

**Texas State Guard Regulation
1000.02**

Personnel—General

Professional Skills Officer Appointments and Promotions

**Headquarters
Texas State Guard
Austin, TX 78763
12 August 2021**

UNCLASSIFIED

SUMMARY of CHANGE

TXSGR 1000.02

Professional Skills Officer Appointments and Promotions

This major revision dated 05 August 2021—

- Replaces all Professional Skills Officer guidance and criteria stated in TXSGR 600-10 (para 2-4, 2-6, 2-7, 2-8, 3-11; table 2-2).
- Replaces all Professional Skills Officer guidance and criteria stated in TXSGR 1710.10 (para 5-4; chap 7; table 7-1).
- Replaces all Professional Skills Officer guidance and criteria stated in TXSGD 1000.02.

Personnel - General

Professional Skills Officer Appointments and Promotions

By Order of the Commanding
General of the TXSG:



ROBERT J. BODISCH, SR.
Major General, TXSG
Commanding

Management control process. This regulation contains PSO appointment guidelines, criteria, PSO to non-PSO billet reassignment instructions, and the professional skill fields and grades recognized by the Texas State Guard.

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.

History. This regulation is a major revision.

Summary. This regulation describes the Professional Skills Officer appointment policy, criteria, and procedures for the Texas State Guard.

Applicability. This regulation applies to the Texas State Guard.

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*This regulation supersedes TXSGR 600-10, dated 27 June 2013; TXSGR 1710.10, dated 27 November 2018, and TXSGD 1000.02, dated 13 December 2020.

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Glossary

Chapter 1 Introduction

Section I General

1-1. Purpose

This regulation standardizes the policies, criteria, and procedures for appointment of Professional Skills Officers (PSO) in the Texas State Guard (TXSG) based on specific skill sets and experience.

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. Texas Adjutant General, Texas Military Department

The TAG, TMD serves as the senior official and executive authority to appoint military judges and judge advocates.

1-6. Commanding General, Texas State Guard

The CG, TXSG will serve as the senior official on matters concerning PSO promotions and appointments.

1-7. Brigade Commanders, Texas State Guard

The Brigade Commanders, TXSG will ensure completeness and accuracy of Personnel Action Board (PAB) packets prior to submission to the T1, TXSG.

1-8. T1, Texas State Guard

The T1, TXSG will—

- a.* Serve as the senior TXSG policy official for all TXSG officer and warrant officer promotions.
- b.* Generate the date of rank (DOR) promotion roster every January and July for TXSG distribution.
- c.* Execute the promotion process for all grades as outlined within this regulation.
- d.* Provide PSO promotion orders to the Executive Assistant, Secretary General's Staff, TXSG for printing of appointment and promotion certificates.

1-9. Brigade G1, Texas State Guard

The Brigade G1, TXSG will submit all brigade level PAB officer promotion packets to the TXSG PAB mailbox in accordance with TXSG Reg 1040.01, Personnel Action Board Instruction.

1-10. Senior Texas State Guard Headquarters Professional Skills Officer

The Senior TXSG HQ PSO will—

- a.* Review specialty specific credentials and qualifications for incoming PSOs.
- b.* Participate in the PAB for PSO specialty specific promotions.
- c.* Specify PSO appointment and promotion criteria for their designated specialty.

1-11. Executive Assistant, Secretary General's Staff, Texas State Guard

The Exec Asst/SGS, TXSG will generate PSO appointment and promotion certificates upon receipt of promotion orders from the T1, TXSG for distribution to the respective command element.

Chapter 2

Appointment Guidelines

2-1. General

- a.* See Chapter 5 for professional skills recognized by the TXSG.
- b.* Prior to appointing a PSO, the recommended individual must:
 - (1) Provide copies of their:
 - (a)* Current licenses or certificates to validate their skillset.
 - (b)* College transcript from an accredited university in their skillset.
 - (c)* Civilian resume.
 - (2) Evidence of good standing with their respective State of Texas regulatory and licensing agency when applicable.
 - (3) Agree to serve in their assigned PSO billet for their recognized specialty for a minimum of three years.
- c.* This regulation prohibits:
 - (1) Accepting expired licenses or certificates.
 - (2) Appointing a PSO to a command position outside of their specialty field without first transitioning from a PSO to a line officer.
- d.* This regulation allows recruits to:
 - (1) Enlist if they qualify for, but do not want, a PSO appointment.
 - (2) Enter the TXSG at the grade held upon discharge from federal military service unless the PSO billet allows for a higher grade, in which case the individual will receive the grade specified for the PSO billet per Chapter 5 of this regulation.

2-2. Billet assignments

- a.* Appointed PSO personnel must serve in their assigned billet for a minimum of three years.
- b.* In accordance with the guidance outlined in TXSG Regulations 1051.01, 1052.01, and 1055.01, this regulation permits:
 - (1) Reassignment from a PSO billet to a line unit billet.
 - (2) Reassignment from a line unit billet to a PSO billet.
- c.* Before the initial entry of a PSO, recruiting must verify the following before confirming the billet assignment:
 - (1) A Modified Table of Organization and Equipment (MTO&E) billet vacancy must exist.
 - (2) A packet submission to the PAB must get submitted and processed per guidance in TXSG Reg 1040.01, Personnel Action Board, only if the grade appointed at initial entry would otherwise require review and recommendation by the PAB to the CG, TXSG for promotion.

2-3. Professional Military Education

- a.* Non-prior federal service PSOs receiving a direct officer or warrant officer appointment must complete the Direct Commissioned Officer Orientation Course (DCOOC) within one year of their appointment date.
 - (1) Failure to complete DCOOC results in an involuntary discharge from the TXSG.
 - (2) For Form 35 completion upon discharge, the individual's rank will remain as appointed.
- b.* Non-prior federal service PSOs receiving a junior non-commissioned officer (NCO) appointment must complete Initial Entry Training (IET) within one year of their appointment date.
 - (1) Failure to complete IET results in an involuntary discharge from the TXSG
 - (2) For Form 35 completion upon discharge, the individual's rank will remain as appointed.
- c.* When a current member of the TXSG receives a PSO appointment, their previous completion of IET or Officer Candidate School (OCS) satisfies the requirement to attend IET or DCOOC within one year of appointment.

2-4. Brevet promotions

Process brevet promotions in accordance with Texas Government Code 437, sections 206 and 309 and JFTX Reg 600-6, Brevet Promotions. Submit requests for brevet promotions per the procedures and criteria within this regulation.

Chapter 3

Promotion Criteria

3-1. General

- a.* In addition to mandatory time in grade (TIG) requirements stated in this chapter, promotion to the next higher grade must consider demonstrated leadership, ability, and potential for service.

- b.* TIG stated within this regulation specifically applies to PSOs.
- c.* The criteria listed for grade and rank assignment in Chapter 5 of this regulation applies to initial entry only and does not apply as additional promotion criteria.
- d.* Promotion recommendations must come from the Senior TXSG HQ PSO of the PSO's respective field.
- e.* All promotion procedures must comply with the Texas Military Department Directive 1350.01, Texas Military Equal Opportunity and Equal Employment Opportunity, and TXSG Regulations 1051.01, 1052.01, and 1055.01 as applicable.
- f.* This regulation prohibits:
 - (1) Any exception to policy promotions.
 - (2) Promotion as a reward for performance.
 - (3) PSO promotion without a designated MTO&E position vacancy, regardless of compliance with the promotion criteria stated within this chapter.
 - (4) Self-recommendation for promotion.
 - (5) Below the zone promotions.
 - (6) Retaining personnel in a PSO billet if cited for professional misconduct or malpractice by their licensing or regulatory board.
- g.* For completion of the Form 35, use the published date of promotion and not the date promotion takes place.

3-2. Promotion requirements

- a.* All PSOs must comply with the following to promote and to remain assigned to a PSO billet, regardless of grade:
 - (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.
 - (3) Maintain active professional licensing or certification as required by the respective State of Texas regulatory and licensing agency for promotion and continued service in their assigned billet.
- b.* This regulation does not require:
 - (1) PSOs to meet the professional military education (PME) requirements as outlined in TXSG Regulations 1051.01, 1052.01, and 1055.01 to promote.
 - (2) Subsequent three-year service commitments upon promotion, or PSO billet reassignment after satisfaction of the initial PSO three-year service agreement.

3-3. Personnel Action Board

- a.* The PAB meets per the TXSG Regulation 1040.10, Personnel Action Board Instruction, reflected in table B-1 of this regulation, with dates published on the annual TXSG calendar.
- b.* Brigades must reference and follow the guidance outlined in TXSG Regulation 1040.01, Personnel Action Board Instruction, for PSO promotions requiring a PAB for promotion.
- c.* Brigade personnel officers will receive quarterly notifications of the next PAB date. The PAB mailbox also has an automatic email reply providing the date of the next PAB.
- d.* The PAB will submit promotion recommendations to the CG, TXSG for promotion confirmation per the Personnel Action Board Instruction 1040.10.
- e.* Promotions to O-2, O-3, W-2, and W-3 do not require PAB review or promotion packets, as the T1, TXSG will publish a roster of all personnel eligible for promotion to these grades. See TXSG Regulation 1055.01, Non-Boarded Promotions, for procedural details.

3-4. Promotion packets

- a.* Promotion packets exist solely to confirm promotion criteria qualification (See table B-2, Promotion Packet Contents Checklist).
- b.* Submit promotion packets digitally through the Brigade G1 to the TXSG PAB mailbox, pab@txsg.state.tx.us, at least thirty days before the PAB for officer grades O-4 through O-6 and warrant officer grades W-4 and W-5.
- c.* T1 staff will review each promotion packet prior to the PAB.
 - (1) Any packets failing T1 review will get returned to the respective brigade personnel officer for correction and resubmission to pab@txsg.state.tx.us.
 - (2) T1 will redact all non-essential packet data (including, but not limited to name, age, gender, sex, and race) for PAB review.

3-5. Promotion orders

- a.* Upon promotion approval by the CG, TXSG, for all officer and warrant officer grades, T1 will generate promotion

orders and electronically forward them to the respective brigade personnel officer or handle directly for higher headquarters personnel.

b. Upon receipt of the promotion order from T1, the G1 will generate the TXSG promotion certificate, and promptly send the promotion order and certificate to the respective command element.

c. Promotion may only commence upon receipt of the promotion order and certificate.

d. Use the date shown on the promotion order as the promotion DOR.

3-6. Time in grade requirements

a. Officers, Grades O-2 through O-6:

(1) Promotion to O-2: two years TIG as O-1.

(2) Promotion to O-3: two years TIG as O-2.

(3) Promotion to O-4: four years TIG as O-3.

(4) Promotion to O-5: five years TIG as O-4.

(5) Promotion to O-6: five years TIG as O-5.

b. Warrant Officers, Grades W-2 through W-5:

(1) Promotion to W-2: two years TIG as W-1.

(2) Promotion to W-3: three years TIG as W-2.

(3) Promotion to W-4: four years TIG as W-3.

(4) Promotion to W-5: four years TIG as W-4.

c. NCOs, Grades E-5 through E-9:

(1) Promotion to E-6: two years TIG as E-5.

(2) Promotion to E-7: three years TIG as E-6.

(3) Promotion to E-8: three years TIG as E-7.

(4) Promotion to E-9: four years TIG as E-8.

Chapter 4

Professional Skills Officer Billet Reassignment

4-1. General

a. This regulation allows for transfer from a PSO billet to a non-PSO billet.

b. An MTO&E billet vacancy must exist prior to the approval of the transfer.

c. Use Form 35 and associated guidance for transfers and rank and grade reduction if required. Do not submit a Form 35 for each personnel action.

d. Enlisted PSO personnel may promote to E-6 from E-5 upon transfer to a non-PSO billet if they meet all E-6 promotion criteria per TXSG Regulation 1051.01 on the effective date of transfer.

4-2. Rank and grade reduction

a. This regulation allows for the rank and grade reduction of a PSO upon the effective date of transfer when both of the following criteria exist:

(1) The PSO requests reassignment from a PSO billet to a non-PSO billet, and

(2) The PSO leaves their assigned PSO billet before satisfying their three-year PSO service agreement.

b. The following will determine the reduced rank and grade:

(1) Current recruiting guidance used to determine initial entry rank.

(2) The individual's completed TXSG and federal service PME as stated in TXSG Regulations 1051.01, 1052.01, or 1055.01.

Chapter 5

Professional Skill Fields and Grades

5-1. General

a. The initial appointment of a PSO does not require a PAB.

b. This regulation authorizes the senior PSO at the higher headquarters level to determine the initial rank based upon the information in this chapter.

c. All those assigned the grade of E-4 will hold the rank of Corporal.

5-2. Physician, MD, DO, DDS, OD, DVM, DMD, or PharmD

- a.* Must have valid and current State of Texas Medical License.
- b.* Appoint grade of O-3, except:
 - (1) Appoint grade of O-4 if board certified and has six or more years of post-graduate experience.
 - (2) Appoint grade of O-5 if the individual meets all the following criteria:
 - (a)* Prominent national stature with extensive research and publications.
 - (b)* MD/DO-PhDs.
 - (c)* Has more than fifteen years post-graduate experience.
- c.* This regulation authorizes the TXSG Surgeon to appoint an initial entry grade of O-4 or O-5 as a recruitment incentive based upon favorable review and validation of supporting documentation.

5-3. Registered Nurse

- a.* Must have valid and current State of Texas Medical License.
- b.* Appoint grade of W-1, except:
 - (1) Appoint grade of O-1 with BSN.
 - (2) Appoint grade of O-2 with BSN and a minimum five years of practice experience.
 - (3) Appoint grade of O-3 with MSN and a minimum ten years of experience as chief nurse or director of nursing.

5-4. Nurse Practitioner or Physician Assistant

- a.* Must have valid and current State of Texas Medical License.
- b.* Appoint grade of O-1, except:
 - (1) Appoint grade of O-2 with MS/MA.
 - (2) Appoint grade of O-3 with PhD/doctorate.
 - (3) Appoint grade of O-4 with board certification and at least ten years post-graduate experience.

5-5. EMT or Paramedic

- a.* Must have the following:
 - (1) A valid and current State of Texas EMT or Paramedic License.
 - (2) Either a two-year Emergency Medical Services Degree or four-year degree from an accredited college or university in any field.
- b.* Appoint grade of E-5, unless the individual holds a BS/BA, then appoint W-1.

5-6. Other licensed health care providers

- a.* A valid and current State of Texas license in one of the following medical healthcare provider specialties:
 - (1) Psychologist.
 - (2) Licensed or Master Clinical Social Worker.
 - (3) Licensed Professional Counselor.
 - (4) Dietician or Nutritionist.
 - (5) Pharmacist.
 - (6) Public health care professional.
 - (7) Healthcare administrator.
- b.* All medical healthcare provider specialties in this section require appointment approval from the TXSG Surgeon.
- c.* Appoint grade of O-1, except:
 - (1) Appoint grade of O-2 with MS/MA.
 - (2) Appoint grade of O-3 with PhD/doctorate.

5-7. Military judge

- a.* The TAG has exclusive authority to confirm appointment upon receipt of recommendation from the State Staff Judge Advocate of the TMD.
- b.* Appointed personnel in this billet serve a six-year term.
- c.* Per Texas Government Code, Chapter 432.109(a), appointed personnel must meet, at minimum, the following qualifications:
 - (1) Service as a commissioned officer in either the TMD (active or retired), or as a retired commissioned officer of the U.S. Armed Forces.
 - (2) Active member of the State Bar of Texas.

- (3) Actively practicing law for a minimum of five years.
- (4) Has a minimum of five years of experience as a staff judge advocate, judge advocate, or legal officer with the TMD or the U.S. Armed Forces.

5-8. Judge advocate

- a.* The TAG has the exclusive authority to appoint judge advocates recommended by the State Staff Judge Advocate of the TMD, with referral from the TXSG Staff Judge Advocate, per Texas Government Code 432.005(b).
- b.* Appointed personnel must meet, at minimum, the following criteria:
 - (1) Have a law degree from a school accredited by the American Bar Association.
 - (2) Hold a license to practice law in the State of Texas.
 - (3) Maintain good standing with the State Bar of Texas.
- c.* Appoint grade of:
 - (1) O-2 without prior service as a commissioned officer in the U.S. Armed Forces.
 - (2) O-3 with a LL.M., a board-certified specialty, or if a state or federal judge (active or retired).

5-9. Legal administrator

- a.* The TXSG Staff Judge Advocate must approve the appointment of all personnel to this billet.
- b.* Appointed personnel must meet, at minimum, all the following criteria:
 - (1) Prior experience as a paralegal or attorney.
 - (2) Associate degree or sixty semester hours toward a bachelor's degree in any subject.
 - (3) Holds (or previously held) the grade of E-5 or higher with the TXSG or the U.S. Armed Forces with a minimum five years TIS.
- c.* Appoint grade of:
 - (1) W-1 for those who have (or previously held) the grades of E-5 through E-6, W-1, O-1, or O-2.
 - (2) W-2 for those who have (or previously held) the grades of E-7, E-8, W-2, or O-3.
 - (3) W-3 for those who have (or previously held) the ranks E-9, W-3, or O-4 with a minimum of ten years' experience in the legal profession.

5-10. Paralegal

- a.* The TXSG Staff Judge Advocate must approve the appointment of all personnel to this billet.
- b.* Appointed personnel must meet, at minimum, one of the following criteria:
 - (1) MOS qualified as a paralegal in prior service with the U.S. Armed Forces.
 - (2) Specialty certification as a paralegal from the Texas Board of Legal Specialization.
 - (3) Paralegal certification from the National Association of Legal Assistants.
 - (4) Paralegal Advanced Competency Exam certification by the National Federation of Paralegal Associations.
 - (5) Certificate of completion from an American Bar Association approved program of education and training for paralegals.
 - (6) Certificate of completion from a paralegal program administered by any college or university accredited or approved by the Texas Higher Education Coordinating Board or its equivalent in another state.
 - (7) Bachelor's or higher degree in any field and a minimum of one year of employment experience performing significant legal work under the direct supervision of a properly licensed attorney.
 - (8) A minimum of four years of significant legal work, as defined by the State Bar of Texas, Paralegal Division.
- c.* Appoint grade of:
 - (1) E-2 without prior work experience as a paralegal.
 - (2) E-3 with one year full-time work experience as a paralegal.
 - (3) E-4 with two years full-time work experience as a paralegal.
 - (4) E-5 with three or more years full-time work experience as a paralegal.

5-11. Professional engineer

- a.* Must have valid engineering degree from an ABET approved college or university.
- b.* Appoint grade of O-1, except:
 - (1) Appoint grade of O-2 with engineering degree and an Engineer-in-Training or Fundamentals of Engineering certificate from any state engineering board.
 - (2) Appoint grade of O-3 with a State of Texas Professional Engineer (PE) license, or a PE license from a reciprocal state.

5-12. Architect

- a.* Must have a graduate degree from an NCARB approved college or university.
- b.* Appoint grade of O-1, except:
 - (1) Appoint grade of O-2 with O-1 qualifications plus two years post-graduate experience.
 - (2) Appoint grade of O-3 with a State of Texas Registered Architect (RA) license, or a RA license from a reciprocal state.

5-13 Other engineering or approved related degrees

- a.* Must have an academic or technical degree from an accredited institution, or recognized learning authority within the applicable professional industry, in one of the following specialties:
 - (1) Building systems.
 - (2) Facilities management/operations.
 - (3) Geology.
 - (4) Graphical information systems.
 - (5) Surveying.
 - (6) Construction management.
 - (7) Environmental protection.
 - (8) Power production.
 - (9) Safety.
 - (10) Energy management.
 - (11) Aerial surveillance.
 - (12) Bioenvironmental engineer.
- b.* Appoint grade of O-1, except:
 - (1) Appoint grade of O-2 with O-1 qualifications and a professional certification attesting the individual's knowledge and proficiency in the related academic or technical specialization.
 - (2) Appoint grade of O-3 with a State of Texas architect license, or an architect license from a reciprocal state.
- c.* Any PSO listed in this section must:
 - (1) Fulfill a specific TXSG need or function upon appointment.
 - (2) Receive promotion approval from the TXSG Chief of Engineers.

5-14. Wastewater operator

- a.* Must have the following:
 - (1) Valid and current Texas Class A or Class B License.
 - (2) Meets minimum education and professional experience as stipulated in Texas Commission on Environmental Quality (TCEQ) Wastewater Treatment Plant occupational licensing requirement provisions.
- b.* Appoint grade of W-1 with education and work experience per TCEQ provisions for Wastewater Class B licensing eligibility.
- c.* Appoint grade of W-2 with education and work experience per TCEQ provisions for Wastewater Class A licensing eligibility.

5-15. Elected public officials

Appoint grade of:

- a.* O-2 for State Representative.
- b.* O-3 for State Senator, other state elected officials as defined by the Texas Secretary of State, a Member of the United States House of Representatives, or a Member of the United States Senate.

5-16. Chaplains

- a.* Must have the following:
 - (1) Ecclesiastical endorsement and ordination from a recognized faith group.
 - (2) Evidence of Theological or divinity field education.
- b.* The Chief of Chaplains or Chaplain Council may otherwise approve an appointment solely based upon ministerial work history and interview, but the individual must fulfill a specific TXSG need or function upon appointment.
- c.* Appoint grade of:
 - (1) O-1 with enrollment in a master's degree program in Theology or divinity related field of study.
 - (2) O-2 with both of the following:
 - (a) Master of Theological Studies degree or divinity related field of study.

- (b)* A minimum of seventy-two hours of graduate work.
- (3)* O-3 with a Doctorate or PhD in Theological Studies or divinity related field of study.
- d.* All appointments must first receive approval by the Chief of Chaplains or Chaplain Council.

5-17. Computer scientist or information technology specialist

- a.* Must provide a civilian resume evidencing professional, education, and certification compliance.
- b.* Appoint per the following:
 - (1)* E-5:
 - (a)* 3 years technical experience.
 - (b)* 1 current intermediate level certification.
 - (2)* W-1:
 - (a)* 5 years technical or project leadership experience.
 - (b)* 60 college credit hours.
 - (c)* 2 current intermediate certifications.
 - (3)* W-3:
 - (a)* 10 years technical or project leadership experience.
 - (b)* 60 college credit hours.
 - (c)* 3 current intermediate certifications.
 - (4)* O-1 with 4-year college degree in Computer Science or Information Technology.
 - (5)* O-2:
 - (a)* 5 years technical team management or program management experience.
 - (b)* 4-year college degree.
 - (c)* 2 current advanced certifications.
 - (6)* O-3:
 - (a)* 10 years technical team management or program management experience.
 - (b)* 4-year college degree.
 - (c)* 3 current advanced certifications.

5-18. Public affairs

- a.* Must have an academic or technical degree from an accredited institution, or recognized learning authority within the applicable professional industry, in one of the following specialties:
 - (1)* Public Affairs.
 - (2)* Public Relations.
 - (3)* Communications.
 - (4)* Journalism.
 - (5)* Speech.
 - (6)* Radio, Television, Film.
 - (7)* Marketing.
 - (8)* Advertising.
- b.* Appoint grade of O-1; if the individual also has a minimum of five years professional experience in one of the above specialties appoint grade of O-2.

5-19. Law enforcement

- a.* Must have a current license with commission.
- b.* This regulation allows for appointment consideration based upon federal or out of state law enforcement experience and licensure with successful completion of TCOLE equivalency assessment.
- c.* The TXSG Headquarters Senior Law Enforcement Officer must review and approve all appointments.
- d.* Appoint per the following:
 - (1)* E-5:
 - (a)* Commissioned Basic Peace Officer.
 - (b)* Minimum 2 years full time paid field experience.
 - (2)* W-1:
 - (a)* Commissioned Intermediate Peace Officer.
 - (b)* Minimum 5 years full time paid field experience.
 - (3)* W-2:
 - (a)* Commissioned Advanced Peace Officer.

- (b) Minimum 10 years.
- (4) W-3:
 - (a) Commissioned Master Peace Officer.
 - (b) Minimum 15 years.
- (5) O-1:
 - (a) Commissioned Intermediate Peace Officer.
 - (b) Minimum 10 years full time paid field experience.
 - (c) Bachelor's degree.
- (6) O-2:
 - (a) Commissioned Advanced Peace Officer.
 - (b) Minimum 10 years' experience including 5 years supervisory field experience.
 - (c) Bachelor's degree.
- (7) O-3:
 - (a) Commissioned Master Peace Officer.
 - (b) Minimum 15 years' experience including 5 years supervisory field experience.
 - (c) Master's degree, or completion of either the FBI National Academy or the Blackwood Law Enforcement Management Institute or Law Enforcement Executive Development Association (LEEDA)

5-20. Professional fireman

- a. Must currently work for a fire department.
- b. Evidence Incident Management Team (IMT) experience documented with the Texas A&M Forest Service Texas Intrastate Fire Mutual Aid System (TIFMAS).
- c. The senior ICS headquarters official must review and approve all appointments.
- d. Appoint grade of E-5, except:
 - (1) W-1 with 5 years IMT experience.
 - (2) W-2 with 10 years IMT experience.

5-21. Professional educators and technical instructors

- a. Must meet all civilian and military training, education, and qualification requirements as outlined for both the specified position and associated grade.
- b. Appoint per the following:
 - (1) E-5:
 - (a) Evidence of instructor qualification or active technical certification.
 - (b) 5 years' experience.
 - (2) W-1:
 - (a) 4-year degree (BA/BS).
 - (b) Evidence of instructor qualification.
 - (c) 6 years' experience.
 - (3) W-2:
 - (a) Graduate degree (MA/MS).
 - (b) Secondary educator qualified.
 - (c) 8 years' experience.
 - (4) W-3:
 - (a) Doctoral degree (PhD).
 - (b) Post-secondary educator qualified.
 - (c) 10 years' experience.

5-22. Full time state employees, military specialist

- a. Upon hire, assigned grade will consider civilian and military experience when determining the assigned rank and grade.
- b. The CoS, TXSG must review and approve all appointments with concurrence from the CG, TXSG.

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 2-4.)

TMDD 1350.01

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

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

Texas Government Code, Chapter 432, General Provisions, section 005 (Available at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.432.htm>.) (Cited in para 5-8a.)

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

Texas Government Code, Chapter 432, Review of Courts-Martial, section 109 (Available at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.432.htm>.) (Cited in para 5-7c.)

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 2-4.)

TXSGI 1040.10

Personnel Action Board Instruction 1040.01 (Cited in para 1-9; 2-2c(2); 3-3a, b, d.)

TXSG Reg 1051.01

Texas State Guard Promotion of Enlisted Personnel and Non-Commissioned Officers Regulation 1051.01 (Cited in para 2-2b; 3-1e; 3-2b(1); 4-1d; 4-2b(2).)

TXSG Reg 1052.01

Texas State Guard Promotion of Commissioned Officers and Warrant Officers Regulation 1052.01 (Cited in para 2-2b; 3-1e; 3-2b(1); 4-2b(2).)

TXSG Reg 1055.01

Texas State Guard Non-Boarded Promotions Regulation 1052.01 (Cited in para 2-2b; 3-1e; 3-2b(1); 3-3e; 4-2b(2).)

TXSG Reg 1710.20

Texas State Guard Standards of Medical Fitness Regulation 1710.20 (Cited in para 3-2a(1).)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all publications are available on the Texas Military Department Serially Numbered Issuances website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.

Texas Commission on Environmental Quality Occupational License Requirements

Wastewater Operator Information and Requirements (Available at <https://www.tceq.texas.gov/licensing/licenses/wwlic>.)

Texas Commission on Law Enforcement Peace Officer Proficiency Certification Requirement Charts
Basic, Intermediate, Advanced, and Master Proficiency Requirement Charts (Available at
[https://tcole.texas.gov/content/proficiency-certificates.](https://tcole.texas.gov/content/proficiency-certificates))

Texas Government Code Title 4, Executive Branch, Subtitle C, State Military Forces and Veterans
Texas Government Code, Chapter 437, Texas Military, section 437.003 (b) and (c) (Available at
[https://statutes.capitol.texas.gov/docs/GV/htm/GV.437.htm.](https://statutes.capitol.texas.gov/docs/GV/htm/GV.437.htm))

TMDD 1350.04

Texas Military Department Directive 1350.04, Composition of Texas Military Forces (TXMF) Promotion – Vacancy Selection Boards

TXSGI 1000.01

TXSG Enlistment, Appointment, and Promotion Instruction

TXSG Reg 1710.10

TXSG Enlistments and Appointments Regulation

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.](https://armypubs.army.mil))

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Personnel Action Boards and Promotion Packets

B-1. Personnel Action Board schedule

Table B-1 lists timeline for each PAB meeting, with specific dates published on the TXSG calendar.

Table B-1
PAB meeting schedule-

Rank/Grade	PAB frequency	PAB months
Colonel (O-6)	Biannually	January and July
Lieutenant Colonel (O-5)	Biannually	January and July
Major (O-4)	Quarterly	January, April, July, and October
Chief Warrant Officer 5 (W-5)	Biannually	January and July
Chief Warrant Officer 4 (W-4)	Quarterly	January, April, July, and October

B-2. Promotion packet checklist

Table B-2 lists all required promotion packet items. T1, TXSG will accept promotion packets in electronic PDF format only.

Table B-2
Promotion packet digital file contents checklist-

Included	Item
<input type="checkbox"/>	TXSG Form 35 completely and correctly filled in and signed
<input type="checkbox"/>	Copies of evaluations for the entirety of their current TIG or back to Jan 2021
<input type="checkbox"/>	MFR from T1 on highest education achieved, FEMA, and PME completion
<input type="checkbox"/>	Confirmation of minimum 80% attendance at drills and required training including AT, averaged over the TIG period

Appendix C

PSO Specialties, Grades, and Criteria

C-1. PSO specialties, grades, and requirements

Table C-1 lists all requirements for each PSO specialty corresponding with the authorized grades.

Table C-1
PSO specialties, grades, and requirements-

Specialty	E-5	W-1	W-2	W-3	O-1	O-2	O-3	Conditions
Physician, MD, DO, DDS OD, DVM, DMD, or PharmD							X	Valid and current TX Medical License. See notes 1, 2, 3.
Registered Nurse		X			Note 4	Note 5	Note 6	Valid and current TX Medical License. See notes 4, 5, 6.
Nurse Practitioner or Physician's Assistant					X	Note 7	Note 8	Valid and current TX Medical License. See notes 7, 8, 9.
EMT or Paramedic	X	Note 10						Valid and current TX EMT or Paramedic License and either a two-year Emergency Medical Services Degree or four-year degree from an accredited college or university in any field. See note 10.
Other Licensed Health Care Professionals					X	Note 13	Note 14	Valid and current TX license in one of the listed medical healthcare provider specialties. See notes 11, 12, 13, 14.
Military Judge								See note 15.
Judge Advocate								See note 16.
Legal Administrator		Note 17	Note 18	Note 19				The TXSG Staff Judge Advocate must approve the appointment of all personnel to this billet. Appointed personnel must meet all the following: (1) Prior experience as a paralegal or attorney. (2) Associate degree or sixty semester hours toward a bachelor's degree in any subject. (3) Holds (or previously held) the grade of E-5 or higher with the TXSG or the U.S. Armed Forces with a minimum five years TIS. See notes 17, 18, 19.
Paralegal	Note 21, 22, 23, 24							The TXSG Staff Judge Advocate must approve the appointment of all personnel to this billet. See note 20, 21, 22, 23, 24.
Professional Engineer					X	Note 25	Note 26	Engineering degree from an ABET approved college or university. See notes 25, 26.
Architect					X	Note 27	Note 28	Must have graduate degree from an NCARB approved college or university. See notes 27, 28.

Specialty	E-5	W-1	W-2	W-3	O-1	O-2	O-3	Conditions
Other engineering or approved related degrees					X	Note 30	Note 31	Must have an academic or technical degree from an accredited institution, or recognized learning authority within the applicable professional industry, in one of the listed specialties. See notes 29, 30, 31, 32.
Wastewater Operator		Note 33	Note 34					Valid and current TX license IAW TCEQ provisions. See notes 33, 34.
Elected Public Officials						State Rep	State Senator or Other Elected Public Official Note 35	See note 35.
Chaplains					Note 36	Note 37	Note 38	Ecclesiastical endorsement and ordination from a recognized faith group and evidence of Theological or divinity field education. The Chief of Chaplains or Chaplain Council may otherwise approve an appointment solely based upon ministerial work history and interview, but the individual must fulfill a specific TXSG need or function upon appointment. All appointments must first receive approval by the Chief of Chaplains or Chaplain Council. See notes 36, 37, 38.
Computer Scientist or IT Specialist	Note 39	Note 40		Note 41	Note 42	Note 43	Note 44	Provide civilian resume evidencing professional, education, and certification compliance. See notes 39, 40, 41, 42, 43, 44.
Public Affairs					X	Note 46		Academic or technical degree from an accredited institution, or recognized learning authority within the applicable professional industry, in one of the listed specialties. See notes 45, 46.
Law Enforcement	Note 48	Note 49	Note 50	Note 51	Note 52	Note 53	Note 54	Must have a current license with commission. The TXSG Headquarters Senior Law Enforcement Officer must review and approve all appointments. See notes 47, 48, 49, 50, 51, 52, 53, 54.
Professional Fireman	X	Note 55	Note 56					Currently work for a fire department and evidence Incident Management Team (IMT) experience documented with the Texas A&M Forest Service Texas Intrastate Fire Mutual Aid System (TIFMAS). The senior ICS headquarters official must review and approve all appointments. See notes 55, 56.
Professional educators and technical instructors	Note 57	Note 58	Note 59	Note 60				Meet all civilian and military training, education, and qualification requirements as outlined for both the specified position and associated grade. See notes 57, 58, 59, 60.

Specialty	E-5	W-1	W-2	W-3	O-1	O-2	O-3	Conditions
Full Time State Employees, Military Specialist	X	X	X	X	X	X	X	Upon hire, assigned grade will consider civilian and military experience when determining the assigned rank and grade. The CoS, TXSG must review and approve all appointments with concurrence from the CG, TXSG.

C-2. PSO notes

Table C-2 lists all notes corresponding to Table C-1.

Table C-2
PSO notes by specialty-

Specialty	Notes
Healthcare	<p>Note 1: Appoint grade of O-4 if board certified and has six or more years of post-graduate experience</p> <p>Note 2: Appoint grade of O-5 if the individual has distinguished themselves in their specialty demonstrated by prominent national stature with extensive research and publications, MD/DO-PhDs, and has more than fifteen years post-graduate experience</p> <p>Note 3: This regulation authorizes the TXSG Surgeon to appoint an initial entry grade of O-4 or O-5 as a recruitment incentive based upon favorable review and validation of supporting documentation</p> <p>Note 4: Appoint grade of O-1 with BSN</p> <p>Note 5: Appoint grade of O-2 with BSN and a minimum five years of practice experience</p> <p>Note 6: Appoint grade of O-3 with MSN and a minimum ten years of experience as chief nurse or director of nursing</p> <p>Note 7: Appoint grade of O-2 with MS/MA</p> <p>Note 8: Appoint grade of O-3 with PhD/doctorate</p> <p>Note 9: Appoint grade of O-4 with board certification and at least ten years post-graduate experience</p> <p>Note 10: Appoint grade of E-5, unless the individual holds a BS/BA, then appoint W-1</p> <p>Note 11: Psychologist; Licensed or Master Clinical Social Worker; Licensed Professional Counselor; Dietician or Nutritionist; Pharmacist; Public health care professional; Healthcare administrator</p> <p>Note 12: All medical healthcare provider specialties in this section require appointment approval from the TXSG Surgeon</p> <p>Note 13: Appoint grade of O-2 with MS/MA</p> <p>Note 14: Appoint grade of O-3 with PhD/doctorate</p>
Legal	<p>Note 15: The TAG has the exclusive authority to confirm appointment upon receipt of recommendation from the State Staff Judge Advocate of the TMD</p> <p>Note 16: The TAG has the exclusive authority to appoint judge advocates recommended by the State Staff Judge Advocate of the TMD, with referral from the TXSG Staff Judge Advocate</p> <p>Note 17: Appoint grade of W-1 for those who have (or previously held) the grades of E-5 through E-6, W-1, O-1, or O-2</p> <p>Note 18: Appoint grade of W-2 for those who have (or previously held) the grades of E-7, E-8, W-2, or O-3</p> <p>Note 19: Appoint grade of W-3 for those who have (or previously held) the ranks E-9, W-3, or O-4 with a minimum of ten years' experience in the legal profession</p> <p>Note 20: Paralegal personnel must meet, at minimum, one of the following criteria for appointment:</p> <ol style="list-style-type: none"> (1) MOS qualified as a paralegal in prior service with the U.S. Armed Forces (2) Specialty certification as a paralegal from the Texas Board of Legal Specialization (3) Paralegal certification from the National Association of Legal Assistants (4) Paralegal Advanced Competency Exam certification by the National Federation of Paralegal Associations (5) Certificate of completion from an ABA approved program of education and training for paralegals (6) Certificate of completion from a paralegal program administered by any college or university accredited or approved by the Texas Higher Education Coordinating Board or its equivalent in another state (7) Bachelor's or higher degree in any field and a minimum of one year of employment experience performing significant legal work under the direct supervision of a properly licensed attorney (8) A minimum of four years of significant legal work, as defined by the State Bar of Texas, Paralegal Division <p>Note 21: Appoint grade of E-2 without prior work experience as a paralegal</p> <p>Note 22: Appoint grade of E-3 with one year full-time work experience as a paralegal</p> <p>Note 23: Appoint grade of E-4 with two years full-time work experience as a paralegal</p> <p>Note 24: Appoint grade of E-5 with three or more years full-time work experience as a paralegal</p>
Engineering	<p>Note 25: Appoint grade of O-2 with engineering degree and an Engineer-in-Training or Fundamentals of Engineering certificate from any state engineering board</p> <p>Note 26: Appoint grade of O-3 with a State of Texas Professional Engineer (PE) license, or a PE license from a reciprocal state</p> <p>Note 27: Appoint grade of O-2 with O-1 qualifications plus two years post-graduate experience</p> <p>Note 28: Appoint grade of O-3 with a Texas Registered Architect (RA) license, or a RA license from a reciprocal state</p> <p>Note 29: Building Systems, Facilities Management/Operations, Geology, Graphical Information Systems, Surveying, Construction Management, Environmental Protection, Power Production, Safety, Energy Management, Aerial Surveillance and Bioenvironmental Engineer</p> <p>Note 30: Appoint grade of O-2 with O-1 qualifications a professional certification attesting the individual's knowledge and proficiency in the related academic or technical specialization</p> <p>Note 31: Appoint grade of O-3 with a State of Texas architect license, or an architect license from a reciprocal state</p> <p>Note 32: Any PSO listed in this section must fulfill a specific TXSG need or function upon appointment and receive promotion approval from the TXSG Chief of Engineers</p>

Specialty	Notes
Engineering	<p>Note 33: Appoint grade of W-1 with education and work experience per TCEQ provisions for Wastewater Class B licensing eligibility</p> <p>Note 34: Appoint grade of W-2 with education and work experience per TCEQ provisions for Wastewater Class A licensing eligibility</p>
Public Officials	Note 35: Other elected public officials defined: State elected officials as defined by the Texas Secretary of State, a Member of the United States House of Representatives, or a Member of the United States Senate
Chaplains	<p>Note 36: Appoint grade of O-1 with enrollment in a master's degree program in Theology or divinity related field of study</p> <p>Note 37: Appoint grade of O-2 with a Master of Theological Studies degree, or divinity related field of study, and a minimum of seventy-two hours of graduate work</p> <p>Note 38: Appoint grade of O-3 with a Doctorate or PhD in Theological Studies or divinity related field of study</p>
Technology	<p>Note 39: Appoint grade of E-5 with 3 years technical experience and 1 current intermediate level certification</p> <p>Note 40: Appoint grade of W-1 with 5 years technical or project leadership experience, 60 college credit hours, and 2 current intermediate certifications</p> <p>Note 41: Appoint grade of W-3 with 10 years technical or project leadership experience, 60 college credit hours, and 3 current intermediate certifications</p> <p>Note 42: Appoint grade of O-1 with 4-year college degree in Computer Science or Information Technology</p> <p>Note 43: Appoint grade of O-2 with 5 years technical team management or program management experience, 4-year college degree, and 2 current advanced certifications</p> <p>Note 44: Appoint grade of O-3 with 10 years technical team management or program management experience, 4-year college degree, and 3 current advanced certifications</p>
Public Affairs	<p>Note 45: Public Affairs; Public Relations; Communications; Journalism; Speech; Radio, Television, Film; Marketing; Advertising</p> <p>Note 46: Appoint grade of O-2 if the individual also has a minimum of five years professional experience in one of the above specialties</p>
Law Enforcement	<p>Note 47: This regulation allows for appointment consideration based upon federal or out of state law enforcement experience and licensure with successful completion of TCOLE equivalency assessment</p> <p>Note 48: Appoint grade of E-5 if Commissioned Basic Peace Officer with minimum 2 years full time paid field experience</p> <p>Note 49: Appoint grade of W-1 if Commissioned Intermediate Peace Officer with minimum 5 years full time paid field experience</p> <p>Note 50: Appoint grade of W-2 if Commissioned Advanced Peace Officer with minimum 10 years _</p> <p>Note 51: Appoint grade of W-3 if Commissioned Master Peace Officer with minimum 15 years _</p> <p>Note 52: Appoint grade of O-1 if Commissioned Intermediate Peace Officer with minimum 10 years full time paid field experience and a bachelor's degree</p> <p>Note 53: Appoint grade of O-2 if Commissioned Advanced Peace Officer with minimum 10 years _ including 5 years supervisory field experience and a bachelor's degree</p> <p>Note 54: Appoint grade of O-3 if Commissioned Master Peace Officer with minimum 15 years including 5 years supervisory field experience and a master's degree, or completion of either the FBI National Academy or the Blackwood Law Enforcement Management Institute</p>
Firefighting	<p>Note 55: Appoint grade of W-1 with 5 years IMT experience</p> <p>Note 56: Appoint grade of W-2 with 10 years IMT experience</p>
Education	<p>Note 57: Appoint grade of E-5 with evidence of instructor qualification or active technical certification and 5 years' experience</p> <p>Note 58: Appoint grade of W-1 with a 4-year degree (BA/BS), evidence of instructor qualification, and 6 years' experience</p> <p>Note 59: Appoint grade of W-2 with a Graduate degree (MA/MS), secondary educator qualification, and 8 years' experience</p> <p>Note 60: Appoint grade of W-3 with a doctoral degree (PhD), post-secondary educator qualification, and 10 years' experience</p>

Glossary

Section I

Abbreviations

ABET

Accreditation Board for Engineering and Technology

BSN

Bachelor of Science in Nursing

CoS

Chief of Staff

DCOOC

Direct Commissioned Officers Orientation Course

DDS

Doctor of Dental Surgery

DMD

Doctor of Dental Medicine

DO

Doctor of Osteopathic Medicine

DOR

Date of Rank

DVM

Doctor of Veterinary Medicine

EIT

Engineer in Training

EMT

Emergency Medical Technician

FBI

Federal Bureau of Investigation

FE

Fundamentals of Engineering

FEMA

Federal Emergency Management Agency

IET

Initial Entry Training

IMT

Incident Management Team

LL.M

Legum Magister

MA
Medical Assistant

MD
Doctor of Medicine

MOS
Military Occupational Specialty

MS
Master of Surgery

MSN
Master of Science in Nursing

MTO&E
Modified Table of Organization and Equipment

NCARB
National Council of Architectural Registration Boards

NCO
Non-Commissioned Officer

OCS
Officer Candidate School

OD
Doctor of Osteopathy

PAB
Personnel Action Board

PE
Professional Engineer

PharmD
Doctor of Pharmacy

Ph.D.
Doctor of Philosophy

PME
Professional Military Education

PSO
Professional Skills Officer

RTF
Radio, Television, Film

TAG
Texas Adjutant General

TCEQ
Texas Commission on Environmental Quality

TCOLE

Texas Commission on Law Enforcement

TIFMAS

Texas Intrastate Fire Mutual Aid System

TIG

Time in Grade

TIS

Time in Service

TMD

Texas Military Department

TXSG

Texas State Guard

TXSG HQ

Texas State Guard Headquarters

Section II**Terms****Direct appointment, enlisted**

Receiving the rank and grade of enlisted personnel based on professional skills without attending the necessary professional military education otherwise required to attain such a rank and grade.

Direct appointment, officer and warrant officer

Receiving a commission based on professional skills as either an officer or a warrant officer without attending the necessary professional military education otherwise required to receive a commission.

E-2

Private (PV2).

E-3

Private First Class (PFC).

E-4

Corporal (CPL) or Specialist (SPC). This regulation requires all grades of E-4 hold the rank of Corporal.

E-5

Sergeant (SGT).

E-6

Staff Sergeant (SSG).

E-7

Sergeant First Class (SFC).

E-8

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

E-9

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

G1

Personnel Staff Section at the TXSG brigade level.

Legum Magister

An advanced law degree for the specialty of law that one practices represented by the abbreviation LL.M.

O-1

2nd Lieutenant (2LT).

O-2

1st Lieutenant (1LT).

O-3

Captain (CPT).

O-4

Major (MAJ).

O-5

Lieutenant Colonel (LTC).

O-6

Colonel (COL).

Officer, Professional Skills

Usage of the word “officer” as part of the phrase “Professional Skills Officer” encompasses officers, warrant officers, and non-commissioned officers.

Physician

A medical professional who practices general medicine.

Professional Skills Officer

An individual receiving a direct appointment to a specific rank and grade based upon professional skills and experience. See also: Officer, Professional Skills.

T1

Personnel Staff Section at the TXSG Headquarters level.

W-1

Warrant Officer 1 (WO1).

W-2

Chief Warrant Officer 2 (CW2).

W-3

Chief Warrant Officer 3 (CW3).

W-4

Chief Warrant Officer 4 (CW4).

W-5

Chief Warrant Officer 5 (CW5).

UNCLASSIFIED