Texas State Guard Regulation 1050-10

Personnel-General

Enlisted Promotions

Headquarters
Texas State Guard
Austin, TX 78763
24 April 2018
SUMMARY of CHANGE

Texas State Guard Regulation  1050-10
Enlisted Promotions

This revision, dated 24 April 2018

* Supersedes and replaces corresponding enlisted promotion guidance included in TXSG Regulation 600-10, dated 27 JUN 2013.
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
Table of Contents (Listed by paragraph and page number)

Chapter 1
General
Purpose, 1-1, page 1
References, 1-2, page 1
Explanation of Abbreviations and Terms, 1-3, page 1
Responsibilities, 1-4, page 1

Chapter 2
Promotion Procedures
General, 2-1, page 2
Personnel Action Board, 2-2, page 3
Promotion Packets, 2-3, page 3
E-2 Through E-6 Promotions, 2-4, page 9
E-7 Through E-9 Promotions, 2-5, page 9

Chapter 3
Promotion Criteria
Promotion to E-2, 3-1, page 9
Promotion to E-3, 3-2, page 9
Promotion to E-4, 3-3, page 10
Promotion to E-5, 3-4, page 10
Promotion to E-6, 3-5, page 10
Promotion to E-7, 3-6, page 11
Promotion to E-8, 3-7, page 11
Promotion to E-9, 3-8, page 12

Table List
Table 2-1: Promotion Packet Contents Checklist, page 5
Table 3-1: Male Height and Weight Table, page 13
Table 3-2: Female Height and Weight Table, page 14

Figure List
Figure 2-1: Commander’s Letter of Recommendation Format, page 5
Figure 2-2: Automated Height, Weight Body Composition Form, page 7

Appendices
Appendix A, page 15

Glossary
Page 16
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.


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.


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.

<table>
<thead>
<tr>
<th>TXSG Form 35 completely and correctly filled in and signed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of recommendation from component or MSC commander (see Figure 2-1).</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>
</tbody>
</table>
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)
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Rank</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age</th>
<th>Last 4 of SSN</th>
<th>Component</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Height, Weight and Body Composition Assessment

<table>
<thead>
<tr>
<th>Date of Evaluation</th>
<th>Height (in inches)</th>
<th>Weight</th>
<th>Max Weight</th>
<th>BMI</th>
<th>Max BMI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Height, Weight and Body Composition Evaluator

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Rank</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

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.

<table>
<thead>
<tr>
<th>Soldier (Printed Name and Signature)</th>
<th>RANK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non Commissioned Officer in Charge (Printed Name and Signature)</th>
<th>RANK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Officer in Charge (Printed Name and Signature)</th>
<th>RANK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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


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.


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

<table>
<thead>
<tr>
<th>Height (inches)</th>
<th>Minimum Weight (regardless of age)</th>
<th>Maximum Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>17-20 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21-27 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>28-39 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>40 years and over</td>
</tr>
<tr>
<td>60</td>
<td>100</td>
<td>160</td>
</tr>
<tr>
<td>61</td>
<td>102</td>
<td>166</td>
</tr>
<tr>
<td>62</td>
<td>103</td>
<td>170</td>
</tr>
<tr>
<td>63</td>
<td>104</td>
<td>176</td>
</tr>
<tr>
<td>64</td>
<td>105</td>
<td>182</td>
</tr>
<tr>
<td>65</td>
<td>106</td>
<td>187</td>
</tr>
<tr>
<td>66</td>
<td>107</td>
<td>193</td>
</tr>
<tr>
<td>67</td>
<td>111</td>
<td>200</td>
</tr>
<tr>
<td>68</td>
<td>115</td>
<td>206</td>
</tr>
<tr>
<td>69</td>
<td>119</td>
<td>212</td>
</tr>
<tr>
<td>70</td>
<td>123</td>
<td>217</td>
</tr>
<tr>
<td>71</td>
<td>127</td>
<td>223</td>
</tr>
<tr>
<td>72</td>
<td>131</td>
<td>230</td>
</tr>
<tr>
<td>73</td>
<td>135</td>
<td>236</td>
</tr>
<tr>
<td>74</td>
<td>139</td>
<td>243</td>
</tr>
<tr>
<td>75</td>
<td>143</td>
<td>250</td>
</tr>
<tr>
<td>76</td>
<td>147</td>
<td>256</td>
</tr>
<tr>
<td>77</td>
<td>151</td>
<td>263</td>
</tr>
<tr>
<td>78</td>
<td>153</td>
<td>270</td>
</tr>
<tr>
<td>79</td>
<td>159</td>
<td>277</td>
</tr>
<tr>
<td>80</td>
<td>166</td>
<td>284</td>
</tr>
</tbody>
</table>
Table 3-2. Female Height and Weight Standards

WOMEN: Height and Weight Table

<table>
<thead>
<tr>
<th>Height (inches)</th>
<th>Minimum Weight (regardless of age)</th>
<th>Maximum Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17-20 years</td>
<td>21-27 years</td>
</tr>
<tr>
<td>58</td>
<td>90</td>
<td>129</td>
</tr>
<tr>
<td>59</td>
<td>92</td>
<td>133</td>
</tr>
<tr>
<td>60</td>
<td>94</td>
<td>138</td>
</tr>
<tr>
<td>61</td>
<td>96</td>
<td>143</td>
</tr>
<tr>
<td>62</td>
<td>98</td>
<td>148</td>
</tr>
<tr>
<td>63</td>
<td>100</td>
<td>153</td>
</tr>
<tr>
<td>64</td>
<td>102</td>
<td>158</td>
</tr>
<tr>
<td>65</td>
<td>104</td>
<td>162</td>
</tr>
<tr>
<td>66</td>
<td>106</td>
<td>168</td>
</tr>
<tr>
<td>67</td>
<td>109</td>
<td>171</td>
</tr>
<tr>
<td>68</td>
<td>112</td>
<td>177</td>
</tr>
<tr>
<td>69</td>
<td>115</td>
<td>182</td>
</tr>
<tr>
<td>70</td>
<td>118</td>
<td>187</td>
</tr>
<tr>
<td>71</td>
<td>122</td>
<td>192</td>
</tr>
<tr>
<td>72</td>
<td>125</td>
<td>198</td>
</tr>
<tr>
<td>73</td>
<td>128</td>
<td>204</td>
</tr>
<tr>
<td>74</td>
<td>130</td>
<td>210</td>
</tr>
<tr>
<td>75</td>
<td>133</td>
<td>216</td>
</tr>
<tr>
<td>76</td>
<td>136</td>
<td>223</td>
</tr>
<tr>
<td>77</td>
<td>139</td>
<td>229</td>
</tr>
<tr>
<td>78</td>
<td>141</td>
<td>235</td>
</tr>
<tr>
<td>79</td>
<td>144</td>
<td>240</td>
</tr>
<tr>
<td>80</td>
<td>147</td>
<td>246</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOT</td>
<td>Basic Orientation Training</td>
</tr>
<tr>
<td>DOR</td>
<td>Date of Rank</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>PAB</td>
<td>Personnel Action Board</td>
</tr>
<tr>
<td>PME</td>
<td>Professional Military Education</td>
</tr>
<tr>
<td>TDEM</td>
<td>Texas Department of Emergency Management</td>
</tr>
<tr>
<td>TIG</td>
<td>Time in Grade</td>
</tr>
<tr>
<td>TIS</td>
<td>Time in Service</td>
</tr>
<tr>
<td>TXSG</td>
<td>Texas State Guard</td>
</tr>
<tr>
<td>UMD</td>
<td>Unit Manning Document</td>
</tr>
</tbody>
</table>