



Texas State Guard

INSTRUCTION

1900.10

27FEB2019

NGTX-XHZ

SUBJECT: Non – Pay Orders Process

1. PURPOSE. TXSG is now by direction using the TMD order and pay system, the same as Texas National Guard, and Texas Air National Guard. This instruction defines the process for issuing “Non-Pay” Orders within TXSG Headquarters and its’ subordinate units. This process is used only if unit Personnel Officers do not have a CAC card and access to request orders using the Personnel Emergency Management System (PEMS) system. This process will ensure that Service Members are authorized to wear the TXSG uniform and are covered by the Workers Compensation while doing so.

2. APPLICABILITY AND SCOPE. This instruction applies to all TXSG personnel.

3. DEFINITIONS.

a. Non-Pay Orders are orders issued to cover TXSG Personnel during assigned events each month where the Service Member (SM) is on duty and wearing an authorized TXSG uniform.

b. Pay Orders (State Active Duty) are orders issued by JFHQ- J1 for state approved missions based on STAR request or OPORD.

c. Pay Orders (Training Events) are orders issued by TXSG-T3 for approved training based on approved training.

d. Movement orders are only located within the coordinating instructions of an OPORD/FRAGORD issued by TXSG-HQ.

e. Travel Orders are not used within TXSG.

4. POLICY.

a. Only O-6 commands (S/N/A-1), Component Headquarters (G/N/A-1) and TXSG-HQ (Commandant, T-1, T-3, T-7) are authorized to issue Non-Pay Orders.

b. T-7 will issue Non-Pay Orders for all training events hosted by TXSG-HQ.

c. O-6 Commands and Component Headquarters will issue orders for their service members in all events otherwise not covered by TXSG-HQ orders.

5. PROCEDURES

a. Personnel Officer/NCO issues Non-Pay Orders for individual service member using the current official Order Wizard and emails them to service members.

b. Copy of individual orders and PERSTAT report reflecting service members on orders is sent to TEOC (teoc@txsg.state.tx.us) NLT 7 days before event.

(1) Email subject Line: <mission> - <unit> - <dates>

Example:

“Drill - 4th Regt HQ - 16-17FEB2019”

(2) Body of email: Date(s), Unit, Location(s), Mission, Number of Personnel and
Remarks

Example:

Date(s): 15-17FEB2019

Unit: 4th Regt - HQ

Location: Shoreview Armory, 8111 Shoreview Dr, Fort Worth, TX 76108-9777

Mission: Scheduled Drill

Number of Personnel: 12

Remarks: February Drill. Saturday 0700-1700 and Sunday 0700-1600.
Friday is travel day for those requiring it.

(3) Attachments: PERSTAT report and all individual orders.

c. TEOC will acknowledge receipt of the email (auto-response).

d. NLT 1 day after the event an updated PERSTAT report and copy of the sign-in sheet (TXSG Form 204) is sent to TEOC (teoc@txsg.state.tx.us)

(1) Email subject Line: <mission> - <unit> - <dates> - COMPLETE

Example:

“Drill - 4th Regt HQ - 16-17FEB2019 - COMPLETE”

(2) Body of email: Date(s), Unit, Location(s), Mission, Number of Personnel and
Remarks

Example:

Date(s): 15-17FEB2019

Unit: 4th Regt - HQ

Location: Shoreview Armory, 8111 Shoreview Dr, Fort Worth, TX 76108

9777

Mission: Scheduled Drill

Number of Personnel: 12

Remarks: February Drill. Saturday 0700-1700 and Sunday 0700-1600.

Friday is travel day for those requiring it.

(3) Attachments: Updated PERSTAT report (including remarks like “left early 17FEB” or “Excused due to illness”) and copy of the sign-in sheet (TXSG Form 204).

e. Any changes, such as adds or drops of service members will need to be sent as an amendment to original email to TEOC (teoc@txsg.state.tx.us)

(1) Email subject Line: <mission> - <unit> - <dates> - AMEND

Example:

“Drill - 4th Regt HQ - 16-17FEB2019 - AMEND”

(2) Body of email: Date(s), Unit, Location(s), Mission, Number of Personnel and Explanation of changes

Example:

Date(s): 15-17FEB2019

Unit: 4th Regt - HQ

Location: Shoreview Armory, 8111 Shoreview Dr, Fort Worth, TX 76108-9777

Mission: Scheduled Drill

Number of Personnel: 12

Explanation of changes: PFC Snuffy added to orders.

(3) Attachments: PERSTAT report and all individual orders.

f. Changes on drill date(s) or location will require new orders to be issued. Refer to original orders request for details.

g. PERSTAT instructions

UNIT / SQDN – unit (dropdown)

FULL TXSGID # - last 2 of SSN (last 4 if available on RMS)

LAST – Last Name

FIRST - First Name

MIDDLE – Middle Initial

GRADE – Grade (E1-9, W1-5, O1-7) (dropdown)

PERSONNEL Enlisted (E), Warrant Officer (W) or Officer (O) (dropdown)

GENDER – Gender (M,F) (dropdown)

START – start date (dd/mm/yy)

END – end date (dd/mm/yy),

CITY - city, Texas

PERDIEM AUTH (Y/N) – Select “N”

DUTY STATUS – Select “NO PAY”

MISSION PAYCAT – Leave empty

SERVICE COMPONENT – Select “TXSG”

COMMENTS – Any remarks before or after event

6. RESPONSIBILITIES. Commanders and subordinate leaders will ensure this instruction is followed.
7. INFORMATION REQUIREMENTS. NA
8. RELEASABILITY. Unlimited.
9. EFFECTIVE DATE. This directive is effective immediately and will expire in two years unless otherwise rescinded or superseded.
10. POINT OF CONTACT. TXSG-T1, at (512) 782-6223.



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Commanding

DISTRIBUTION:

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