



TEXAS MILITARY FORCES  
Headquarters, Texas State Guard  
PO Box 5218  
Austin, TX 78763

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J – 7 Department  
DISTRIBUTION: All Personnel

TXSG 1811.00  
19 March 2016

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**BASIC ORIENTATION TRAINING (BOT)  
FOR THE  
TEXAS STATE GUARD**

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References: 600-10  
TXSG Instructions 3400 / 3500

1. **Purpose.** To establish a uniform process for scheduling and conducting Regional Basic Orientation Training Courses.
2. **Cancellation.** Not Applicable
3. **Applicability.** The guidance and instructions contained in this document are applicable throughout the Texas State Guard. Commanders at all levels are responsible for implementing its contents. Commanders will ensure the provisions of this instruction are adhered to.
4. **Definitions.** See Glossary
5. **Procedures.** Unit Commander will schedule new enlisted/commissioned/appointed service members to attend the next available RBOT course. Regional BOT instructors will ensure the approved BOT training materials are made available to the service members scheduled to attend the course.
6. **Responsibilities.** Addressees are responsible for implementing local directives systems within their organization, and for ensuring their administrative issuances meet the criteria of this instruction.
7. **Recommended of Changes.** Changes to this directive are invited, and may be submitted via the appropriate chain of command to: Texas State Guard HQ J7 or Chief of Staff, using standard TXSG correspondence formatted message.

8. Releasability. Local reproduction and distribution to units within the command is authorized.
9. Effective Date. This policy is effective upon receipt. It will be reviewed on a two (2) year cycle.



Gerald Betty  
Major General,  
Commanding, TXSG

Enclosures:

**TXSG 1811.00**  
**19 March 2016**

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## **RESPONSIBILITIES:**

### **BOT Coordinator:**

- 1. Is a TXSG J7 billet.**
- 2. Coordinates two (2) BOT Instructor certification /recertification courses annually**
- 3. Ensures Local BOT dates are available to all units.**
- 4. Maintains and updates BOT instructional materials.**
- 5. Hosts yearly training scheduling of local units (during Leadership Conference).**
- 6. Schedules (assigns all BOT dates) onto yearly training calendar.**

### **BOT Instructor (Local Units):**

- 1. Meets with BOT Coordinator during Leadership Conference to schedule BOT classes.**
- 2. Submits class roster to J7 and J1 within 10 days of conclusion of class.**
- 3. Provide J7 – BOT Coordinator a list of instructors for the class 10 days prior to class.**
- 4. Complete Facility Request Form 16 for training event (per guidelines).**
- 5. Be Prepared to Receive BOT ribbons, PT ribbons, and certificates from J1 for BOT candidates for graduation.**
  - a. Certificate Wizard will be provided to lead BOT Instructor, who is trained by TXSG HQ J1.**
- 6. BOT training not coordinated with J7, will not be recognized or supported.**

### **TXSG HQ J – 1/7:**

- 1. Maintain training files for training and verification for promotions.**

## **STUDENTS:**

### **Enrollment:**

Unit commanders will schedule service members who are mandated by regulation for attendance at the next available RBOT course. Scheduling should take place at the JFHQ – J7 level allowing for a state wide tracking of attendance.

Course materials are located on the One Drive of the Texas State Guard. Students must have an active TXSG e-mail accounts to be able to work through the courses.

### **Course Description:**

The BOT course is presented with a self-study portion, as well as an in-residence classroom section. Numerous participatory activities and exams are required throughout the course.

**Courses: Military Customs & Courtesies\*\***  
**Wear of the Uniform**  
**Basic Drill & Ceremony**  
**Texas State Guard Organization and Function**  
**Radio Communication\*\***  
**Basic First Aid & CPR**  
**Texas Code of Military Justice**  
**Texas State Guard History\***  
**PAO Briefing**  
**Texas State Guard Physical Fitness Test – Voluntary**

**\*Self –study**

**\*\* Self-study and hands on**

### **Examinations:**

- 1. Each individual will be required to pass all written exams.**
- 2. Individuals must also receive a “Go” on all hands on testing stations.**

## REPORTING AND ATTENDANCE PROCEDURES:

### FORM 211: Personnel Sign-in Document:

The Personnel Sign-In Document (PSD) will be used to archive original signatures of attendees and to physically document attendance (see 3500\_Annex\_3500\_20\_TXSG\_Form211).

### Instruction for Completion of Form 211:

1. Course information:
  - a. Class: Course designation or name.
  - b. Date: Date of the sign-in roster. (Any date format)
  - c. Instructor: First/last name and rank/agency
  - d. Location: City and host facility/agency
  - e. Email and telephone number are suggested requirements. Enter the column names as desired and applicable available data
  - f. Lead BOT Instructor signature – is required on each sheet
  - g. Page number: Especially important if roster runs more than one page
  
2. Student information: These columns MUST remain as shown.
  - a. Last: Last name, including suffix (Jr, III, ...)
  - b. First: Legal first name as shown on student's military ID card
  - c. MI: Middle Initial if used on student's military ID card
  - d. Rank: SSG or MAJ -- NOT rating
  - e. MSC: Component (HQ, ACC, ARCC, TMB, TMAR)
  - f. Unit: First unit below component level

### Examples:

**HQ: J7   ACC: 19th Reg   ARCC: 454AW   TMB: 3BN   TMAR: 2BN**

- g. P/F: Pass or Fail flag. Add this after the course. This may be that they complete the course, or may be whether they pass a test or other course requirement(s)
- h. Signature: The student MUST sign-in at the beginning of every class day. The course instructor has the prerogative of failing a student if they sign in but leave during the day

**GLOSSARY:**

<b>BOT</b>	<b>Basic Orientation Training</b>
<b>BOT Instructor</b>	<b>Certified through Texas State Guard BOT Instructor Course</b>
<b>RBOT</b>	<b>Regional Basic Orientation Training</b>
<b>TXSG</b>	<b>Texas State Guard</b>
<b>Service Member</b>	<b>All TXSG organization personnel</b>
<b>TCMJ</b>	<b>Texas Code of Military Justice</b>