


Standard Operating Procedure (SOP)

Texas State Guard Uniform Procedures Operation Lone Star-Border Surge (OLS-BS)

TXSG SOP 4130.10
01 August 2022

Texas State Guard (TXSG)
PO Box 5218
Austin, TX 78763

OPR: Chief of Logistics TXSG (T4, TXSG)



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Summary. This SOP provides guidance for authorized uniform requests, when funded, during Operation Lone Star-Border Surge (OLS-BS), State Active Duty (SAD) Mission(s).

Applicability. This SOP applies to Texas State Guard Members (TXSG) on OLS-BS for 30 consecutive days or more, authorized uniforms and Organizational Clothing and Individual Equipment (OCIE).

Management Control Process. This SOP establishes a control process for uniforms purchased for Service Members on OLS_BS.

Proponent and Exception Authority. The proponent for this SOP is the T4, TXSG Asset Management. The T4 Asset Management has the authority to approve exceptions to this SOP that are consistent with controlling law and regulation.

Supplementation. Supplementation of this SOP or establishment of command and local forms on TXSG Uniform Procedures is prohibited without prior approval from the Commanding General (TXSG), through the T4 Asset Management, ATTN: NGTX-TLG, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to T4, Asset Management, ATTN: NGTX-TLG, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

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Glossary

Chapter 1 Introduction

1-1 Purpose. This SOP provides accountability and process for eligible TXSG service members to obtain uniforms while on SAD for OLS-BS.

1-2 Applicability and Scope. This SOP applies to TXSG SM, who are on SAD for OLS-BS. Uniform requests (issue) are authorized to TXSG SM while mobilizing on their first OLS-BS SAD Orders of **30 or more consecutive days**. It is a one-time issue, regardless of any additional times an SM deploys on OLS-BS SAD Orders.

1-3 Mission. To provide a full issue of authorized Organizational Clothing and Individual Equipment (OCIE) to all eligible Texas State Guard (TXSG) Service Members (SM) on State Active Duty (SAD) orders, in support of Operation Lone Star – Border Star (OLS-BS).

Chapter 2 Contact Information

2-1. Location.

a) TXSG, HHC T4, Asset Management Section 2200 West 35th Street, Building 32, Camp Mabry, Austin, Texas 78603

b) Office Phone: 512-782-6934 email: T4-Asset-Management@txsg.state.tx.us

2-2. Operating Hours.

Monday-Friday 0800-1530 hours.

a) Uniform requests, initial issue, exchanges, etc., will be processed during that block of time (0800-1530).

b) First come, first serve, walk-ins.

c) Groups of 5 or more, call for an appointment(s) POCs, (G4s, COs) picking up for more than one SM, call for an appointment(s).

d) *NOTE: Exceptions will be made for emergencies or special circumstances (such as block appointments for pre-deployment or post-deployment) with prior coordination.

e) T4 Asset Management Section is **CLOSED** on Texas State Holidays and some Federal Holidays.

Chapter 3 Responsibilities.

3-1. Joint Logistics Center (JLOC).

Provides funding to TXSG T4, for stockage and replacement for all mission- issued items. Conducts on-site Management Assistance Visits (MAVs) as required.

3-2.T4 Asset Management.

- a) T4, OLS-BS personnel will:
- 1) Submit uniform requests to JLOC for approval.
 - 2) Provide authorized uniforms and equipment to TXSG SM as an initial issue.
 - 3) Exchange damaged uniforms deemed FWT.
 - 4) Reorder and replace uniforms and uniforms issued items lost, damaged or stolen not due to negligence of the SM.
 - 5) Distribute uniforms and uniform authorized items through the chain-of-command or other established methods of communication. Reach out to the SM for delivery, inventory, and issue of the uniform items as needed.
 - 6) Maintain 100% accountability of signed records. The Additional OCIE Record (DA Form 3645-1) and the TXSG Hand Receipt (TXSG Form 4420.20).

- b) T4, OLS-BS personnel will:

1) ONLY EXCHANGE uniform issued items rendered unserviceable due to fair wear-and-tear (FWT). FWT is the impairment of appearance, effectiveness, worth, or utility of an item that has occurred solely due to normal and customary use of the item for its intended purpose. This will be determined on a case-by-case basis.

2) Any item rendered unserviceable due to the failure of TXSG not providing adequate care and maintenance, or improper use, will be considered non-FWT damage. Non-FWT items will not be replaced by the TXSG.

c) T4, OLS-BS personnel will be the final governing authority in judging the serviceability of all uniforms or equipment when requesting FWT uniform exchanges.

1) The inspection standard of all uniforms and equipment is clean. Removal of patches is optional.

2) It is the responsibility of all TXSG SMs to familiarize themselves with the proper wear, proper method of cleaning and repairing their uniform. **Appendix A References AR670-1**

3-3. TXSG Service Member.

a) Is responsible for the proper care and safekeeping of all uniform items and property issued to them, and in their custody. This includes, but is not limited to, cleaning, washing, and maintaining the uniform in a serviceable condition.

b) Signing the required documents, ADDITIONAL ORGANIZATIONAL CLOTHING AND/ OR INDIVIDUAL EQUIPMENT RECORD (DA FORM 3645-1) or a TEXAS STATE GUARD HAND RECEIPT (TXSG Form 4420.20) are the documents of record for the issued and property responsibility.

c) Must inventory, inspect, and account for uniform issued items prior to signing any of the forms mentioned in paragraph 6.2. b.

**Chapter 4
Procedures.**

4-1. Uniform Issuance. SM on SAD orders, **of 30 or more consecutive days**, in support of OLS-BS are authorized items of OCIE. Funding for OCIE is subject to availability.

Authorized OCIE:

Item Description	Quantity		Item Description	Quantity
Cap, OCP	1 each		Boots, Coyote, Combat	1 pair
Cap, ECW, Fleece, Coyote	1 each		Coat, Fleece, Coyote	1 each
Top, OCP	2 each		Parka, Wet Weather	1 each
Pants, OCP	2 each		Pants, Wet Weather	1 each
Socks	2 pair		Gloves, Work	1 pair
T-Shirts, Tan	3 each		////////////////////////////////////	

4-2. In-Processing.

T4, OLS-BS, Asset Management Section collects sizes for uniform authorized items during Joint, Reception, Staging, Onward Movement, and Integration (JRSOI) for TXSG SM on OLS-BS Orders of **30 or more consecutive days**.

TXSG SM in processing i on a case-by-case basis, will send sizes to the T4 OLS-BS email: T4-Asset-Management@txsg.state.tx.us, Subject: Uniforms, through the Texas Emergency Operating Center (TEOC). Using the required, current spreadsheet, dated March 2022.

link to [TXSG UNIFORM SIZING SPREADSHEET](#) Uniform Spreadsheet
(See Appendix A for full Web Address)

Individual SM on OLS-BS Orders (walk-ins) requesting uniforms. Will be required to provide a valid TXSG ID Card and a copy of their OLS-BS SAD Orders.

4-3. Out-Processing.

SM ending mission, but who still have due-out uniform authorized items, should notify the T4, OLS-BS, Asset Management Section using email: T4-Asset-

Management@txsg.state.tx.us, to coordinate receiving and signing for the due-out items. If the SM does not contact the T4, Asset Management Section no later than (NLT) 30 days after their EOM date, they forfeit any uniform items still owed to them.

It is the responsibility of the TXSG SM to notify the T4, OLS-BS Asset Management Section, regarding their EOM status. This will ensure any coordination of receiving any due-out uniform items.

Uniform items forfeited will be added to the T4, OLS-BS Asset Management Inventory. These items will be issued to TXSG SM on OLS_BS SAD as needed. Items forfeited will not be re-ordered for the TXSG SM, even if they return on additional OLS_BS SAD Deployment.

4-4. Damaged Uniforms.

Any uniform issued items damaged due to improper cleaning or failure to properly maintain an item will not constitute "Fair Wear and Tear" (FWT). Any lost, damaged, or stolen uniforms while participating in OLS-BS SAD Mission, whatever the cause, must be reported immediately through the chain of command to the SM's immediate Commander. Commanders will determine if the loss, damaged or stolen uniforms or uniform issued items is due to negligence or no negligence of the TXSG SM. If no negligence is found, a Serious Incident Report/Commander's Critical Information Request (SIR/CCIR) will be sent to T4-Asset-Management@txsg.state.tx.us with any supporting documentation. Examples of supporting documentation will be Police Reports, Eyewitness Statements, pictures, etc.

POINT OF CONTACT: CW5 Arsilia Perez, TXSG HHC, T4, Deputy Asset Management, email: arsilia.perez@txsg.state.tx.us

Appendix A References

Section 1 Required Forms

TXSG Uniform Spreadsheet:

https://txsgstatetx.sharepoint.com/:x:/s/index/txsghq/coordstaff/EUp_hAnSjydEuaO570n4WToB4r5W-p1qbbdFO0pYvGreFw?e=4%3AeUu70w&at=9

TXSG Form 4420.10

(Texas State Guard Hand Receipt)

DA Form 3645-1

(Additional Organizational Clothing and Individual Equipment Record) Required

Publications

Standard Operating Procedure (SOP)

TXSG SOP 4420.10

15 March 2018

Available on the TMD Issuances Website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>

TMD Manual 2020.01 (State Asset Management Program) _A

Available on https://txsgstatetx.sharepoint.com/:b:/s/index/txsghq/coordstaff/EcoJT6i67rZJlwuLRcRrd5kB7CVR2I9q_B2Wu9JiArtOPg?e=SUWc0G

Wear and Appearance of Army Uniforms and Insignia

AR 670-1

01/26/2021

Available on : https://armypubs.army.mil/epubs/DR_pubs/DR_a/ARN30302-AR_670-1-000-WEB-1.pdf

Glossary

CO

Commanding officer

DX

Direct Exchange

EOM

End of Mission

FWT

Fear-Wear-Tear

ISO

In Support Of

JLOC

Joint Logistics Center

JRSOI

Joint Reception, Staging, Onward Movement, and Integration

MAV

Management Assistance Visit

OCIE

Organizational Clothing and Individual Equipment

OLS-BS

Operation Lone Star- Border Surge

POC

Point of Contact

SAD

State Active Duty

SOP

Standard Operating Procedure

SM

Service Member

TXSG

Texas State Guard

TEOC

Texas Emergency Operation Center