

Information Management

Serially Numbered Issuances (SNI)

**Joint Force Headquarters
Texas Military Department
Austin, Texas 78763-5218
6 November 2017**

UNCLASSIFIED

SUMMARY of CHANGE 1

Texas Military Department (TMD) PAM 6-02
Serially Numbered Issuances

This revision, dated 6 November 2017 supersedes TMD Pam 6-02, dated 1 June 2017:

- o Adds responsibilities at paragraph 1-4.
- o Omits Policy Memorandums as a category of TMD SNIs.
- o Adds reviewing, staffing and approving issuances.
- o Adds requirement to identify issuance in accordance with state or federal law.
- o Adds procedures for reviewing published SNIs.
- o Updates figure 2-1, Staffing Process Map.
- o Updates formatting in figure 2-3 and figure 2-4.

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
6 November 2017

Texas Military Department
(TMD) Pamphlet 6-02

Information Management

SERIALLY NUMBERED ISSUANCES (SNI)

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

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



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

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

Chapter 1 Introduction

1-1. Purpose

a. An issuance is the action of supplying or distributing content for official purposes, formally making something known.

b. TMD uses SNIs listed in paragraph 2-3, "Types of SNI", to establish policy, authorize, direct, delegate, reinforce, alter, or restrict courses of action, establish procedures, assign responsibilities and allocate resources.

c. This PAM standardizes the effective communication of SNIs across TMD components. It describes the proper content, format and control measures necessary for creating, drafting, updating and publishing TMD and component-level SNIs. It establishes categories and types of SNIs, mandatory content, staffing process and signature authority.

1-2. References

See Appendix A.

1-3. Explanation of Abbreviations and Terms

See glossary.

1-4. Responsibilities

a. The Adjutant General (TAG).

1. Pursuant to Government Code, Sec. 437.003. GOVERNOR'S MILITARY APPOINTMENTS. (a) The governor, with the advice and consent of the senate, shall appoint an Adjutant General to a two-year term expiring February 1 of each even-numbered year. The adjutant general is responsible for leading and managing the Texas military forces. The adjutant general is subordinate only to the governor in matters pertaining to the Texas military forces.

2. Government Code, Sec. 437.052. ADJUTANT GENERAL: JURISDICTION, DIVISION OF RESPONSIBILITIES, AND QUALIFICATIONS. The Adjutant General exercises the jurisdiction and powers conferred by this subtit

b. The Deputy Adjutant General (DAG) - Army, DAG - Air, Commander, Task Force Domestic Operations (DOMOPS), and Commander, Texas State Guard (TXSG) may initiate issuances for each respective component with the approval of TAG.

- c. Chief of Staff TMD (CoS - TMD). Responsible for TAG's staff action processes, correspondence, policy and procedures; directs staff efforts in support of TMD SNI program in order to support TAG's intent and guidance.
- d. General Counsel (GC). The Office of the General Counsel (OGC) provides legal review of TMD issuances to ensure legal compliance with state and federal laws.
- e. Strategic Initiatives Group (SIG). Responsible for managing the issuance making process for TMD; ensures issuances are in compliance with state and federal law and DoD issuances; apply issuance number upon initial review of SNI; apply TAG official seal upon approval and signature; publish SNIs to TMD issuance website. SIG is the functional proponent and manager of the TMD's SNI program.
- f. Component Directors and Chiefs of Staff. Serve as "council members" in the staffing process of TMD issuances; responsible for evaluating issuances in regarding the impact or effect they will have on their specific component, directorate or office.
- g. Public Affairs Office (PAO). Maintain public website for issuance repository; responsible for reviewing content for public release and external messaging.
- h. Government Affairs Office (GAO). Monitor legislative issues and the status of legislation affecting TMD; review issuances during the staffing process for compliance with state and federal statutes; determine whether an issuance may be required in support of state or federal laws.
- i. Executive Council. Consists of the TAG (Chair), DAG - Army, DAG - Air, Texas State Guard (TXSG) Commander, and Executive Director. The council reviews issuances and provides input or recommendations for chair approval.
- j. Office of the Executive Director (OED). Advises TAG of the potential impact of policy on state support activities.

Chapter 2

Procedural Information

2-1. General Policy

- a. An SNI is a means by which official policy and guidance are communicated. Every SNI must contain a serial number assigned by the TMD issuance officer/SIG. Any SNI at TMD or component level, without a serial number is not considered an official SNI. This excludes administrative publications and operation orders.
- b. Directives and instructions are policy. Failure to comply with published directives and instructions may have administrative and punitive actions. *The difference between directives and instructions are that instructions contain procedures and may be longer than 2 pages.*

c. SNIs will not conflict with current administrative publications. These publications may only be changed as provided for in AR 25-30, DA Pam 25-40, AFI 33-360 or other legally controlling authority. An SNI used to supersede guidance within another SNI will contain a reference to such.

2-2. Reviewing, Staffing, and Approving Issuances

a. All TMD issuances will be reviewed by means of the staffing process, through directorates/offices which are stakeholders of, or may be affected by, that particular issuance. These directorates/offices will be identified by CoS - TMD and considered "council members" in the staffing process.

b. Directives and Instructions will expire after two years, unless rescinded or superseded.

c. All publications (see 2-5c) will be reviewed at least every two years and updated or rescinded as needed.

d. All component SNIs will be nested with TMD SNIs, state and federal law or DoD Issuances.

e. All SNIs will be published by SIG to the following url: <https://go.usa.gov/x5wXk>.

2-3. Issuance Program Training. SIG will provide training on issuance process and responsibilities during Executive Council, annually.

2-4. Categories of SNIs. There are four component categories of SNIs.

a. Texas Military Department (TMD). SNIs that apply to *multiple components* of TMD, TAG Staff or full-time employees. TMD SNIs are signed/approved by the Adjutant General (TAG) or Chief of Staff – TMD (CoS – TMD).

b. Texas Army National Guard (TXARNG). SNIs that apply *only* to the TXARNG, including Army personnel assigned to Domestic Operations Task Force (DOMOPS). TXARNG SNIs are signed/approved by Deputy Adjutant General (DAG) – Army or TXARNG Commander.

c. Texas Air National Guard (TXANG). SNIs that apply *only* to the TXANG, including Air personnel assigned to DOMOPS. For TXANG policy memorandums/instructions refer to AFI 33-360. TXANG SNIs are signed/approved by DAG – Air or TXANG Commander.

d. Texas State Guard (TXSG). SNIs that apply *only* to the TXSG. TXSG SNIs are signed/approved by TXSG Commander.

2-5. Types of SNIs.

a. **Directive.** Failure to comply with published directives may have administrative and punitive actions. A directive is an issuance that establishes policies or programs, defines missions, directs actions, assigns responsibilities, allocates resources, or delegates authority. Directives contain no procedures. Directive examples include Transgender Implementation, Guidance for Manpower Management, and Army Physical Readiness Program. One-time tasking and assignments are not appropriate in directives. Directives will be formatted IAW figure 2-3 and will not exceed two pages.

b. **Instruction.** Failure to comply with published instructions may have administrative and punitive actions. An instruction is an issuance that establishes policy and contains detailed guidance, prescribes the manner, specific plan or action for carrying out a directive, operating a program or activity, and assigning responsibilities. The instruction will reference the issuance it supports, if applicable. Examples of instructions include: Voting Assistance Program, Display of the National Flag at Half-staff, Military Morale, Recreation, and Welfare (MWR) Programs. Instructions will be formatted IAW figure 2-4. Instructions are not limited to two pages.

c. **Publication.** An issuance that may implement or supplement directives and instructions by providing uniform procedures for management and disseminating administrative information. Publications may stand alone without reference to a directive or instruction. Publications include: standard operating procedures (SOP), catalogs, directories, guides, handbooks, philosophies, concepts, indexes, inventories, lists, manuals, modules, pamphlets, plans, and regulations. Publications will be formatted IAW figures 2-5 through 2-7, as applicable.

2-6. TMD/Component Directive. *(Contains no procedures.)*

- a. TMD/component directives will be formatted IAW figure 2-3.
- b. Letterhead color seal will be specific to component on signature block.
- c. Number. TMD issuance officer/SIG will assign the number upon review.
- d. Date will be stamped at right margin upon signature of directive. Date stamp will be applied by SIG or component issuance officer.
- e. Office symbol of proponent will be typed flush with right margin one line below solid line.
- f. Subject will be short and concise
- g. References will always be listed. If reference list is long, use "See enclosure" and list references on an enclosure as appropriate.

- h. Purpose. Use additional subparagraphs as required.
- i. Applicability and scope: Annotate who this directive applies to.
- j. Definitions. Include any definitions needing to be addressed in the glossary.
- k. Policy. The purpose of issuance; what needs to be communicated.
- l. Responsibilities. Define who will be executing the directive or who is responsible for implementation.
- m. Information requirements. This issuance is in accordance with state law, federal law or DoD guidance.
- n. Releasability. Unlimited, if not approved for public release change to appropriate statement.
- o. Effective date. Effective immediately and will expire in two years if not rescinded or superseded.
- p. Point of Contact. Proponent initiating directive. Only utilize office titles; do not use names of personnel.

2-7. TMD/Component Instruction. *(May contains procedures)*

- a. TMD/component instructions will be formatted IAW figure 2-4.
- b. Letterhead color seal will be specific to component on signature block.
- c. Number. TMD issuance officer will assign serial number upon review.
- d. Date will be stamped upon signature of instruction. Date stamp will be applied by SIG or component issuance officer.
- e. Office symbol of proponent will be typed flush with right margin one line below solid line.
- f. Subject will be short and concise.
- g. References will always be listed. If reference list is long, use "See enclosure" and list references on an enclosure as appropriate.
- h. Purpose. Use additional subparagraphs if required.
- i. Applicability and scope: Annotate who this instruction applies to.
- j. Definitions. Include any definitions which may need to be addressed or clarified.

- k. Policy. Cite which directive this instruction supports, if applicable.
- l. Responsibilities. Define any responsibilities and identify those offices or agencies as required.
- m. Procedures. Use an enclosure to insert lengthy procedures if applicable.
- n. Information requirements. This issuance is in accordance with state law, federal law or DoD guidance.
- o. Releasability. Unlimited, if not approved for public release change to appropriate statement.
- p. Effective date. Effective immediately and will expire in two years if not rescinded or superseded.
- q. Point of Contact. Proponent initiating instruction. Only utilize office titles, not names of personnel.

2-8. TMD/Component Publication.

- a. TMD/component publications will be formatted IAW figures 2-5 through 2-7.
- b. Subject of publication will be short and concise.
- c. Serial Number. TMD issuance officer/SIG will assign serial number upon review.
- d. Date will be stamped by TMD issuance officer/SIG upon approval of publication.
- e. Component of publication will be listed, followed by proponent of publication.

Chapter 3

3-1 Authentication. All TMD issuances and component level issuances will be authenticated by TMD issuance officer/SIG with application of TAG *“Official”* seal. (Example seal below):



Chapter 4

4-1. Procedures for Submitting/Publishing SNIs.

- a. Components processing component specific SNIs will use steps outlined in Table 2-1.
- b. Components processing TMD SNI will use steps outlined in Table 2-2.
- c. Process map (figure 2-1) outlines SNI staffing process for TMD.

4-2. Procedures for Reviewing Published SNIs.

- a. SNIs will be reviewed on a quarterly basis.
- b. SNI review will be held during the Executive Council. SIG will identify which issuances will be reviewed.
- c. Executive Council will approve issuances for updating or termination as deemed appropriate.

Table 2-1**Steps for processing Component Serially Numbered Issuances (SNI)**

Step	Who	Action Required
1	Proponent	Determines an SNI needs to be updated or created
2	Proponent	Prepares draft of SNI with attachments/enclosures
3	Proponent	Prepares Summary Sheet (JFTX 77)
4	Proponent	Forwards draft with attachments/enclosures and JFTX 77 to component issuance officer
5	Component Issuance Officer	Reviews draft, forwards to appropriate component CoS for approval to proceed to staffing
6	Component Issuance Officer	Forwards a copy to TMD issuance officer/SIG to ensure draft nests with TMD SNIs
7	SIG	Sends concurrence or suggestions back to component issuance officer
8	Component Issuance Officer	Staffs document throughout appropriate directorates/offices with a three week suspense, unless otherwise coordinated
9	Component Issuance Officer	Provides all staffing comments to proponent for final draft
10	Proponent	Creates final draft for signature authority with attachments/enclosures and JFTX 77 back to component issuance officer for submission for signature
11	Component Issuance Officer	Submits hard copy of SNI with folder and all staffing documents to General Counsel (GC)
12	General Counsel	Returns folder to component issuance officer with comments or signature on summary sheet
13	Component Issuance Officer	Coordinates with proponent on any questions from GC and repeats step 10, if applicable
14	Component Issuance Officer	Submits digital copy of SNI and folder with all staffing documents to SIG for final review
15	SIG	Returns hard copy of SNI with folder to component issuance officer with comments or suggestions as needed
16	SIG	If no corrections needed, SIG applies official seal to final draft for signature of SNI, signs summary sheet and returns hard copy and folder to component issuance officer
17	Component Issuance Officer	Submits hard copy of SNI final draft with seal in folder with all staffing documents to component command group for approval and signature
18	Command Group	Returns original documents and folder to component issuance officer
19	Component Issuance Officer	Maintains original folder with all documentation, distributes SNI IAW component procedures, must distro a pdf copy to SIG
20	SIG	Publishes SNI to public TMD website

Note: SNIs will not be reprinted for minor errors as determined by SIG, all SNIs are scanned and distributed.

Table 2-2**Steps for processing TMD Serially Numbered Issuances (SNI)**

Step	Who	Action Required
1	Proponent	Determines an SNI needs to be updated or created
2	Proponent	Prepares Draft of SNI with attachments/enclosures
3	Proponent	Prepares Summary Sheet (JFTX 77)
4	Proponent	Forwards draft with attachments/enclosures and JFTX 77 to TMD issuance officer/SIG
5	TMD Issuance Officer	Reviews draft forwards to CoS - TMD for approval to proceed to staffing
6	TMD Issuance Officer	Staffs document throughout appropriate directorates/offices with a three week suspense, unless otherwise coordinated
7	TMD Issuance Officer	Provides all staffing comments, to proponent for final draft
8	Proponent	Creates final draft for signature authority with attachments/enclosures and JFTX 77, sends back to component issuance officer for submission for signature
9	TMD Issuance Officer	Submits hard copy of SNI, with folder containing all staffing documents to General Counsel (GC)
10	General Counsel	Returns folder to TMD issuance officer/SIG with comments or with signature on summary sheet
11	TMD Issuance Officer	Coordinates with proponent on any questions from GC, proponent repeats step 8, if applicable
12	TMD Issuance Officer	Applies serial number and seal, submits hard copy in folder with all staffing documents to command group for signature
14	Command Group	Returns original documents and folder to TMD issuance officer/SIG
15	TMD Issuance Officer	Maintains original folder with all documentation, distributes PDF of signed SNI with link to public website
16	TMD Issuance Officer	Publishes SNI to public TMD website

Note: SNIs will not be reprinted for minor errors as determined by SIG, all SNIs are scanned and distributed.

Serially Numbered Issuance (SNI) Staffing Process

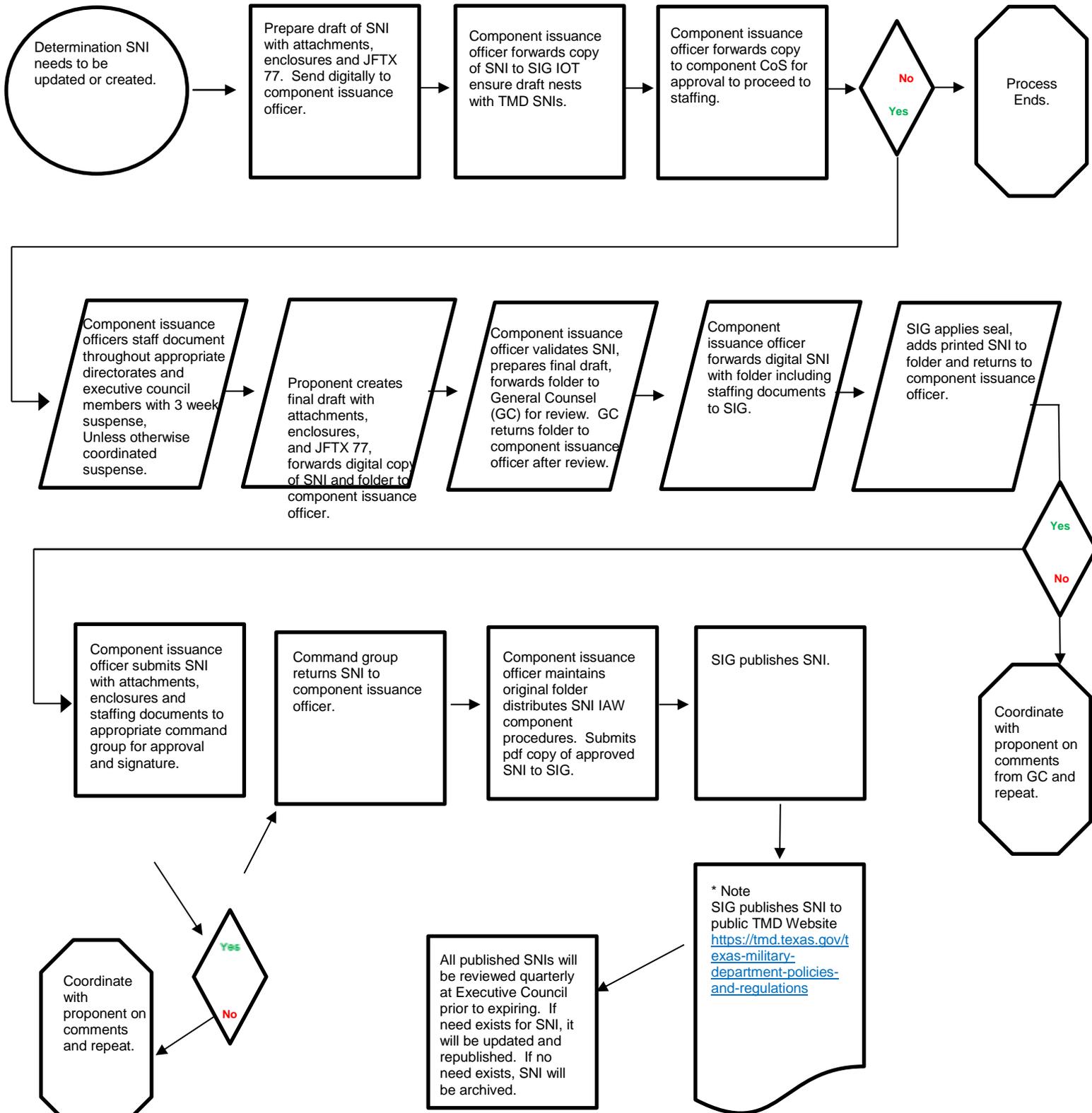


Figure 2-1 Staffing Process Map



Texas Military Department

(Pitch size 16)

DIRECTIVE

(use component letterhead color seal)

(choose appropriate title, pitch size 20)

(Seal is flush with left margin, 1.25" size)

(type on next line, after title, pitch size 12)

NUMBER (assigned by SIG)

Date stamped by SIG

Office Symbol of Proponent

SUBJECT: Identify Subject of Directive

References. (a) The issuance that provides the reason for this issuance being drafted and any other issuances that inform its content.

(b) Do not copy from, quote from, or paraphrase material in a reference.

(c) Indent these letters to two spaces after "References."

1. PURPOSE. Describe the "so what" of directive. Why is it needed??

a. Indent five spaces

b. Reissues reference to.....

c. Designates, establishes or directs....

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See Glossary.

4. POLICY. State the policy.

5. RESPONSIBILITIES.

a. If there is a subparagraph "a", there must be a subparagraph "b".

(1) If there is a subparagraph "1", there must be a subparagraph "2". Indent 10 spaces. Designate second subdivision by numbers in parentheses; for example (1), (2) and (3).

Figure 2-3 Sample Directive

(2)

(a) Indent 15 spaces. Do not indent any further than the third subdivision

(b) Any further subparagraphs are indented to 15 spaces only.

b.

6. INFORMATION REQUIREMENTS. This issuance is in accordance with state/federal law or DoD guidance.

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

8. EFFECTIVE DATE. This directive will expire two years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

2 Encls

1. Responsibilities

2. Glossary

JOHN F. NICHOLS

Major General, TXANG

Adjutant General

DISTRIBUTION:

A

ISSUANCE OFFICER

CW4, AG, USA

SIG - Issuance

Figure 2-3 Sample Directive



Texas Military Department

(Pitch size 16)

INSTRUCTION

(use component letterhead color seal)

(choose appropriate title, pitch size 20)

(Seal is flush with left margin, 1.25" size)

(type on next line, after title, pitch size 12) **NUMBER (assigned by SIG)**

Date stamped by SIG

Office Symbol of Proponent

SUBJECT: Identify Subject of Instruction

References. (a)

(b) The issuance (directive or regulation) that provides the reason for this issuance being drafted and any other issuances that inform its content.

(c) Do not copy from, quote from, or paraphrase material in a reference.

(d) If references are too long, use "See Enclosure" and add the list of references as an enclosure.

1. PURPOSE. Describe the "so what" of instruction. Why is it needed??

a. Indent five spaces.

b. Reissues DoD Instructions xxxx.xx to update responsibilities

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See glossary.

4. POLICY. State the policy this instruction establishes or supports (whichever is applicable).

5. RESPONSIBILITIES.

a. If there is a subparagraph "a", there must be a subparagraph "b".

(1) If there is a subparagraph "1", there must be a subparagraph "2". Indent 10 spaces. Designate second subdivision by numbers in parentheses; for example (1), (2) and (3).

Figure 2-4 Sample Instruction

(2)

(a) Indent 15 spaces. Do not indent any further than the third subdivision

(b) Any further subparagraphs are indented to 15 spaces only.

b.

6. INFORMATION REQUIREMENTS. This issuance is in accordance with state/federal law/DoD guidance.

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

8. EFFECTIVE DATE. This instruction will expire 2 years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

2 Encls

1. Responsibilities

2. Glossary

JOHN F. NICHOLS

Major General, TXANG

Adjutant General

DISTRIBUTION:

A

ISSUANCE OFFICER

CW4, AG, USA

SIG - Issuance

Figure 2-4 Sample Instruction

Organizations and Functions

Texas Military Department Terms of Reference (ToR)

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Austin, Texas 78763-5218
1 October 2016

UNCLASSIFIED

Figure 2-5 Sample Regulation

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
1 October 2016

Texas Military Department
(TMD) Regulation 10-01

TEXAS MILITARY DEPARTMENT TERMS OF REFERENCE

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

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



Summary. This regulation updates the terms of reference for all components within the Texas Military Department (TMD).

Applicability. This regulation applies to all components of TMD.

Proponent and exception authority. The proponent of this publication distribution regulation is the Strategic Initiatives Group (SIG).

Management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this publication and establishment of command and local forms is prohibited without prior approval from the Strategic Initiatives Group (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 regulation directly to the Strategic Initiatives Group (Issuance), ATTN: NGTX- JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-5 Sample TMD Regulation

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Serially Numbered Issuances (SNI)

EXAMPLE

Joint Force Headquarters
Texas Military Department
Austin, Texas 78763-5218
1 June 2017

UNCLASSIFIED

Figure 2-6 Sample TMD Pamphlet

SUMMARY of CHANGE

TMD PAM 6-02
Serially Numbered Issuances

This revision, dated 1 June 2017:

EXAMPLE

Figure 2-6 Sample TMD Pamphlet

Office of the Adjutant General
Texas Military Department
Joint Force Headquarters
Post Office Box 5218
Austin, Texas 78763-5218
1 June 2017

Texas Military Department
(TMD) Pamphlet 6-02

Information Management

SERIALLY NUMBERED ISSUANCES (SNI)

By Order of the Adjutant General:

JOHN F. NICHOLS
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SIG - Issuance



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

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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 directly to Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-6 Sample TMD Pamphlet

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EXAMPLE

Figure 2-6 Sample TMD Pamphlet

Standard Operating Procedure (SOP)

SUBJECT

Number xxxx.xx
(Date stamped by SIG)

Texas Military Department (TMD)
2200 W. 35th St
Austin, TX 78703

OPR: Strategic Initiatives Group (SIG)



Summary. Short summary of SOP, bottom line up front.

Applicability. This SOP applies to all components of TMD.

Management Control Process.

Proponent and Exception Authority.

Supplementation. Supplementation of this SOP or establishment of command and local forms on (subject of SOP) is prohibited without prior approval from the Adjutant General (TAG), through the (office), ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to Office, ATTN: OFFICE SYMBOL, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

Figure 2-7 Sample SOP

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EXAMPLE

Figure 2-7 Sample SOP

Appendix A References

Section I Required Publications

JFTX 6-03

Distribution of Department Publications

AR 25-50

Preparing and Managing Correspondence

AFI 33-326

Preparing Official Communications

Section II Related Publications

AR 25-1

Army Knowledge Management and Information Technology

AR 25-30

The Army Publishing Program

DA Pam 25-40

Army Publishing: Action Officers Guide

TMD 10-01

Terms of Reference

AFI 33-119

Electronic Mail (E-Mail) Management and Use

AFI 33-360

Publications and Forms Management

Section III Prescribed Forms

JFTX 77

Staff Summary Sheet

Section IV Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

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Section I Glossary

AGD

Adjutant General's Department

AFI

Air Force Instruction

AFMAN

Air Force Manual

AR

Army Regulation

CofS

Chief of Staff

DA Pam

Department of the Army Pamphlet

DAG

Deputy Adjutant General

DOMOPS

Domestic Operations

IAW

In accordance with

ISSUANCE

The action of supplying or distributing something, especially for official purposes; formally making something known

JFTX

Joint Force Texas

JFTX Pam

Joint Force Texas Pamphlet

KM

Knowledge Management

NG

National Guard

Glossary (continued)

NGB

National Guard Bureau

OED

Office of the Executive Director

SGS

Secretary, General Staff

SIG

Strategic Initiatives Group

SNI

Serially Numbered Memorandum

TAG

The Adjutant General

TXANG

Texas Air National Guard

TXARNG

Texas Army National Guard

TMD

Texas Military Department

TXMF

Texas Military Forces

TXSG

Texas State Guard

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

Administrative Publication

An official document published in accordance with AR 25-30, DA Pam 25-40, AFI 33-326, or AFI 33-360. Examples are regulations, instructions, memorandums, pamphlets, circulars, etc.

Issuance

The action of supplying or distributing something, especially for official purpose; the action of formally making something known.

Serial Number

This is the unique number that identifies SNIs for ease of reference, control and distinction of type. The log number will appear in parenthesis as the first item in the subject line of any SNI, for example (TMD P17-01).

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