

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**

UNCLASSIFIED

Office of the Commanding General
Texas State Guard
Austin, TX 78763
24 April 2018

Texas State Guard
(TXSG) Regulation 600-01

Personnel - General

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.

Distribution. A

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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.

TXSG Form 35 completely and correctly filled in and signed.
Letter of Recommendation from Component or MSC commander.
Copy of transcript or diploma from accredited institution of highest civilian education.
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.
Copy of FEMA or TDEM Preparing Texas transcript or certificates (not less than the minimum required).
Copy of DD-214 or other relevant prior military service documents.
Copy of highest PME certificate of completion or letter from the PME Registrar indicating course completion.
Certification there has been at least 80% attendance at drills and required training events—including AT—averaged over the TIG period.
Completed TXSG Automated Height, Weight, Body Composition Form.
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.



STANDARD UNIT LETTERHEAD

TXSG-UNITDESIGNATION-CDR

DDMMYYYY

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 Completions. 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

Height (inches)	Minimum Weight (regardless of age)	Maximum Weight			
		17-20 years	21-27 years	28-39 years	40 years and over
60	100	160	162	164	167
61	102	166	168	170	174
62	103	170	173	176	179
63	104	176	178	182	185
64	105	182	184	188	191
65	106	187	190	193	197
66	107	193	196	199	204
67	111	200	202	206	209
68	115	206	208	212	215
69	119	212	214	217	222
70	123	217	221	224	229
71	127	223	227	231	235
72	131	230	233	237	242
73	135	236	239	244	248
74	139	243	246	251	255
75	143	250	253	258	262
76	147	256	260	265	269
77	151	263	267	271	276
78	153	270	274	278	284
79	159	277	281	285	290
80	166	284	288	293	298

Table 4-2. Female Height and Weight Table

Height (inches)	Minimum Weight (regardless of age)	Maximum Weight			
		17-20 years	21-27 years	28-39 years	40 years and over
58	90	129	132	137	140
59	92	133	137	141	145
60	94	138	141	146	146
61	96	143	146	151	155
62	98	148	152	158	160
63	100	153	158	162	166
64	102	158	162	167	170
65	104	162	167	171	176
66	106	168	173	177	182
67	109	171	177	183	186
68	112	177	183	189	192
69	115	182	187	193	198
70	118	187	193	199	204
71	122	192	198	204	209
72	125	198	204	210	216
73	128	204	209	216	222
74	130	210	217	223	228
75	133	216	223	230	235
76	136	223	230	237	240
77	139	229	236	243	247
78	141	235	242	248	253

Table 4-3 Texas State Guard Height and Weight Calculator

Texas State Guard Height and Weight Calculator

Conforms to TXSGR 600-10, 27 June 2013

1. Date of Calculation <i>(DD-MMM-YYYY)</i>

Soldier Personal Information		
2. Last Name	3. First Name	
4. Grade <i>(select)</i>	5. Component <i>(select)</i>	6. Subordinate Unit <i>(manual entry)</i>

Soldier Data									
7. Date of Birth <i>(DD-MMM-YYYY)</i>	8. Age	9. Gender	10. Height		11. Weight				
		<input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 2px;">Feet</th> <th style="width: 50%; padding: 2px;">Inches</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	Feet	Inches				
Feet	Inches								

12. Calculation of Height and Weight
#N/A

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

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

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

TXSG

Texas State Guard

UMD

Unit Manning Document

UNCLASSIFIED