

**Information Management**

# **Serially Numbered Memorandums**

**Texas Military Forces,  
Joint Force Headquarters,  
Texas Military Department,  
Austin, Texas 78763-5218  
1 May 2014**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

JFTX Pam 6-02  
Serially Numbered Memorandums

This revision, dated 1 May 2014- -

- o Changes publication name/number from JFTX Pamphlet 25-51 to JFTX Pamphlet 6-02.
- o Updates proponent.
- o Changes Adjutant General's Department (AGD) to Texas Military Department (TMD) (throughout).
- o Changes Figure 2-1 Sample Policy Serially Numbered Memorandum to Figure 2-2.
- o Adds policy staffing process flow chart (Figure 2-1).
- o Updates AFI from AFI 33-360V1, para 3.2.1.2 to AFI 33-360.
- o Changes year to calendar year (para 2-4).
- o Adds DOMOPS policy branch.
- o Updates "Official" seal.
- o Makes administrative changes (throughout).

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1 May 2014

\*Joint Force Texas  
(JFTX) Pamphlet 6-02

Information Management

**SERIALLY NUMBERED MEMORANDUMS**

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**By Order of the Adjutant General:**

**JOHN F. NICHOLS**  
**Major General, TXANG**  
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**Summary.** This pamphlet updates procedures for the Texas Military; meaning the Texas Military Forces (TXMF) and Texas Military Department (TMD) regarding the proper content, format, and control measures necessary for Serially Numbered Memorandums (SNM).

**Applicability.** This pamphlet applies to all elements of the TXMF or TMD. This publication is not intended to limit a drafting authority's ability to create or modify the contents of a SNM.

**Management Control Process.** This SNM creation/editing pamphlet do not contain management control provisions.

**Proponent and Exception Authority.** The proponent of this SNM pamphlet is the Strategic Initiatives Group (SIG). The SIG has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Within the publication on the following pages, the proponent means the drafting authority of the SNM.

**Supplementation.** Supplementation of this publication on SNMs or establishment of command and local forms on SNM creation/editing is prohibited without prior approval from the Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements about this pamphlet on SNMs on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Strategic Initiatives Group, ATTN: NGTX-JSI, P.O. Box 5218, Austin, TX 78763-5218.

**Distribution. A**

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*\*This Pamphlet supersedes (JFTX) Pamphlet 25-51, 15 June 2006.*

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

**Chapter 1**

**Introduction**, *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*

**Chapter 2**

**Procedural Information**, *page 1*

General Policy · 2-1, *page 1*

Categories of SNMs · 2-2, *page 1*

Types of SNMs · 2-3, *page 2*

Content of SNMs · 2-4, *page 2*

Procedures for Submitting/Publishing SNMs · 2-5, *page 4*

**Appendix**

A. References, *page 7*

**Figure List**

Figure 2-1: Process Map, *page 5*

Figure 2-2: Sample Serially Numbered Memorandum, *page 6*

**Glossary**

## **Chapter 1**

### **Introduction**

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

One means of accomplishing a channel of communications throughout the various organizations within the Texas Military, meaning the TXMF and TMD is through SNMs. This pamphlet describes the proper content, format, and control measures necessary for SNMs. It establishes categories and types of SNMs, mandatory content, and signature authority.

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

Required and related references are listed in Appendix A. Prescribed and referenced forms are also listed in Appendix A.

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

Abbreviations and special terms used in this regulation are explained in the glossary.

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

The SIG is the functional proponent and manager of the SNM program.

## **Chapter 2**

### **Procedural Information**

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

a. The SNM is the only means by which *official* policy and information may be directed other than through an administrative publication. Every SNM must contain a log number and must be assigned by the respective policy manager as the first item in the subject line. Any communication that does not contain a log number is not an official document and cannot authorize, direct, delegate, reinforce, alter, or restrict any course of action or procedure.

b. SNMs will not conflict with current administrative publications. These publications may only be changed as provided for by AR 25-30, DA Pam 25-40, AFI 33-360 or other legally controlling authority. An SNM that is used to supersede guidance in another SNM will contain a reference to the previous memorandum's log number in a superseding notice in the third paragraph of the memorandum.

c. SNMs will not be used to establish and maintain long-term policies or procedures (defined as more than *two years* in duration), forms, or recurring reports. It is appropriate to use a SNM to announce a new or revised long-term policy, but only as an interim measure until that policy is included in a new or revised administrative publication.

*Note.* For TXANG policy memorandums refer to AFI 33-360.

#### **2-2. Categories of SNMs.**

There are six categories of SNMs.

a. JFTX. Memorandums that apply to *multiple components* of the Texas Military Forces or Texas Military Department.

b. TXARNG. Memorandums that apply *only* to the Texas Army National Guard (all *army* personnel).

- c. TXANG. Memorandums that apply *only* to the Texas Air National Guard (all air personnel).
- d. DOMOPS. Memorandums that apply *only* to Domestic Operations.
- e. TXSG. Memorandums that apply *only* to the Texas State Guard.
- f. TMD. Memorandums that apply *only* to the employees of the Texas Military Department.

### **2-3. Types of SNMs.**

- a. *Policy*. Memorandums that contain guidance or procedures that authorize, direct, delegate, reinforce, alter, or restrict courses of action or procedures already disseminated.
- b. *Information*. Memorandums that *do not* contain any guidance or procedure which authorize, direct, delegate, reinforce, alter, or restrict courses of action or procedures already disseminated. Content may provide clarification of an issue or specific procedures regarding an existing process.

### **2-4. Content of SNMs.**

All SNMs will include

- a. Log number: The unique number that identifies SNMs for ease of reference, control and distinction of category and type. The log number will appear as the first item in the subject line of any SNM, in parenthesis, starting with the letters JFTX, TXARNG, TXANG, DOMOPS, TXSG, or TMD as applicable, followed by the prefix "P" for policy or "I" for information. The prefix letter of the log number identifies the type of SNM. It is followed by the last two digits of the *calendar year*, a hyphen, and the sequential number of the issue Example: (JFTX P14-01 or JFTX I14-01). Log numbers are issued by TXMF Policy Manager for JFTX memorandums, ARNG Policy Manager for TXARNG memorandums, ANG Policy Manager for TXANG memorandums, DOMOPS Policy Manager for DOMOPS memorandums, TXSG Policy Manager for TXSG memorandums and for TMD Executive Director's Office for TMD memorandums.
- b. Issue date (date of signature) and effective date (if different from the issue date).
- c. Office symbol of the proponent.
- d. Address line will read, SEE DISTRIBUTION (*Distribution* list can be found in JFTX Reg 6-03).
- e. Superseded notice when applicable and/or suspense date if return of information is required.
- f. The authority line, will be "FOR THE ADJUTANT GENERAL:" or "FOR THE COMMANDER:" if delegated in writing.
- g. The appropriate signature blocks for *Policy Memorandums*
  - (1) JFTX - The Adjutant General (TAG) and TAG's Chief of Staff (CofS) are the only authorized signatures for TXMF - wide *policy* memorandums unless otherwise delegated in writing.
    - (a) *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 TXMF or TMD; or cover a specific area requiring special command emphasis. Policy memorandums under consideration for TAG's signature, not originated by the Office of the Adjutant General, must be fully staffed through the SIG for review and authentication. Draft copy of policy memorandum will be forwarded on a staff summary sheet to the SIG for review by TAG's CofS and the applicable Deputy Adjutant General, Army and/or Air prior, to electronic staffing.

(b) *Other policy* memorandums that establish direction, guidance, policy, or instructions applicable to multiple components and personnel of the TXMF that *do not* cover specific areas requiring special command emphasis from TAG, will be signed by TAG's CofS . These policy memorandums will be prepared by the originating directorate, fully staffed, and submitted to the SIG for review and authentication, and forwarded to the command group on a staff summary sheet for TAG's CofS review and signature. Policy memorandums signed by TAG's CofS will include an authority line "FOR THE ADJUTANT GENERAL:"

(c) *Other policy* memorandums that establish direction, guidance, policy, or instructions applicable to the employees of the TMD that *do not* cover specific areas requiring special command emphasis from TAG, will continue to be signed by TAG .

(2) TXARNG - the Commander, TXARNG or Chief, Army Staff .

(a) *Policy* memorandums that are signed by the TXARNG Commander will involve issues specific to all "Army" members of the TXARNG regardless of component or department, and will cover those areas deemed a priority by the TXARNG Commander.

(b) *Other policy* memorandums that establish direction, guidance, policy, or instructions specific to all "Army" members of the TXARNG regardless of component or department that *do not* cover areas deemed a priority by the TXARNG Commander will be signed by the Chief, Army Staff. These policy memorandums will be prepared, staffed as required, and submitted on a staff summary sheet for the Chief's review and signature. Policy memorandums signed by the Chief, Army Staff will include an authority line, "FOR THE COMMANDER:"

(3) TXANG - the Commander, TXANG or Director of Staff.

(a) *Policy* memorandums that are signed by the TXANG Commander will involve issues specific to members of the TXANG and will cover those areas deemed a priority by the TXANG Commander.

(b) *Other policy* memorandums that establish direction, guidance, policy, or instructions specific to members of the TXANG that *do not* cover areas deemed a priority by the TXANG Commander will be signed by the TXANG Director of Staff. These policy memorandums will be prepared, staffed as required, and submitted on a staff summary sheet for the Chief's review and signature. Policy memorandums signed by the TXANG Director of Staff will include an authority line "FOR THE COMMANDER:"

(4) DOMOPS - the Commander, DOMOPS or DOMOPS, Chief of Staff.

(a) *Policy* memorandums that are signed by the DOMOPS Commander will involve issues specific to members of DOMOPS and will cover those areas deemed a priority by the DOMOPS Commander.

(b) *Other policy* memorandums that establish direction, guidance, policy, or instructions specific to members of the DOMOPS that *do not* cover areas deemed a priority by the DOMOPS Commander will be signed by the Chief, DOMOPS Staff. These policy memorandums will be prepared, staffed as required, and submitted on a staff summary sheet for the Chief's review and signature. Policy memorandums signed by the Chief, DOMOPS Staff will include an authority line "FOR THE COMMANDER:"

(5) TXSG - the Commander, TXSG or TXSG, Chief of Staff.

(a) *Policy* memorandums that are signed by the TXSG Commander will involve issues specific to members of the TXSG and will cover those areas deemed a priority by the TXSG Commander.

(b) *Other policy* memorandums that establish direction, guidance, policy, or instructions specific to members of the TXSG that *do not* cover areas deemed a priority by the TXSG Commander will be signed by the Chief, TXSG Staff. These policy memorandums will be

prepared, staffed as required, and submitted on a staff summary sheet for the Chief's review and signature. Policy memorandums signed by the Chief, TXSG Staff will include an authority line "FOR THE COMMANDER:"

(6) TMD - the Executive Director, TMD or TMD, Executive Director designee.

(a) *Policy* memorandums that are signed by the TMD Executive Director will involve issues specifically delegated to the Executive Director.

(b) *Other procedural* memorandums that establish direction, guidance, or instructions specific to personnel of the TMD will be signed by the Executive Director or the Executive Director designee. Policy memorandums signed by the TMD Executive Director designee include an authority line "FOR THE EXECUTIVE DIRECTOR:"

*Note.* TXARNG, TXANG, DOMOPS, TXSG and TMD policies that may affect a component's capability to respond as a force provider for Joint and/or Defense Support to Civil Authority (DSCA) missions must be coordinated with J-Staff principals before approval and publication.

*Note.* Policies that affect all state employees – whether those policies are created by the TMD or by a component where state employees are assigned – are by definition JFTX policies.

h. The appropriate signature block for *Information Memorandums* is the originator of the memorandum.

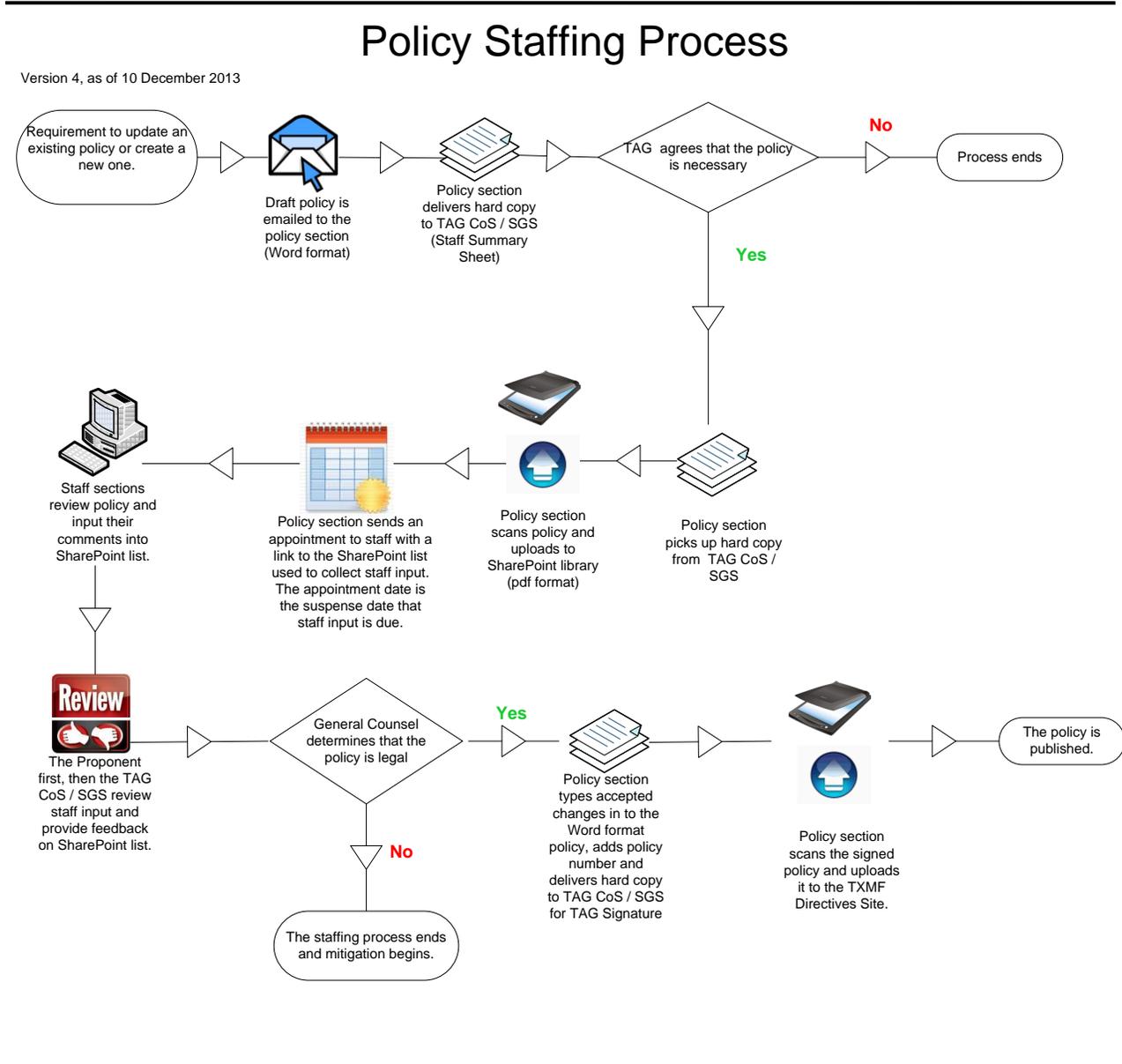
i. The "Official" Seal authenticates all SNMs (example seals below):



## 2-5. Procedures for Submitting/Publishing SNMs.

- Draft the SNM with the desired content and appropriate signature block.
- The draft SNM will be e-mailed to appropriate policy manager (JFTX, TXARNG, TXANG, DOMOPS, TXSG or TMD). A point of contact for further coordination must be provided.
- The policy manager will review the policy, staff the document as appropriate.
- Once staffing is complete, the appropriate policy manager will assign the document a log number and obtain the approving authority's signature.

# POLICY STAFFING PROCESS FLOW CHART



**Figure 2-1 Process Map**



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

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 the 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

DISTRIBUTION:

A  
 CAROLYN SMALLWOOD  
 CW4, GS, TXARNG  
 SIG - Policy



This seal authenticates SNMs; it is added by the respective policy manager upon approval of the policy.

**Figure 2-2 Sample Numbered Memorandum**

## **Appendix A References**

### **Section I Required Publications**

#### **JFTX 6-03**

Distribution of Department Publications

#### **AR 25-50**

Preparing and Managing Correspondence

#### **AFI 33-326**

Preparing Official Communications

### **Section II Related Publications**

#### **AR 25-1**

Army Knowledge Management and Information Technology

#### **AR 25-30**

The Army Publishing Program

#### **DA Pam 25-40**

Army Publishing: Action Officers Guide

#### **AFI 33-119**

Electronic Mail (E-Mail) Management and Use

#### **AFI 33-360**

Publications and Forms Management

### **Section III Prescribed Forms**

#### **JFTX 77**

Staff Summary Sheet

**Appendix A (continued)**

**Section IV  
Referenced Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

## **Glossary**

### **Section I Abbreviations**

#### **AGD**

Adjutant General's Department

#### **AFI**

Air Force Instruction

#### **AFMAN**

Air Force Manual

#### **AR**

Army Regulation

#### **CofS**

Chief of Staff

#### **DA Pam**

Department of the Army Pamphlet

#### **DOMOPS**

Domestic Operations

#### **JFTX**

Joint Force Texas

#### **JFTX Pam**

Joint Force Texas Pamphlet

#### **KM**

Knowledge Management

#### **NG**

National Guard

#### **NGB**

National Guard Bureau

## **Glossary (continued)**

### **SGS**

Secretary, General Staff

### **SIG**

Strategic Initiatives Group

### **SNM**

Serially Numbered Memorandum

### **TAG**

The Adjutant General

### **TKO**

Texas Knowledge Online

### **TXANG**

Texas Air National Guard

### **TXARNG**

Texas Army National Guard

### **TMD**

Texas Military Department

### **TXMF**

Texas Military Forces

### **TXSG**

Texas State Guard

## **Section II**

### **Terms**

This section contains no entries.

## **Glossary (continued)**

### **Section III**

#### **Special Abbreviations and Terms**

##### **Administrative Publication**

An official document published in accordance with AR 25-30, DA Pam 25-40, AFI 33-326, or AFI 33-360. Examples are regulations, instructions, memorandums, pamphlets, circulars, etc.

##### **Electronic Mail (E-Mail)**

Correspondence prepared and/or transmitted via computers over telephonic communication networks.

##### **Log Number**

This is the unique number that identifies SNMs for ease of reference, control and distinction of type. The prefix letter of the log number identifies the category of SNM. It is followed by the last two digits of the calendar year, a hyphen, and the sequential number of the issue (e.g., I14-01 or P14-01). The log number will appear as the first item in the subject line of any SNM, in parenthesis, starting with the letters JFTX, followed by the number itself. Example: (JFTX P14-01).

##### **Information Memorandum**

Those memorandums directed to units that *do not* contain any guidance or procedure which authorize, direct, delegate, reinforce, alter, or restrict courses of action or procedures already disseminated.

##### **Policy Memorandum**

Those memorandums directed to units that contain guidance or procedures that authorize, direct, delegate, reinforce, alter, or restrict courses of action or procedures already disseminated.

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