

Standard Operating Procedure (SOP)

Texas State Guard Recruiting Procedures

TXSG SOP 1700-10
03 May 2018

Texas State Guard (TXSG)
PO Box 5218
Austin, TX 78763

OPR: Recruiting OIC, TXSG



ROBERT J. BODISCH, SR.
MG, TXSG
Interim Commander

Summary. The Recruitment SOP prescribes guidance and assigns responsibilities to accomplish recruiting for the Texas State Guard and Subordinate Components of Army, Air, Maritime, and Medical

Applicability. This SOP applies to all elements of the command when performing Recruiting duties.

Management Control Process. This SOP contains Management Controls for Accession of Applicants into the Texas State Guard through use of documentation and Readiness Management System, RMS365.

Proponent and Exception Authority. The proponent for this SOP is the Recruiting OIC, TXSG. The OIC has the authority to approve exceptions to this SOP that are consistent with controlling law and regulation.

Supplementation. Supplementation of this SOP or establishment of command and local forms on recruiting is prohibited without prior approval from the Commanding General (CG, TXSG), through the Recruiting OIC, ATTN: NGTX-NHZ, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to the Recruiting OIC, ATTN: NGTX-NHZ, P.O. Box 5218, Austin, TX 78763-5218.

Distribution A

1. Commanding General
2. Deputy Commanding General
3. Chief of Staff
4. Policy Officer
5. Senior Enlisted Advisor
6. HQ Recruiting Group
7. Component Commanders
8. Component Senior Enlisted Advisors
9. Component Recruiting Staff
 - a. Component OIC/NCOIC
 - b. Major Subordinate Command Recruiters
 - c. Subordinate Command Recruiters

Table of Contents

Chapter 1 - General

- 1 Overview, page 5
- 2 Command and Control, page 5
- 3 Resources, page 5

Chapter 2 – Subordinate Command Recruiter

- 1 Applicability, page 6
- 2 Responsibilities, page 6
- 3 Accession Packet Checklist, page 7
- 4 Documentation, page 9

Chapter 3 – Major Subordinate Command Recruiter

- 1 Applicability, page 11
- 2 Responsibilities, page 11

Chapter 4 – Component Recruiter

- 1 Responsibilities, page 14

Chapter 5 – Headquarters Recruiting DRU

- 1 Responsibilities, page 16
- 2 OIC, page 16
- 3 Executive Officer, page 16
- 4 SEA, page 16
- 5 NCOIC, page 17
- 6 Staff NCO, page 18
- 7 Regional Support NCO, page 18
- 8 Staff Services Officer – Marketing Specialist, page 19
- 9 Marketing Specialist, page 20

Chapter 6 – J-1

- 1 Responsibilities, page 22

Appendix A

Accession Packet Checklist, page 23

Appendix B

TXSG Height/Weight and Body Fat Calculator, page 24
Body Fat Percentage Calculator, page 25

Appendix C

Recruiter Training Requirements, page 26

Table List

Table 1-1, Male Height and Weight Standards dtd 27 Jun 2013, page 28

Table 1-2, Female Height and Weight Standards dtd 27 Jun 2013, page 29

Glossary

Definitions, page 30

Chapter 1 – GENERAL

1. Overview: All levels of Command should understand Recruiting and how it fits into the unit's overall operations. Recruiting is defined as actions that Commanders plan for and implement to ensure only qualified individuals are enlisted or appointed into the Texas State Guard. Commanders need to establish an effective recruiting program, supported by qualified Recruiters, with written policies and procedures to enhance, expedite, and establish continuity in the enlistment and retention of prospective Applicants. Commanders will support the Recruiters in accomplishing the recruiting objectives. Recruiters will support the TXSG Chain of Command in accomplishing the recruiting objectives.
2. Command and Control
 - a. Organization
 - (1) J-1
 - (2) TXSG Recruiting Support Group
 - (3) Component Recruiter
 - (4) MSC Recruiter
 - (5) Unit Recruiter
 - b. Internal Command
3. Resources

Recruiting Resource Site - <http://txsg.tmd.texas.gov/recruiting-retention-resources>

Chapter 2 – SUBORDINATE COMMAND RECRUITER

1. Responsibilities – Unit Level Recruitment effort reporting to Unit Level Commander and MSC Recruiter
 - a. Manage all Applicants through RMS365, Recruiting Management to include updating status and Applicant Record information. Applicants received from alternate sources (e.g. personal references, Social Media contact or direct contact from Recruiting Events, etc...) are to be added to RMS365, Recruiting Management by the Recruiter after collecting the necessary information
 - b. Responsible for telephonic, email and in-person appointment(s) with Applicant
 - c. Responsible for review and response to Applicant messages at the local Unit Level Social Media activity and POPs (Points of Presence; Instagram, LinkedIn, etc.) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
 - d. Inform Applicant of necessary documents required for the application process and to have required documentation for scheduled meeting/interview (i.e. Texas Driver's License, SSN Card, H.S. Diploma, College Diploma, College Transcripts, required licenses as applicable, DD Form 214 or Form NGB 22)
 - e. Maintain a current copy of TXSG 600-10 for reference of enlistment requirements
 - f. Provides Unit Level Recruiting Report(s) to Unit Level Commander (CO), Senior Enlisted Advisor (SEA) and MSC Recruiter on a monthly basis (or as requested) to be generated from the Recruiting Management System (RMS). See Annex B for Sample Report
 - g. Responsible for the completion of all Accession Packet forms and collection of documents
 - h. The next higher-level Recruiter (Army and Air = MSC level Recruiter / TMAR and TMB = Component Recruiter) will be notified of any action that removes the Unit Level Recruiter from performing their duties and must also provide a person to perform these duties so that the replacement will be able to be added to access the RMS system. Changes will be communicated to the Recruiting Group OIC and NCOIC by the Component Recruiter for processing within RMS.
 - i. Strive for Initial Contact to Enlistment or Appointment Packet submission goal of 30-days or less

2. Accession Packet Check-List: Complete form and check appropriate boxes

- a. TXSG Form 466 - Certification & Oath Application for Enlistment. The Oath will not be administered nor signed until an E-Verify Case Number has been received by HHC Recruiting and the Applicant has been moved to In-Strength in the Personnel Management Database
 - (1) Upon notifying the Receiving Unit, the Oath for Enlistment will then be administered
 - (2) Electronic signature blocks have been removed from the Accession Packet. As the Oath is administered in-person, all signatures should be wet/live ink during the interaction by authorized parties
 - (3) TXSG Form 466 will be signed, dated and maintained at the Component or Unit Level for inclusion in Applicant's 201 File
- b. Form 35 - Texas State Guard Actions Request. Unit Level Commander (CO) or Senior Enlisted Advisor (SEA) will interview Applicant to determine if Applicant meets standard for service in the TXSG.
 - (1) Unit Level Commander (CO) or Senior Enlisted Advisor (SEA) will sign the Form 35.
 - (2) PER COMPONENT DIRECTIVE – Should additional signatures be required at the MSC and/or Component level, those signatures should be obtained electronically or wet/live ink per such directive and within the policy guidance of the TXSG 600-10 (Chapter 1, Section 1-10 allows authorization of Enlistment up to E-8 and Appointment to O-3 without a Personnel Action Board (PAB) if the Applicant meets all criteria of Chapter 2-1 of the TXSG 600-10 dtd 27-Jun-2013).
- c. IdentoGo Background Check - All fingerprinting for purpose of completing a background check through IdentoGo Services (formerly Morpho Trust).
 - (1) Applicant is provided information to schedule their appointment within the Accession Packet.
 - (2) Applicant is to schedule or the Recruiter may assist the Applicant in scheduling fingerprint appointment.
 - (3) Applicant is responsible for all associated fees for fingerprinting

- (4) Fingerprints must be scheduled and processed with the specific TXSG Organization ID number - fingerprints taken for any other purposes may not be used
- (5) Packet is not be forwarded to the MSC Recruiter until the fingerprinting is completed and the Applicant provides their TCN Number via a scanned copy of the IdentoGo Receipt
- d. Form I-9 - Employment Verification. Provide necessary information as required. A wet/live ink signature of the Applicant and Authorized TXSG Representative (i.e. Recruiter or S/A/N-1; a TXSG Authorized Individual that has completed the Form I-9 Handling training) on the same date, in a face-to-face meeting, is required. (**Required training - see Annex D**)
- e. Emergency Contact.
 - (1) Applicant provides name, number and needed Emergency Contact information. Signature is required.
 - (2) Emergency Contact Information is to be entered once the Applicant has been moved to In-Strength and completes their Oath of Enlistment or Appointment. Due to system access requirements, this will be completed by the Unit G/S/A/N-1.
- f. Election to Release/Protect Personal Information - Applicant will check each block indicating specific authorization for select information for public release or not. Provide additional information as required. Signature is required.
- g. TXSG Form 2807-1 - Report of Medical History. The Applicant must complete a provided TXSG Form 2807-1. After the Applicant has completed the form, the Unit Level Recruiter will forward the 2807 to their Designated Medical Officer via email. The Surgeon will respond via email stating:
 - (1) Medically Approved for Service (Low Risk = Fully Deployable, Medium Risk = Deployable Rear Only)
 - (2) Medically Disqualifying
 - (3) Pending Further Review
 - (4) Request additional information (May request/require a TXSG Form 2807-1a, Physician's Release Letter)

- (5) Once approved and received, the email approval from the Reviewing Medical Officer will be included in the Applicant's Accession Packet. The TXSG Form 2807-1 will not be submitted with the enlistment application. The TXSG Form 2807-1 will be maintained by the Reviewing Medical Officer or authorized Chief Medical Officer (CMO). All hard and electronic copies are to be destroyed once submitted electronically to the Reviewing Medical Officer and response has been received
- h. Height, Weight and Body Fat Percentage Worksheet - The Unit Level Recruiter completes height and weight measurements. The Applicant must meet the standards in accordance with TXSG Regulation 600-10, 27 June 2013 (pages 1 and 3 of TXSG Form 1710.30, see Annex B).
- (1) Unit Level Commander signs certification and the Unit Level Recruiter submits with packet. Weight should be taken with Applicant in T-shirt, shorts and socks.
- (2) If the Applicant does not meet standards, then Body Fat Percentage Worksheet (page 2 of TXSG Form 1710.30, see Annex B) is required.
- (3) Submission is the document showing the Applicant meets either Height and Weight Standards or Body Fat Content Percentage by providing the printed and signed copies of pages 1 and 2 of the TXSG Form 1710.30.
- i. Blood Type - The Unit Level Recruiter is to capture blood type as required item of Enlistment and Appointment, there are two elements of need:
- (1) Per the TXSG Uniform Policy, service members are required to wear identification tags as a uniform item.
- (2) For a State Guardsman to ride in a National Guard Aircraft or Vehicle, they must have Identification Tags with blood type identified.
3. Documentation - Legible copies of the following documents are required for submission of the Accession Packet
- a. Texas Divers License (must be current – temporary with photo acceptable, may expire during processing if other issues arise with the application)
- b. Social Security Card
- c. H.S. Diploma or GED Certificate. If individual is home-schooled, then

certification of school (Home Schooling Certification and/or letter of completion) -
OR- College/University Transcripts -OR- Latest Diploma

- d. If prior Federal Service: DD Form 214 and/or NGB Form 22 and/or Honorable Retirement documentation (evidence of prior military service)
- e. Signed Form I-9 with wet/live ink signatures
- f. Medical Clearance Approval (Email from authorized, approving Medical Officer)
- g. Copy of IdentoGo Receipt with TCN number annotated
- h. Disposition Documentation. Any reported history of arrest requires official disposition documentation. Disposition documentation must accompany Accession Packet
- i. 3/5 length photo from mid-calf to head (Applicant facing the camera directly, arms at sides - no glasses or headwear)

Chapter 3 – MAJOR SUBORDINATE COMMAND RECRUITER*

1. Responsibilities –

- a. Oversees the activity of the Major Subordinate Command Recruiting Program and supervises Unit Level Recruiters.
- b. Through use of RMS365, Recruiting Management, assigns all Applicants to the Unit Level Recruiters, reports status and results to MSC Commander and SEA, MSC A/S/N-1 and Component Recruiter as requested by each.
- c. Has Admin Access/Role to any Facebook, Instagram, Twitter and other Social Media POPs for purpose of identifying and providing guidance to Enlistment and Appointment inquiries from Individuals.
- d. Responsible for review and response to Applicant messages at the local Unit Level Social Media activity and POPs (Points of Presence; Instagram, LinkedIn, etc.) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
- e. Reviews all Accession Packets to ensure correctness and in accordance with the established Recruitment policies and procedures
- f. Reviews all supporting documentation
- g. Returns incorrect or incomplete Accession Packets to the respective Unit Level Recruiter for corrections and resubmission
- h. MSC Recruiter may make minor corrections, however the submitting Recruiter must be notified of the corrections
- i. MSC Recruiter will enter the Applicant into the Reception Detachment in the Personnel Management Database
- j. Upon entry into the Reception Detachment, the Enlistment or Appointment Packet and all supporting documents will be sent by email (**requirement is one email per Applicant**; preference is one document and one email; acceptable is multiple documents and one email with a 20MB limit of all attachments - **no links to SharePoint, OneDrive, DropBox, etc will be accepted**) to the Enlistment (enlistment@txsg.state.tx.us) or Appointment (appointment@txsg.state.tx.us) mailboxes with the Component Recruiter cc'd on all sent Accession Packets. The MSC S/A/N-1 is to be copied for awareness of new Personnel in-process

- (1) Form 35 - Texas State Guard Actions Request. Unit Level Commander (CO) or Senior Enlisted Advisor (SEA) will interview Applicant to determine if Applicant meets standard for service in the TXSG. The MSC Level Commander (CO) and/or Senior Enlisted Advisor (SEA) will sign the Form 35
 - (2) PER COMPONENT DIRECTIVE – Should additional signatures be required at the Component level, those signatures should be obtained electronically or wet/live ink per such directive and within the policy guidance of the TXSG 600-10 (Chapter 1, Section 1-10 allows authorization of Enlistment up to E-8 and Appointment to O-3 without a Personnel Action Board (PAB) if the Applicant meets all criteria of Chapter 2-1 of the TXSG 600-10 dtd 27-Jun-2013)
- k. Emails to the [Enlistment](#) and [Appointment](#) Mailboxes must have the following Subject Line formats to ensure correct routing and review by Recruiting and J-1:
- (1) **ENLISTMENT - RNK Last, First Last4SS – MSC/Unit**
(e.g. ENLISTMENT - PV2 Smith, Joe 0123 - 3BN/8RGT)
All New and Prior FedServ Enlisted, E-2 through E-8, even Rank
 - (2) **APPOINTMENT - RNK Last, First Last4SS – MSC/Unit**
(e.g. APPOINTMENT - Capt Jones, Emily 3210 - 2SG/5AW)
Prior FedServ ONLY, even Rank
 - (3) **ENLISTMENT PMD - RNK Last, First Last4SS – MSC/Unit**
All Prior Service FedServ and TXSG E-9, even Rank based on available UMD Position - Personnel Action Board required
 - (4) **APPOINTMENT PMD - RNK Last, First Last4SS – MSC/Unit**
All Prior TXSG CW4, CW5 and O-4 and higher, even Rank - Personnel Action Board required
- l. As required, provides MSC Recruiting Report to MSC Commander/SEA and Component Recruiter on a periodic basis.
- m. The next higher-level Recruiter (Army and Air = Component level Recruiter / TMAR and TMB = Component SEA) will be notified of any action that removes the MSC Level Recruiter from performing their duties and must also provide a person to perform these duties so that the replacement will be able to be added to access the RMS system. Change will be communicated to the Recruiting Group NCOIC by the Component Recruiter for processing within RMS.
- n. Monitors process to achieve 30-day total process goal from initial Applicant submission to In-Strength.

- (1) Reviews and assigns new Applicants within the RMS365, Recruiting Management on a periodic basis of no more than 3 days between intervals
- (2) Advises Component Level Recruiter if an Applicant needs to be reassigned to another MSC Recruiter should the Individual want to join another Branch based on their preference of Service
- (3) Collects and holds all Form I-9 and Form 466 documents with live/wet ink signatures. Original copies will be submitted to the MSC or Component Level G/S/A/N-1 on a Monthly basis through in-person hand-off

Chapter 4 – COMPONENT RECRUITER

1. Responsibilities – Oversees the activity of the Component Recruiting Program and supervises MSC Recruiters; Reports to the Component Commander and interfaces with the Recruiting Group OIC and NCOIC.
2. Recommendation from the TMD PAO and Social Media Policy is for MSC and above Recruiters to have Admin Access/Role to any Facebook, Instagram, Twitter and other Social Media POPs for purpose of identifying and providing guidance to Enlistment and Appointment inquiries from Individuals. Should have awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
 - a. Reviews Enlistment and Appointment applications and supporting documentation to ensure correctness and in accordance with the established Recruitment policies and procedures on a sample basis. Monitors submissions to the Enlistment and Appointment mailboxes
 - b. Escalation Point of Contact (POC) between Recruiting, J-1 and the MSC Recruiter for incorrect or incomplete Enlistment and Appointment Packets for corrections and resubmission
 - c. Component Recruiter may make minor corrections, however the submitting MSC and Unit Level Recruiter must be notified of the corrections.
 - d. On a 3-day or less cycle, reviews Reception Detachment entries for accuracy and correctness
 - e. As required, provides Recruiting Report to Component Commander (CO) and Senior Enlisted Advisor/Leader (SEA/L) on a periodic basis, to be determined by the CO and SEA/L. Actual content and format will be determined by the Component Leadership
 - f. The Component SEA and Recruiting NCOIC will be notified of any action that removes a Major Subordinate or Subordinate Command Recruiter from performing their duties. The respective Command must assign a member to perform these duties so the proper access to the RMS system will be implemented
 - g. Ensure subordinate Recruiters complete required training modules for PII, HIPAA and Federal Form I-9 for the Billet in the UMD or assigned Role (temporary or

dual-slot) on a quarterly cycle. Maintain compliance through audit and inspection of subordinate Recruiters to the following standards

(1) Recruiters with a Role of None/Nominal, Admin or Recruiter SysAdmin are required to complete all 3 modules with HIPAA being completed on an Annual basis per the TXSG Surgeon and compliance requirements

(2) Recruiters with a Role of Viewer are required to complete the PII module one time to be compliant in viewing Applicant Records

h. Monitors process to achieve 30-day total process goal from initial Applicant submission to In-Strength

(1) Reviews all new Component Applicants within the RMS365, Recruiting Management on a periodic basis of no more than 3 days between intervals and ensures they have been assigned to Unit Level or MSC Level Recruiters within that period. For Applicants not assigned within 3 days, the Component Recruiter will contact and advise of the MSC Recruiter to disposition within 48-hours or will assign to the MSC Recruiter for then reassignment

(2) Advises Recruiting NCOIC if an Applicant needs to be reassigned to another Component Recruiter or MSC Recruiter should the Individual want to join another Branch based on their preference of Service

Chapter 5 – HEADQUARTERS RECRUITING DRU

1. Responsibilities: The Recruiting DRU provides oversight and guidance to the Recruiting CoC (Chain of Command) through online resources, email communication, verbal-documented communication and guidance as given by the TXSG Command and General Staff. Additionally, the DRU manages the Recruiting Management section of RMS365 by updating, removing and adding Recruiters at all levels for access, roles and their performance of duties, along with modifying and reviewing the Recruiting SOP and Accession Packet
2. CO – Commanding Officer in charge of all TXSG Recruiting DRU activities
 - a. Provides guidance, recruiting strategy and directives to the TXSG Recruiting DRU and to all members of the Recruiting CoC.
 - b. Develops, reviews and gains approval for TXSG Recruiting Marketing Materials through the TXSG and TMD PAO Offices along with Command and General Staff
 - c. Engages and gains approval for TXSG Recruiting support mechanisms through the TXSG and TMD PAO Offices
 - d. Provides oversight and review to all escalations not resolved by the Recruiting NCOIC, Recruiting CoC and TXSG/Component SEAs
 - e. Develops and supports initiatives regarding Recruiting events and organizational structure
4. XO - Executive Officer for TXSG Recruiting DRU activities (HHC, C&GS)
 - a. Second in command of the Recruiting DRU, serves as the DRU OIC in his absence. Responsible for the mission readiness and equipment of the Recruiting DRU. Assists the OIC in the oversight, morale, discipline and welfare of the DRU.
 - b. Serves as the LNO for all development requests to J-6 regarding functionality and improved process management within the TXSG RMS365 system's Recruiting Management and Personnel Database clusters
3. SEA – Senior Enlisted Advisor and Sergeant Major over all TXSG Recruiting DRU Enlisted Members and Staff, supporting all activities from a HHC, C&GS capacity.
 - a. Senior Enlisted Advisor to the OIC and balances policy needs with field expectations

- b. Peer to the HHC, Component and Major Subordinate Command SEAs when reviewing individual recruiter activity, performance of duties and need to occupy their current billet
 - c. Provides oversight and review to all escalations not resolved by the Recruiting NCOIC, Recruiting CoC and TXSG/Component SEAs
3. NCOIC- Non-Commissioned Officer in Charge for TXSG Recruiting DRU activities (HHC, C&GS)
- a. Disseminates guidance and communication as given through or by the Recruiting OIC
 - b. Manages all aspects of RMS for requests through J-6, executing modifications for Recruiters who require access to Applicant Records at their respective level
 - c. Facilitates reporting capabilities by interfacing with J-6 to develop and meet the Report Content requirements
 - d. Provides updates and management of the [Recruiting Resource Site](#)
 - e. Engages TXARNG and TXANG Recruiting Commands for collaboration and the development of handoff process between NG and SG Recruiting Programs
 - f. Provides updates and oversight of the TXSG Recruiting SOP and of the TXSG Accession Packet for both enlistments and appointments
 - g. Supplements the review and approvals of Accession Packets for the Recruiting Marketing Specialist; helps maintain the Weekly Recruit Processing Cycle
 - h. Has Admin Access/Role to all Facebook, Instagram, Twitter and other Social Media POPs for the purpose of identifying and providing guidance to Enlistment and appointment inquiries from individuals. Maintains awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
4. Staff NCO – Staff Non-Commissioned Officer
- a. Performs duties in support of the Recruiting DRU OIC and NCOIC in addition to being a Subject Matter Expert in processes and training in support of

- the Regional Support NCOs.
- b. Supplements NCOIC to add/remove/modify requests of Recruiters for access to Applicant Records
 - c. Supplements NCOIC to provide updates and management of the Recruiting Resource Intranet site held within the TXSG Knowledge Base
 - d. Supplements OIC and NCOIC to engage TXARNG and TXANG Recruiting Commands for collaboration and development of handoff process between NG and SG Recruiting Programs
 - e. Supplements NCOIC to provide updates and management of the TXSG Recruiting SOP and of the TXSG Accession Packet for Enlistment and Appointment
 - f. Reviews and approves Accession Packets sent to the Enlistment and Appointment mailboxes for review and disposition by J-1
 - g. Engages with J-1 Staff and Personnel FTEs for accountability of weekly Reception Detachment disposition and reporting, packet submission deficiencies, escalations from Component recruiters
 - h. Has Admin Access/Role to any Facebook, Instagram, Twitter and other Social Media POPs for purpose of identifying and providing guidance to Enlistment and Appointment inquiries from Individuals. Should have awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
5. Regional Support NCO – Fall in the Special Duty category as they are attached to the HQ Recruiting DRU, located at disparate geographic points to cover all Commands, Major Subordinate and Subordinate Commands in their geographic area of responsibility
- a. Provides training and Refresher Workshops for all new and current Recruiters once quarterly in their geographic area of responsibility
 - b. Serves as the liaison between HQ Recruiting DRU and Senior Leadership to all Commands, Major Subordinate and Subordinate Commands in their geographic area of responsibility

- c. Aligned with a Component Command to ensure Recruiters have completed the training modules for PII, HIPAA and Federal Form I-9 required for the billet in their UMD or assigned role on a quarterly cycle
 - (1) Recruiters with a role of "None/Nominal", "Admin" or "Recruiter SysAdmin" are required to complete all 3 modules with HIPAA on an annual basis per the TXSG Surgeon and compliance requirements
 - (2) Recruiters with a Role of "Viewer" are required to complete the PII module one time in order to be compliant in viewing applicant records
 - d. Acts as a Subject Matter Expert on the Recruiting SOP, Recruiting Resource Site for all policies pertaining to the enlistment and appointment of new and returning Service Members to the Texas State Guard
 - e. Has an administrative access role to any Facebook, Instagram, Twitter and other Social Media POPs for the purpose of identifying and providing guidance to enlistment and appointment inquiries from individuals. They should also have awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
6. Marketing Specialist (FTE) – Full-Time Employee of the Texas State Guard
- a. Supervisor/Leader for all Recruiting DRU Full-Time Employees of the Texas State Guard
 - b. Primary contact for all Personnel related items and issues pertaining to the FTE Marketing Specialists
 - c. Ensures scheduling, availability and task management for all FTE Marketing Specialists
 - d. First contact point for inbound inquiries through TMD, PAO, TAG's Office, Governor's Office and other avenues other than the [TXSG "Join-The-State-Guard" website](#)
 - e. Receives all incoming enlistment and appointment packets from the respective mailboxes; compares to applicant record in Reception Detachment for accuracy.

If there are discrepancies, the submitting recruiter will be notified via email and component recruiter through weekly reporting. The applicant will be on-hold until correction is made and the Recruiting FTE is notified and/or provided with the corrected document(s)

- f. Packets missing documentation or requiring major corrections will be returned to the submitting recruiter with a copy to the component recruiter for corrective action and resubmission. The Applicant will be on-hold until correction is made and the Recruiting FTE is notified
- g. Form I-9 is reviewed for live/wet ink signatures and forwarded to TMD HR/Payroll for submission of an e-Verify Case
- h. TXDPS FACT Clearinghouse background reviews are received and applied to the applicant's Record in the Reception Detachment by recruiting
 - (1) Background Negative Return (Pass) - Individual has a clean record, is cleared and eligible to be moved from Reception Detachment to In-Strength database
 - (2) Background Positive Return (Fail) - FAST result are forward to JAG for legal review and final disposition
 - (3) For JAG reviewed Applicants dispositioned as not eligible to Join the TXSG, the Applicant will be discharged with a disposition of Entry Level Separation and notated as "Applicant does not meet requirements to Join" with no details to negative items on their background
 - (4) For JAG reviewed Applicants dispositioned as temporarily not eligible to Join the TXSG, the Applicant will be Discharged with a disposition of Entry Level Separation and notated as "Applicant eligible to Join pending change in background disposition" with no details as to negative items on their background or timeline of resolution
- i. Upon return of an e-Verify Case number and legal clearance, recruiting will approve the Applicant and move them into Strength. The Component recruiter and component G-1 are notified that the applicant may be sworn-in through weekly reporting or review of the Reception Detachment per authorized access
- j. Supplements NCOIC and STAFF NCO to manage all aspects of RMS for development requests through J-6 and executes add/remove/modify requests of recruiters for access to applicant records and their ability to disposition at their respective level

- k. Supplements NCOIC and Staff NCO to provide updates and management of the Recruiting Resource Intranet site held within the TXSG Knowledge Base
- l. Supplements OIC and NCOIC to engage TXARNG and TXANG recruiting commands for collaboration and development of handoff process between NG and SG recruiting programs
- m. Supplements NCOIC to provide updates and management of the TXSG Recruiting SOP and of the TXSG Accession Packet for Enlistment and Appointment
- n. Engages with J-1 Staff and Personnel FTE(s) for accountability of weekly Reception Detachment disposition and reporting, packet submission deficiencies, escalations from Component recruiters
- o. Has Admin Access/Role to any Facebook, Instagram, Twitter and other Social Media POPs for purpose of identifying and providing guidance to Enlistment and Appointment inquiries from Individuals. Should have awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)

Chapter 6 – J-1

Responsibilities - J-1 manages the process for all incoming Members by maintaining Records to build the Hard-Copy and Electronic 201 Files when the Member is moved to In-Strength and all items are approved

- a. Once the Applicant is administered the Oath of Enlistment (Form 466), it will be signed and maintained at the Unit and/or MSC level. The document may be required to be submitted to G-1/J-1 for the HQ 201 File and maintained at the Unit, MSC and/or Component level per Component guidance
- b. The Component or MSC G/S/A/N-1 will maintain the original copy of the Form I-9 with live/wet ink signature until determined by G-1/J-1 its need for return to HQ/HHC at Camp Mabry for records retention

Appendix A

Accession Packet, Forms Check List


1. TXSG Form 466 – Accession Record – Application for Enlistment (Page 1)
2. TXSG Form 466 – Certification & Oath Application for Enlistment (Page 2)
3. Form 35 – TXSG Personnel Actions Request
4. Fingerprints – IdentoGo Receipt with TCN Number
5. Form I-9 – Section 1, Employment Eligibility Verification
6. Form I-9 – Section 2, Employer or Authorized Representative Review and Verification
7. Applicant Photo
8. Emergency Contact Information
9. Election to Release / Protect Personal Information
10. Height Weight Calculator -OR- Body Fat Percentage Form
11. Medical Clearance from Component Surgeon or Authorized Medical Personnel

Appendix B

TXSG Form 1710.30 – Height, Weight and Body Fat Calculator

TXSG Service Members must meet the Height/Weight Standards as listed in the 600-10, Appendix D (Male) and E (Female)

1. Information, Height/Weight and Compliance

		TXSG Form 1710.30 (change 1 dtd 01May2018)			
TXSG Height, Weight and Body Composition Form					
FOUO - Privacy Sensitive when filled in					
Last Name		First Name		MI	Rank
Age	Last 4 of SSN	Component		Unit	
<i>Height, Weight and Body Composition Assessment</i>					
Date of Evaluation	Height (in inches)	Weight	Max Weight	BF%	Max BF%
<i>Height, Weight and Body Composition Evaluator</i>					
Last Name		First Name		Rank	Signature
<i>Findings</i>					
Check One					
<input type="checkbox"/>	Service Member is in compliance with the TXSG height/weight standards.				
<input type="checkbox"/>	Service Member is not in compliance with height/weight, but is within the TXSG body composition standards.				
<input type="checkbox"/>	Service Member is not in compliance with either the TXSG height/weight and body composition standards.				
<i>Service Member Acknowledgement</i>					
Initials					
<input type="checkbox"/>	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.				
<input type="checkbox"/>	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.				
<input type="checkbox"/>	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.				
Service Member <i>(Printed Name and Signature)</i>				RANK	DATE
Senior Enlisted Advisor <i>(Printed Name and Signature)</i>				RANK	DATE
Commander <i>(Printed Name and Signature)</i>				RANK	DATE

Appendix B (cont.)

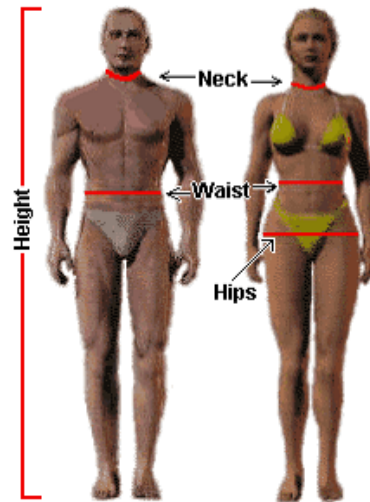
2. Body Fat Percentage Calculator

FOUO - Privacy Sensitive when filled in

Measurement Instructions:

Height:	Measured without boots or shoes
Weight:	Weighed in wearing PT gear
Waist:	<i>(MEN)</i> Measured horizontally at the level of the navel, arms hanging naturally at the sides. <i>(WOMEN)</i> Measured horizontally at the level of the minimal abdominal width, arms hanging naturally at the sides
Neck:	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,



FOUO - Privacy Sensitive when filled in

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%

Appendix C

Recruiter Training Requirements

1. The following Modules are required per State HR and Audit/Compliance for **all Recruiters** who interface with Applicants, handle/sign the **Form I-9**, Applicant's **PII** (Personally Identifiable Information) and Applicant's Medical History (TXSG Form 2807-1).
2. **Training(s) MUST be completed prior to a Recruiter being added to RMS365, Recruiting Management.**
3. **SYSADMIN, ADMIN and NONE/Nominal Role** = must complete all 3 modules (Form I-9 and PII one time - HIPAA annually) below and provide dates/certificates for approval/vetting.
VIEWER = must complete the PII module (one time) and provide date/certificate for approval/vetting.
4. **Form I-9 = <https://www.uscis.gov/e-verify/e-verify-webinars/take-free-webinar>** (link - **Form I-9 Webinar On-Demand**)
To meet Federal Compliance, all TXSG Recruiters must take this training to ensure compliance of signing and handling the Form I-9. Key pieces are:
 - a. The Applicant and Recruiter must meet face-to-face and both sign the Form I-9 in ink for a live/wet signature.
 - b. A scanned/electronic copy must be sent with the Accession Packet prior to Swearing-In
 - c. J-1 will send the scanned/electronic copy of the Form I-9 to State HR to perform E-Verify
 - d. Once E-Verify has been approved, J-1 will move the Applicant into Strength and Component Recruiter notified via weekly reporting they have been Moved Into Strength, ready to Swear-In
5. **Personally Identifiable Information Certification = <https://securityawareness.usalearning.gov/piiv2/index.htm>** (link)
ALL Personnel handling the Applicant's Accession Packet is now required by State to complete and show Certificate for the Course Completion.
 - a. Click Click green button for "launch course" at lower-left
 - b. Click top link for "Launch New Identifying and Safeguarding Personally Identifiable Information (PII) Version 2.0", the course should open in a new pop-up window to begin course

- c. Once Course is completed, SAVE the Completion Certificate. It is recommended this be added to the Service Member's 201 File

6. **Handling HIPAA Information = <https://tx.train.org/DesktopShell.aspx>** (link)
All Recruiters at every level that could potentially have contact with, view of or handling of (even through email forwarding) must annually complete and report the completion of this training module.
 - a. Course Name is “**OLS HIPAA**”, course # is **1028268**
 - b. Must register as new user for the first time and complete the training, sending either certificate or screen capture of completion date to the Component Recruiter
 - c. The Component Recruiter will send a consolidated list of completions to Recruiting with date of record for each Recruiter at all levels

7. **These courses MUST be completed by all Recruiters, current and new, in order to be authorized in handling the Accession Packet and Recruiting Process.**

8. **The HIPAA module MUST be completed annually to meet compliance**

Table 1**600-10 dtd 27 Jun 2013, Male Height/Weight Standards**

MEN: 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 2**600-10 dtd 27 Jun 2013, Female Height/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

Glossary

ACC = Army Component Command

AirCC = Air Component Command

Component Level Recruiter = OIC or NCOIC for the assigned Branch's Recruiting Activity

FTE = Full Time (State paid) Employee

MSC = Major Subordinate Command (ACC = Regiment, AirCC = Wing, TMAR and TMB = Battalion)

NCO = Non-Commissioned Officer

NCOIC = Non-Commissioned Officer In-Charge

OIC = Officer In-Charge

POP = Point of Presence (social media platform; Facebook, Twitter, Instagram, etc...)

SC = Subordinate Command (ACC = Battalion, AirCC = Support Group, TMAR and TMB = Company)

SEA = Senior Enlisted Advisor

SEL = Senior Enlisted Leader

TMAR = Texas Maritime Regiment

TMB = Texas Medical Brigade