

**Texas State Guard Regulation
1051.01**

Personnel—General

Enlisted Promotions and Appointments

**Headquarters
Texas State Guard
Austin, TX 78763
01 July 2022**

UNCLASSIFIED

SUMMARY of CHANGE

TXSGR 1051.01


Enlisted Promotions and Appointments

This major revision dated 01 July 2022—

- Replaces in entirety all previous enlisted promotion guidance stated in previously published TXSG regulations..
- Replaces all authority to promote guidance stated in TXSGR 600-10 (para 3-6 and 3-12).
- Replaces all enlisted promotion guidance stated in TXSGR 600-10 (para 3-12 and 9-3*b*).
- Replaces in its entirety TXSGR 1050-10.

Personnel - General
Enlisted Promotions and Appointments

By Order of the Commanding
General of the TXSG:



ANTHONY WOODS
Brigadier General, TXSG
Commanding

History. This regulation is a major revision.

Summary. This regulation describes the enlisted and non-commissioned officer promotion and appointment policy, criteria, and procedures for the Texas State Guard.

Applicability. This regulation applies to the Texas State Guard.

Management control process. This regulation contains management control provisions for designating enlisted promotion authorities, promotion procedures including Personnel Action Board packet guidance, promotion order and certificate guidance, and promotion and appointment criteria.

Proponent and exception authority. The T1, TXSG, is the proponent for this regulation and has the authority to recommend exceptions consistent with the controlling law and regulation, subject to the approval of the Commanding General, TXSG.

Supplementation. Supplementation of this regulation or establishment of

brigade or local policies outside of the authority dictated by this regulation is prohibited without prior approval from the Commanding General, TXSG, through the T1, TXSG, available at mail: ATTN: NGTX- TPE, P.O. Box 5218, Austin, TX 78763-5218.

Suggested improvements. Users may send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to T1, TXSG, mail: ATTN: NGTX-TPE, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. This regulation is available in electronic media only and is intended for the Texas State Guard.

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Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation standardizes the policies, criteria, and procedures for identifying, recommending, and selecting TXSG enlisted and non-commissioned officers (NCO) for promotion. It describes the respective promotion authorities and the correct content, format, and staffing processes necessary for promotion packets and identifies the Personnel Action Board (PAB) responsible for promotion recommendations.

1-2. References

See appendix A.

1-3. Explanation of abbreviations and terms

See the glossary.

1-4. Responsibilities

Responsibilities are in section II.

Section II

Responsibilities

1-5. Commanding General, Texas State Guard

The CG, TXSG, will serve as the final review, approval, and signing authority for TXSG PAB promotion recommendations for NCO ranks E7 through E9.

1-6. Senior Enlisted Advisor, Texas State Guard

The SEA, TXSG, will serve as the senior official on matters concerning promotions for ranks E1 through E9.

1-7. Brigade Command Sergeant Majors, Texas State Guard

Brigade CSMs, TXSG, will:

- a.* Serve as the TXSG SEA representative official on matters concerning promotions for ranks E2 through E6.
- b.* Review and validate all PAB packets prior to submission to the T1, TXSG.

1-8. Battalion Command Sergeant Majors, Texas State Guard

Battalion CSMs, TXSG, will conduct a promotion board for service members promoting to ranks E5 and E6 and preliminary approval of Exception to Policy advancements and promotions. Promotion packet contents and requirements for Battalion level promotion boards are determined by the Brigade CSM.

1-9. T1, Texas State Guard

The T1, TXSG, will:

- a.* Serve as the senior TXSG policy official for all TXSG enlisted and NCO promotions.
- b.* Execute the promotion process for all ranks as outlined within this regulation.
- c.* Will post all promotions to the TXSG T1 SharePoint

1-10. Brigade G1, Texas State Guard

The Brigade G1, TXSG, will:

- a.* Generate the date of rank (DOR) advancement and promotion eligibility roster every January and July for distribution to Brigade and Battalion Commanders and CSMs.
- b.* Submit all brigade-level TXSG PAB promotion packets for service members intending to promote to ranks E7 and above to the TXSG PAB mailbox.

- c. Send the completed Form 35, corresponding promotion memo or orders, and certificate to the T1 for all advancements and promotions up through E6. The fully signed Form 35 serves as the advancement order for ranks E2 through E4. Ranks E5 and E6 receive promotion orders.
- d. Update Readiness Management System (RMS) for advancements and promotions for ranks E2 through E6.

1-11. Battalion S1, Texas State Guard

The Battalion S1 will:

- a. Generate and complete the Form 35 upon successful conclusion of the E5 and E6 Battalion promotion boards.
- b. Generate and complete the Form 35 for advancements to E2 through E4.
- c. Generate Exception to Policy advancements and promotions for Battalion promotion boards and TXSG PAB reviews.

Chapter 2

Advancement and Promotion Authority

2-1. NCO ranks E7 through E9

- a. The CG, TXSG, is the signing promotion approval authority for ranks E7 through E9.
- b. The TXSG PAB provides all promotion recommendations to the CG, TXSG, after completion of promotion packet review and confirmation of promotion and appointment criteria compliance as described in Chapter 4 of this regulation.

2-2. Enlisted and NCO ranks E2 through E6

- a. This regulation authorizes the following delegation of authority for advancements and promotions concerning ranks E2 through E6:
 - (1) Promotion review and signing authority to Brigade Commanders and the Headquarters and Headquarters Company (HHC) Commander.
- b. Brigade and Battalion Commanders and CSMs, the HHC Commander, and TXSG SEA will receive a DOR advancement and promotion eligibility roster on a semiannual basis in January and July as generated by Brigade G1s and the HHC Administrative staff.

Chapter 3

Advancement and Promotion Procedures

3-1. General

- a. In addition to criteria stated in Chapter 4 of this regulation, advancement and promotion to the next higher rank must consider demonstrated leadership ability and potential for service.
- b. Promotion recommendations must come from an enlisted service member's immediate commander or staff section officer-in-charge (OIC).
- c. All advancement and promotion procedures must comply with the Texas Military Department Directive 1350.01, Texas Military Equal Opportunity and Equal Employment Opportunity or other subsequent TMD policy on Equal Opportunity.
- d. Promotion to the ranks of E5 and E6 and preliminary approval of all Exception to Policy advancements and promotions require a HQ HHC or battalion level board.
- e. This regulation prohibits:
 - (1) Any Exception to Policy advancements and promotions without HQ HHC or battalion level board approval.
 - (2) Advancement and promotion solely as a reward for performance.
 - (3) Self-recommendation for advancement or promotion.
 - (4) Wearing of higher rank prior to formal advancement or promotion.
 - (5) Advancement or promotion with less than six months TXSG time in service (TIS).
 - (6) TXSG PAB packets and TXSG PAB review for advancements and promotion to the ranks of E2 through E6 except for Exception to Policy advancements and promotions. Exception to Policy requests must go to the TXSG PAB.
- f. Before an advancement or promotion process can commence, Service Members must meet the advancement or promotion criteria described in Chapter 4 of this regulation.
- g. The published date of advancement and promotion (versus the date of an advancement or promotion ceremony) should be used for completion of the Form 35 and promotion orders. Date of Brigade Commander signature on the Form 35 is the date of advancement and promotion for ranks E2 through E6.

3-2. Personnel Action Board

- a.* This document establishes the TXSG Enlisted PAB which meets quarterly.
- b.* Brigade Personnel Officers will receive a schedule at the beginning of each calendar year noting the months the TXSG PAB will meet and the suspense date for submissions for each TXSG PAB. The TXSG PAB mailbox provides an automatic email response with the month of the next TXSG PAB suspense date for submissions.
- c.* This regulation establishes a requisite TXSG PAB for:
 - (1) Exception to Policy advancements and promotions to E2 through E6.
 - (2) Promotions for ranks E7 and higher.

3-3. Promotion packets

- a.* Promotion packets exist solely to confirm promotion criteria qualification (See Table B-2, Promotion Packet Contents Checklist).
- b.* Promotion packets are required for all submissions to the TXSG PAB.
- c.* Brigade G1 and HHC Commander must submit promotion packets digitally as a single PDF prior to the cutoff date of the TXSG PAB to the T1, TXSG PAB email at: pab@txsg.state.tx.us.

3-4. Advancement and promotion orders ranks E2 through E6

- a.* The completed Form 35 functions as the advancement orders for E2 through E6.
- b.* All completed Form 35s for advancement, appointment and promotion must be sent to the T1 promotions mailbox at: promotions@txsg.state.tx.us.
- c.* Upon receipt of a completed Form 35 with approval by the designated authority, Brigade G1 and HHC Commander will generate promotion orders and certificate and electronically send to T1 for review and record. HHC Commander will generate promotion orders and certificate directly for HHC personnel.
- d.* The Brigade G1 will update RMS and send the announcement memo or promotion order and certificate to the respective S1. For HHC personnel, the HHC Commander update RMS and will send the announcement memo or promotion order and certificate to the Service Member's supervising OIC.
- e.* Promotion ceremony and wearing of rank insignia are not allowed until the date of rank has been reached and the promotion has been entered into RMS as stated within this chapter.
- f.* The advancement and promotion DOR will be the date the Brigade Commander or HHC Commander signs the Form 35.

3-5. Promotion orders ranks E7 through E9

- a.* Promotion orders for ranks E7 through E9 will be generated by T1 based on results of the TXSG PAB.
- b.* Promotion certificates for ranks E7 through E9 will be generated by the TXSG CG personal staff upon receipt of promotion orders from T1.
- c.* The promotion DOR will be the date the TXSG CG approves the results of the TXSG PAB.

3-6. Brevet promotions

Brevet promotions will be processed in accordance with Texas Government Code, sections 437.206 and 437.309 and JFTX Reg 600-6, Brevet Promotions. Requests for brevet promotions should be submitted as per the procedures and criteria within this regulation.

Chapter 4

Advancement, Promotion, and Appointment Criteria

4-1. General

- a.* Time in grade (TIG) requirements refer to combined federal and TXSG service.
- b.* Service members governed by this regulation must comply with the following for promotion, regardless of rank:
 - (1) Height and weight compliance per TXSG Regulation 1710.20.
 - (2) Attendance at monthly drills (80% minimum), Annual Training, and other required training events as assigned. Commanders and staff section OICs must document their service members' attendance and excused absences for missed drills and training events.
- c.* The percentage of a service member's overall drill attendance determines their TIG.
- d.* All personnel governed by this regulation must successfully complete Initial Entry Training (IET), previous TXSG equivalent course, or active-duty school equivalent.

- e. Personnel must meet one of the following criteria for billet assignment or to remain in a billet:
 - (1) The billet's designated grade equals the grade of the service member holding the billet.
 - (2) The billet's designated grade remains a maximum of two grades higher than the grade of the service member holding the billet.
 - (3) The billet's designated grade remains one grade lower than the grade of the service member holding the billet.
- f. This regulation prohibits:
 - (1) Below the zone promotions without TXSG PAB review and recommendation.
 - (2) Advancement and promotion solely as a reward for performance.
 - (3) Promotion to ranks E5 through E9 without a designated Modified Table of Organization and Equipment (MTO&E) billet vacancy, regardless of compliance with the promotion criteria stated within this chapter.
 - (4) Assignment to, or remaining in, a billet two or more grades lower than the SM's designated grade.

4-2. Non-Commissioned Officers, ranks E5 through E9

- a. TIG requirements:
 - (1) Promotion to E5: two years TIG as E4.
 - (2) Promotion to E6: three years TIG as E5.
 - (3) Promotion to E7: three years TIG as E6.
 - (4) Promotion to E8: three years TIG as E7.
 - (5) Promotion to E9: four years TIG as E8.
- b. Education requirements:
 - (1) Completion of Professional Military Education (PME).
 - (a) Completion of Basic Leader Course, previous TXSG equivalent course, or active-duty school equivalent.
 - (b) Completion of Advanced Leader Course, previous TXSG equivalent course, or active-duty school equivalent (only required for promotion to ranks E6 and higher).
 - (c) Completion of Senior Leader Course, previous TXSG equivalent course, or active-duty school equivalent (only required for promotion to ranks E7 and higher).
 - (d) Completion of Master Leader Course, previous TXSG equivalent course, or active-duty school equivalent (only required for promotion to ranks E8 and E9).
 - (e) Completion of Sergeants Major Course, previous TXSG equivalent course, or active-duty school equivalent (only required for promotion to E9).
 - (2) Completion of the following Federal Emergency Management Agency (FEMA) applicable courses:
 - (a) IS-26, 27, 75, 100, 200, 405, 700, 800.
 - (b) IS-1300 (546, 547), 2200 (775), and Professional Development Series courses IS-120, 230, 235, and 240 (only required for promotion to ranks E6 and higher).
 - (c) Professional Development Series courses IS-241, 242, and 244 (only required for promotion to ranks E8 and E9)
 - (3) Completion of mandatory TXSG training courses (only required for promotion to ranks E5 and higher):
 - (a) Texas Emergency Tracking Network Awareness or Higher
 - (b) Shelter Operations Awareness or higher
 - (c) Military Occupation Specialty Qualification (MOSQ)
 - Or
 - (d) Military Occupation Specialty Qualification (MOSQ) Mass Care Specialist 1330.
 - (4) Completion of the Texas Military and State Mandatory Training
 - (a) Human Trafficking
 - (b) Equal Employment Opportunity and Diversity
 - (c) Sexual Harassment
- c. Only NCOs with rank of E9 can receive appointment to a CSM billet.
 - (1) Assignment to a CSM billet can only be filled by an E9. All CSM appointments are approved by the CG, TXSG through the TXSG PAB. Before a Service Member is authorized to wear the insignia of Command Sergeant Major (CSM) they must be appointed to an authorized MTO&E position for that rank.
 - (2) T1 will generate lateral appointment orders to CSM and update RMS based on results of the TXSG PAB.
 - (3) Upon a Service Member's reassignment out of a CSM billet, the Brigade G1 will generate lateral appointment orders to Sergeant Major (SGM), update RMS and electronically send to T1 for record.
- d. Only NCOs with rank E8 can receive appointment to a 1SG billet.
 - (1) Assignment to a 1SG billet can only be filled by an E8. All 1SG appointments are filled with approval of the Battalion Commander and with Battalion CSM endorsement.

(2) Upon receipt of a completed Form 35 with appointment approval by the Brigade Commander, Brigade G1 will update RMS and generate lateral appointment orders and electronically send to Battalion S1 and copy to T1 for record.

(3) Before a Service Member is authorized to wear the insignia of First Sergeant (1SG) they must be appointed to an authorized MTO&E position for that rank. Upon a Service Member's reassignment out of a 1SG billet, the Brigade G1 will generate lateral appointment orders to Master Sergeant (MSG), update RMS, and electronically send to Battalion S1 and copy to T1 for record.

4-3. Enlisted ranks E2, E3, and NCO rank E4

a. TIG requirements:

(1) Advancement to E2: Completion of Initial Entry Training (IET).

(2) Advancement to E3: one year TIG as E2.

(3) Advancement to E4: two years TIG as E3

(a) This regulation authorizes the eligibility for advancement to E4 for personnel with a bachelor's degree from an accredited institution upon completion of all military educational requirements.

(b) This regulation requires all personnel promoted to E4 to hold the rank of Corporal.

b. Education requirements: MOSQ (required for advancement to E4 regardless of advancement eligibility).

c. Advancement to E2, E3, or E4 does not require a designated MTO&E billet vacancy.

d. Completion of the following Federal Emergency Management Agency (FEMA) applicable courses:

(a) IS-100, for advancement to E3 and higher

(b) IS-75, 100, and 200 for advancement to E4 and higher

Appendix A

References

Section I

Required Publications

Unless otherwise stated, all TXSG publications are available on the Texas Military Department Serially Numbered Issuances website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.

JFHQ Reg 600-6

Texas Military Department Brevet Promotions Regulation 600-6 (Cited in para 3-6.)

TMDD 1350.01

Texas Military Department Directive 1350.01, Texas Military Equal Opportunity (EO) and Equal Employment Opportunity (EEO) (Cited in para 3-1c.)

TX Gov Code Title 4, Executive Branch, Subtitle C, Texas Military

Texas Government Code, Chapter 437, Texas Military Forces and Texas State Guard, sections 206 and 309 (Available at <https://statutes.capitol.texas.gov/docs/GV/htm/GV.437.htm>.) (Cited in para 3-6.)

TXSG MTO&E

Texas State Guard Modified Table of Organization and Equipment (Cited in para 4-1f(3); 4-3c.)

TXSG Reg 1710.20

Texas State Guard Standards of Medical Fitness Regulation 1710.20 (Cited in para 4-1b(1).)

Section II

Related Publications

A related publication is a source of additional information. Its content is not essential or requisite to a user understanding the original publication.

FEMA IS- Course List

FEMA ISP Courses (Available at <https://training.fema.gov/is/crslist.aspx>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise stated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.)

DA Form 2028

Recommended Changes to Publications and Blank Forms

TXSG Form 35

Personnel Action Request Form (Available at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.)

Appendix B

Promotion Packets

B-1. Promotion packet checklist

Table B-1 lists all required promotion packet items. T1, TXSG will accept promotion packets in electronic PDF format only.

Table B-1
Promotion packet digital file contents checklist-

Included	Item
<input type="checkbox"/>	TXSG Form 35 completely and correctly filled in and signed
<input type="checkbox"/>	Letter of recommendation from enlisted service member's immediate commander or staff section officer-in-charge (OIC)
<input type="checkbox"/>	Copies of most recent evaluation
<input type="checkbox"/>	Copy of FEMA or TDEM preparing Texas transcript or certificates (not less than the minimum required)
<input type="checkbox"/>	MFR from enlisted service member's immediate S1 or G1 confirming minimum 80% attendance at drills, Annual Training attendance, and attendance at other required training
<input type="checkbox"/>	Copy of DD-214 or other relevant prior military service documents
<input type="checkbox"/>	Copy of highest PME certificate of completion or letter from the PME registrar indicating course completion
<input type="checkbox"/>	Copies of training certificates or other documents confirming MOSQ
<input type="checkbox"/>	Completed TXSG automated height, weight, body composition form

Appendix C

Promotion Quick Reference Planner

C-1. Promotion requirements per rank and grade

Discrepancies between this chart and language defaults to language that exists in prior chapters of this document as appropriate.

Grade	Rank	Time In Grade	PME	FEMA	Additional Training
E2	PV2	None	IET	None	None
E3	PFC	1 year as E2		100	
E4	CPL	2 years as E3		75, 100, 200	
E5	SGT	2 years as E4	IET and BLC	26, 27, 75, 100, 200, 405, 700, 800	MOSQ, TETN Awareness, Shelter Ops. Awareness Human Trafficking, EEO & Diversity, and Sexual Harassment
E6	SSG	3 years as E5	IET, BLC, and ALC	26, 27, 75, 100, 200, 405, 700, 800, 1300	
E7	SFC	3 years as E6	IET, BLC, ALC, and SLC	(546 & 547), 2200 (775) and PDS 120, 230, 235, 240	
E8	MSG	3 years as E7	IET, BLC, ALC, SLC, and MLC	26, 27, 75, 100, 200, 405, 700, 800, 1300	
E9	SGM	4 years as E8	IET, BLC, ALC, SLC, MLC, and SMC	(546 & 547), 2200 (775) and PDS 120, 230, 235, 240, 241, 242, 244	

Appendix D

Promotion Processing Stages

D-1. Promotion process stages per rank

Discrepancies between this chart and language defaults to language that exists in prior chapters of this document as appropriate.

E2 through E6						
BDE Assigned Personnel						
1 >>	2 >>	3 >>	4 >>	5 >>	6 >>	7
Package drafted by S1 at SM's assigned unit	Package reviewed by BN S1 and Form 35 signed by BN CDR	E5 and E6 and all Exceptions to Policy - Package is reviewed by BDE NCO board	Package reviewed by BDE G1 and Form 35 signed by BDE CDR	BDE G1 drafts promotion memo or orders and certificate	BDE G1 sends Form 35, promotion memo or orders and certificate to T1 for record	BDE G1 updates RMS
HHC Assigned Personnel						
1 >>	2 >>	3 >>	4 >>	5 >>	6	
Package drafted by Admin NCO at SM's HHC Section	E5 and E6 and all Exceptions to policy - Package is reviewed by HHC NCO board	Package reviewed by HHC Admin NCO and Form 35 signed by HHC CDR	HHC Admin NCO drafts promotion memo or orders and certificate	HC Admin NCO sends Form 35, promotion memo or orders and certificate to T1 for record	HHC Admin NCO updates RMS	

E7 through E9										
BDE Assigned Personnel										
1 >>	2 >>	3 >>	4 >>	5 >>	6 >>	7 >>	8 >>	9 >>	10 >>	11
Package drafted by S1 at SM's assigned unit	Package review by BN S1 and Form 35 signed by BN CDR	Package is reviewed by BDE NCO board	Package reviewed by BDE G1 and Form 35 signed by BDE CDR	BDE G1 forwards BDE approved package to T1 for PAB	T1 reviews package for compliance	PAB reviews package	CG signs off on PAB results	T1 drafts orders; CG staff drafts certificate	Orders and certificate sent to BDE G1	BDE G1 updates RMS
HHC Assigned Personnel										
1 >>	2 >>	3 >>	4 >>	5 >>	6 >>	7 >>	8 >>	9 >>	10	
Package drafted by Admin NCO at SM's HHC Section	Package is reviewed by HHC NCO board	Package reviewed by HHC Admin NCO and Form 35 signed by HHC CDR	HHC CDR forwards BDE approved package to T1 for PAB	T1 reviews package for compliance	PAB reviews package	CG signs off on PAB results	T1 drafts orders; CG staff drafts certificate	Orders and certificate sent to HHC CDR	HHC Admin NCO updates RMS	



TEXAS MILITARY DEPARTMENT
TEXAS STATE GUARD
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

OFFICE SYMBOL

DD Month YYYY

MEMORANDUM FOR: RANK First Name MI Last Name, Name of Board or Title, ATTN: Office Symbol, XX@txsg.state.tx.us

SUBJECT: Letter of Recommendation to the xxx Board on behalf of Rank First Name MI Last Name (Last 4 SSN)

1. This memorandum forwards you my strongest recommendation that Rank First Name MI Last Name by promoted to grade requested in the Texas State Guard.
2. Use this paragraph to describe this TXSG member's potential for future service why the member should be considered for promotion.
3. POC for this is the undersigned at TXSG email address and phone number.

FIRST MI LAST
RANK, TXSG
Commanding

Figure B-1 Commander's Letter of Recommendation Format



TEXAS MILITARY DEPARTMENT
TEXAS STATE GUARD
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

OFFICE SYMBOL

DD Month YYYY

MEMORANDUM THRU: Commander, ____ Brigade, Texas State Guard, Address, City, State, Zip Code

FOR: President, Personnel Actions Board, ATTN: Office Symbol, T1, PO Box 5218, Austin, Texas 78763

SUBJECT: Exception to Policy for Rank First Name MI Last Name (Last 4 SSN)

1. This memorandum forwards you my strongest recommendation that Rank First Name MI Last Name be granted an exception to policy (describe specific policy exception) for promotion to grade requested in the Texas State Guard.
2. Use this paragraph to state the reason for the exception, must include the benefits to the Texas State Guard for granting the request. Verify the guard member is in good standing and meets all other criteria for promotion.
3. RANK Last Name currently holds the Modified Table of Organization and Equipment (MTO&E) position of Line Number XX, Position, Title, Brigade, and Unit.
4. The following information has been verified pertaining to RANK Last Name:
 - a. Time in Service: Number years, Number months
 - b. Date of Current Rank: DD MMM YYYY.
 - c. Time in Grade: Number years, Number months
 - d. Education: Verification Service Member meets all required FEMA and PME requirements
5. POC for this is the undersigned at TXSG email address and phone number.

FIRST MI LAST
RANK, TXSG
Commanding

Figure B-2 Exception to Policy Memorandum Format



TEXAS MILITARY DEPARTMENT
TEXAS STATE GUARD
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

OFFICE SYMBOL

DD Month YYYY

MEMORANDUM FOR Record

SUBJECT: Certification of training and attendance on behalf of Rank First Name MI Last Name (Last 4 SSN)

1. This memorandum certifies that RANK Last Name has completed the listed training, has maintained attendance in accordance with TXSG Regulation 1051.01 and is medically fit per standards of TXSG Regulation 1710.20.
2. The following information has been verified pertaining to RANK Last Name:
 - a. Time in Service: Number years, Number months
 - b. Date of Current Rank: DD MMM YYYY
 - c. Time in Grade: Number years, Number months
3. RANK Last has completed the following training standards in TXSG Regulation 1051.01.
 - a. MOSQ training completed: (list courses completed)
 - b. FEMA courses completed: 100, 200, 700, 800....(list courses completed)
 - c. BOT or Federal equivalent date: DD Month YYYY; (if Federal equivalent, list it here, i.e. US Army, US Marine Corps....)
 - d. PME courses completed: (list courses completed and dates of completion)
4. RANK Last Name has attended XXX% (list actual % of attendance) averaged since DD Month YYYY (date of current rank).
5. RANK Last Name attended Annual Training in Month YYYY.
6. POC for this is the undersigned at TXSG email address and phone number.

FIRST MI LAST
RANK, TXSG
Commanding

Figure B-3 Training and Attendance Memorandum Format

Glossary

Section I

Abbreviations

BOT

Basic Orientation Training

CG

Commanding General

DOR

Date of Rank

FEMA

Federal Emergency Management Agency

HHC

Headquarters and Headquarters Company

JFHQ

Joint Forces Headquarters

MOSQ

Military Occupational Specialty Qualification

MTO&E

Modified Table of Organization and Equipment

NCO

Non-Commissioned Officer

OIC

Officer in Charge

PAB

Personnel Action Board

PME

Professional Military Education

PSO

Professional Skills Officer

RMS

Readiness Management System

SEA

Senior Enlisted Advisor

TIG

Time in Grade

TMD

Texas Military Department

TXSG
Texas State Guard

Section II

Terms

E2
Private (PV2).

E3
Private First Class (PFC).

E4
Corporal (CPL) or Specialist (SPC). This regulation requires all grades of E4 hold the rank of Corporal.

E5
Sergeant (SGT).

E6
Staff Sergeant (SSG).

E7
Sergeant First Class (SFC).

E8
Master Sergeant (MSG) or First Sergeant (1SG).

E9
Sergeant Major (SGM) or Command Sergeant Major (CSM).

G1
Personnel Staff Section at the TXSG Brigade level.

IS-75
Military Resources in Emergency Management.

IS-100
Introduction to the Incident Command System.

IS-120
An Introduction to Exercises.

IS-200
Basic Incident Command System for Initial Response.

IS-230
Fundamentals of Emergency Management.

IS-235
Emergency Planning.

IS-240
Leadership and Influence.

IS-241
Decision Making and Problem Solving.

IS-242

Effective Communication.

IS-244

Developing and Managing Volunteers.

IS-546

Continuity of Operations Awareness, replaced by IS-1300, Introduction to Continuity of Operations as of 01NOV2019.

IS-547

Introduction to Continuity of Operations, replaced by IS-1300, Introduction to Continuity of Operations as of 01NOV2019.

IS-700

An Introduction to the National Incident Management System.

IS-775

EOC Management and Operations, replaced by IS-2200, National Preparedness Goal and System Overview as of 26MAR2018.

IS-800

National Response Framework – An Introduction.

IS-1300

Introduction to Continuity of Operations.

IS-2200

National Preparedness Goal and System Overview.

S1

Personnel Staff Section at the TXSG Battalion level.

T1

Personnel Staff Section at the TXSG Headquarters level.

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