Texas State Guard Regulation 600-01

Personnel - General

Promotion of Commissioned Officers and Warrant Officers

Headquarters
Texas State Guard
Austin, TX 78763
24 April 2018
**PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS**

**By Order of the Commander:**

**ROBERT J. BODISCH**  
Major General, TXSG  
Commander

**Official:**  
KATHERINE M. BROWN  
CW4, AG, USA  
SIG - Issuance

**Summary.** This regulation describes the officer and warrant officer promotion policy, criteria and procedures for the Texas State Guard (TXSG).

**Applicability.** This regulation is applicable to all components of the TXSG.

**Management Control Process.** This regulation contains management control provisions for creating and submitting officer/warrant officer promotion packets; identifying and selecting individuals qualified for promotion to officer/warrant officer; and designating promotion authority for specific officer/warrant officer grades.

**Proponent and Exception Authority.** The proponent of this regulation is the J1, TXSG. The J1, TXSG has the authority to recommend exceptions to this regulation that are consistent with the controlling law and regulation and subject to the approval of the Commanding General (TXSG).

**Supplementation.** Supplementation of this regulation on officer/warrant officer promotions or establishment of component and local policies on officer/warrant officer promotions outside of the authority dictated by this regulation is prohibited without prior approval from the Commanding General (TXSG), through the J1 (TXSG), ATTN: NGTX-HXZ, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to J1 (TXSG), ATTN: NGTX-HXZ, P.O. Box 5218, Austin, TX 78763-5218.

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Chapter 1
General

1-1. Purpose
This regulation standardizes the policies, criteria, and procedures for identifying, recommending, and selecting TXSG officers and warrant officers for promotion. It describes the respective promotion authorities and the correct content, format, and staffing processes necessary for promotion packets and personnel action boards responsible for considering promotion recommendations.

1-2. References
See Appendix A.

1-3. Explanation of Abbreviations and Terms
See Glossary.

1-4. Responsibilities
a. The Governor of the state of Texas serves as the senior official on matters concerning general officer promotions.

b. The Commanding General TXSG (CG, TXSG) serves as the senior official on matters concerning all other officer promotions.

c. The J-1, TXSG will serve as the senior TXSG policy official for officer promotions.

d. Component commanders will recommend desired changes of officer promotion policy to the J-1, TXSG.

Chapter 2
Promotion Authority

2-1. General Officers
Texas Government Code, Chapter 437, Texas Military, section 437.003 (b) and (c) authorizes the Governor to appoint the Texas State Guard Commander and General Officers.

2-2. Officers and Warrant Officers, Grade O-2 to O-3 and W-2 to W-3
The CG, TXSG has delegated authority to promote O-2 to O-3 and W-2 to W-3 to TXSG component commanding generals. Component Commanders may delegate promotion authority to their subordinate O-6 Commanders provided individuals recommended for promotion meet the criteria described in this regulation.

2-3. Officers and Warrant Officers, Grade O-4 to O-6 and W-4 to W-5
The CG, TXSG is the promotion authority for all officer and warrant officer, grade O-4 to O-6 and W-4 to W-5. Promotion packets for officers and warrant officers in these grades will be reviewed by a Personnel Action Board prior to any promotion recommendation being made to the CG, TXSG.
2-4. **Brevet Promotions**
Brevet promotions will be processed in accordance with Texas Government Code 437, sections 206 and 309. Requests for brevet promotion will be submitted per the procedures and criteria described in this regulation.

**Chapter 3**
**Promotion Procedures**

3-1. **General**
a. Promotions are based on individual qualifications and unit vacancies. Individual members must be qualified for the next higher grade in accordance with this regulation and a Unit Manning Document vacancy must exist prior to promotion being recommended or approved.
b. Promotion criteria is based on demonstrated leadership, ability, and potential for service in the next higher grade; military and civilian education; and time in grade (TIG).
c. Promotion will not be used solely as a reward for past performance.
d. A member may only be recommended for promotion by their immediate commander. A member may not recommend themselves for a promotion.
e. All promotion procedures will comply with JFTX P15-06, Texas Military Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Policy.
f. Promotion packets with an Exception to Policy require review by a PAB, regardless of rank.

3-2. **Personnel Action Board**
a. The Personnel Action Board (PAB) is convened quarterly. Promotion packets for grades O-4 to O-6 and W-4 to W-5 must be submitted digitally to the TXSG PAB mailbox, **pab@txsg.state.tx.us**, at least 30 days prior to PAB convening date.
b. The PAB will meet quarterly. Component personnel officers will be notified of the date for the following quarter’s PAB at the start of each quarter. There is also a mailbox auto-reply with the next PAB date.

3-3. **Promotion Packets**
a. Promotion packets are used at all levels to determine if a member is qualified for promotion (See Table 3-1, Promotion Packet Contents Checklist).
b. Recommendations for promotion to O-4 through O-8 and W-4 or W-5 require promotion packets be reviewed by the PAB as per paragraph 3-2 of this regulation.
c. Recommendations for promotion to O-2 or O-3 and W-2 or W-3 require promotion packets be reviewed by the component promotion authority and submitted digitally to the J1 Promotions Mailbox, **promotion@txsg.state.tx.us**.
d. J1 staff will conduct a quality control review of all promotion packets before they are submitted to the PAB or approved. Packets failing the review will be returned to the component personnel officer for correction. Packets with an exception to policy for TIG or Professional Military Education (PME) will not be accepted and will be returned to the requesting commander.
Table 3-1. Promotion Packet Contents Checklist

**Digital File Contents**

All documents in pdf format. Photograph in jpg format.

<table>
<thead>
<tr>
<th>Contents</th>
</tr>
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<tr>
<td>TXSG Form 35 completely and correctly filled in and signed.</td>
</tr>
<tr>
<td>Letter of Recommendation from Component or MSC commander.</td>
</tr>
<tr>
<td>Copy of transcript or diploma from accredited institution of highest civilian education.</td>
</tr>
<tr>
<td>Color ¾ length digital photograph in Combat Duty Uniform from head to just below the knees, wearing the appropriate cap. Stand facing the camera at parade rest position.</td>
</tr>
<tr>
<td>Copy of FEMA or TDEM Preparing Texas transcript or certificates (not less than the minimum required).</td>
</tr>
<tr>
<td>Copy of DD-214 or other relevant prior military service documents.</td>
</tr>
<tr>
<td>Copy of highest PME certificate of completion or letter from the PME Registrar indicating course completion.</td>
</tr>
<tr>
<td>Certification there has been at least 80% attendance at drills and required training events—including AT—averaged over the TIG period.</td>
</tr>
<tr>
<td>Completed TXSG Automated Height, Weight, Body Composition Form.</td>
</tr>
<tr>
<td>Any additional documents related to experience, education and training relevant to performance in the TXSG. This includes counseling statements and all laudatory and derogatory information.</td>
</tr>
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</table>
MEMORANDUM FOR: RANK NAME, NAME OF BOARD OR TITLE, ATTN: JFTX-TXSG-XX-XXX-BOARD, XX@txsg.state.tx.us.

SUBJECT: Letter of Recommendation to the xxx Board on behalf of RANK First Name Last Name (####).

1. This memorandum forwards you my strongest recommendation that RANK First Last be promoted to XXX.

2. Use this paragraph to describe reasons why this service member should be considered for promotion.

3. Use this paragraph to certify the service member meets the standards in either Appendix.

4. Use this paragraph to verify the service member has attended a minimum of 80% of drills.

5. Use this paragraph to verify the following:
   a. Time in Service: # years, # months
   b. Date of Current Rank: DD MMM YYYY
   c. Time in Grade: # years, # months
   d. FEMA classes: Transcript preferred, certificates accepted
   e. Professional Military Education: Military education, prior service military education, i.e. certificates, DD214

Figure 3-1. Commander’s Letter of Recommendation Format
TXSG-UNITDESIGNATION-CDR

SUBJECT: Letter of Recommendation to the xxx Board on behalf of RANK First Name Last Name (####).

6. POC for this is the undersigned at TXSG email address and phone number.

FIRST LAST
RANK, BRANCH
Commanding

Figure 3-1. Commander’s Letter of Recommendation Format (continued)
3-4. Promotion Orders
   a. Upon completed review of an approved promotion packet submitted through the
      J1 Promotions Mailbox, the J1 will prepare the promotion order and certificate and
      electronically forward to the member’s component personnel officer.
   b. Component personnel officers will ensure the promotion order and certificate are
      promptly provided to the member’s respective command element.
   c. The member may be promoted upon receipt of the promotion order and
      certificate.
   d. The member’s date of rank (DOR) to the next higher grade is the date on the
      promotion order.

Chapter 4
Promotion Criteria

4-1. General
   a. For promotion purposes, time in service (TIS) and TIG requirements refer to
      combined federal and TXSG service.
   b. Officer promotions from O-2 to O-8 consider both “in the zone” and “below the
      zone” TIG requirements, there are no exceptions to policy for TIG authorized.
   c. The Chief Medical Officer (CMO) at the component level is the decision authority
      regarding a member’s medical fitness for deployment.
   d. Percentage of drill attendance is calculated for the member’s current TIG.

4-2. General Officers, Grade O-7 and O-8
   a. Promotion to O-7. In addition to criteria listed in Texas Code 437.003 (c) and (d),
      the officer must meet all qualifications listed below to be considered for appointment. All
      candidates will be screened by a special PAB. The CG, TXSG will nominate suitable
      candidates to the Texas Military Department (TMD) General Officer Management Office
      (GOMO) for comprehensive review.
      (1) Education. Earned a BA / BS degree from an accredited institution and
          successful completion of an Intermediate Service School.
      (2) Time in Grade. O-6, 5 years; Below the zone, 4 years.
      (3) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547, 775, 300 and
          400.
      (4) Meet height and weight requirements.
(5) Must have been:
(a) A federally recognized officer of not less than field grade of the Texas National Guard, Regular Component U.S. Military, or Reserve Component U.S. Military, OR—
(b) Served a minimum 15 years combined service as a commissioned officer in the Texas Military Forces, Regular Component U.S. Military, or Reserve Component U.S. Military, AND—
(c) Served a minimum of 3 years as a commissioned officer in the Texas State Guard.

b. Promotion to O-8. In addition to criteria listed in Texas Code 437.003 (c) and (d), the officer must meet all qualifications listed below to be considered for appointment. Candidates for promotion to Major General will submit required documentation to the TMD GOMO for comprehensive review. The Adjutant General (TAG) will nominate a candidate for appointment to the Governor.

(1) Education. Earned a BA / BS degree from an accredited institution and successful completion of an Intermediate Service School. Completion of a Senior Service School is desirable.
(2) Time in Grade: O-7, 3 years; Below the zone, 2 years.
(3) Meet height and weight requirements.
(4) Must have been:
(a) A federally recognized officer of not less than field grade of the Texas National Guard, Regular Component U.S. Military, or Reserve Component U.S. Military, OR—
(b) Served a minimum 15 years combined service as a commissioned officer in the Texas Military Forces, Regular Component U.S. Military, or Reserve Component U.S. Military, AND—
(c) Served a minimum of 3 years as a commissioned officer in the Texas State Guard.

4-3. Officers, Grade O-2 to O-6
a. Promotion to O-2. The officer must meet the qualifications listed below to be considered for promotion.

(1) Education. Earned a BA / BS degree from an accredited institution.
(2) TIG. O-1, 18 months.
(3) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547 and 775.
(4) Completion of Basic Orientation Training (BOT) for non-prior service members.
(5) Meet height and weight requirements.
(6) 80% drill attendance, including Annual Training (AT) and other required training events, approved and documented by immediate commander.

b. Promotion to O-3. The officer must meet the qualifications listed below to be
considered for promotion.

(1) Education. Earned a BA / BS degree from an accredited institution and completion of Officer Basic Course.

(2) TIG. O-2, 3 years; Below the zone, 2 years.

(3) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547 and 775.

(4) Meet height and weight requirements.

(5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.

c. Promotion to O-4. The officer must meet the qualifications listed below to be considered for promotion.

(1) Education. Earned a BA / BS degree from an accredited institution and completion of Officer Advanced Course or equivalent active duty school.

(2) TIG. O-3, 4 years; Below the zone, 3 years.

(3) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547 and 775.

(4) Meet height and weight requirements.

(5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.

d. Promotion to O-5. The officer must meet the qualifications listed below to be considered for promotion.

(1) Education. Earned a BA / BS degree from an accredited institution and completion of an Intermediate Service School (Command and General Staff College) or equivalent level course.

(2) TIG. O-4, 5 years; Below the zone, 4 years.

(3) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547, 775, 300 and 400.

(4) Meet height and weight requirements.

(5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.

e. Promotion to O-6. The officer must meet the qualifications listed below to be considered for promotion.

(1) Education. Earned a BA / BS degree from an accredited institution and completion of an Intermediate Service School (Command and General Staff College) or equivalent level course.

(2) TIG. O-5, 5 years; Below the zone, 4 years.

(3) FEMA Course Completion. IS 100, 200, 700, 800, 546, 547, 775, 300 and 400.

(4) Meet height and weight requirements.

(5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.
4-4. Warrant Officers, Grade W-2 to W-5

a. Promotion to W-2. The warrant officer must meet the qualifications listed below to be considered for promotion.
   (1) Education. Earned 60 semester hours from an accredited institution.
   (2) TIG. W-1, 3 years.
   (3) FEMA Course Completion. IS 100, 200, 700, and 800.
   (4) Completion of Basic Orientation Training (BOT) for non-prior service members.
   (5) Meet height and weight requirements.
   (6) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.

b. Promotion to W-3. The warrant officer must meet the qualifications listed below to be considered for promotion.
   (1) Education. Earned 60 semester hours from an accredited institution.
   (2) TIG. W-2, 3 years.
   (3) FEMA Course Completion. IS 100, 200, 700, 800, and 775.
   (4) Meet height and weight requirements.
   (5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.

c. Promotion to W-4. The warrant officer must meet the qualifications listed below to be considered for promotion.
   (1) Education. Earned a BA / BS degree from an accredited institution.
   (2) TIG. W-3, 4 years.
   (3) FEMA Course Completion. IS 100, 200, 700, 800, 775, 546 and 547.
   (4) Meet height and weight requirements.
   (5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.

d. Promotion to W-5. The warrant officer must meet the qualifications listed below to be considered for promotion.
   (1) Education. Earned a BA / BS degree from an accredited institution.
   (2) TIG. W-4, 4 years.
   (3) FEMA Course Completion. IS 100, 200, 700, 800, 775, 546 and 547.
   (4) Meet height and weight requirements.
   (5) 80% drill attendance, including AT and other required training events, approved and documented by immediate commander.
Table 4-1. Male Height and Weight Table

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# Texas State Guard Height and Weight Calculator

Conforms to TXSGR 600-10, 27 June 2013

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## Soldier Data

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</table>

## Certification

I certify the information provided is accurate as of the date of the calculation.

Commander Signature

TXSG Form 9
Instructions to Height and Weight Calculator (TXSG Form 9)

1. Enter the date in format shown.
2. Enter Soldier's last name.
3. Enter Soldier's first name.
4. Select the Service Member's Grade from the drop down box.
5. Select Top Unit Level/Component from drop-down.
6. Enter Service Member's Subordinate Unit.
7. Enter Service Member's date of birth in format shown.
8. Soldier's age is automatically calculated.
9. Select Soldier's gender from drop down box.
10. Enter Soldier's height, feet in the box below Feet and inches in the box below Inches. Calculator will automatically combine feet and inches in calculation.
11. Enter Soldier's weight in pounds. Calculator will automatically format weight.
12. The Soldier's height and weight status is calculated and displayed.

**Note:** Standards for height and weight are published in TXSGR 600-10, dated 27 July 2013, in appendices D and E.

Height and weight standards are calculated using 4 metrics: age, gender, height, and weight. A Soldier is considered as either meeting the standards or not meeting the standards. A Soldier may be over the standards or under the standards.

This calculator takes all metrics into account and provides 1 of 3 answers: Meets height and weight standards, number of pounds over weight, or number of pounds under weight.

This calculator MUST be printed and provided as support documentation using the certification section for Enlistment, Appointment and Promotion.
4-5. Professional Skills Officers

a. A Professional Skills Officer (PSO) is an individual who, based on professional licenses, certification and/or education, has received a direct appointment as an officer. Table 4-3, Professional Skills Officer Appointment Table lists the various professional specialties; required licenses, certifications, and education; and the appropriate grade for initial appointment to the TXSG.

b. PSO initial appointments will not exceed the grade of O-3.

c. PSO promotions will be based on maintaining the required license/certification or education, TIG, and commander recommendation. PSOs must also be promoted into a vacant UMD position.

d. PSOs are not normally assigned unit command. PSOs desiring consideration for command positions must meet the following requirements:

e. If a PSO desires to be considered for a command position they must meet the following requirements:

   (1) As a senior O-3/junior O-4, submit a written request through their chain of command to the Component Commander requesting assignment as a Line Officer.

   (2) Upon approval by Component Commander to convert to line officer status, complete all Professional Military Education (PME) for their grade.

   (3) Upon PME completion, a valid UMD command position must exist.
Table 4-4. Professional Skills Officer Appointment Table

<table>
<thead>
<tr>
<th>Professional Field</th>
<th>W-1</th>
<th>O-1</th>
<th>O-2</th>
<th>O-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD/DO</td>
<td>Med Student</td>
<td></td>
<td>MD/DO Resident</td>
<td></td>
</tr>
<tr>
<td>Dentist</td>
<td>Dental Student</td>
<td></td>
<td>DDS</td>
<td></td>
</tr>
<tr>
<td>LV Nurse</td>
<td>State License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Optometrists</td>
<td>OD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental Hygienist</td>
<td>State License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterinarians</td>
<td>DVM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>Associate of Arts</td>
<td>BS Nursing</td>
<td>APRN, MSN, NP</td>
<td></td>
</tr>
<tr>
<td>Physician’s Assistant</td>
<td>BS/BA</td>
<td>MS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacist</td>
<td>BS Pharm</td>
<td>MS Pharm</td>
<td>Pharm D</td>
<td></td>
</tr>
<tr>
<td>Clinical Psych</td>
<td>MS Clin. Psych</td>
<td>PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Med Social Work</td>
<td>BS/BA</td>
<td>MS</td>
<td>DPT/OTD</td>
<td></td>
</tr>
<tr>
<td>Physical/Occupational Therapists</td>
<td>BS/BA</td>
<td>MS</td>
<td>DPT/OTD</td>
<td></td>
</tr>
<tr>
<td>Licensed Counselor</td>
<td>State License</td>
<td>LCDC</td>
<td>LMFT/LPC</td>
<td></td>
</tr>
<tr>
<td>Paramedic (EMT-P)</td>
<td>State License</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elected State Officials</td>
<td>Rep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Law Enforcement Officer</td>
<td>NOTE 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AGGIE Band Director</td>
<td></td>
<td>BA / BS Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaplain</td>
<td>NOTE 2</td>
<td>NOTE 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurse Practitioner</td>
<td></td>
<td></td>
<td>Master degree</td>
<td></td>
</tr>
<tr>
<td>Chiropractor</td>
<td>Doctorate in Chiropractic</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Judge Advocate</td>
<td>Doctorate of Jurisprudence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Engineer (PE)</td>
<td>Bachelor degree in Engineering</td>
<td>Texas PE License</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:
1. Licensed and working with law enforcement agency for 5+ years and 60+ college credits.
2. 72 hours of graduate level courses leading to a single degree in theology.
3. Master’s degree in theological studies and letter subject “For Service as a Texas State Guard Chaplain”
Appendix A
References

Section I
Required Publications

JFHQ Regulation 600-6
Brevet Promotions

JFTX P15-06
Texas Military Equal Opportunity (EO) and Equal Employment Opportunity (EEO) Policy

JFTX P15-09
Policy on Composition of Texas Military Promotion/Vacancy Selection Boards

Texas Government Code, Section 437
Texas Military

TXSG Regulation 2100 Series
Organization and Function (Unit Manning Document)

Section II
Prescribed Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

TXSG Form 35
TXSG Personnel Actions Request

TXSG Form 9
TXSG Automated Height, Weight, Body Composition Form

Section IV
Referenced Forms

DD Form 214
Certificate of Release or Discharge from Active Duty
Glossary

APRN
Advanced Practice Registered Nurse

AT
Annual Training

BA
Bachelor of Arts Degree

BOT
Basic Orientation Training

BS
Bachelor of Science Degree

DDS
Doctor of Dental Surgery

DO
Doctor of Osteopathic Medicine

DOR
Date of Rank

DPT
Doctor of Physical Therapy

DVM
Doctor of Veterinary Medicine

EMT-P
Emergency Medical Technician-Paramedic

FEMA
Federal Emergency Management Agency

GOMO
General Officer Management Office

LCDC
Licensed Chemical Dependency Counselor

LMFT
Licensed Marriage and Family Therapist

LPC
Licensed Professional Counselor
LV NURSE
Licensed Vocational Nurse

MD
Doctor of Medicine

MS
Master of Science Degree

MSN
Master of Science in Nursing

MSW
Master of Social Work

NP
Nurse Practitioner

OTD
Occupational Therapy Doctorate

PAB
Personnel Action Board

PE
Professional Engineer

PharmD
Doctor of Pharmacy

PhD
Doctor of Philosophy

PME
Professional Military Education

PSO
Professional Skills Officer

TAG
The Adjutant General

TDEM
Texas Department of Emergency Management

TIG
Time in Grade

TIS
Time in Service