

Texas State Guard Regulation 1710.10

Personnel-General

Enlistments and Appointments

**Headquarters
Texas State Guard
Austin, TX 78763
27 November 2018**

SUMMARY of CHANGE

Texas State Guard Regulation 1710.10
Enlistments and Appointments

This revision dated 27 November 2018

o Supersedes Chapter 1 and replaces Chapter 2 of enlistment and appointment guidance in TXSG Regulation 600-10, dated 27 JUN 2013.

Office of the Commanding General
Texas State Guard
Austin, TX 78763
27 November 2018

Texas State Guard
(TXSG) Regulation 1710.10

Texas State Guard

Enlistments and Appointments

By Order of the Commander:

ROBERT J. BODISCH, SR.
Major General, TXSG
Commanding General

Official:
KATHERINE M. BROWN
CW4 AG USA
J5 - Issuance



Summary. This regulation provides guidance, procedures and information concerning the enlistment and appointment of personnel to the Texas State Guard (TXSG).

Applicability. This policy applies to all TXSG commands and personnel with the authority to recruit and appoint personnel into the TXSG.

Management Control Process. This regulation does not contain management control provisions.

Proponent and Exception Authority. The proponent of this regulation is the T1, TXSG. The T1, TXSG has the authority to recommend exceptions to this regulation that are consistent with the controlling law and regulation and subject to the approval of the Commanding General (CG), TXSG.

Supplementation. Supplementation of this regulation on enlistments and appointments or establishment of component and local policies on enlistments and appointments outside of the authority dictated by this regulation is prohibited without prior approval from the CG, TXSG, through the T1 (TXSG), ATTN: NGTX-HXZ, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this regulation on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to T1 (TXSG), ATTN: NGTX-HXZ, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. A

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Chapter 1

Eligibility Criteria for all Applicants

1-1. Citizenship.

- a. A resident of Texas for at least 180 days.
- b. A citizen of the United States; or
- c. A person who has been lawfully admitted into the United States for permanent residence under the Immigration and Nationality Act (8 U.S.C. Section 1101 et seq.). An E-Verify check must also be completed prior to joining the Texas State Guard (TXSG).

1-2. Age. At least 18 years old and not older than 70. The Adjutant General (TAG) may adopt a policy regarding waiver of the maximum age requirement (Texas Government Code 437.302).

1-3. Social Security Number. Applicants must have a valid social security number issued by the Social Security Administration. Only the last four numbers will be used for identification once a member of the TXSG.

1-4. Texas Driver's License. Applicants must have and maintain a valid and current Texas driver's license or Texas ID card as proof of Texas residency.

1-5. Criminal Background Check. Applicants must submit to a background check and be cleared prior to enlistment or appointment.

Chapter 2

Physical Eligibility

2-1. Physical Ability. An applicant must not have any permanent physical disorder that would interfere with his/her ability to perform all duties required of a TXSG member. Ultimate determination of physical eligibility is made by the TXSG Command Surgeon in accordance with (IAW) the TXSG regulation 1710.20, Standards of Medical Fitness.

2-2. Correctable Vision. An applicant must have correctable vision as required for receipt of a valid Texas driver's license.

2-3. Height/Weight. An applicant must meet the height/weight criteria described in the TXSG regulation 1710.20, Standards of Medical Fitness.

2-4. Deployability. Applicant must be deployable, as determined by the senior medical officer at the component level IAW the TXSG regulation 1710.20, Standards of Medical Fitness.

Chapter 3

Ineligibility to Become a TXSG Member

3-1. Subversive or Disloyal Acts. Applicants who have engaged in subversive or disloyal acts against the United States or the State of Texas are ineligible to join the TXSG.

3-2. Criminal History. An applicant who has been convicted by a civilian or military court will be ineligible until their record has been reviewed and approved by the TXSG Staff Judge Advocate (SJA). Any applicant who has felony or class A or B misdemeanor charges pending against them may not join the TXSG until all charges have been dismissed or cleared. Applicants with a history of misdemeanor convictions will be reviewed on a case by case basis by the SJA.

3-3. Discharge Circumstances. Prior service applicants who were discharged under other than honorable conditions or assigned a re-enlistment code that does not allow re-entry are ineligible to join the TXSG. Re-enlistment codes based on retirement are exempt from this standard.

3-4. Tattoos, Brands and Body Mutilation. Applicants that do not meet the current federal service uniform and appearance regulations (See Appendix A) are ineligible. Effective 01 January 2020, only AR 670-1 and DA Pam 670-1, Wear and Appearance of Army Uniforms and Insignia will be used to enforce this requirement.

3-5. Active Military Service. Applicants who are currently active members of the active duty or Reserve Forces of the United States, the National Guard, the Texas Military Forces, or any State Defense Force are ineligible to join the TXSG.

Chapter 4

Prior Military Service Enlistments and Appointments

4-1. Federal Service. Applicants who were honorably discharged from active, National Guard or Reserve components of the U.S. Military may be enlisted or appointed in the TXSG at same grade they held upon their discharge from their service as listed on DD Form 214 or equivalent document.

4-2. State Service. Applicants who were honorably discharged from the TXSG or other State Defense Force may be enlisted or appointed in the TXSG at the same grade they held upon discharge from service as listed on Form 35 or equivalent document.

4-3. Inactive Reserve Component. Members of the Individual Ready Reserve, Standby Reserve or Retired Reserve who have no commitment to attend drills or active duty periods may enlist or be appointed in the TXSG, unless prohibited by regulations of their component. They may enlist or be appointed at the grade listed in block 4.b. of DD Form 214 or equivalent document.

4-4. Foreign Military Service. Applicants with prior Foreign Military Service require review and approval by a TXSG Personnel Action Board (TXSG PAB) prior to being allowed to enlist or be appointed in TXSG.

Chapter 5

Enlistment/Appointment Requirements

5-1. Enlistment

- a. Non-prior service individuals will enlist at the grade of E-1.

b. Prior Service individuals will enlist at the rank depicted in block 4.b. of DD Form 214 or equivalent document.

5-2. Officer Appointment

a. Prior service officers will be appointed in TXSG at the grade listed in block 4.b. of DD Form 214 or equivalent document.

b. Non-prior service officers (new accessions only) may be appointed at the grade of O-1 as follows, subject to PAB review and approval:

(1) Must have completed the equivalent (Army, Navy, Air Force, or Coast Guard) academic and field lab exercise pre-commissioning requirements of Military Science Level 400 as verified by college transcript—OR—completed the Texas A&M Leadership Certificate program while serving as a member of the Corps of Cadets. Comparable programs from colleges possessing a Corps of Cadets may also be accepted on a case-by-case basis.

(2) Must not have commissioned through ROTC or other commissioning source.

(3) Must meet all other TXSG eligibility criteria.

(4) If disenrolled from ROTC or officer training, must submit DD Form 785, Record of Disenrollment from Officer Candidate - Type Training, for TXSG PAB review.

(5) Applicant will commission in the TXSG at the grade of O-1 and will attend TXSG Officer Basic Course (OBC).

(6) Prior to starting TXSG officer basic course (OBC), officers will select component and location of assignment in accordance with a valid unit manning document (UMD) vacancy.

5-3. Warrant Officer Appointment

a. Prior service warrant officers will be appointed in TXSG at the grade depicted in block 4.b. of DD Form 214 or equivalent document.

b. Current TXSG enlisted members desiring to be appointed as warrant officers:

(1) Must reach the grade of E-6.

(2) Must meet all other appointment criteria in Chapter 8 of this regulation.

5-4. Appointment Procedures

a. Recruiter.

(1) Ensure the applicant completes an automated accession packet.

(2) Review packet to ensure applicant meets ALL criteria in Chapters 1 through 4 of this regulation.

(3) Forward completed packet through the unit chain of command to the component Personnel Officer for review and approval by the component Commander.

b. Officer and warrant officer appointments require review and approval by the CG, TXSG. Upon approval, packet is submitted to the T1 section for final processing.

c. Unit manning document. Appointment of officers and warrant officers will only fill existing UMD vacancies.

d. Officer and warrant officer appointments are to either a line officer UMD position or a Professional Skills Officer (PSO) UMD position. Warrant officer appointments are to a specialty UMD position or a PSO UMD position, but never a Command position.

e. The Oath of Office will be administered when the commander has received the appointment orders from the T1, TXSG. Appointment orders are published by the T1 to reflect the date of initial entry and effective date of the appointment. Failure to follow this procedure will invalidate the appointment.

Chapter 6

Branches Available for Officer Appointment.

6-1. General. Unless otherwise specified in the remainder of this chapter, all officers and warrant officers appointed in the TXSG will be appointed in the Civil Affairs branch.

6-2. Prior Service. Prior service officers and warrant officers retain their most recent branch assignment, as depicted on DD Form 214 or equivalent.

Chapter 7

Professional Skills Officer Criteria and Procedures

7-1. General. The TXSG recognizes the importance of having members with certain specialized professional skills that are required for missions. Proof of proficiency in a required skill must be provided in the form of certificates or licenses (in good standing with State of Texas regulatory and licensing agency) and a civilian resume. Applicants must agree to serve in the TXSG in their recognized specialty for at least three years to be considered for officer appointments. If an officer applicant has a TXSG recognized professional skill and there is a valid UMD vacancy but prefers not to receive an appointment, based on their skills, they may enlist. Professions recognized by the TXSG are outlined in Table 7-1.

7-2. Professional Skills Officer Appointment Guidelines

a. Prior military service PSOs may enter the TXSG at the grade held upon discharge from the service.

b. Non-prior service PSOs receive a direct appointment (commission) and must complete basic orientation training (BOT) and direct commission officer orientation training (DCOOC) within one year of commissioning. Failure to meet these requirements may result in discharge from the TXSG.

c. Professional Skills Officer promotions will be based on maintaining the required license, certification, or education; time-in-grade; authorized UMD vacancy; and commander recommendation.

d. Professional Skills Officers are not authorized to hold command or staff positions outside of their specialty field without converting to a line officer.

e. Professional Skills Officers desiring to convert to line officer status to compete for field command or staff positions must meet the following requirements:

(1) If O-3 or junior, declare intent to convert to line officer status and attend the Officer Advanced Course.

(2) If O-4 or senior, request approval through chain of command to the CG, TXSG; attend the Officer Advanced Course; and attend the Command and General Staff Officer Course.

Table 7-1. PSO Fields and Grades

Position	WO-1	O-1	O-2	O-3	Comment
Chaplain			X	X	
Physician				X	
Registered Nurses		X	X	X	
Nurse Practitioner, Resident Physician				X	
Physician's Assistant			BS/BA	MS	
Paramedic (EMT-P)		BS/BA			
Professional Engineer				X	
Architect			X	X	
Other Engineer Specialty		X			
Water / Waste Water Operator	X				CLASS A LIC
Public Affairs Officer			X	X	
Staff Judge Advocate			X	X	
Professional Law Enforcement / Firefighter	X				Note 1
Legislator			REP	SENATOR	
Texas A&M Band Director				X	

Note 1: Grade authorized only if assigned duty as per Table 8-2

(1) Professional Skills Officers desiring conversion to a line officer must complete professional military education (PME) required for their current grade before being allowed to become a line officer.

(2) Chaplains.

(1) The Command Chaplain and at least one major subordinate command (MSC) Chaplain must agree the applicant meets the minimum civilian educational requirements of:

(a) Master's degree in theological studies (MDiv or its equivalent or 72 hours of graduate level courses leading to a single degree in theology).

(b) Endorsement letter for 'Service as a TXSG Chaplain' by a recognized ecclesiastical endorsing organization.

(2) Must have the ministerial experience (minimum 2 years) to provide quality religious support to the members and families of the TXSG prior to an application being initiated.

(3) Endorsement from (1) above is forwarded through appropriate command channels to the TXSG J1 for immediate processing (grades O-1 to O-3) or scheduled for a PAB for (grades O-4 to O-6).

Chapter 8

Texas State Guard Warrant Officer Accession Program

8-1. General. A warrant officer in the TXSG serves the same role and purpose as those in active military service. They are specialists and experts in specific fields who advise the commander, maintain unit readiness within their specialty, and mentor and train enlisted personnel within their specialty field. Warrant officers must demonstrate the same honor, integrity and leadership expected of their commissioned counterparts. However, they do not meet the same criteria, nor are they trained or prepared as commissioned, line officers and will not be assigned positions of command authority and responsibility.

8-2. Recruitment of Prior Service Warrant Officers

a. The recruitment of prior service warrant officers is encouraged to fill authorized vacant warrant officer positions within the TXSG. Authorized positions are those stipulated by a line number in the UMD which is identified as a warrant officer position.

b. Prior service warrant officers will retain the rank held during previous service and will be assigned to available UMD positions within a specific unit of the TXSG.

c. Prior service warrant officers must meet the eligibility criteria described in Chapters 1, 2, and 3 of this regulation prior to being sworn in to the TXSG.

8-3. Recruitment of Prior Service Enlisted Personnel

a. Prior enlisted members of the National Guard or federal services may apply for a warrant officer commission within one of the approved UMD military specialty fields for which they are qualified after they have served one year in the TXSG.

b. Applicants must meet the eligibility criteria described in Chapters 1, 2, and 3 of this regulation prior to being sworn in to the TXSG.

c. Prior service applicants must have achieved the rank of E-6 while on active duty.

8-4. Recruitment of TXSG Enlisted Personnel.

a. Enlisted members of the TXSG may apply for warrant officer appointments in an approved specialty field for which they are qualified and a UMD vacancy exists.

b. Applicants must have served a minimum of three years in the TXSG, the grade of E-6, and meet the eligibility criteria described in Chapters 1, 2, and 3 of this regulation.

8-5. Warrant Officer Application

a. Must be an active member of the TXSG at the time of application.

b. Meet the current height and weight criteria in the TXSG Regulation 1710.20, Standards of Medical Fitness.

c. Be able to pass the Physical Fitness Test using the TXSG standards in Table 8-1.

- d. Submit letters of recommendation from the first company grade officer and field grade officer in their chain of command.
- e. Application approved by their component commanders.
- f. Submit documented proficiency in their specialty field. (Equivalent experience, completed coursework, certifications, prior military training, etc.)
- g. Pass a current criminal background check.
- h. Must be less than 45 years of age at the time of application. (component commander may endorse waiver up to 50 years of age).
- i. High school diploma or a GED equivalent.
- j. Submit evidence of a physical examination signed by a medical doctor indicating no medically disqualify conditions for full duty and deployment dated not later than three months prior to application and IAW the TXSG Regulation 1710.20, Standards of Medical Fitness.

Table 8-1 – Physical Fitness Standards

PUSH UPS											
AGE	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	17	16	15	13	13	10	9	6	5	4	3
FEMALE	7	6	6	6	5	5	4	4	3	2	1
SIT UPS											
AGE	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	21	19	17	15	13	12	11	10	9	8	7
FEMALE	20	18	16	14	12	11	10	9	8	7	6
1-MILE WALK/RUN											
AGE	17-21	22-26	27-31	32-36	37-41	42-46	47-51	52-56	57-61	62-66	67+
MALE	11:13	11:42	12:11	12:40	13:09	13:37	13:52	14:00	14:35	14:50	15:05
FEMALE	13:23	13:52	14:50	16:02	16:32	17:00	17:15	17:30	17:51	18:05	18:35

8-6. Warrant Officer Commissioning Process. Applicants for warrant officer apply through their chain of command and must meet all prerequisites and criteria for commissioning as described in paragraph 8-5. Once approved by the component commander the application is forwarded to the T1, TXSG for review at the next PAB. The PAB will forward a recommendation on the commission to the CG, TXSG for final decision.

8-7. TXSG Warrant Officer Career Progression

a. Warrant officers start their careers assigned to positions within their specialty field within the TXSG. WO-1 must complete the online State Guard Association of the United States' Warrant Officer Basic Course (<https://pme.sgaus.org/>) within 180 days of commission.

b. Warrant officers of grade WO-3 must complete the online State Guard Association of the United States' Warrant Officer Advance Course (<https://pme.sgaus.org/>) to be eligible for promotion to WO-4.

c. It is expected that successful performance at each progressive level of responsibility; self-imposed, advanced study in their specialty field; and completion of required PME courses will prepare the officer for advancement in responsibilities and the accompanying promotion in rank.

Table 8-2 – Approved Warrant Officer Specialty Positions

Position	Battalion	Regiment	Component	TXSG HQ
Personnel Tech	WO-1	WO-2	WO-3	WO-4
	WO-2	WO-3	WO-4	WO-5
Public Affairs Tech	WO-1	WO-2	WO-3	WO-4
	WO-2	WO-3	WO-4	WO-5
Logistics Tech	WO-1	WO-2	WO-3	WO-4
	WO-2	WO-3	WO-4	WO-5
Information Systems Tech	WO-1	WO-2	WO-3	WO-4
	WO-2	WO-3	WO-4	WO-5
Communications Tech	WO-1	WO-2	WO-3	WO-4
	WO-2	WO-3	WO-4	WO-5
Training/Instructor Tech	WO-1	WO-2	WO-3	WO-4
	WO-2	WO-3	WO-4	WO-5

8-8. MARS Detachment Warrant Officer Appointments.

a. Members of the MARS Detachment will enter the TXSG upon recommendation of the State Director, MARS, and will hold the titular rank of WO-1.

b. MARS Detachment members are civilian members of TXSG and are not required to wear the normal duty uniform. Their standard dress is as prescribed by the State Director, MARS.

c. Members of the MARS Detachment who are not also uniformed active TXSG members are not eligible for promotions.

d. Requirements to be a member of the TXSG MARS Detachment include being an active member of MARS, the recommendation of the State Director, and passing the normal physical examination and background check.

e. Members of the MARS Detachment are eligible for TXSG awards, state active duty pay and annual training pay.

Appendix A

References.

Texas Government Code 437

Subchapter G, Texas State Guard

TXSG Regulation 600-10

Personnel and Administrative Procedures

[AR 670-1 Wear and Appearance of Army Uniforms and Insignia](#)

[DA PAM 670-1 Guide to the Wear and Appearance of Army Uniforms and Insignia](#)

[United States Navy Uniform Regulations NAVPERS 15665I](#)

[AFI 36-2903 DRESS AND PERSONAL APPEARANCE OF AIR FORCE PERSONNEL](#)

[MCO P1020.34G W/CH 1-5 MARINE CORPS UNIFORM REGULATIONS](#)

Section I

Required Publications

TXSG Regulation 2100 Series

Organization and Function (Unit Manning Document)

Section II

Prescribed Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

TXSG Form 35

TXSG Personnel Actions Request

TXSG Form

TXSG Automated Height, Weight, Body Composition Form

Section III

Referenced Forms

DD-214

Certificate of Release or Discharge from Active Duty

Glossary

AT

Annual Training

BA

Bachelor of Arts Degree

BOT

Basic Orientation Training

BS

Bachelor of Science Degree

DCOOC

Direct Commission Officer Orientation Training

DOR

Date of Rank

EMT-P

Emergency Medical Technician-Paramedic

FEMA

Federal Emergency Management Agency

PAB

Personnel Action Board

PE

Professional Engineer

PME

Professional Military Education

PSO

Professional Skills Officer

TAG

The Adjutant General

TDEM

Texas Department of Emergency Management

TIG

Time in Grade

TIS

Time in Service

TXSG

Texas State Guard

UMD

Unit Manning Document

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