



TEXAS MILITARY FORCES  
JOINT FORCE HEADQUARTERS  
TEXAS MILITARY DEPARTMENT  
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NGTX-PA

3 June 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX P14-07) Policy to Ensure Program Accessibility for Non-English Speakers

1. **References.** Texas Government Code, Section 437.116, added by Acts 2013, 83<sup>rd</sup> Leg., R.S., Ch. 1217 (S.B. 1536), Sec. 1.01, eff. 1 September 2013.
2. **Applicability.** This policy applies to all Texas Military Forces (TXMF) and Texas Military Department (TMD) personnel regardless of component or department.
3. **Purpose.** This memorandum establishes a written policy to comply with federal and state laws related to program accessibility. The TXMF and TMD are diverse organizations with missions that provide services and resources to service members, families, and citizens from many backgrounds across Texas and the United States. Each component must ensure family members and customers have reasonable access to the programs and resources provided regardless of language.
4. **Policy.**
  - a. All military departments will prepare and maintain a written plan detailing how a person who does not speak English can have reasonable access to the department's programs and services.
  - b. The following departments will file their plan with the TXMF Public Affairs Office:
    - (1) Garrison Command
    - (2) Joint Family Support Services
    - (3) HRO Equal Opportunity Services
    - (4) Domestic Operations Command
    - (5) Texas Military Department

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- (6) Medical Command
- (7) Public Affairs Office
- (8) Recruiting and Retention Battalion
- (9) Military Archived Records

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 This memorandum is effective immediately and will expire 2 years from the date of publication unless sooner rescinded or superseded.

6. Point of contact for this policy is the state Public Affairs Office at (512) 782-5620.

  
JOHN F. NICHOLS  
Major General, TXANG  
Adjutant General

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CW4 GS, TXARNG  
SIG Policy

