

Texas Military Forces  
Joint Forces Headquarters  
Adjutant General's Department  
Post Office Box 5218  
Austin, TX 78763-5218  
1 March 2004

Adjutant General of Texas  
Regulation 635-100

**Personnel General**

**ADMINISTRATIVE DISCHARGE OF  
OFFICERS AND WARRANT OFFICERS**

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By Order of the Adjutant General:

**WAYNE D. MARTY**  
Lieutenant General (TX), TXARNG  
Adjutant General

Official:  
**LOUIS J. SCOTTI**  
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**Summary.** This is a revision of AGTX Regulation 635-100. It has been revised to reflect adjusted organizational staff changes that have added new entities and modified functions. This regulation establishes policy and procedure for administrative discharge of officer and warrant officer personnel in the Texas Military Forces under the provision of Texas Government Code, Section 431.089.

**Applicability.** This regulation applies to all Officers and Warrant Officers of the Texas Military Forces.

**Internal control systems.** This regulation is subject to the requirements of AR 11-2.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested Improvements.** The proponent of this regulation is the Office of the J1. Users are invited to send comments and suggested improvements directly to the Office of the J1, ATTN: JFHQ-J1, P.O. Box 5218, Austin, TX. 78763-5218.

**Distribution.** A

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\*This Regulation supersedes AGTX Regulation 635-100, 15 January 1998.

**1. Purpose.** This regulation provides National Guard officer personnel policies focused on attaining and maintaining military leadership which directly correlates with achieving a combat ready, professional dynamic force. It establishes the necessary policy and procedures to insure this goal by providing authority for administrative discharge of officers when and where necessary.

**2. References.**

a.. NGR 600-101 (Chapter 9), Warrant Officer – Federal Recognition and Related Personnel Actions.

b. NGR 635-100, Termination of Appointment and Withdrawal of Federal Recognition.

c. AFI 36-3209, Administrative Separation/Discharge of Commissioned Officers and Warrant Officers.

**3. Explanation of Terms.**

a. Officer. – The term “officer” as used herein will include both officers and warrant officers.

b. Texas National Guard- The term “Texas National Guard”, as used herein, will include both the Texas Army National Guard and the Texas Air National Guard.

c. Texas Military Forces- The term “Texas Military Forces”, as used herein, will include the Texas Army National Guard, Texas Air Guard, and Texas State Guard.

**4. Policy.** Officers who are substandard in performance of duty or conduct, deficient in character, lacking in professional qualification or status, or otherwise unsuited for continued military service will not be retained in the Texas National Guard. Presence of one or more of these conditions will be sufficient basis for the administrative discharge of an officer from the Texas National Guard. Additionally, an officer of the Texas National Guard may be administratively discharged from his appointment for one or more of the following reasons or conditions:

a. To allow upward mobility of junior officers by implementing a realistic rate of attrition of senior officers, including, but not limited to, retirement eligible personnel.

b. To reduce over-strengths caused by, but not limited to, reorganization, consolidation or conversion of units.

c. To reduce excesses to authorized positions only.

d. To permit other officers to complete 20 years of service.

e. At the request of the officer concerned.

**5. Procedures.**

a. Commanders of units below Adjutant General's Department level.

(1) Such commanders may request the resignation of individual officers due to reasons indicated in paragraph 4.

(2) In the event a requested resignation is not received by the date required, a request for administrative discharge may be submitted to the Adjutant General of Texas through command channels. A copy of the request will be provided to the individual concerned at the time it is forwarded.

(3) If approved, the officer will be discharged in accordance with appropriate provisions of Section 6, Article 5765; Section 2, Article 5781; and /or Section 1, Article 5782, Revised Civil Statutes of Texas and/or Texas Government Code, Section 431.089.

(4) An individual processed under this regulation who feels his commander is unjustified in requesting his administrative discharge may appeal to the Adjutant General of Texas for a review of his case. The Adjutant General may appoint a board of officers to investigate the appeal and provide pertinent recommendations based on the findings of the board.

b. The Adjutant General of Texas. The Adjutant General of Texas may cause the administrative discharge of an officer for reasons indicated in paragraph 4 without the request or recommendation of an intermediate commander.

**6. Federal Reserve Status.** Those individuals discharged or released under the provisions of this directive will automatically revert in like grade to their status as a Reserve officer of the Army or the Air Force. Federal recognition in the National Guard would be terminated on the effective date of discharge from the Texas National Guard.

