

# Standard Operating Procedure (SOP)

## Simultaneous Membership Program (SMP)

Number 1304.01

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Texas Military Department (TMD)  
2200 W. 35<sup>th</sup> St  
Austin, TX 78703OPR:

### J1 Officer Strength Management

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**Summary.** This SOP outlines the management of the Simultaneous Membership Program (SMP) for the TXARNG. This SOP is a consolidation of general policies, guidance, rules and regulations which will help assign, supervise, train and utilize the SMP across the force by outlining the duties, roles and responsibilities of key personnel.

**Applicability.** This SOP is applicable to all members of the TXARNG. Where this issuance conflicts with official regulations and/or policies, the official regulation will govern.

**Management Control Process.** This SOP does not contain management control provisions.

**Proponent and Exception Authority.** The proponent of this regulation is the TXARNG J1. The proponent has the authority to approve exceptions or waivers to this SOP that are consistent with controlling law and regulations. The proponent may delegate this approval authority in writing, to a division chief within the proponent agency in the grade of LTC or above or the civilian equivalent. Activities may request a waiver by providing justification that includes a full analysis of the expected benefits and must include formal review by the activities senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

**Supplementation.** Supplementation of this SOP or establishment of command and local forms on the Simultaneous Membership Program (SMP) is prohibited without prior approval from the Adjutant General (TAG), through TMD J1, ATTN: NGTX-JHR, P.O. Box 5218, Austin, TX 78763-5218.

**Suggested Improvements.** Users are invited to send comments and suggested improvements concerning this SOP directly to the TMD J1, ATTN: NGTX-JHR, P.O. Box 5218, Austin, TX 78763-5218.

**Distribution. A**

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## Chapter 1 Introduction

**1-1. Purpose.** This SOP emphasizes the importance of properly managing the Simultaneous Membership Program (SMP) in order to recruit and develop future leaders of the Texas Army National Guard (TXARNG). This issuance is a consolidation of general policies, guidance, rules, and regulations that will help to assign, supervise, train, and utilize SMP across the force. It spells out the duties, roles, and responsibilities of key personnel.

**1-2. Applicability and Scope.** Where this SOP conflicts with official regulations or policies, the official regulation or policy will govern. This issuance applies to SMP Cadets and all TXARNG personnel or entities that supervise, train, administer, or process SMP Cadets.

**1-3. References.** See Appendix A.

### 1-4. Definitions.

a. Simultaneous Membership Program Cadet: The term refers to a Soldier assigned to an Army National Guard unit that simultaneously participates as a contracted Cadet in the ROTC Advanced Course at a university or college.

b. Simultaneous Membership Program Prospect: An SMP Prospect is a Soldier who has status in the TXARNG, has successfully completed their first semester of Reserve Officer Training Corps (ROTC) as a non-contracted ROTC Cadet, and remains enrolled in the ROTC department.

## Chapter 2 General Description of the SMP

**2-1. Objective.** To provide practical experience, mentorship, and training that prepares Cadets for future leadership roles within the TXARNG.

### 2-2. Program.

a. The SMP provides eligible enlisted members of the TXARNG an opportunity to maintain status in the TXARNG while simultaneously attending college and participating as a contracted Cadet in the ROTC department. All Guaranteed Reserve Force Duty (GRFD) Scholarship Cadets must participate in the SMP.

b. Reserve Officer Training Corps Cadets participating in the SMP, like all ARNG soldiers, attend one weekend training event each month as well as a two-week annual training with their assigned unit.

c. The SMP is a volunteer Officer training program designed to increase the number of ROTC Officers accessed for Reserve Forces Duty (RFD). It enhances the

training provided by ROTC and provides the future Officer with leadership opportunities and unit experience.

(1) Mobilizations or calls to Active Duty:

(a) In an effort to protect the investment in the future TXARNG officer corps, all Cadets enrolled in an ROTC program, regardless of their contract status, will be non-deployable for Title 10 and T32 voluntary and involuntary mobilizations. Cadets will be considered fencible until they commission or are disenrolled from the ROTC program. This protects cadets who are committed to becoming an officer and not intended for Soldiers trying to get out of mobilization requirements. Commanders will ensure this policy is not abused.

(b) Simultaneous Membership Program Cadets may be voluntarily mobilized for short periods of State Active Duty under the condition that the duty will not interfere with college coursework or ROTC activities.

(c) Simultaneous Membership Program Cadets may attend SRP events as a function of unit readiness, but will not be processed for mobilization. Cadets assigned to deploying units will either remain in the rear detachment or transfer to a unit that is to remain at home station.

(2) Simultaneous Membership Program Assignment and Grade:

(a) The total number of SMP participants assigned to a unit will not exceed four percent (4%) of total authorized strength.

(b) Supervision of SMP Cadets should not exceed 2 Cadets per Officer.

(c) Unit Readiness/HR NCO will code all SMP Cadets as 09R (9993 excess) and within an officer paragraph and line on the unit manning document. This action will be completed within 30 days of either assignment to the unit, or contracting in ROTC.

(d) Contracted SMP participants receive pay and allowances at the E-5 grade. Soldiers who held a higher grade prior to becoming an SMP participant continue to receive pay and allowances at the higher grade. SMP participants who dis-enroll from ROTC will return to the rank/pay grade held prior to SMP participation.

(e) Simultaneous Membership Program Cadets are typically assigned to a position of responsibility and duties commensurate with the grade of second lieutenant under the supervision of a commissioned officer.

(f) Simultaneous Membership Program Cadets will be subject to the same standards and regulations for satisfactory performance as other personnel assigned to the unit.

(g) Simultaneous Membership Program Cadets will be issued all required uniforms and training equipment, Organizational Clothing and Individual Equipment (OCIE), by the supply clerk from their unit of assignment.

(h) Simultaneous Membership Program Cadets will participate in all field exercises that does not interfere with College coursework or ROTC activities. They are not prohibited from conducting training events such as live fire exercises or driver training. However, commanders will carefully consider previous experience and training level of the Cadet when evaluating risk management.

### **Chapter 3. Training Guidelines/Utilization**

a. Annual Training: All SMP Cadets are required to attend both ROTC Advanced Camp and their unit's Annual Training. When dates conflict, priority will

b. go to the ROTC Advanced Camp. In this instance, AT attendance may be rescheduled or excused at the Commander's discretion. AT attendance will be rescheduled to an earlier or later time to avoid any conflicts with the ROTC schedule or college coursework.

c. Cadets will ensure that training schedules for their unit are submitted to ROTC (and vice versa) to ensure proper planning and guidance is given for priority of training events.

d. Reserve Officer Training Corps training takes priority over unit IDT drill or annual training only when there is a conflict in dates. When IDT drill is missed due to ROTC training, the SMP Cadet will be given the option to make up the drill for pay beforehand, or the Commander may authorize an excused absence. Cadets will not be paid for constructive attendance when authorized to attend ROTC training.

e. Attendance at USACC resourced Cadet Advanced Individual Training (CAIT), such as airborne or air assault school, is highly encouraged and will take priority over Unit Annual Training or IDT.

f. Simultaneous Membership Program Cadets should have the opportunity to observe or participate in a wide range of training conducted by their unit. As part of their risk assessment, Commanders should consider the individual Cadet's level of experience and training before allowing participation in any training event.

g. Unit commanders and supervisors should be aware of the Cadet's ROTC classroom and field instruction, and when practical, compliment the training received from ROTC.

h. Do not assign SMP Cadets to any position requiring them to act directly for the commander. Such duties include but are not limited to Duty Officer, member of a courts martial, sole responsibility for conducting live-fire training, handling public monies or

records pertaining to public monies, or any position requiring an Officer's signature.

i. Simultaneous Membership Program Cadets may be assigned additional duties such as Education Officer, Officer of the Guard, Master Fitness Officer, etc., and may be tasked with other duties or projects that provide them with military and professional experience.

j. Cadets should be involved in as many Officer related events/functions as determined appropriate by the Commander. Exposure to officer professional development, training meetings, and social functions are encouraged.

k. During time periods where school is traditionally out of session, SMP cadets should be provided maximum latitude by commanders to attend summer school, perform internships or other education-related activities as long as there is prior coordination, and no mission essential conflicts exist.

#### **Chapter 4. SMP Sponsorship and Mentorship**

a. All SMP Cadets will be assigned a company grade officer as a mentor in the unit in which they are an SMP. The mentor will be responsible for allowing the SMP Cadet to shadow them, participate in training activities, and to observe planning. The SMP Cadet, under the supervision of the mentor, may supervise training in order to enhance their professional development.

b. All units will conduct a deliberate mentorship program for SMP Cadets that best prepares them for future officer roles. Commanders should consider the Cadet's previous experience, available opportunities, routine rotation of mentors and cadets, and other factors that affect mentorship at the unit level.

c. A Cadet's primary mentor should feel a sense of ownership for the Cadet's development. Mentors should be evaluated on their involvement as a mentor.

#### **Chapter 5. Responsibilities**

a. Unit Commanders

(1) Ensure SMP Cadets are supervised and mentored by a commissioned officer in the unit to develop their leadership skills and to receive progressive leadership experience.

(2) Develop a training framework to ensure SMP Cadets receive instruction, mentorship, and experience.

(3) Unit Readiness/HR NCO will ensure that contracted SMP Cadets are advanced to the appropriate pay grade (E5/Cadet, unless already in a higher grade)

and paid accordingly. Effective Date of Rank (DOR) will be the contracting date on the ROTC contract (DA Form 597-1 or 597-3). For contracted cadets enlisting into the Texas Army National Guard (TXARNG) effective DOR will be the date of enlistment.

(4) Evaluate and counsel SMP Cadets. Provide regular feedback on how the officer trainee is executing leadership functions. Provide a copy of the evaluation to the PMS. The PMS and Unit Commander should be in direct communication to discuss the Cadet's performance as a member of the unit, a Cadet in ROTC, and leadership potential.

(5) Notify the PMS of any adverse actions against the Cadet. These include, but are not limited to APFT/ACFT failure, HT/WT failure, AWOL periods, and TCMJ actions.

(6) Notify the ROTC department of SMP Cadets who display an inability to develop as a leader (after appropriate mentoring and counseling has been conducted and documented). In the event the unit commander determines a SMP Cadet is unsuitable, the commander will contact the Officer Strength Manager (OSM), to recommend termination of the Cadet's SMP status.

(7) Maintain control of SMP Cadets in the unit. This includes the assignments of the Cadet's duties and responsibilities, as well as providing mentors/mentorship to all Cadets assigned. Ensure that the number of SMP participants in the unit does not exceed unit supervisory capacity.

(8) Provide a copy of the units training schedule to the Cadet. Work with the SMP Cadet and ROTC department cadre to resolve scheduling conflicts.

(9) Communicate with the TXARNG OSM to ensure administrative data and progression to commissioning is mutually understood and correct.

b. Officer Strength Manager (OSM).

(1) Track SMP Cadets in the commissioning pipeline. Identify administrative milestones and ensure that the Cadet and his chain of command are aware of requirements.

(2) Communicate with and encourage collaboration between the SMP Cadet's PMS and their TXARNG Unit.

(3) Process DA Form 594-1 as the signature authority.

(4) Conduct periodic reviews of strength reports and officer vacancies with Brigade Strength Managers (BSMs) and the Officer Personnel Management (OPM) section to facilitate assignment of Cadets in the TXARNG upon commissioning.

c. On Campus Recruiter (OCR) / National Guard ROTC Liaison Officer.

(1) Assist ROTC department and prospective SMP cadets in gathering required documents for contracting and ROTC scholarships.

(2) Ensure that DA Form 594-1 is filled out correctly and assist in gathering signatures for SMP prospects.

(3) Assist SMP Cadets and ROTC department in gathering required documents for commissioning and federal recognition packets to the OSM office.

(4) Track all SMP Prospects or SMP Cadets regardless of contracting status.

(5) Assist SMP Cadet and PMS to solve any administrative issues that the Cadet may have. This includes unit scheduling, pay issues, supply issuance, etc.

d. SMP Cadet.

(1) Pursue self-development. Participation in the SMP is a hands-on learning prior to commissioning as an Officer. The skills and experience of the NCOs and Officers in the assigned unit are an invaluable learning tool that should be exploited and used for professional growth prior to commissioning.

(2) Remain a satisfactory participant in the TXARNG (e.g., passing APFT/ACFT, medical readiness, attendance, communication, etc.).

(3) Attend all periods of unit training that do not conflict with the ROTC training exceptions noted above. Provide the unit commander with a copy of the ROTC department training schedule and obtain a copy of the unit's yearly training calendar. Resolve training schedule conflicts between ROTC and the unit 90 days in advance.

(4) Inform the unit commander of administrative or pay issues immediately upon discovery. Provide required documentation to both TXARNG unit and ROTC, as necessary. Ensure the unit commander and TXARNG OSM is aware of graduation and commissioning timelines.



**Appendix A**  
**References**

1. Army Regulation 145-1, Senior Reserve Officers' Training Corps Program, 22 July 1996
2. National Guard Regulation 600-100, Commissioned Officers Federal Recognition and Related Personnel Actions, 06 July 2020
3. Simultaneous Membership Program SOP 20151308, Reserve Component Directorate United State Army Cadet Command
4. PPOM 20-012, ARNG Accession Options Criteria, 1 April 2020

## Appendix B SMP Processing Checklist



**TEXAS MILITARY DEPARTMENT**  
TEXAS ARMY NATIONAL GUARD  
HEADQUARTERS, RECRUITING AND  
RETENTION BATTALION  
2200 WEST 35TH STREET, BUILDING 15

NGTX-RRC-OSM

11 August 2020

### MEMORANDUM FOR RECORD

SUBJECT: Simultaneous Membership Program (SMP) Cadet Checklist

1. This checklist will serve as a "For Record" document when a Cadet is properly integrated into a TXARNG unit. Unit Commanders and Readiness NCOs will complete this administrative checklist upon receiving any Cadet into the unit. A signed memorandum with the following format will be forwarded to the TXARNG Officer Strength Manager (OSM) for tracking purposes.

- Unit received copy of latest TXARNG SMP Policy
- Unit received NGB Form 594-1: ARNG SMP Agreement Form
- Unit received DA Form 597, 597-1, 597-3: ROTC Cadet Contract
- Cadet moved to a 09R2, 9993 Excess position on Unit Manning Roster (UMR)
- DA 4187 complete- IAW AR 600-8-19 Ch. 7-15. Paragraph C.
- Cadet Advanced to E5 paygrade (unless already in a higher pay grade)
- Cadet assigned to and sponsored by an Officer in the unit

\_\_\_\_\_  
Cadet Name

\_\_\_\_\_  
Unit Commander Name

\_\_\_\_\_  
Cadet Signature

\_\_\_\_\_  
Unit Commander Signature

2. Submit completed and signed Checklist to: [nq.tx.txarng.list.rr-basic-branch@mail.mil](mailto:nq.tx.txarng.list.rr-basic-branch@mail.mil)