

Texas State Guard Regulation 1050-10

Personnel-General

Enlisted Promotions

**Headquarters
Texas State Guard
Austin, TX 78763
24 April 2018**

UNCLASSIFIED

SUMMARY of CHANGE

Texas State Guard Regulation 1050-10
Enlisted Promotions

This revision, dated 24 April 2018

o Supersedes and replaces corresponding enlisted promotion guidance included in TXSG Regulation 600-10, dated 27 JUN 2013.

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

Texas State Guard
(TXSG) Regulation 1050-10

Personnel-General

Enlisted Promotions

By Order of the Commander:

ROBERT J. BODISCH
Major General, TXSG
Commanding

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



Summary. This regulation updates the enlisted 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 enlisted promotion packets; identifying and selecting individuals qualified for promotion to enlisted grades; and designating promotion authority for specific enlisted grades.

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

Supplementation. Supplementation of this regulation on enlisted promotions or establishment of component and local policies on enlisted promotions outside the authority dictated by this regulation is prohibited without prior approval from the CG, TXSG, through J1, TXSG, ATTN: NGTX-XHZ, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Comments and suggested improvements concerning this regulation can be sent on DA Form 2028 directly to J1, TXSG, ATTN: NGTX-XHZ, 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 enlisted TXSG members 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 Commanding General TXSG (CG, TXSG) serves as the senior official on matters concerning all promotions.
- b. The TXSG J-1 serves as the senior TXSG policy official for enlisted promotions.

Chapter 2 Promotion Procedures

2-1. General

- a. Component Commanders are the Promotion Authority to the grades of E-2 through E-6.
- b. The CG, TXSG is the promotion authority (via TXSG Personnel Action Board (PAB) to the grades of E-7 through E-9.
- c. For promotions up to E-6 the promotion order is TXSG Form 35. The member may be promoted once the packet and form are approved. The J-1 will publish promotion orders to E-7, E-8 and E-9. Promotion ceremonies are authorized once the unit receives the promotion order.

d. For promotion purposes, Time in Service (TIS) and Time in Grade (TIG) requirements refer to combined federal, TXSG, or other recognized state militia service.

e. Prior federal service enlisted accessions are not eligible for promotion until achieving 12 months TIS in the TXSG in addition to all other criteria described in this regulation.

f. Requests for exceptions to policy for promotion must be justified by specific performance of duty, extraordinarily challenging conditions during duty performance, and/or levels of responsibility and achievement normally associated with higher rank and experience. Measurable and factual achievements must be presented to substantiate the request. Exceptions must be endorsed by the senior officer in the chain of command. All exceptions to policy must be reviewed by TXSG PAB.

2-2. Personnel Action Board (PAB).

a. Promotion to the grades of E-7 through E-9, or any promotion that requires an exception to policy, must be reviewed by the PAB for recommendation to the CG, TXSG. The PAB will meet quarterly and component personnel officers will be notified of the date for the following quarter's PAB at the start of each quarter. The PAB mailbox also has an "AUTO REPLY" that provides the date of the next PAB.

b. TXSG PABs will conform to the requirements outlined in TMD Directive, Composition of Texas Military Forces Promotion/Vacancy Selection Boards.

2-3. Promotion Packets.

An electronic packet consisting of the items in Table 2-1, Promotion Packet Contents Checklist, is used at all levels to determine if a member is qualified for promotion. The packets must be reviewed by the component personnel officer or senior NCO and then forwarded to the J1 promotions mailbox, promotions@txsg.state.tx.us. TXSG Form 35 is used as the promotion order for all non-PAB promotions up to the grade of E-6. The date on TXSG Form 35 is the Date of Rank (DOR) for the member.

Table 2-1. 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 (see Figure 2-1).
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

DDMMMYYYY

MEMORANDUM FOR RANK NAME, NAME OF BOARD OR TITLE, ATTN: 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 member should be considered for promotion.
3. Use this paragraph to certify the member meets the standards in either Appendix
4. Use this paragraph to verify the 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
 - f. UMD vacancy to which the individual will be assigned upon promotion

Figure 2-1. 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 2-1. Commander's Letter of Recommendation Format (continued)



TXSG Height, Weight and Body Composition Form

FOUO - Privacy Sensitive when filled in

Last Name		First Name		MI	Rank	DOB
Age	Last 4 of SSN	Component	Unit			
Height, Weight and Body Composition Assessment						
Date of Evaluation	Height (in inches)	Weight	Max Weight	BMI	Max BMI	
Height, Weight and Body Composition Evaluator						
Last Name		First Name		Rank	Signature	
Findings						
Check One						
	Soldier is in compliance with the TXSG height/weight standards.					
	Soldier is not in compliance with height/weight, but is within the TXSG body composition standards.					
	Soldier is not in compliance with either the TXSG height/weight and body composition standards.					
Soldiers Acknowledgement						
Initials						
	I understand that I am in compliance with the TXSG height, weight and body composition standards and it is my responsibility to maintain myself within these standards to assure my mission readiness.					
	I understand that I am not in compliance with the TXSG height, weight and body composition standards, and that it is my sole responsibility to comply with and maintain such standards while I am a member of the TXSG.					
	I understand that until I am in compliance with the TXSG height, weight and body composition standards I am ineligible for promotion to my next grade.					
Soldier <i>(Printed Name and Signature)</i>				RANK	DATE	
Non Commissioned Officer in Charge <i>(Printed Name and Signature)</i>				RANK	DATE	
Officer in Charge <i>(Printed Name and Signature)</i>				RANK	DATE	

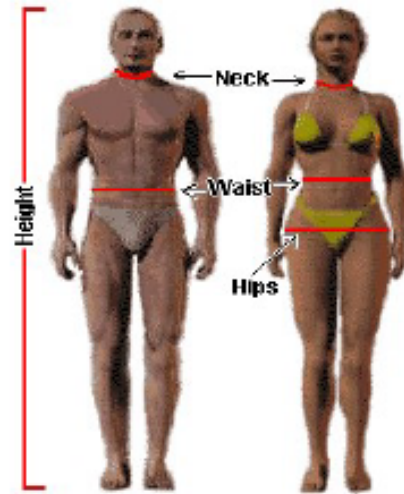
Figure 2-2. Automated Height, Weight Body Composition Form 1710.30

FOUO - Privacy Sensitive when filled in

Measurement Instructions:

Height:	Measured without boots or shoes
Weight:	Weighed in wearing PT gear
Waist:	(MEN) Measured horizontally at the level of the navel, arms hanging naturally at the sides.
	(WOMEN) Measured horizontally at the level of the minimal abdominal width, arms hanging naturally at the sides
Neck:	Looking straight ahead with relaxed shoulders, Measure below the larynx with the tape sloping slightly downward to the front
Hips (women only)::	Largest horizontal circumference around the hips

Note: Only cloth or fiberglass seamstress tapes are authorized,



Body Composition Recording:

Last Name	First Name	MI	Rank

Male	
Age:	0
Height (inches):	0
Weight (pounds):	0
Waist (Inches):	0
Neck (inches):	0
Fat Percentage	#NUM!

Female	
Age:	0
Height (inches):	0
Weight (pounds):	0
Waist (Inches):	0
Hip (inches):	0
Neck (inches):	0
Fat Percentage	#NUM!

Maximum Allowable Body Fat Standards				
Age Group:	18-21	22-29	30-39	40+
Female:	33%	34%	35%	36%
Male:	22%	23%	24%	26%

FOUO - Privacy Sensitive when filled in

Figure 2-2. Automated Height, Weight Body Composition Form 1710.30 (continued)

2-4. E-2 Through E-6 Promotions.

Unit commanders have the authority to initiate requests for promotion up to the grade of E-6, provided the member meets all criteria in this regulation. The completed promotion packet is submitted to the Component Commander for approval. Upon approval, the packet is submitted to the J1 promotions mailbox, promotions@txsg.state.tx.us. The Component personnel office can then change the rank in the TXSG database. Wearing of the higher rank is not permissible until the unit commander has formally promoted the member.

2-5. E-7 Through E-9 Promotions

a. **General.** Unit commanders have the authority to initiate requests for promotion to the grades of E-7 through E-9 through their component commander, provided the member meets all criteria in this regulation. After component-level approval, the promotion packet must be submitted to the PAB mailbox, pab@txsg.state.tx.us.

b. **Senior Enlisted Advisor (SEA) Appointments.** A senior enlisted advisor position can only be filled by an E-9. All TXSG SEA positions are filled TXSG PAB review of qualified individuals. Before a member can be authorized to wear the insignia of Command Sergeant Major (CSM), Command Chief Master Sergeant (CCMS), Command/Force/Fleet Chief Petty Officer (CFCPO), or Sergeant Major (MC) (SgtMaj) they must be appointed to the authorized UMD position for that rank.

Chapter 3 Promotion Criteria.

3-1. Promotion to E2.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.
- d. Completion of Basic Orientation Training (BOT).

3-2. Promotion to E3.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.

- d. Completion of FEMA IS-100.
- e. Completion of Electronic Tracking Network (ETN) training
- f. Completion of Shelter Management Training (SMT)
- g. Completion of WebEOC training

3-3. Promotion to E-4. All TXSG members with grade of E-4 are Corporals.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.
- d. Completion of FEMA IS-75, 100, and 200.
- e. Completion of NCO Indoctrination course or federal equivalent.
- f. Attendance at annual training.
- g. Completion of Electronic Tracking Network (ETN) training
- h. Completion of Shelter Management Training (SMT)
- i. Completion of WebEOC training
- j. Two (2) years and six (6) months TIS.
- k. One (1) year TIG.

3-4. Promotion to E-5.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.
- d. Completion of FEMA IS-75,100, 200, 700, and 800.
- e. Completion of Primary Leadership Development Course (PLDC) or federal equivalent.
- f. Completion of Electronic Tracking Network (ETN) training
- g. Completion of Shelter Management Training (SMT)
- h. Completion of WebEOC Training
- i. Attendance at Annual Training.
- j. Four (4) years TIS.
- k. One (1) year and six (6) months TIG.

3-5. Promotion to E-6.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).

- c. Meet prescribed TXSG Height and Weight standards.
- d. Completion of FEMA IS-75, 100, 200, 546, 547, 700, 775, and 800.
- e. Completion of Basic Non-Commissioned Officer Course (BNCOC) or federal equivalent.
- f. Completion of FEMA Professional Development Series (PDS) courses IS-120, 230, 235, and 240.
- g. Completion of Electronic Tracking Network (ETN) training
- h. Completion of Shelter Management Training (SMT)
- i. Completion of WebEOC training
- j. Attendance at annual training.
- k. Six (6) years TIS.
- l. Two (2) years TIG.

3-6. Promotion to E-7. The member must have the following:

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.
- d. Completion of FEMA IS-75, 100, 200, 546, 547, 700, 775, and 800.
- e. Completion of Advanced Non-Commissioned Officer Course (ANCOC) or federal equivalent.
- f. Completion of FEMA Professional Development Series (PDS) courses IS-241, 242, and 244.
- g. Completion of Electronic Tracking Network (ETN) training
- h. Completion of Shelter Management Training (SMT)
- i. Completion of WebEOC training
- j. Attendance at annual training
- k. Eight (8) years TIS.
- l. Three (3) years TIG.
- m. Endorsed by Regiment/Brigade CSM/Wing CCM/Command MCPO.

3-7. Promotion to E-8.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.
- d. Completion of FEMA IS-75, 100, 200, 546, 547, 700, 775, and 800.
- e. Completion of Senior Enlisted Leadership Course (SELC) or federal equivalent.

- f. Awarded FEMA Professional Development Series (PDS) certificate (full series).
- g. Completion of Electronic Tracking Network (ETN) training
- h. Completion of Shelter Management Training (SMT)
- i. Completion of WebEOC training
- j. Attendance of annual training.
- k. Ten years TIS.
- l. Three (3) years TIG.
- m. Endorsed by Component SEA.

3-8. Promotion to E-9.

- a. Medically fit to deploy.
- b. 80% drill attendance from date of current rank (averaged for TIG).
- c. Meet prescribed TXSG height and weight standards.
- d. Has completed FEMA IS-75, 100, 200, 546, 547, 700, 775, and 800.
- e. Completion of Senior Enlisted Leadership Course (SELC) or federal equivalent.
- f. Awarded FEMA Professional Development Series (PDS) certificate (full series).
- g. Completion of Electronic Tracking Network (ETN) training
- h. Completion of Shelter Management Training (SMT)
- i. Completion of WebEOC training
- j. Attendance of annual training. Fifteen (15) years TIS.
- k. Four (4) years TIG.
- l. Endorsed by TXSG Senior Enlisted Advisor (SEA).

Table 3-1. Male Height and Weight Standards

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 3-2. Female Height and Weight Standards

WOMEN: 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
79	144	240	247	255	260
80	147	246	253	261	267

Appendix A

Section I Required Publications

TMDD 1350.01

TMD Equal Opportunity (EO) and Equal Employment Opportunity (EEO)

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

TXSG Form 35

TXSG Personnel Actions Request

TXSG Form 1710.30

TXSG Automated Height, Weight, Body Composition Form

Section IV Referenced Forms

DD-214

Certificate of Release or Discharge from Active Duty

Glossary
Abbreviations

BOT

Basic Orientation Training

DOR

Date of Rank

FEMA

Federal Emergency Management Agency

PAB

Personnel Action Board

PME

Professional Military Education

TDEM

Texas Department of Emergency Management

TIG

Time in Grade

TIS

Time in Service

TXSG

Texas State Guard

UMD

Unit Manning Document