

**Texas State Guard Regulation  
1804-01**

**Personnel—General**

# **Personnel Action Board**

**Headquarters  
Texas State Guard  
Austin, TX 78763  
25 October 2023**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

TXSGR 1804-01  
Personnel Action Board

This is a parent document dated 25 October 2023

- Replaces in entirety all previous Personnel Action Board guidance stated in previously published TXSG regulations.
- Replaces all Personnel Action Board guidance published in TXSG Regulations 600-01, 600-10, and 1051.01.

Personnel - General  
**Personnel Action Board**

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By Order of the Commanding  
General of the TXSG:



ANTHONY WOODS  
Major General, TXSG  
Commanding General

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**History.** This regulation is a major revision.

**Summary.** This regulation governs Personnel Action Boards for the Texas State Guard.

**Applicability.** This regulation applies to the Texas State Guard.

**Management control process.** This regulation contains management control provisions for Personnel Action Board responsibilities and types of boards, communication guidance, promotion packets, scheduling, results notification procedures, and board membership composition.

**Proponent and exception authority.** The T1, TXSG, is the proponent for this regulation and has the authority to recommend exceptions consistent with the controlling law and regulation, subject to the Commanding General's TXSG.

**Supplementation.** Supplementation of this regulation or establishment of

Brigade or local policies outside of the authority dictated by this regulation are prohibited without prior approval from the Commanding General, TXSG, through the T1, TXSG, available at mail: ATTN: NGTX- TPE, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested improvements.** Users may send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to T1, TXSG, mail: ATTN: NGTX-TPE, P.O. Box 5218, Austin, TX 78763-5218.

**Distribution.** This regulation is available in electronic media only and is intended for the Texas State Guard.

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\*This regulation supersedes TXSG Reg 600-10, dated 27 June 2013

**Contents** (Listed by paragraph and page number)

**Chapter 1**

**Introduction**, page 1

*Section I*

*General*, page 1

Purpose • 1-1, page 1

References • 1-2, page 1

Explanation of abbreviations and terms • 1-3, page 1

Responsibilities • 1-4, page 1

*Section II*

*Responsibilities*, page 1

Commanding General, Texas State Guard • 1-5, page 1

T1, Texas State Guard • 1-6, page 1

**Chapter 2**

**Personnel Action Boards**, page 1

General • 2-1, page 1

Responsibilities of the Personnel Action Board • 2-2, page 1

Types of Personnel Action Boards • 2-3, page 2

Board Members • 2-4, page 2

Board Recorder • 2-5, page 2

Scheduling of Personnel Action Boards • 2-6, page 2

**Chapter 3**

**Communication**, page 2

Personnel Action Board Membership Communication Guidance • 3-1, page 2

Notification and Corresponding Documents • 3-2, page 2

**Appendixes**

*A.* References, page 3

*B.* Officer, Warrant Officer, and Non-Commissioned Officer Promotion Tables, page 4

**Table List**

Table B-1: Personnel Action Board Schedule, page 4

Table B-2: Personnel Action Board Membership Structure, page 4

**Glossary**, page 5

## **Chapter 1 Introduction**

### **Section I General**

#### **1-1. Purpose**

This regulation standardizes the policies, criteria, and procedures for Personnel Action Boards (PAB), including the board responsibilities, types of boards, communication guidance, PAB scheduling, results notification procedures, and board membership composition.

#### **1-2. References**

See Appendix A.

#### **1-3. Explanation of Abbreviations and Terms**

See the glossary.

#### **1-4. Responsibilities**

Responsibilities are in section II.

### **Section II**

#### **Responsibilities**

#### **1-5. Commanding General, Texas State Guard**

The CG, TXSG will review and approve all promotion recommendations provided by the PAB.

#### **1-6. T1, Texas State Guard**

The T1, TXSG, will:

- a.* Administer the PAB, ensuring compliance with this regulation and associated guidance and laws.
- b.* Convene individual PABs based on rank and assigned schedule as outlined in Table B-1.
- c.* Generate promotional documents for review by the PAB board members.
- d.* Redact all non-essential packet data (including but not limited to name, age, gender, and race) for PAB review.
- e.* Serve as a non-voting member on all PSO boards.
- f.* Will submit the OML report recommendations to the Secretary General Staff for the Chief of Staff (CoS) review prior to the Commanding General, TXSG, signature by the last calendar day of the month for which the respective PAB occurred.
- g.* Generate all required documentation resulting from PAB actions upon receipt of CG TXSG approval.

## **Chapter 2 Personnel Action Boards**

### **2-1. General**

- a.* All promotions and appointments presented to the PAB must comply with all TXSG regulations, directives, and instructions.
- b.* See Appendix B for information about PAB members, type, and scheduling.
- c.* This regulation prohibits promotion recommendation to the CG, TXSG, solely as a reward for past performance or accomplishments. Promotions shall be based on demonstrable leadership as it indicates future potential for continued service and leadership at progressively higher levels of responsibility.

### **2-2. Responsibilities of the Personnel Action Board**

The PAB reviews, evaluates, and recommends approvals for the following:

- a.* Field grade officer promotions.
- b.* O5 and O6 Command Assignments

- c. Chief warrant officer promotions for ranks CW4 and CW5.
- d. NCO promotions.
- e. ISG and CSM Assignments
- f. Each PAB packet will receive careful, fair, and equitable consideration without prejudice or favoritism.
- g. The PAB must approve all packets that meet the minimum qualifications for TIG prior to the next PAB.

### **2-3. Types of Personnel Action Boards**

a. *Promotion*: The following ranks have separate promotion PABs throughout the year:

- (1) Colonel (O6)
- (2) Lieutenant Colonel (O5)
- (3) Major (O4)
- (4) Chief Warrant Officer 5 (CW5)
- (5) Chief Warrant Officer 4 (CW4)
- (6) Professional Skills Appointments
- (7) Sergeant Major (E9)
- (8) Master Sergeant (E8)
- (9) Sergeant First Class (E7)
- (10) Brigade Level Boards (E5 and E6)

b. *Nominative Assignments*:

- (1) O6 Commands
- (2) O5 Commands
- (3) CSM
- (4) ISG

c. Promotions to O2, O3, CW2, and CW3 do not require PAB review or promotion packets. T1, TXSG, will publish a roster quarterly of all personnel eligible for promotion to these grades. Barring any negative flags, the T1, TXSG, will publish all promotion orders.

### **2-4. Board Members**

a. Board Members will be recommended by the T1 and approved by the CoS or the Deputy Commanding General (DCG). See Table B-2 for the membership and structure of PABs.

b. The CoS or DCG will select the Board President.

c. Each PAB member must review all digital packets received from the T1, TXSG.

d. Packet approval recommendations from PAB members must result exclusively from reviewing the material in each service member's packet.

e. A PAB president or member must request recusal from their PAB duties when they believe they cannot, in good conscience, perform their duties.

f. Any PAB member who witnesses or has probable cause to believe that improper conduct occurred during or about a PAB must immediately report the concern to the CoS, TXSG.

### **2-5. Board Recorder**

a. The T1, TXSG, will assign a PAB Board Recorder.

b. PAB Recorders will prepare and submit a written report to the PAB president for verification and signing.

c. The PAB Recorder will forward the report to the T1, TXSG.

### **2-6. Scheduling of Personnel Action Boards**

a. PABs take place either annually or bi-annually.

b. PAB packet submission windows; See Table B-4 for the schedule.

## **Chapter 3**

### **Communication**

#### **3-1. Personnel Action Board Membership Communication Guidance**

a. Internal and external communications must be in writing, either in person or by Microsoft Teams. All documents will be provided to each board member.

b. All documents will be maintained per the Texas State Library Records Retention Schedule.

- c. Board Members will only communicate within the authorized PAB.
- d. Board Members will not ask for any additional information concerning service members whose Form 355 and Evaluation are being provided.

### **3-2. Notification and Corresponding Documents**

- a. T1, TXSG will post all PAB results on the TXSG Personnel Support Center of TXSG SharePoint after the CG, TXSG approves the OML reports.
- b. T1, TXSG, will generate and email the required documentation to the Brigade or HHC Commander.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Unless otherwise stated, all TXSG publications are available on the Texas Military Department Serially Numbered Issuances website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. Its content is not considered critical or requisite to understanding the original publication. Unless otherwise stated, all TXSG publications are available on the Texas Military Department Serially Numbered Issuances website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

#### **Section IV**

##### **Referenced Forms**

Unless otherwise stated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.)

##### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## Appendix B

### Officer, Warrant Officer, and Non-Commissioned Officer Promotion Tables

#### B-1. Personnel Action Board Schedule

Table B-1 lists the timeline for each PAB meeting, with specific dates published on the TXSG calendar.

**Table B-1**  
**PAB Meeting Schedule**

Rank/Grade	PAB frequency	PAB months
Colonel (O6)	Annually	January
Lieutenant Colonel (O5)	Annually	January
Major (O4)	Annually	January
Chief Warrant Officer 5 (CW5)	Annually	January
Chief Warrant Officer 4 (CW4)	Annually	January
Command Sergeant Major (E9)	As Needed	N/A
Sergeant Major (E9)	Annually	January
1st Sergeant (E8)	As Needed	N/A
Master Sergeant (E8)	Annually	January
Sergeant First Class (E7)	Biannually	January and July
Staff Sergeant (E6)	Biannually (Brigade Level)	January and July
Sergeant (E5)	Biannually (Brigade Level)	January and July
PSO – HHQ Level	Biannually	January and July

#### B-2. Personnel Action Board Membership Structure

Table B-2 lists the required membership structure for each type of PAB. Unless otherwise stated, all PAB members come from within the TXSG.

**Table B-2**  
**PAB President and Membership Structure**

Board	Board President	Board membership
O6 promotion board	DCG	Two Senior TXSG O7s / O6s / TXARNG or TXANG
O4 and O5 promotion board	O6	Two Senior TXSG O6s / TXARNG or TXANG
CW4 and CW5 promotion board	W5	Two W5 personnel TXSG or TXARNG or TXANG
E9 (CSM) selection board	CSM	Two E9 personnel TXSG or TXARNG or TXANG
E8 and E9 promotion board	CSM	Two E9 personnel TXSG or TXARNG or TXANG
1st Sergeant Selection board	CSM	Two E9 personnel
E7 promotion board	CSM	Two E9 personnel, or Two E8 personnel
PSA board	DCoS	HHQ Senior PSA and T1, TXSG



## **Glossary**

### **Section I**

#### **Abbreviations**

##### **CG**

Commanding General

##### **DCG**

Deputy Commanding General

##### **FEMA**

Federal Emergency Management Agency

##### **MTO&E**

Modified Table of Organization and Equipment

##### **PAB**

Personnel Action Board

##### **PME**

Professional Military Education

##### **PSC**

Personnel Support Center

##### **PSA**

Professional Skills Appointment

##### **SEA**

Senior Enlisted Advisor

##### **TIG**

Time in Grade

##### **TMD**

Texas Military Department

##### **TXANG**

Texas Air National Guard

##### **TXARNG**

Texas Army National Guard

##### **TXSG**

Texas State Guard

### **Section II**

#### **Terms**

##### **T1**

Personnel Staff Section at the TXSG Headquarters level.

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