

**Joint Force Texas Regulation 1-09**

**Personnel-General**

**State Active Duty  
Passes**

**Office of the Adjutant General,  
Texas Military Forces,  
Joint Force Headquarters,  
Austin, Texas 78763-5218  
8 August 2014**

**UNCLASSIFIED**

**Office of the Adjutant General  
Texas Military Forces,  
Joint Force Headquarters,  
Austin, Texas 78763-5218  
8 August 2014**

**Joint Force Texas  
(JFTX) Regulation 1-09**

**Personnel General**

**STATE ACTIVE DUTY PASSES**

---

**By Order of the Adjutant General:**

**JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General**

**OFFICIAL:  
CAROLYN SMALLWOOD  
CW4, GS, TXARNG  
SIG - Policy**

---

**Summary.** This regulation provides policy and guidance pertaining to passes for Texas Military Forces (TXMF) members on State Active Duty (SAD).

**Applicability.** This regulation applies to the TXMF serving on SAD.

**Internal Control Systems.** This regulation is subject to the requirements of AR 11-2, but does not contain control measures.

**Suggested Improvements.** The proponent of this regulation is the NGTX-GC. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Adjutant General of Texas, ATTN: NGTX-GC, P.O. Box 5218, Austin, Texas 78763-5218.

**Distribution.** A

---

## **Contents** (listed by paragraph and page number)

### **Chapter 1**

#### **Introduction**, page 1

Purpose · 1-1, *page 1*

Explanation of Abbreviations and Terms · 1-2, *page 1*

References · 1-3, *page 1*

Objective · 1-4, *page 1*

Responsibilities · 1-5, *page 1*

### **Chapter 2**

Limitations to serving on SAD · 2-1, *page 2*

### **Chapter 3**

Rules to grant duty passes · 3-1, *page 2*

Steps to grant passes · 3-2, *page 3*

Reasons a Commander may grant a duty pass · 3-3, *page 3*

## **Appendixes**

**A.** References, *page 5*

**B.** Blank TXMF Form 31, *page 6*

## **Table List**

**Table 3–1:** Steps to grant duty passes, *page 3*

## **Glossary**

# **Chapter 1**

## **General**

### **1-1. Purpose**

Service Members on SAD often work extended duty hours in austere conditions. SAD is usually utilized as a short-term mechanism, usually involving a few weeks, to address natural disasters associated with domestic operations. This regulation addresses items associated with long-term personnel issues associated with SAD. For example, there are neither statutory provisions for accrual of leave nor provisions that address time-off for temporary State employees serving on SAD. In addition, many of these temporary State employees on SAD are also required to maintain federal requirements for membership in the National Guard of the United States, which is also a requirement for membership in the Army and Air National Guard of Texas. In that respect, this regulation will address the “grey” area aspects of serving on SAD.

### **1-2. Explanation of Abbreviations and Terms**

Abbreviations and special terms used in this regulation are explained in the glossary. The definitions to the special terms in the glossary are for the purposes of implementing this regulation over the TXMF.

### **1-3. Reference**

Required and related publications and prescribed and referenced forms are listed in Appendix A.

### **1-4. Objective**

The objective of the TXMF SAD regulation is to provide guidance for processing passes on SAD.

### **1-5. Responsibilities**

- a.* The Deputies Adjutant General, Army or Air, and the Commander of the Texas State Guard will oversee, monitor, and provide guidance to the program as it pertains to their respective components.
- b.* The Domestic Operations (DOMOPS) J1 will administer the program for the TXMF.
- c.* Commanders at every level will take personal interest and initiative to ensure compliance with this regulation.

## Chapter 2

### 2-1. Limitations to serving on SAD

A TXMF member also serving as a federal technician, as an active guard reserve (AGR), as a Title 10 (T10) active duty operational support (ADOS), or as a Title 32 (T32) employee on T32 orders cannot simultaneously serve on SAD and must first be released from his or her federal position. Federal technicians must request to be placed in an approved leave status and/or leave without pay (LWOP) status effective the date SAD orders begin. AGR, T10, and T32 employees must be released from federal orders prior to serving on SAD.

## Chapter 3

### 3-1. Rules to grant a duty pass

Service Members on SAD are allowed off duty passes, at the commander's discretion, in the same manner that full-time State employees have regular days off. As State employees, Service Members are not prohibited from other off duty employment to include federal employment required to maintain Guard membership. Commanders will, when practicable and when mission requirements allow, provide a duty pass for TXMF members to attend inactive IDT and AT on non-duty days in order to meet federal requirements. If a TXMF member cannot be released for IDT or AT, the commander will make all effort to allow the member to split train the IDT or AT days. Rules for granting a duty pass are noted below:

*a.* A short, nonchargeable, authorized absence from place of duty during normal off duty hours is a duty pass. Non-duty periods of absence, other than the established or normal duty hours are considered as a pass period, to include official holidays. For example, a duty pass might extend from Friday after duty until the beginning of duty on the following Tuesday.

*b.* The unit commander is the approval authority.

*c.* A Service Member remains in an available-for-duty-status and is subject to recall during normal off duty hours unless absence is authorized. The Service Member is also subject to recall during an authorized absence/duty pass period subject to mission requirements.

*d.* A duty pass begins and ends, at the Service Members duty location, or at the location from where the Service Member normally commutes to duty. Service Members must be physically at one of these locations when departing to or returning from a duty pass.

*e.* A duty pass will normally be from the end of normal duty hours on one day to the beginning of working hours the next duty day. The standard for calculating the period of the pass is to count calendar days, not on the number of hours to be taken.

*f.* A duty pass may be authorized during periods of temporary duty (TDY) while Service Members are at the TDY station. The following applies:

(1) Commanders at TDY locations may authorize duty passes.

(2) A duty pass period may be authorized after departure from the permanent duty station and prior to the beginning of the TDY period. Further, a duty pass may be authorized upon completion of TDY and prior to return to the permanent duty station.

*g.* If a Service Member is undergoing medical treatment, a duty pass is limited to emergency or urgent care.

### 3-2. Steps to grant duty pass

**Table 3-1**

Step	Work center	Required action
1	CDR	Grant duty passes to Service Member whose performance of duty and conduct merits approval.
2	Unit	Use the TXMF Form 31 to authorize absence. A TXMF Form 31 is not required if Service Member will remain in the vicinity of his or her normal duty station.
3	Unit	If TDY is authorized together with a duty pass notify S1 or A1 of the respective TXMF component if duty pass period is authorized immediately before or immediately after TDY.
4	CDR	Advise Service Member that duty pass begins and ends at the appointed times on post, at duty location, or the place where the Service Member normally commutes to duty.
5	CDR	If the Service Member is approved a duty pass, advise Service Member to be at his or her place of duty, or location from which he or she regularly commutes to duty before departing on duty pass.
6	CDR	Advise Service Members that AWOL applies if he or she fails to return at the appointed time unless extension was granted.
7	Unit	Follow applicable duty pass processing procedures.
8	S1	Follow applicable duty pass processing procedures and maintain TXMF Form 31.

### 3-3. Reasons a commander may grant a duty pass includes but is not limited to

- a. As special recognition for exceptional performance of duty.
- b. To attend spiritual retreats or observe other major religious events requiring the Service Member to be continuously absent from work or duty.
- c. To exercise voting responsibilities of citizenship.
- d. To alleviate personal problems incident to military service.

e. As compensatory time off—

(1) For long or arduous duty hours.

(2) For duty in an isolated location.

(3) Following periods of continuous duty of excessive duration.

(4) Following duty on a public holiday. Such time off will be granted at the Commander's discretion, the first duty day after the public holiday (including the observed day), except in unusual circumstances.

(5) Annual Training.

(6) Inactive Duty training.

## **Appendix A**

### **Section I**

*Required publications.*

**Texas Government Code, Chapter 437**

#### **JFTX Regulation 1-02**

State Active Duty for Texas Military Forces Full-time Members

### **Section II**

*Related publications.*

No entries.

### **Section III**

*Prescribed Forms*

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **TXMF Form 31**

State Active Duty Pass

**Appendix B**  
**Blank Form**

**TXMF Form 31**  
State Active Duty Pass

<b>REQUEST AND AUTHORITY FOR DUTY PASS</b> This form is subject to the Privacy Act of 1974. The proponent of this form is NGTX-GC (See instructions on reverse.).				1. CONTROL NUMBER
2. NAME <i>(Last, First, Middle Initial)</i>		3. SSN	4. RANK	5. DATE
6. PASS ADDRESS <i>(Street, City, State, ZIP Code and Phone No.)</i>			7. ORGN, STATION, AND PHONE NO.	
8. NUMBER DAYS PASS NUMBER OF DAYS PASS REQUESTED		9. DATES a. FROM		
				b. TO
10. SIGNATURE OF REQUESTOR	11. SUPERVISOR RECOMMENDATION/SIGNATURE <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		12. SIGNATURE AND TITLE OF APPROVING AUTHORITY	
13. DEPARTURE				
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY		
14. EXTENSION				
a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF EXTENSION AUTHORITY		
15. RETURN				
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY		
16. REMARKS				
Pass is from                      to				

## PRIVACY ACT STATEMENT

<b>AUTHORITY:</b>	Texas Government Code, Chapter 437
<b>PRINCIPAL PURPOSES(S):</b>	To authorize military pass, document start and stop of such pass; record address and telephone number where a Service Member may be contacted in case of an emergency during pass.
<b>ROUTINE USES:</b>	To update a Service Member's military pass and records. Information furnished may be disclosed to DOD officials or employees who need this information to perform their duties; to federal, state, and local law enforcement authorities in appropriate cases; the American Red Cross; and relatives. The social security number is used for positive identification.
<b>DISCLOSURE:</b>	Voluntary. Disclosure of SSN is voluntary. However, this form will not be processed without a Service Member's SSN, since the Army identifies members by SSN for pay and passes purposes.

## INSTRUCTIONS TO INDIVIDUAL

- 1. AUTHORITY FOR PASS.** A Service Member on leave must carry this form while on pass.
- 2. CHANGES.** A Service Member who desires changes in authorized pass or does not begin pass on schedule will notify commander.
- 3. REPORTING.** A Service Member will report to duty station not later than 2400 on the last day of pass (block 9b)
- 4. DEPARTURE/RETURN.** A Soldier will begin and end pass on post, at the duty location, or from the place he or she regularly commutes to work.
- 5. TRAVEL PASS.** A Service Member on pass pays for all his or her travel expenses, to include return to duty station. He or she must have sufficient funds to pay all expenses.
- 6. PASS EXTENSIONS.** A Soldier must request pass extension prior to end of approved pass.
  - a. If disapproved, 3 above applies.
  - b. If approved, complete block 14a – 14c. Attach written notification of extension when received.
- 7. LOST OR DESTROYED PASS FORM.** Request a reconstructed form from your unit.

## **Glossary**

### **Section I**

#### ***Abbreviations***

##### **ADOS**

Active Duty Operational Support

##### **AGR**

Active Guard Reserve

##### **AT**

Annual Training

##### **AWOL**

Absent Without Leave

##### **CDR**

Commander

##### **DOMOPS**

Domestic Operations

##### **IDT**

Inactive Duty Training

##### **JFTX**

Joint Forces Texas

##### **LWOP**

Leave Without Pay

##### **SAD**

State Active Duty

##### **TDY**

Temporary Duty

##### **TMD**

Texas Military Department

## **Glossary - continued**

### **TXANG**

Texas Air National Guard

### **TXARNG**

Texas Army National Guard

### **TXMF**

Texas Military Forces

### **TXSG**

Texas State Guard

## **Section II**

### **Terms**

#### **Texas Military Forces (TXMF)**

TXMF includes members of the Texas Army National Guard (TXARNG), the Texas Air National Guard (TXANG), and the Texas State Guard (TXSG).

#### **Temporary State Employee**

Temporary state employee is a Service Member who is not a full-time or part-time State employee and who is on SAD. Temporary state employees on extended SAD do not accrue paid leave but are entitled to off duty time or a duty pass.

#### **Duty or Working Day**

A duty or working day is when actual work is performed under the SAD order. “Working day” for payroll purposes normally means a day other than Saturday, Sunday, or a national holiday as listed in the State General Appropriations Act or state statute. Because Service Members may be required to work on a Saturday, Sunday, or national holiday, for purposes of SAD, a duty or work day is set at the discretion of the commander and may be for any timeframe or period of time directed by the commander.

## **Glossary - continued**

### **Section II**

#### **Terms**

##### **Duty Pass**

A short, nonchargeable, authorized absence from place of duty during normal off duty hours. A duty pass must be coordinated through and approved by the commander.

##### **Inactive Duty Training (IDT)**

IDT is authorized training performed by a member of Reserve Component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies.

##### **Annual Training (AT)**

Annual training is the minimal period of training Reserve Components must perform each year to satisfy the training requirements associated with the respective Reserve Component assignment.

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

SAD is the performance of military or emergency service for the State at the call of the Governor or the Governor's designee.

##### **Texas Military Department (TMD)**

TMD is the State Agency charged with administrative activities in support of TXMF.

##### **Service Member**

Member or former member of the State military forces or a component of the United States armed forces including a reserve component.

##### **Supplemental Economic Hardship Pay**

Additional allowance over daily pay authorized by the Adjutant General pursuant to Texas Government Code, Section 437.220.

##### **Texas State Guard (TXSG)**

Voluntary military forces that provide community service and emergency response activities for the State, as organized under the Second Amendment to the United States Constitution (U.S.C.), and operating as a defense force authorized under 32 U.S.C. Section 109.

**UNCLASSIFIED**