



Texas Military Department

DIRECTIVE

NUMBER 1000.09
JUN 19 2020

NGTX-JG

SUBJECT: Senior Leader Management Office (SLMO) Management Areas

Reference. Memorandum, Transition of General Officer Management Office (GOMO) to Senior Leader Management Office (SLMO), 26 February 2019

1. PURPOSE. This directive expands management controls for the Adjutant General (TAG), Texas Army National Guard (TXARNG) Command Chief Warrant Officer (CCWO), and Command Senior Enlisted Leader (CSEL). It establishes specific management, coordination, administration, and leader development actions managed by SLMO for Texas Military Department senior leaders.

2. APPLICABILITY AND SCOPE. This information applies to Texas Military Department military personnel in grades O6 through O8, W5, E9, identified E8s and O5s (Texas Army National Guard, Texas Air National Guard, Texas State Guard), and civilian senior executives including Federal Civil Service, and State Employees.

3. DEFINITIONS.

a. Civilian Senior Executives. TMD State Employees with a salary of \$120k or more and Federal Technicians, GS-13 and above.

b. Identified O5s. Senior Service College (SSC) nominees, students, and graduates.

c. Identified E8s. US Army Sergeants Major Course (SMC) nominees, students, and graduates.

4. POLICY. SLMO, in coordination with J1 and other staff elements, is responsible for management and administration as outlined below. Decision authority remains with TAG.

5. MANAGEMENT AREAS.

a. **Military Senior Leaders.**

(1) Assignment Actions. Selections, transfers, and reassignments to positions graded O6 and above, W5, and E9.

(2) Promotion Actions. Promotion to grades O6 and above, W5, and E9.

(3) Joint Duty Assignment List (JDAL) billet assignments.

b. **Civilian Senior Executives.**

(1) Selections, assignments, promotions, and transfers to positions graded GS-14 and above.

(2) Selections, assignments, transfers, promotions, and reclassification actions for State employees to positions with salaries of \$120k and above.

(3) Time & Attendance. Review and certification of timecards for Gubernatorial Appointees and Senior State Executives in the Centralized Accounting and Payroll Personnel System (CAPPS) and Federal Technicians in the Automated Time Attendance and Production System (ATAAPS) as applicable.

(4) Salary Increases, Merit Actions, and Incentive Awards.

(a) State Employees: State Human Resources must submit Personnel Action Form (PAF) merit increases, one-time merit payments, or any other salary action.

(b) Federal Technicians: Texas National Guard Human Resource Office must submit SF 52 and NGB Form 32 requesting incentive awards through SLMO Director for review prior to processing.

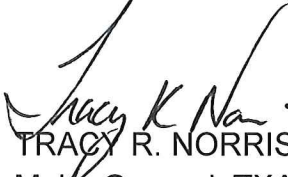
c. **All Senior Leaders.** Official Travel and/or Official Participation in Events.

(1) Approval authority is listed in Table 1 (enclosure).

(2) General Officer requests for orders or participation must be submitted to the SLMO resource manager for orders processing as soon as a mission or event is approved (see Table 1 for approval requirements), but no later than 10 working days prior to start date; requests inside of 10 days must provide an explanation for lateness.

(3) All other senior leaders must submit requests for orders through SLMO for review prior to publication.

6. RESPONSIBILITIES. TBP in a future TMD Instruction.
7. RELEASABILITY. Unlimited.
8. EFFECTIVE DATE. This directive is effective 1 June 2020 and will expire two years from the effective date of publication unless sooner rescinded or superseded.
9. POINT OF CONTACT. Senior Leader Management Office, 512-782-5030.


TRACY R. NORRIS
Major General, TXARNG
Adjutant General

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TABLE 1 – Official Travel and/or Participation in Events Approval Levels

Position	Approval Authority
TAG All TXSG GOs TXSG Colonels SEA-TXSG	SLMO
DAG-ARMY DAG-AIR CDR, 36 ID ADAGs DJS CCWO-TXARNG CSEL Exec Dir, OSA TAGs CofS	TAG
DCG-S, 36 ID DCG-M, 36 ID Land Component CDR SEA-TXARNG	DAG-ARMY
O6-level CDRs O6-level CSMs and CMSgts O6-level W5s	1 st General Officer in Chain of Command
DOS Wing CDRs SEA-TXANG	DAG-AIR