



TEXAS MILITARY FORCES  
JOINT FORCE HEADQUARTERS  
TEXAS MILITARY DEPARTMENT  
POST OFFICE BOX 5218  
AUSTIN, TEXAS 78763-5218  
512-782-5001

NGTX-R

9 September 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P15-20) Policy for E-Verify

1. References.

a. Texas Government Code, Title 6, Chapter 673. Sections 673.001, 673.002, and 673.003, added by Acts 2015, 84th Leg. Effective September 1, 2015.

b. Executive Order RP 80.

c. Legal Review for E-Verify Policy, 26 August, 2015, MAJ Sergio L. Tristan

2. Applicability. Texas State Guard (TXSG) and Texas Military Department (TMD).

3. Purpose. To establish the guidelines for TXSG and TMD compliance with Texas Government Code, Title 6, Chapter 673, Sections 673.001, 673.002, and 673.003, effective September 1, 2015, or otherwise known as the new state E-Verify requirement.

4. Policy.

a. Enlistment: A TXSG recruit will not be enlisted and be sworn into the TXSG until the recruit's I-9, with supporting documents, has been completed and an E-Verify case number recorded in the recruit's file.

b. Processing

(1) The TXSG will retain the certified Form I-9 and supporting documentation IAW applicable federal and state law for all members of the TXSG and be able to provide appropriate documents in the event of an audit. The forms must be kept in a secure file room accessible only to TXSG authorized personnel. The TXSG must retain Form I-9 for either three (3) years after the date of hire or one year after the date employment is terminated, whichever is later.

(2) TMD shall enroll and participate in compliance with Texas Government Code, Title 6, Chapter 673. The TMD Payroll Office will maintain a copy of Form I-9 for all TXSG recruits who enlist on or after the effective date of this policy for compliance with the new E-Verify law. Form copies will be maintained in a secure location accessible only to authorized TMD personnel. Upon receipt of a Form I-9 from TXSG authorized personnel, TMD will:

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(a) Process all TXSG I-9 forms in accordance with applicable State/Federal laws and regulations.

(b) Create an E-Verify case.

(c) Record the E-Verify case number on the Form I-9. TMD will communicate with the TXSG if any additional information is needed to complete the E-Verify process.

5. This policy is effective immediately and will expire 2 years from the date of publication unless sooner rescinded or superseded.

6. The point of contact for this policy is the TMD Deputy CFO, at 512-782-5253.

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

DISTRIBUTION:

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CAROLYN VIDAL  
CW4, GS, TXARNG  
SIG - Policy

TMD  
CFO