



Media Inquiry Request for Information



Submit completed form to ng.tx.txarng.mbx.pao@mail.mil. Please allow a minimum of three hours for processing during normal business hours. For complete instructions, please see page 2.

I. Basic Information:

Requester's Name: _____ Date: _____
News Organization: _____ Print Broadcast Internet
Phone Number: _____ Email: _____

II. Request Information:

What is your **deadline**? Please be very specific (Date and time) _____

Please check the box corresponding to the response format you are seeking:

Response to inquiry Phone interview On-camera interview Other(*)

* If other, please specify: _____

Specific Questions/Details of request: (Please attach any additional documents to this media inquiry form.)

For Internal Use Only:

Date Received: _____ Received By: _____ Date Closed: _____ Closed By: _____

Action/Notes:



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Thank you for contacting the Texas Military Forces Public Affairs Office. We strive to keep the American people informed and help establish the conditions that lead to confidence in the Texas National Guard and its readiness to conduct operations in peacetime, conflict and war.

Our duty is to respond to all media inquiries regarding incidents, accidents, events and activities of the Texas Military Forces and serve as the liaison between the media and the Texas Military Forces. In order to best assist you with your media inquiry, complete page 1 of the request form.

Form Instructions/Checklist:

1. Please complete sections I and II of the Media Inquiry Request for Information and provide as much detail as possible.
2. Provide a very specific deadline for your request.
3. Be sure to include any additional documents, reports and/or questions as a separate attachment(s) to the media inquiry form.
4. Submit your completed form to the Texas Military Forces Public Affairs Office via email: ng.tx.txarng.mbx.pao@mail.mil.
5. Once we receive your request someone will contact you to confirm receipt and/or seek further clarification. If you are not contacted via a phone call or email within three hours, please contact our office at 512-782-5620.
6. After the initial contact is made, our office will process your request and provide a response.
7. Please allow a minimum of three hours for processing during normal business hours (M-F 8:00 a.m. to 4:30 p.m. CST). Please note that outside business hours, on weekends, holidays and in times of emergency response times may be delayed.
8. For more information on the Texas Military Forces, please visit www.txmf.us.

More Information:

The mission of the Texas Military Forces (TXMF) is to provide the Governor and the President with ready and trained forces in support of the citizens of Texas and State and Federal civil/military authorities at home and abroad.

The Texas Military Forces are commanded by the Adjutant General of Texas, the state's senior military official appointed by the governor, and is comprised of the Texas Military Department (formerly the Adjutant General's Department), the Texas Army National Guard (TXARNG), the Texas Air National Guard (TXANG), the Texas State Guard (TXSG) and the Domestic Operations Command (DOMOPS).