

PERSONNEL ACTION REQUEST

ORIGINATING UNIT				ORDER NUMBER AND DATE			
1-A. Unit				2-A. Year	2-B. Julian Date	2-C. Sequential Action Number	2-D. Form Date
1-B. City		1-C. Zip Code		SERVICE MEMBER INFORMATION			
ACTION REQUESTED				4-A. Name (First, Last, MI)		4-B. Last 4	4-C. Current Rank
3-A. Personnel Type	3-B. Action Type	3-C. Other	3-D. Date	4-D. DOIE	4-E. DOR	4-F. Weight lbs.	4-G. Height in.
				4-I. TIS YR	MO		
PROFESSIONAL MILITARY EDUCATION							
5-A. Select All Completed - Officer and Warrant Officer							
ROTC <input type="checkbox"/>	DCOOC <input type="checkbox"/>	OCS <input type="checkbox"/>	BOLC/WOBC <input type="checkbox"/>	CCC/WOAC <input type="checkbox"/>	CGSC <input type="checkbox"/>	SLCC <input type="checkbox"/>	
5-B. Select All Completed - Enlisted							
BOT <input type="checkbox"/>	BLC <input type="checkbox"/>	ALC <input type="checkbox"/>	SLC <input type="checkbox"/>	SMC <input type="checkbox"/>			
5-C. Select All Completed - FEMA IS							
100 <input type="checkbox"/>	200 <input type="checkbox"/>	300 <input type="checkbox"/>	400 <input type="checkbox"/>	546/1300 <input type="checkbox"/>	547/1300 <input type="checkbox"/>	700 <input type="checkbox"/>	775/2200 <input type="checkbox"/>
CERTIFICATION							
6-A. Personnel Officer Signature - I certify that the above information is true and in RMS				6-B. Date			
6-C. Personnel Officer Comments							
TRANSFER / REASSIGNMENT							
7-A. Transferred From				7-C. Reassigned From			
Unit Designation		City		Unit Designation		City	
7-B. Transferred To				7-D. Reassigned To			
Unit Designation		City		Unit Designation		City	
7-E. Losing Commander Signature				7-F. Losing Commander Printed Name			7-G. Date
7-H. Gaining Commander Signature				7-I. Gaining Commander Printed Name			7-J. Date
DISCHARGE DETAILS							
8-A. Voluntary / Resigned		8-B. Involuntary		8-C. Reenlistment Code		8-D. Discharge Type	
				RE 1 <input type="checkbox"/> RE 3 <input type="checkbox"/>		Honorable <input type="checkbox"/>	
				RE 2 <input type="checkbox"/> RE 4* <input type="checkbox"/>		Other* <input type="checkbox"/>	
				* Attach Memorandum		* Attach Memorandum	
COMMAND APPROVAL SIGNATURES							
9-A. Battalion Commander Signature			9-B. Date	9-C. Brigade Commander Signature			9-D. Date
HEADQUARTERS COMMAND APPROVAL SIGNATURES							
10-A. Senior HQ PSO Signature			10-B. Date	10-C. T-1 Personnel Officer Signature			10-D. Date
10-E. Chief of Staff Signature			10-F. Date				
ACTION							
11-A. Requested Action		11-B. Recommended Grade / Rank		11-C. MTOE PARA / LN			
COMMAND NOTES							
12-A. Additional Notes / Information							

INSTRUCTIONS FOR COMPLETING TXSG FORM 35 (PERSONNEL ACTION REQUEST)

SECTION 1 – Originating Unit.

- a. Unit: Select unit designation from the drop-down box.
- b. City: Enter the where the unit is located.
- c. Zip: Enter the zip code where the unit is located.

SECTION 2 – Order Number and Date.

- a. Year: Select the current year from the drop-down box.
- b. Julian Date: Select the correct Julian calendar date (continuous count of days since the beginning of the calendar year) which corresponds to the date the Form 35 is being filled out. (Available at https://www.cdfa.ca.gov/ahfss/mpes/pdfs/Julian_Calendar.pdf.)
- c. Sequential Action Number: This item is for completion by the T1 Staff only.
- d. Form Date: Enter the date the Form 35 is being filled out in YYYYMMDD format.

SECTION 3 – Action Requested.

- a. Personnel Type: Select personnel type from the drop-down box.
- b. Action Type: Select action type from the drop-down box.
- c. Other: Leave this field blank unless the personnel action involves retirement, inactive ready reserve, or honorary reserve.
- d. Date: Enter the effective date of the personnel action in YYYYMMDD format.

SECTION 4 – Service Member Information.

- a. Name: Enter the name of the soldier receiving the personnel action (First, Last, MI).
- b. Last 4: Enter the last four digits of the social security number of the soldier receiving the personnel action.
- c. Current Rank: Select the current rank of the soldier receiving the personnel action.
- d. DOIE: Enter the date of initial entry for the soldier receiving the personnel action in YYYYMMDD format.
- e. DOR: Enter the date of rank for the soldier receiving the personnel action in YYYYMMDD format.
- f. Weight: Enter the weight in pounds for the soldier receiving the personnel action.
- g. Height: Enter the height in inches for the soldier receiving the personnel action.
- h. Height/Weight: Using TXSG Reg 1710.20 (Texas State Guard Standards of Medical Fitness Regulation 1710.20) to determine if the soldier receiving the personnel action complies with TXSG height and weight standards. From the drop-down box, if in compliance select "Go," and if out of compliance select "No Go." (Available at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.)
- i. TIS: Select the years and months representing the time in service for the soldier receiving the personnel action as of the form completion date.

SECTION 5 – Professional Military Education. Complete this section for promotion and appointment personnel actions only.

- a. Select All Completed – Officer and Warrant Officer: Select all professional military education (PME) completed for the individual receiving the personnel action.
- b. Select All Completed – Enlisted: Complete this section for promotion actions only. Select all PME completed for the individual receiving the personnel action.
- c. Select All Completed – State Required: Complete this section only for promotion actions and only if the individual receiving the personnel action is a full-time employee of the State of Texas.
- d. Select All Completed - FEMA: Complete this section for promotion actions only. Select all FEMA courses completed for the individual receiving the personnel action.

SECTION 6 – Certification.

- a. Personnel Officer Signature: The personnel officer of the individual receiving the action completes this section. Click to electronically sign.
- b. Date: Enter the date the Form 35 was electronically signed in YYYYMMDD format.
- c. Personnel Officer Comments: Complete this section only if the signed Form 35 was returned for correction. List corrective action(s) in this field.

SECTION 7 – Transfer/Reassignment. Complete this section only when transferring or reassigning personnel.

- a. Transferred From: Select unit designation and enter the city where the unit is located.
- b. Transferred To: Select unit designation and enter the city where the unit is located.
- c. Reassigned From: Select unit designation and enter the city where the unit is located.
- d. Reassigned To: Select unit designation and enter the city where the unit is located.
- e. Losing Commander Signature: Click to electronically sign.
- f. Losing Commander Printed Name: Enter name of losing commander reflected in the digital signature field.
- g. Date: Enter the date the Form 35 was electronically signed in YYYYMMDD format.
- h. Gaining Commander Signature: Click to electronically sign.
- i. Gaining Commander Printed Name: Enter name of losing commander reflected in the digital signature field.
- j. Date: Enter the date the Form 35 was electronically signed in YYYYMMDD format.

SECTION 8 – Discharge Details. Complete this section only when discharging personnel.

- a. Voluntary/Resigned: Use this section only when the discharge was voluntary.
- b. Involuntary: Use this section only when the discharge was involuntary.
- c. Reenlistment Code: Select appropriate reenlistment code per TXSG Form 22. Attach Memorandum for Record with supporting reasoning only when using reenlistment code RE 4.
- d. Discharge Type: If discharge is Other, attach Memorandum for Record with supporting reasoning.

SECTION 9 – Command Approval Signatures.

- a. Battalion Commander's Signature: Use only when the individual receiving the personnel action is currently assigned to a battalion, and the personnel action does not require transfer or reassignment. Click to electronically sign.
- b. Date: Enter the date the Form 35 was electronically signed by the battalion commander in YYYYMMDD format.
- c. Brigade Commander's Signature: Use only when the individual receiving the personnel action is assigned to a brigade, and the personnel action does not require transfer or reassignment. Click to electronically sign.
- d. Date: Enter the date the Form 35 was electronically signed by the brigade commander in YYYYMMDD format.

SECTION 10 – Headquarters Command Approval Signatures.

- a. Senior HQ PSO Signature: Use only when the personnel action is for a PSO appointment or PSO promotion. Click to electronically sign.
- b. Date: Enter the date the Form 35 was electronically signed by the HQ PSO in YYYYMMDD format.
- c. T-1 Personnel Officer Signature: Click to electronically sign.
- d. Date: Enter the date the Form 35 was electronically signed by the T-1 Personnel Officer in YYYYMMDD format.
- e. Chief of Staff Signature: Use only when the personnel action is a transfer or reassignment into our out of headquarters staff. Click to electronically sign.
- f. Date: Enter the date the Form 35 was electronically signed by the Chief of Staff in YYYYMMDD format.

SECTION 11 – Action.

- a. Requested Action: To be completed by the personnel officer of the individual receiving the action. Select either approved or denied based on evaluation of the Form 35.
- b. Recommended Grade/Rank: Complete this section for promotion actions only. Select the grade and rank the soldier will be promoted into.
- c. MTOE PARA/LN: Select from TXSG Modified Table of Organization & Equipment, Section 2. Enter the corresponding paragraph (PARA)/line number (LN).
- d. Select All Completed - FEMA: Complete this section for promotion actions only. Select all FEMA courses completed for the individual receiving the personnel action.

SECTION 12 – Command Notes. This section can be used for a biographical summary for positions, include position title and position details.

Abbreviations.

- a. ALC: Advanced Leadership Course (replaces BNCOC)
- b. BLC: Basic Leadership Course (replaces PLDC)
- c. BDE: Brigade
- d. BN: Battalion
- e. BOLC: Basic Officer Leadership Course (replaces OBC)
- f. BOT: Basic Orientation Training
- g. CCC: Captain's Career Course
- h. CGSC: Command and General Staff College
- i. DCOOC: Direct Commissioned Officers' Orientation Course
- j. DOB: Date of Birth
- k. DOIE: Date of Initial Entry
- l. DOR: Date of Rank
- m. MTOE: Modified Table of Organization and Equipment
- n. OCS: Officer Candidate School
- o. PARA/LN: Paragraph/Line Number as part of the MTO&E (replaces the UMD line number)
- p. ROTC: Reserve Officers' Training Course
- q. SLC: Senior Leadership Course (enlisted PME)
- r. SLCC: Senior Leaders Command Course
- s. SMC: Sergeants Major Course
- t. UMD: Unit Manning Document
- u. WOBC: Warrant Officer Basic Course
- v. WOAC: Warrant Officer Advanced Course

General Notes:

This section contains no entries.