



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

NGTX-ZCS

5 May 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I14-02) Procedures for Publishing Policy Memorandums

1. **References.** See Enclosure 1.

2. **Applicability.** This memorandum applies to all of the Texas Military; meaning the Texas Military Forces (TXMF) and Texas Military Department (TMD) personnel regardless of component or department.

3. **Purpose.** To standardized policy format and provide guidance for publication of policies.

4. **Guidance.**

a. The Adjutant General (TAG) of Texas is the only authorized signature authority for Texas Military wide policy memorandums unless otherwise delegated in writing. Policy memorandums that are signed by TAG will involve issues that meet one of the following criteria: they are relevant to multiple components of the Texas Military Forces or the Texas Military Department; or cover a specific area requiring special command emphasis. Guidance for publishing policies pursuant to this memorandum is outlined in Joint Force Texas (JFTX) Pamphlet 6-02.

b. All policy memorandums must include the following basic components. (See Enclosure 2, Sample Serially Numbered Memorandum and JFTX Pam 6-02 for detailed explanation of each component).

- (1) References
- (2) Applicability
- (3) Purpose
- (4) Policy
- (5) Effective Date and Expiration Date
- (6) Point of Contact

c. Policy memorandums will not exceed 2 pages not counting enclosures.

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d. A policy memorandum is a temporary and interim measure until the policy is included in a new or revised administrative publication. Policy memorandums expire 2 years from the effective date of publication unless sooner rescinded or superseded.

5. Point of contact is TAG's SGS at 512-782-5589 or DSN 954-5589.

2 Encls  
as



GREGORY P. CHANEY  
COL, GS, TXARNG  
CofS, Office of the Adjutant General

DISTRIBUTION:

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CAROLYN SMALLWOOD  
CW4, GS, TXARNG  
SIG - Policy



TXMF  
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## **References to (JFTX I14-02) - Procedures for Publishing Policy Memorandums**

JFTX PAM 6-02, Serially Numbered Memorandums, dated 1 May 2014

JFTX I13-18, Memorandum/Letterhead Format Changes and Senior Leadership Duty Title/Signature Block Changes, dated 1 September 2013

JFTX 6-03, Distribution for Department Publications, dated 1 May 2014

AR 25-50, Preparing and Managing Correspondence, dated 17 May 2013

AR 25-30, The Army Publishing Program, dated 27 March 2006

DA Pam 25-40, Army Publishing: Action Officers Guide, dated 7 November 2006

AFMAN 33-326, Preparing Official Communications, dated 25 November 2011

AFI 33-360, Publications and Forms Management, dated 25 September 2013



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OFFICE SYMBOL

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX PXX-XX) Policy for (insert short title)

1. **References.** List references name and date on a separate page as an enclosure if the policy exceeds two pages.
2. **Applicability. (WHO)** Define specifically who (component, dept, etc) the policy applies to.
3. **Purpose. (WHY)** Provide a short definition of policy's purpose. Indicate if the policy supersedes a previously published policy.
4. **Policy. (WHAT)** Define main idea of the policy. In the body of policy memorandum provide details that will ensure understanding and make clear any required actions.
5. **(WHEN).** Include effective date of policy and state the following: This memorandum will expire 2 years from the effective date of publication unless sooner rescinded or superseded.
6. Point of contact information must be provided. Do not list specific personnel, use the office title and telephone number.

JOHN F. NICHOLS  
 Major General, TXANG  
 Adjutant General

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This seal authenticates serial numbered memorandum, it is added by the respective policy manager upon approval of the policy.