform a password reset for access.

Login is via <https://outlook.com/owa/txsg.state.tx.us> and you will use your “first, last” username to access.

TXSG email can also be set up on most Smartphones (iOS, Android, Blackberry, Windows, etc...). Settings can be found when logged into **Outlook Web Access** or by speaking with your Unit's G/S-6.



### **3. First 30-days; Initial Tasks and Self-Learning**

This section provides the needed information to ensure correct uniform and supply procurement.

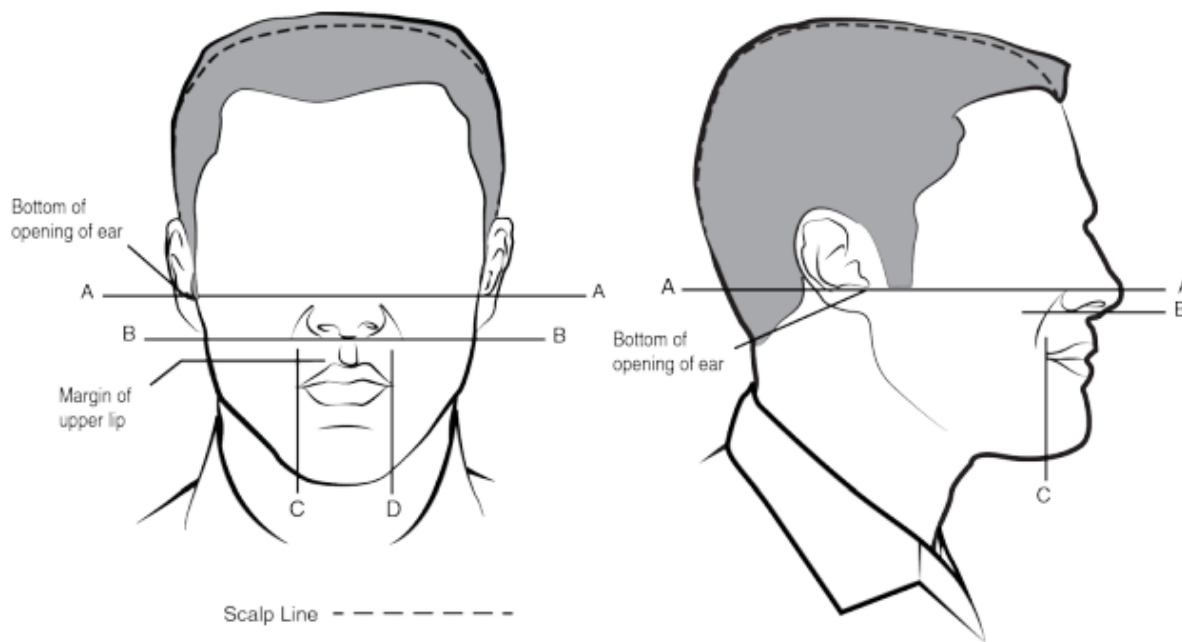
#### **Grooming Standards**

The Texas State Guard adheres to the US Army Grooming and Appearance Standards:

**ALL BRIGADES** – [AR 670-1](#)

#### **Male:**

- Hair neatly groomed, tapered appearance to the shape of the head (graphic below)
- When combed, must not fall below the ears or eyebrows, not touching the collar (except for closely cut/shaven hair at the back of the neck)
- Braids, cornrows, dreadlocks are not authorized while in uniform or civilian clothing while on Active Duty
- Sideburns must be neatly trimmed, flat at the bottom and not extending below the lowest part of the exterior ear opening
- Must be clean shaven while in uniform or civilian clothes while on Active Duty (not required to be maintained between Drills/Training/Deployment)
- Mustaches that are neatly trimmed, do not cover the upper lip or extend past the corners of the mouth are permitted (graphic below)
- **NO EARRINGS OR PIERCINGS ARE AUTHORIZED**
- Fingernails will be kept trimmed, not to extend past the tip of the finger



(graphic from U.S. Army Regulation 670-1)

### **Female:**

- Hair neatly groomed, length and bulk not excessive (graphic on next page)
- Must not fall below the ears or eyebrows, not touching the collar (except for closely cut/shaven hair at the back of the neck)
- Long hair that naturally falls below the bottom edge of the collar must be neatly fastened or pinned so that no free-hanging hair is visible
- Fingernails will be kept trimmed, not to extend ¼" past the tip of the finger
- Cosmetics that are conservative and compliment the uniform and complexion of the Service Member are authorized as is permanent makeup (tattooed eyebrows and/or eyeliner)
- Female Service Members may only wear appropriate earrings with the Dress and Mess uniforms as prescribed by their specific service regulations

### **ALL:**

- Service Members will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall military appearance
- Tattoos or brands anywhere on the head, face and neck above the Class A Uniform collar are prohibited
- Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within units.
- Service Members may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) unless prohibited by the commander for safety or health reasons. Any jewelry Service Members wear must be conservative and in good taste. Identification bracelets are limited to medical alert bracelets and MIA/POW identification bracelets. Service Members may wear only one item on each wrist.

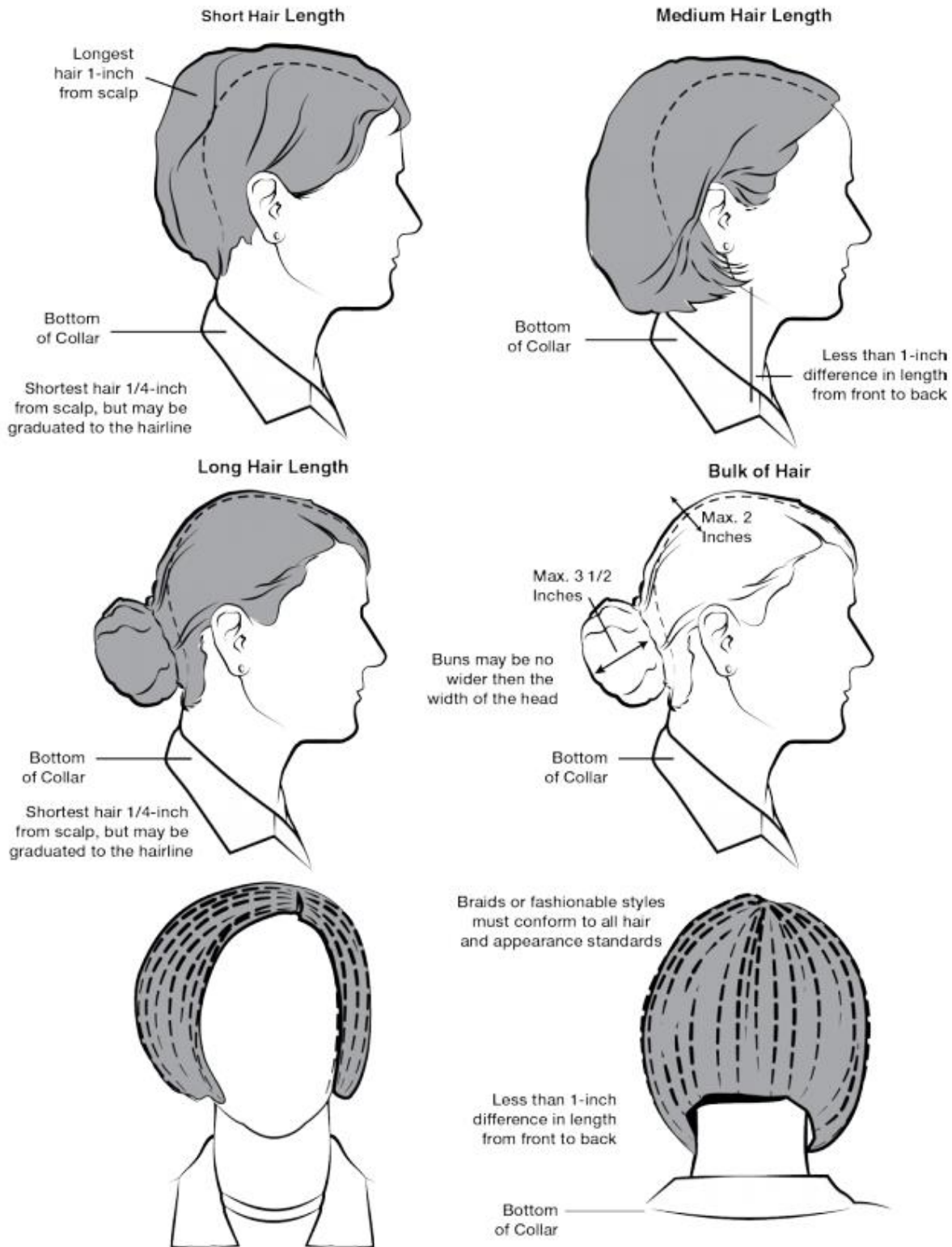


Figure 3-4. Female hairstyle standards

(graphic from U.S. Army Regulation 670-1)

## Uniform Requirements

### Name Tapes and Tabs/Patches

The TXSG adheres to the Uniform Standards of the Army Regulation 670-1 for the Army Combat Uniform (ACU) in Operational Camouflage Pattern (OCP). Here is the description for the Authorized Combat Uniform to be worn for Drills, Training and Deployment/Activation while serving in the TXSG.

It is recommended you acquire two full Uniforms and two pairs of boots, however minimum requirement is one complete set.

The Texas State Guard may supply uniforms when items are available at the Unit, Major Subordinate Command, Component or HHC level; Service Members will need to provide some items for their own uniforms, including patches. Items are available online or at local surplus stores. Resources:

- <http://www.1800nametape.com> – Great source for all patches, name tapes and rank
  - <https://statedefensesupply.com> – Source for individual and kitted/bundled items
  - Check Local Army/Military Surplus retailers and Goodwill near local Federal Installations for the Uniform, Cap/Cover, belt and boots.
- In addition, there are many online sources for new and used/surplus Uniforms and supplies. Uniforms for the Air and Maritime Components are not commonly found at local Surplus Stores.

### ACU OCP

The ACU is the primary Uniform worn for all TXSG Drills, Training and Deployments for all Service Members MANDATORY Wear-In starting date of 01Jan2020.

The OCP Scorpion W2 pattern is authorized. When putting your Uniform together, the Blouse, Pants and Patrol Cap MUST MATCH each other in Scorpion W2 pattern.

- The Branch Tape will read as “TEXAS STATE GUARD”
- The Flag on the Right Shoulder will be the Texas Flag in Reverse Full-Color

## TXSG Basic Uniform Requirements



### Recommended Uniform items:

- 2x ACU (OCP) Jacket
- 2x ACU (OCP) Pants
- 1x ACU (OCP) Patrol Cap
- 1x Coyote Brown Belt
- 3x Coyote Brown Undershirts
- 3x Olive Drab, Brown or Black Socks
- 1x Coyote Brown (AR 670-1 Compliant) Boots
- 1x Identification Tags

### Notes:

1. Initial Rank for non-prior Federal Service Members is PV1 (Private), Grade E-1. No rank insignia is worn
2. Upon completion of Basic Orientation Training (BOT) and promotion to PV2/E-2, a single chevron is the correct rank insignia as pictured above
3. For the name tape, branch tape and rank insignia, all 3 must be either attached by Velcro to the ACU jacket –or– all three can be sewn onto the ACU jacket
4. The patrol cap rank insignia may be metal pin-on –or– sewn-on



### **When/Where to wear The Authorized Field Uniform**

The wear of uniform is ONLY to be under the following conditions (*DO NOT wear the Field/Utility Uniform to any Drills, Events, Exercises or Functions until you have been Sworn-In to the TXSG*):

- Under written or verbal Orders for Drill, Training or Deployment of Mission
- When conducting Official Texas State Guard duties under written or verbal Orders from your Chain Of Command
- Only under pre-approved conditions for special events through written or verbal communication

**The Uniform is not to be worn at the Service Member's personal discretion for purpose of recognition, personal gain or benefit.**

**The Uniform is not to be worn out-of-State UNLESS under verifiable authorization (by Written Orders) through the TXSG Commanding General or above.**

### **The Dress Uniform**

The Class A, Service Dress and Mess Dress Uniforms are OPTIONAL and not required for Service in the Texas State Guard.

Under pre-approved circumstances (by Orders and/or event requirements), a TXSG Service Member may wear the Army Service Uniform (Class A) or Dress Uniform for Formal Events (e.g. Military Ball, Holiday Party, Retirements, Weddings, Graduations, etc.).

Be sure to speak with your Chain of Command prior to purchase of the Dress Uniform as the cost is much higher than the Authorized Combat Uniform – there are also more details that need to be adhered to.

## **TXSG - Deployment Bags, Load Bearing Equipment, Prohibited Items and Medical Information**

TXSG Service Members are required to maintain two deployment bags with the following items. The readiness bag shall be stocked with all items necessary to sustain a seven to fourteen-day deployment. Certain Mission Ready Packages (MRPs – e.g. GSAR, Ground Search and Recovery, Dive Teams, Boat Teams, etc...) may have additional/alternative loadout list(s).

**A Bag** - The A Bag is intended to be a medium/large back-pack sized bag that Service Members carry with them that provides ready access to necessary items. If transportation space is limited, Service Members may have to live out of the A Bag for up to three days:

- 1x set of ACUs
- 1-3x pairs socks
- 1-3x sets underwear (female Service Members: 1-3x bra/sports bra)
- 1-3x t-shirt
- Personal hygiene kit
- Work gloves (black, tan or green)
- Wet weather gear (i.e. poncho, Field Jacket, rain suit or Gore-Tex parka) – military only
- 24 hours of nonperishable foodstuffs (three meals) for emergency subsistence should immediate support be unavailable
- 14-day supply of all prescription medications
- First Aid kit w/ adhesive bandages, cleansing pads, sting/bite treatment, pain relievers.
- Spare prescription glasses
- Wet weather bag
- Poncho liner or light weight blanket
- Sleeping mat/pad or air mattress
- Boot care kit
- Spare headgear and insignia
- Flashlight, preferably two D-cell or four D-cell, with one extra set of batteries and one extra bulb (crookneck, Surefire, or Mag-Lite recommended)

**B Bag** - The B Bag is intended to be the size of a duffle bag and contain the extra items a Service Member needs to make life comfortable on longer deployments:

- 2x sets (3x sets are recommended) of ACUs
- 5-7x pairs socks
- 5-7x pairs underwear (female Service Members: 2x bras or sports bras)
- 5-7x t-shirts
- 1x additional set boots
- Spare towel
- Shower shoes, all plastic no cloth
- 48 hours of nonperishable foodstuffs (6 meals) for emergency subsistence should immediate support be unavailable
- Spare batteries
- Sleeping Bag
- Shorts, t-shirt, sweat pants to sleep in

### OPTIONAL B BAG ITEMS:

- Folding cot
- Small pillow
- Cell phone w/charger and extra battery
- Notebook(s) small
- Alarm clock
- Insect netting
- Cord for clothesline and small zip-lock bag laundry soap
- Laptop computer
- Civilian clothes
- Camera
- PT uniform w/vest reflective or belt
- Sunscreen (SPF 30 or greater)
- Insect Repellent
- Sewing kit

**Load Bearing Vest (LBV) and Load Bearing Equipment (LBE)** - During some operations, it may be necessary for Service Members to carry equipment with them. Within their financial means, all Service Members are encouraged to procure Military LBV/LBE for field use:

- Web Gear (OD) consisting of pistol belt, and suspenders (“H”, “Y” or “X” pattern suspenders)
- Hydration equipment: “Camel Back” or other commercial hydration system (matching camouflage pattern or all Black, Tan or Coyote Brown only) OR 1x or 2x 1 qt plastic canteens w/ canteen covers, w/ canteen cup
- 1x bottle of water purification tablets
- First Aid pouch with field dressing if owned or issued.
- Personal survival kit consisting of eating utensils, one box of bouillon cubes, whistle, mirror, disposable lighter, multi-tool or Swiss Army type knife, water purification, space blanket.

**Prohibited Items** – The following items are NOT permitted on deployment or on the property of any Texas State Guard facility, armory or military base of operations

- Alcohol
- Illegal drugs/drug paraphernalia
- Pornography
- MP brassards
- **Unauthorized** weapons/firearms
- Civilian camouflage clothing (mossy oak, real tree...)

**TXSG Form 2807-1 and Pocket Emergency Card** – A current Report of Medical History should be filled out and maintained, keeping with you at all times (will be required for participation of Annual Training and other major Field Exercises (FTXs). A Pocket Emergency Card (3x5) should be maintained with the following information:

## **Texas State Guard New Member Handbook**

- Full Name
- Home of Record (HOR) address
- Name of Closest/Best Emergency Contact with primary and secondary (if available) phone numbers
- List of Allergies (all to include medication, pollens, animals, bites/stings, etc...)
- List of Current Medications with dosage and frequency

## Saluting and Greeting of the Day

When approaching an Officer (All Warrant Officers and Commissioned Officers) outdoors facing your direction, within 6 paces a sharp salute is given. Do not break the salute until the Officer salutes and breaks, or you are 6 paces past them.

When in a group and an officer is approaching within your view, it is your responsibility to announce “Group/Squad/Class, Attention” and initiate the salute – do not assume another Service Member in your group will do this and avoid a salute all-together.

When greeting a Service Member, you state the time-period of the day (e.g. “Good Morning / Good Afternoon / Good Evening”) and the appropriate greeting for the rank of the individual:

**Officers** (O-1 through O-10) = male is “Sir”, female is “Ma’am”

**Warrant Officer One** (WO1) = “Mr.” or “Ms.” (Sir or Ma’am is acceptable, however not proper protocol)

**Chief Warrant Officer** (CW2-CW5) = “Chief”

**Officer Candidate** = a greeting of the day as appropriate for the time with “Cadet” or “Candidate”

**NCO** (E-4 and above) = a greeting of the day for the time is appropriate. Below are examples:

Corporal = “Corporal”

Sergeant, Staff Sergeant, Sergeant First Class and Master Sergeant = “Sergeant”

First Sergeant = “First Sergeant”

Command Sergeant Major or Sergeant Major = “Sergeant Major”

**Enlisted** (E-1 to E-4) = a greeting of the day for the time is appropriate. Below are examples:

Trainee = “Trainee” (during participation in RBOT)

PV1/PV2 = “Private”

Private First Class = “PFC” or “Private”



## Saluting, Positions, Transitions, Customs and Courtesies

This section briefly describes basic Drill and Ceremony positions, transitions and the “Position of Honor” when walking, marching or staging

**Salute (“Present Arms”)** – Raise the right hand sharply, fingers and thumb extended and joined, palm facing down and place the tip of the forefinger on the rim of worn cover slightly to the right of the right eye. The outer edge of the hand is slightly canted downward so that neither the back of the hand or palm is clearly visible from the front. Keep the hand and wrist straight with the elbow slightly forward and upper arm horizontal to the ground.



Figure 4-5. Hand Salute

**Attention (At Attention)** – Hold the head erect and looking straight forward, not turning your head to the direction of anyone speaking or moving. Arms are straight-down at the sides, with the backs of the hands facing outward. Curl the fingers so the tips of your thumbs are alongside and touching the first joint of the forefingers. The thumbs should be straight and along the seams of your pants/trousers. Feet with heels together and toes forming a 45-degree angle.



Figure 4-1. Position of Attention

**Parade Rest** – Hold the head erect and looking straight to the front. Feet are just past shoulders width apart and arms are held at the small of the back, palms facing rearward with right hand over left.

**Stand at Ease** – Hold the head erect and turn your head directly toward the direction of anyone speaking/addressing you and/or the formation. Other than turning the head and eyes directly toward the person in charge of the formation, this position is the same as Parade Rest.

NOTE - Keep the legs straight without locking your knees; hips and shoulders stay level.

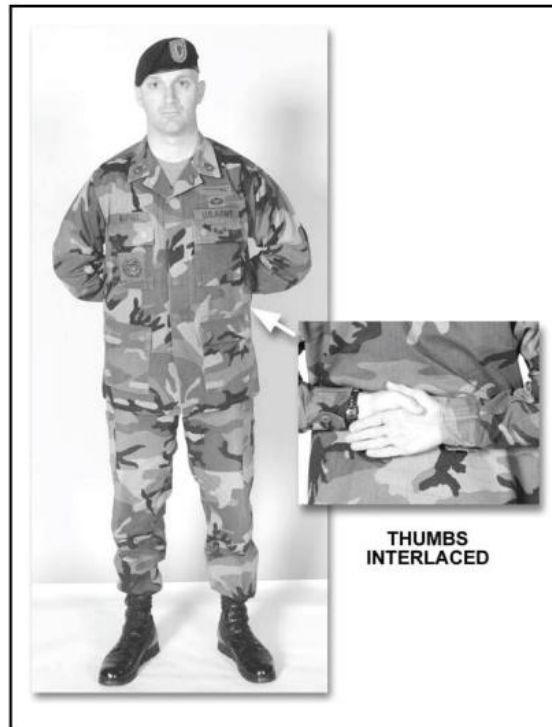


Figure 4-2. Parade Rest

**Transitions** – When transitioning from “Attention” to “Parade Rest/Stand at Ease”, the right foot stays in-place and the Service Member will move the left foot out, just past shoulders width. The hands will move from the Service Member’s sides to clasping behind their lower back centered on the belt with fingers extended and palms facing rearward, right palm over left.

When transitioning from “Parade Rest/Stand at Ease” to “Attention”, the right foot stays in-place and the left foot moves in, bringing the heels together and toes forming a 45-degree angle. The hands will move from behind the Service Member’s lower back to arms straight-down at the sides, with the backs of the hands facing outward. Curl the fingers so the tips of your thumbs are alongside and touching the first joint of the forefingers. The thumbs should be straight and along the seams of your trousers. Keep the head erect and look straight to the front.

**Walking Note** – When walking with another Service Member, the lower ranking Service Member should always walk to the left of the senior ranking Service Member. The “Position of Honor” is to the right of a pair or group.



## Texas Military Department

# Instruction

Number 5400.03

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NGTX-XZ

SUBJECT: Texas State Guard Social Media Guidance

References. (a) TMDD 5400.2, TMD Internet and External Social Media Presence, 05DEC17  
(b) ALARACT 075/2017, Professionalization of Online Conduct, 17AUG17  
(c) DODD 1344.10, Political Activities by Members of the Armed Forces.  
(d) Texas Code 556, Political Activities by Certain Public Entities and Individuals  
(e) TMD Public Affairs Guidance TMD Border Operations (2017)  
(f) Office of Government Ethics Legal Advisory, LA-15-03, "The Standards of Conduct as Applied to Personal Social Media Use," April 9, 2015

1. PURPOSE. This instruction provides guidance related to the use of official and unofficial internet and social media presences, including those that could be considered personal, by TXSG personnel.

2. APPLICABILITY AND SCOPE. This instruction applies to all TXSG personnel and replaces TXSGI 2430.10 Social Media Guidance dated 12 April 2018.

3. POLICY. This instruction directly supports the directives laid out in TMDD 5400.2, Texas Military Department Internet and External Social Media Presence.

a. All social media/network posts—to include posts to personal social media/network sites—related to the TXSG, TXSG personnel, the Texas Military Department, or self as a member of the TXSG, must conform to the Texas Code of Military Justice (TCMJ). Commenting, posting, or linking to material that violates TCMJ may lead to disciplinary action.

b. Avoid offensive and inappropriate online behavior that can bring discredit to the TXSG or TMD. Avoid defamatory; libelous; obscene; abusive; threatening; racially or ethnically hateful; and otherwise offensive or illegal posts. Correcting errors or misrepresentations made by others about TMD or TXSG should be done professionally and respectfully. When posting photos of fellow TXSG members on personal social media, you are implying they agree with the postings on your social media.

c. Do not misrepresent TXSG or TMD by words, photos, or images.

d. TXSG personnel are prohibited from using military rank, official titles, positions, or any authority associated with TXSG for personal or financial gain. TXSG personnel are prohibited from using titles or positions in any manner that would create an appearance that the TXSG or TMD sanctions or endorses their personal activities. TXSG personnel may identify official titles or positions in an area of the personal social media account designated for biographical information.

e. Posts of TXSG personnel in uniform and holding/displaying weapons is prohibited. The only exceptions are photos/videos of approved TXSG weapons training and approved TXSG/TMD weapons competitions. TXSG personnel can submit photos and videos of training or competitions through the TMD App.

f. TXSG personnel are prohibited from posting Personally Identifiable Information (PII) that is protected by the Privacy Act Program. No PII is to be posted for any personnel serving on border operations.

g. Never post any orders, missions, locations of units or of individual TXSG members (including yourself), GPS data, or any other information that could affect the safety and security of our members or the mission. Think OPSEC!

h. TXSG personnel cannot post a video on an official TXSG social media platform unless approved by TMD PA. TXSG personnel can post videos to personal social media without clearance or approval. TXSG personnel can submit videos through the TMD App for use by the TMD Public Affairs Office.

i. Websites and/or web logs (blogs or vlogs) produced by TXSG personnel in a personal capacity and not in connection with official duties require no clearance. TXSG personnel are encouraged to share their TXSG experiences with their friends and family. However, it is the personal responsibility of TXSG personnel to ensure such electronic communication does not contain inappropriate or non-releasable information.

j. Do not violate trademark, copyright, or intellectual property by posting material without permission. Examples include protected logos, trademarks, songs, videos, and photographs.

k. All TXSG personnel have freedom of speech, freedom of association and political association as guaranteed by the federal and state constitutions. However, where confusion or doubt is likely to arise regarding the personal nature of social media activities, TXSG personnel are encouraged to include a disclaimer clarifying their social media communications reflect only their personal views and do not necessarily represent the views of the TXSG or TMD.

l. Use discretion when posting or linking personal information—such as phone numbers, emails, and physical addresses—to social media sites and other online platforms.


4. RESPONSIBILITIES. All TXSG leaders will ensure this guidance is disseminated throughout their units, understood, enforced, and followed by their personnel.

5. INFORMATION REQUIREMENTS. NA

6. RELEASABILITY UNLIMITED.

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

8. POINT OF CONTACT. TXSG Public Affairs, (512) 782-6595.

  
TRACY R. NORRIS  
Major General, TXARNG  
Adjutant General

DISTRIBUTION:

A  
RACHEL M. DEVERE  
CW3, NSC, USAF  
J5 - Issuance  
 TMD  
Official



**TXSG Critical Information List (CIL)**

1. Current and future Unit operations
2. Personal Identifiable Information
3. Base security procedures
4. Ammunition, weapon systems, high dollar, sensitive equipment
5. Systems infrastructure specifications and vulnerabilities
6. TXSG key leader details living and travel information
7. State Partnership Programs joint operations and training events
8. Details of TXSG units with sensitive missions
9. TXSG contracts and services provided.
10. Intelligence/Surveillance/Recon Systems capabilities

SOCIAL MEDIA PROGRAM Manager, WO1 Kevin Farley at [kevin.farley@txsg.state.tx.us](mailto:kevin.farley@txsg.state.tx.us)

## **4. Training and Drill Attendance**

This section is a brief overview stating the expectation of TXSG Drill participation and availability

### **SAD (State Active Duty) Pay**

When under specific orders from the State of Texas Governor's Office, TXSG Service Member's will be eligible for SAD (State Active Duty Pay) and qualify for Military Paid Leave if your Employer has a category for such when reporting your Time-Off.

Check with your Employer for all rules they have in place when it comes to Military Paid (and Un-Paid) Leave (see Texas Workforce Commission link below).

Specific to receiving Orders and Reporting for State Active Duty, it is critical that you are listed on the PERSTAT (Personnel Status Report) that is submitted to TMD Payroll for purpose of Pay. Should there be a discrepancy, work with your Unit's G/S-1 for resolution and correction as quickly as possible. It is also critical your current HOR (Home of Record) address be correct in RMS as this could impact receipt of Pay.

- [Texas Workforce Commission – Legal Issues for Military Leave](#) (link)

### **Communication and Availability Requirements**

It is your responsibility to communicate through your Chain of Command when you are unable to attend a Drill, Exercise, Training or Deployment with reasonable advanced notice. This is critical in the awareness of your presence or absence when accounting for Service Member safety. Communication should be made through both email and phone/voicemail to ensure awareness and acknowledgement of the necessary information.

To maintain an active status, attendance to as many drills, trainings, exercises and deployments in good faith to the best of your circumstances is the intended mutual agreement. The unexcused absence from three or more drills or trainings in a 12-month period could lead to removal from service. The TXSG has a high respect for Family and work, it is the expectation you will serve to the best of your ability and in good faith. Being a Service Member of the TXSG is a reciprocation of respect, honor and discipline to your life and service – open two-way communication ensures everyone involved can work together as an optimized Team.

### **E-mail and Phone Communication Policy and Guidance**

The purpose of this section is to establish e-mail and cellular telephone communication framework used to communicate to Officers, Enlisted, Recruits and the general public. This will be addressed in two sections; Policy (specific rules that must be followed) and guidance (practices that should be followed whenever practically possible).

Email is accessed through **Outlook Web Access (OWA)**:

- <http://outlook.com/owa/txsg.state.tx.us>

The initial login is your User Name ("first.last" as provided by your S/A/N-1, Mentor or CoC), your password will be provided to you. Upon your first successful login, it is imperative that your password be changed from the default provided to a secure, unique string of characters.

## Policy

1. **TXSG exchange e-mail account will be the primary form of electronic communications for all TXSG business and communications.** In the event that the TXSG mail system failure or unavailability, the personal e-mail account on record for each Service Member MAY serve as an interim backup. Notification of TXSG mail service failure or restoration will originate from TXSG T-6 or designated Brigade G-6 representatives.  
When addressing e-mails, all mail should be addressed from the senders TXSG address to the recipients TXSG address.
2. Inform the Unit Level PERSONNEL SHOP of your home/personal e-mail address for backup use. Information provided will be entered into the Unit Level contact list maintained by the Unit Level PERSONNEL SHOP.
3. Inform the Unit Level PERSONNEL SHOP of your home and cellular phone numbers. Include the provider (Verizon, Sprint, AT&T, etc.) and if your service is enabled to send / receive text messages.
4. Read all e-mails and text messages / Listen to all voice-mails. The Major Subordinate Command and Unit Level are not full-time organizations, and as such, most communications will be outside of drill or deployments. Important information will be provided or requested ahead of known or scheduled events.
5. Anticipate communications. Many events are scheduled, and as such, when a planned event is approaching, checking your TXSG prior to the event is mandatory. Relevant communication will be provided in advance of the scheduled event. Unless directed otherwise, Service Members are required to check e-mail on a daily basis beginning a minimum of one week prior to any scheduled event (i.e. drill, etc.) In line with the TXSG mission, some events are unplanned, such as weather related or other state emergencies, etc. As such, Service Members are expected to check their e-mail more frequently in advance of any threatening event.
6. Respond Promptly. Acknowledge all WARNORDS, Drill Orders, OPORDS and other communications that request such. If a response is requested and a complete answer is not possible within a requested timeframe, provide an acknowledgement with details of when a full response will be provided. Responses requested by Officers, Team Leaders, NCOs, or their designated representatives are required and take priority.
7. Inform your Chain-of-Command if you will be unavailable for more than 24 hours in advance of any threatening event (i.e. severe weather, etc.), 48 hours in the week prior to a scheduled event (i.e. drill, etc.), and 72 hours or longer in all other cases. Set up your TXSG e-mail out of office reply accordingly if you are unable to access your email account(s) for more than 24 hours. If appropriate, include an alternative contact in the message.
8. TXSG mail for personal use is acceptable, however it must be compliant with the TXSG internet filtering and security policy. Personal use must not make significant demands on TXSG resources, therefore transferring or storing large attachments such as images, audio and video clips is not permitted. Use of TXSG mail for illegal, threatening, offensive, obscene, pornographic use is strictly prohibited. Use of TXSG

e-mail to post comments on public bulletin boards, discussion boards, chat rooms, and/or social networking sites is also prohibited.

9. Chain of Command. All Service Members are expected to follow Chain-of-Command in any communication, written, verbal, or otherwise. Requests for information such as “next drill dates, unable to make drill, etc.,” should be communicated thru the Service Member’s immediate command. Strike Team members contact their immediate NCO (i.e. Sergeants), and so up the chain.
10. NOTIFY YOUR CHAIN OF COMMAND IMMEDIATELY of all address, phone number or any other contact information

### GUIDANCE

- DO NOT use personal email accounts for TXSG communications.
  - Be clear and concise. Messages should be easily read and understood, using plain English.
  - Make clear what action, if any, is expected in response to your email / voicemail / text message.
  - ONLY use “Reply to All” when your response is required to include all concerned on the distribution. Acknowledging receipt of an order does not benefit everyone on distribution.
  - **Be aware of the “Freedom of Information” Act. Anything stated on an e-mail could potentially become public record.**
  - Consider the message you want to convey and the method best suited to deliver it. E-mail is an effective tool for conveying information to a person or many people, however, direct communication may be more appropriate to communicate a personal or sensitive message. Direct contact by phone or in person may be more suitable in these situations.
- EMAIL ONLY TRANSFERS INFORMATION - A PHONE CALL IS COMMUNICATION.
- Alert your Chain-of-Command if you receive any bounce back emails from server so that the party can address the problem with their respective internet or mail service provider.

### Primary Armory Location and Drill Expectations

Each Brigade has a hierarchy of Battalions and Companies. Your Home Unit could be at any of the mentioned levels and your Recruiter will advise of how and where you are assigned to Report.

For Drill weekends, the annual schedule is communicated in August of the calendar year and structured for the subsequent 12 months.

### Annual Training

Annual Training (AT) is conducted each year. The exercise and training is conducted over 4 days and a critical development stage in advancing all Service Members’ skill-sets and Professional Military Education. The organization of classes, exercises and events are geared toward specified job-function development, promotion readiness, training and improved skill-sets in a Service Member’s role within the TXSG.

One or more days of AT may be qualified for SAD (State Active Duty Pay) and would also qualify for Military Paid Leave if your Employer has a category for reporting your Time-Off. Check with your Employer for all rules they have in place when it comes to Military Paid (and Un-Paid) Leave.

## **5. First 3 to 6-Months; Trainings and Certifications**

This section is a brief overview stating the needed training and education presented in the first six months of your service with the TXSG.

### **Basic Orientation Training (BOT)**

The BOT Program is the TXSG version of Basic Training a Service Member would experience Enlisting in Federal Service. Due to the nature of our structure – all Volunteer – and missions, the State of Texas has in place a Curriculum of training that spans 42-46 hours to meet the requirements of Graduation and includes sections such as drill and ceremony, customs and courtesies, land navigation, first aid and CPR, organization and structure.

BOT is a required course of completion in order to be Deployable for State Active Duty (SAD) and promotion (*see Appendix for **Required Professional Military Education for Time and Grade / Promotion***). The training provided is Online, Instructor Led and other trainings that will be completed throughout your first year.

Your Chain of Command will register you up for the BOT Class and provide guidance, Orders and information on attending.

### **Online Training**

Online trainings are provided via the FEMA website at <http://training.fema.gov/is/crslist.asp> under the **Independent Study Program**. The courses are designed to provide awareness of the **Incident Command Structure (IS-100.b)** and **Incident Command Structure for Single Resources and Initial Action Incidents (IS-200.b)**. These courses do carry College Credit and contribute to a Service Member's continued education and are required for achievement in rank. The 2 courses listed are the requirements for Service Members of ranks E3-E5.

### **Texas State Guard Physical Fitness Standards**

The TXSG Physical Fitness Ribbon (for wear on the Dress Uniform) can be earned by completing the Personal Fitness Test. All Service Members must be in good physical condition prior to taking the TXSG Physical Fitness Test. For more information about the TXSG Physical Fitness Test, you may refer to Army Field Manual (FM) 21-20.

While the Personal Fitness Test is optional, all TXSG Service Members are expected to meet the Height and Weight requirements or Body Mass Index per [TXSGI 1330.01](#) (link – found on TMD Resource page, see appendix A)

### **American Red Cross Shelter Management**

Training may be provided multiple times per annual calendar at varying training sites; request information for face-to-face training through your Chain of Command. Training is also available online for completion at the individual's pace:

<https://classes.redcross.org/Saba/Web/Main>

### **Approved National Program CPR/First Aid**

Training and certification will typically be conducted during RBOT as part of the curriculum. The Service Member has the option to take the approved classes on their own, outside of TXSG formalized training. Check with your Chain of Command to ensure the selected course is recognized for proper certification.

### **ETN (Emergency Tracking Network)**

This is the primary tracking and people management system used by the TXSG in the process of evacuations and shelter management to determine where a person is from, where they are going and where they need to be returned. Training will be conducted by Mobile Training Teams (MTTs) at varying training sites by designated Certified Instructors (or coordinated by the respective Unit Level S/A/N-3) semi-annually based on the needs of the Major Subordinate Command.

Here is a website listing resources available:

<http://www.txdps.state.tx.us/dem/CouncilsCommittees/ETN/etnResources.htm>

Your Chain of Command will register you for Training Classes (unless available online for self-pace - i.e. Shelter Management and FEMA courses) and provide guidance, Orders and information on attending.



## **6. Six-Months to One Year**

Much of a Service Members development will come during Drills/Exercises, Training and Deployment.

### **FEMA Courses**

To be proactive, these courses may be completed at your own discretion. There are specific courses required for each achievement in Rank; however, they can be completed at any time and count as a portion of your Ongoing Education. By Rank/Grade, here are the courses required at each level:

- **E-3** - IS-100.c
- **E-4** - IS-75, 100.c & 200.c
- **E-5** - IS-75, 100.c, 200.c, 700 & 800
- **E-6** - IS-75, 100.c, 200.c, 546, 547, 700, 775 & 800
- **E-7 to E-9** - IS-75, 100.c, 200.c, 546, 547, 700, 775 & 800

### **Required Courses**

There are specific courses required for each achievement in Rank (Time and Grade) and may be completed by your Chain of Command's discretion/approval when offered by In-Residence (T-7) or through another Brigade:

- **E-2** – Basic Orientation Training (BOT\*)
- **E-3** – Electronic Tracking Network (ETN), Shelter Management Training (SMT) & WebEOC
- **E-4** – NCO Indoctrination Course (NIC)
- **E-5** – Primary Leadership Development Course (PLDC)
- **E-6** – Basic NCO Course (BNCOC)
- **E-7** – Advanced NCO Course (ANCOC)
- **E-8** – Senior Enlisted Leadership Course (SELC\*\*\*)
- **E-9** – SELC

*\*BOT must be completed by all non-prior service (NPS) enlisted, warrant officer, and officer personnel regardless of appointment rank and pre-commissioning program*

*\*\*Each Grade requires completion of the previous Grade's PME required courses, even for those entering the TXSG at an Advance Rank/Grade from prior Federal or other State Guard Service*

*\*\*\*Not yet required; not yet available. Required when available through TXSG PME unless equivalent Federal PME completed*

### **Optional Certification**

**Military Emergency Management Specialist (MEMS)** – TXSG personnel are encouraged to earn the Military Emergency Management Specialist (MEMS) Badge. This qualification is earned under the auspices of the Texas State MEMS Academy and the State Guard Association of the United States, and the Basic, Senior, and Master level badges may be worn on the field uniform.

## 7. Appendix and documents

### A. TXSG Policies, Regulations, Directions, Instructions and more.

All current items can be found on the Texas Military Department website under the following link and path:

- Link - <https://tmd.texas.gov/texas-military-department-policies-and-regulations>
- Path – [TMD website](#) > [Resources](#) > [Texas Military Department Serially Numbered Issuances](#)  
- Under Component, select TXSG to see all published Component-specific documents

### B. Texas Military Department Legal Authorities

- [Texas Government Code 431 – State Militia](#) (link)
- [Texas Government Code 432 – Texas Code of Military Justice](#) (TCMJ - link)
- [Texas Government Code 437 – Texas Military](#) (link)

### C. Social Media Resources and References

- Facebook - [https://security.arizona.edu/sites/default/files/facebook\\_smartcard.pdf](https://security.arizona.edu/sites/default/files/facebook_smartcard.pdf)
- Twitter - [https://static.dvidshub.net/media/pubs/pdf\\_33007.pdf](https://static.dvidshub.net/media/pubs/pdf_33007.pdf)
- Instagram -  
[https://www.miramar.marines.mil/Portals/164/Docs/MCASMiramar/Mission%20Assurance/Instagram\\_SmartCard\\_v3.pdf](https://www.miramar.marines.mil/Portals/164/Docs/MCASMiramar/Mission%20Assurance/Instagram_SmartCard_v3.pdf)
- LinkedIn  
- [https://www.keesler.af.mil/Portals/14/documents/Social%20Media%20Smart%20Cards%20-%20%20DOs%20and%20DON%20Ts%20\(Dec%202014\)-LinkedIn.pdf?ver=2015-07-08-110443-247](https://www.keesler.af.mil/Portals/14/documents/Social%20Media%20Smart%20Cards%20-%20%20DOs%20and%20DON%20Ts%20(Dec%202014)-LinkedIn.pdf?ver=2015-07-08-110443-247)
- US Air Force Social Media White Paper -  
[https://media.defense.gov/2017/May/11/2001745610/-1/-1/0/CPP\\_0006\\_SOLOMON\\_SOCIAL\\_MEDIA.PDF](https://media.defense.gov/2017/May/11/2001745610/-1/-1/0/CPP_0006_SOLOMON_SOCIAL_MEDIA.PDF)

### D. Army Grade, Rank and Insignia

Enlisted:

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9		
no insignia			 							
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL) Specialist (SPC)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)

## Warrant Officers:



## Commissioned Officers:



## E. Texas State Guard Acronyms

ACU = Army Combat Uniform  
 ADVON = Advanced Party/Convoy  
 ALC = Advanced Leadership Course  
 ANCOC = Advanced NCO Course  
 ARC = American Red Cross  
 BN = Battalion  
 BNCOC = Basic NCO Course  
 BOT = Basic Orientation Training  
 C&GSC = Command and General Staff College  
 CA = Civilian/Civil Affairs  
 CDC = Career Development Course  
 CO = Commanding Officer  
 COC = Chain Of Command  
 CWO-(2-5) = Chief Warrant Officer (address as "Chief" and Last Name)  
 DEMOB = De-Mobilization  
 DSCA = Defense Support to Civil Authorities  
 E-(1-9) = Enlisted (address by Rank and Last Name)  
 ETN = Emergency Tracking Network  
 FEMA = Federal Emergency Management Agency  
 FRAGORD = Fragmentary Order(s)  
 G-Shops = The Brigade HQ/HHC General Support Group for each 1, 3, 4, 6, etc...  
 ICS = Incident Command Structure  
 JAG = Judge Advocate General  
 JROTC = Junior Reserve Officer Training Course

## Texas State Guard New Member Handbook

LBE = Load Bearing Equipment  
LRC = Leadership Reaction Course  
M.E.T.L. = Mission Essential Task List  
NCO = Non-Commissioned Officer  
NCOIC = Non-Commissioned Officer in Charge  
O-(1-10) = Officer (address as “Sir/Ma’am” or Rank and Last Name)  
OAC = Officer Advanced Course  
OBC = Officer Basic Course  
OCP = Operational Camouflage Pattern  
OIC = Officer in Charge  
OC = Officer Candidate (address as “OC” or “Candidate” and Last Name)  
OCS = Officer Candidate School  
OPORD = Operations Order  
OPSEC = Operational Security  
PAO = Public Affairs Officer  
POV = Privately Owned Vehicle  
PFT = Personal Fitness Test  
PLDC = Professional Leadership Development Course  
PME - Professional Military Education  
POD = Points of Distribution  
ROTC = Reserve Officer Training Course  
S-1 = Personnel (HR) element at each Battalion  
S-3 = Operations element at each Battalion  
S-4 = Supply element at each Battalion  
S/A/N-6 = Signal/Communications element of each section  
SEA/SEL = Senior Enlisted Advisor/Senior Enlisted Leader  
SJA = Staff Judge Advocate  
SLC = Senior Leadership Course  
SOP = Standards of Process  
T-Sections = The TXSG HQ/HHC Support Group for each 1, 3, 4, 6, etc...  
TIG = Time In Grade  
TiS = Time in Service  
TCMJ = Texas Code of Military Justice  
TMD = Texas Military Department  
TXMF = Texas Military Forces  
TXSG = Texas State Guard  
UCMJ = Uniform Code of Military Justice  
WARNORD = Warning Order(s)  
WIIFM = What Is In It For Me  
WLC = Warrior Leader Course  
WO1 = Warrant Officer (address as “Mr” or “Ms” and Last Name)