**Texas Military Department Pamphlet 6-02**

**Information Management**

**Serially**

**Numbered**

**Issuances**

**(SNI)**

**Joint Force Headquarters**

**Texas Military Department**

**Austin, Texas 78763-5218**

**1 June 2017**

**UNCLASSIFIED**

***SUMMARY of CHANGE***

Texas Military Department (TMD) PAM 6-02

Serially Numbered Issuances

This revision, dated 1 June 2017:

o Changes publication name/number from JFTX Pamphlet 6-02 to TMD Pamphlet

6-02.

o Changes publication title to Serially Numbered Issuances (SNI).

o Adds Table 2-1, steps for processing component serially numbered issuances.

o Adds Table 2-2 steps for processing TMD serially numbered issuances.

o Changes figure 2-1 to SNI staffing process map.

o Changes figure 2-2 to sample policy memorandum.

o Adds figure 2-3 sample directive.

o Adds figure 2-4 sample instruction.

o Adds figure 2-5 sample TMD regulation.

o Adds figure 2-6 sample TMD pamphlet.

o Adds figure 2-7 sample Standard Operating Procedure (SOP).

o Adds SNI staffing process flow chart (Figure 2-1).

o Makes administrative changes (throughout).

o Changes staffing procedures (throughout).

Office of the Adjutant General Texas Military Department Texas Military Department (TMD) Pamphlet 6-02

Joint Force Headquarters

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1 June 2017

Information Management

**SERIALLY NUMBERED ISSUANCES (SNI)**

**By Order of the Adjutant General:**

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**Policy - SIG**

**Summary.**  This pamphlet (PAM) updates procedures for the Texas Military Department (TMD) regarding the proper content, format, and control measures necessary for SNI.

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**Applicability.** This pamphlet applies to all components of TMD. This pamphlet is not intended to limit a drafting authority’s ability to create or modify the contents of an SNI. The numbering of SNIs excludes operation orders.

**Management Control Process.** This SNI pamphlet contains management control provisions for creating and editing SNIs

**Proponent and Exception Authority.** The proponent of this SNI pamphlet is the Strategic Initiatives Group (SIG). The SIG has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. Within the following pages, the “proponent” is the drafting authority of the SNI.

**Supplementation.** Supplementation of this publication on SNIs or establishment of command and local forms on SNI creation/editing is prohibited without prior approval from the Adjutant General (TAG), through the SIG, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

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

**Distribution. A**

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**Glossary**