


Standard Operating Procedure (SOP)

Texas State Guard Recruiting Procedures v1.2

TXSG SOP 1700-10
01 Dec 2018

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

OPR: Recruiting OIC, TXSG


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Summary. The Recruitment SOP prescribes guidance and assigns responsibilities to accomplish recruiting for the Texas State Guard and Subordinate Components of Army, Air, Maritime, and Medical. Version 1.2 reflects the change from a centralized Recruiting Direct Reporting Unit to Recruiters being held in their local unit's strength.

Applicability. This SOP applies to all elements of the command when performing Recruiting duties.

Management Control Process. This SOP contains Management Controls for Accession of Applicants into the Texas State Guard through use of documentation and Readiness Management System, RMS365.

Proponent and Exception Authority. The proponent for this SOP is the Recruiting OIC, TXSG. The OIC 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 recruiting is prohibited without prior approval from the Commanding General (CG, TXSG), through the Recruiting OIC, ATTN: NGTX-NHZ, P.O. Box 5218, Austin, TX 78763-5218.

Suggested Improvements. Users are invited to send comments and suggested improvements concerning this SOP directly to the Recruiting OIC, ATTN: NGTX-NHZ, P.O. Box 5218, Austin, TX 78763-5218.

Distribution A

1. Commanding General
2. Deputy Commanding General
3. Chief of Staff
4. Policy Officer
5. Senior Enlisted Advisor
6. HQ Recruiting Group
7. Component Commanders
8. Component Senior Enlisted Advisors
9. Component Recruiting Staff
 - a. Major Subordinate Command Recruiters
 - b. Subordinate Command Recruiters

Table of Contents

Chapter 1 - General

- 1 Overview, page 5
- 2 Command and Control, page 5
- 3 Resources, page 5

Chapter 2 – Subordinate Command Recruiter

- 1 Responsibilities, page 6
- 2 Accession Packet Checklist, page 7
- 3 Documentation, page 9

Chapter 3 – Major Subordinate Command Recruiter

- 1 Responsibilities, page 10

Chapter 4 – Headquarters Recruiting Command

- 1 Responsibilities, page 13
- 2 OIC, page 13
- 3 SEA, page 13
- 4 NCOIC, page 13
- 5 Senior Recruiter, page 14
- 6 Marketing Specialist, page 15

Appendix A

Accession Packet Checklist, page 17

Appendix B

TXSG Height/Weight and Body Fat Calculator, page 18

Body Fat Percentage Calculator, page 19

Appendix C

Recruiter Training Requirements, page 20

Table List

Table 1-1, Male Height and Weight Standards dtd 27 Jun 2013, page 22

Table 1-2, Female Height and Weight Standards dtd 27 Jun 2013, page 23

Glossary

Definitions, page 24

Chapter 1 – GENERAL

1. Overview: All levels of Command should understand Recruiting and how it fits into the unit's overall operations. Recruiting is defined as actions that Commanders plan for and implement to ensure only qualified individuals are enlisted or appointed into the Texas State Guard. Commanders need to establish an effective recruiting program, supported by qualified Recruiters, with written policies and procedures to enhance, expedite, and establish continuity in the enlistment and retention of prospective Applicants. Commanders will support the Recruiters in accomplishing the recruiting objectives. Recruiters will support the TXSG Chain of Command in accomplishing the recruiting objectives.
2. Command and Control
 - a. Organization
 - (1) Subordinate Command Recruiter
 - (2) Major Subordinate Command* Recruiter (referred to as MSC for remainder of document)
 - (3) TXSG Recruiting Command
 - b. Unit Level G/S/A/N-1
 - c. Internal Command
3. Resources

Recruiting Resource Site - <http://txsg.tmd.texas.gov/recruiting-retention-resources>

Chapter 2 – SUBORDINATE COMMAND RECRUITER

1. Responsibilities – Unit Level Recruitment effort reporting to Unit Level Commander and MSC Recruiter.
 - a. Manage all Applicants through RMS365, Recruiting Management to include updating status and Applicant Record information. Applicants received from alternate sources (e.g. personal references, Social Media contact or direct contact from Recruiting Events, etc...) are to be added to RMS365, Recruiting Management by the Recruiter after collecting the necessary information.
 - b. Responsible for telephonic, email and in-person appointment(s) with Applicant.
 - c. Responsible for review and response to Applicant messages at the local Unit Level Social Media activity and POPs (Points of Presence; Instagram, LinkedIn, etc.) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#).
 - d. Inform Applicant of necessary documents required for the application process and to have required documentation for scheduled meeting/interview (i.e. Texas Driver's License, SSN Card, H.S. Diploma, College Diploma, College Transcripts, required licenses as applicable, DD Form 214 or Form NGB 22).
 - e. Maintain a current copy of TXSG 600-10 and all supporting, applicable Serially Numbered Issuances for reference of enlistment requirements as found on the TMD Resource site (<https://tmd.texas.gov/texas-military-department-policies-and-regulations>).
 - f. Provides Unit Level Recruiting Report(s) to Unit Level Commander (CO), Senior Enlisted Advisor (SEA) and MSC Recruiter on monthly cycle (or as requested if more frequent) to be generated from the Recruiting Management System (RMS).
 - g. Responsible for the completion of all Accession Packet forms and collection of documents.
 - h. The next higher-level Recruiter at the MSC (Army = Regiment / Air = Wing / TMAR and TMB = Battalion) will be notified of any action that removes the Unit Level Recruiter from performing their duties and must also provide a person to perform these duties so that the replacement will be able to be added to access the RMS system. Changes will be communicated to the Recruiting Command NCOIC and Senior Recruiter by the Component Recruiter for processing within RMS.

- i. Strive for Initial Contact to Enlistment or Appointment Packet submission goal of 30-days or less.

2. Accession Packet Check-List: Complete form and check appropriate boxes.

- a. TXSG Form 466 - Certification & Oath Application for Enlistment. The Oath will not be administered nor signed until an e-Verify approval has been received by HQ Recruiting Command, the Applicant is moved to In-Strength and ready to be Sworn-In.

- (1) Upon notifying the Receiving Unit, the Oath for Enlistment will then be administered when the member arrives at their first Drill for in-processing.

- (2) Electronic signature blocks have been removed from the Accession Packet. As the Oath is administered in-person, all signatures should be wet/live ink during the interaction by authorized parties and under the oversight of the Receiving Unit G/S/A/N-1.

- (3) TXSG Form 466 will be signed, dated and maintained at the Unit Level for inclusion in Applicant's 201 File and submitted with a complete Accession Packet when sent to the [J1_201File mailbox](#) by the Unit Level G/S/A/N-1.

- b. Form 35 - Texas State Guard Actions Request.

- (1) Unit Level Commander (CO) or Senior Enlisted Advisor (SEA) will sign the Form 35 under the oversight of the Receiving Unit G/S/A/N-1 and submitted with a completed Accession Packet when sent to the [J1_201File mailbox](#) by the Unit Level G/S/A/N-1.

- (2) PER COMPONENT DIRECTIVE – Should additional signatures be required at the MSC and/or Component level, those signatures should be obtained electronically or wet/live ink per such directive and within the policy guidance of the TXSG 600-10 (Chapter 1, Section 1-10 allows authorization of Enlistment up to E-8 and Appointment to O-3 without a Personnel Action Board (PAB) if the Applicant meets all criteria of Chapter 2-1 of the TXSG 600-10 dtd 27-Jun-2013).

- c. Identogo Background Check - All fingerprinting for purpose of completing a background check through Identogo Services (formerly Morpho Trust).

- (1) Applicant is provided information to schedule their appointment upon completion of the online [TXSG "Join-The-State-Guard" website](#) and within the

Accession Packet.

- (2) Applicant is to schedule their fingerprint appointment as quickly as possible in advance of meeting with a Recruiter.
 - (3) Applicant is responsible for all associated fees for fingerprinting
 - (4) Fingerprints must be scheduled and processed with the specific TXSG Organization ID number of 11G7VN - fingerprints taken for any other agency, organization or purposes may not be used
 - (5) The Applicant must provide their TCN Number via a scanned copy of the IdentoGo Receipt. This will be sent to the Enlistment or Appointment mailbox for processing with the other required documents. The receipt will also be included with all Accession Packet documentation provided to the Receiving Unit G/S/A/N-1 when turned-over.
- d. Form I-9 - Employment Verification. Provide necessary information as required. A wet/live ink signature of the Applicant and Authorized TXSG Representative (i.e. Recruiter or S/A/N-1; a TXSG Authorized Individual that has completed the Form I-9 Handling training) on the same date, in a face-to-face meeting, is required. (**Required training - see Annex D**)
- e. Emergency Contact.
- (1) Applicant provides name, number and needed Emergency Contact information. Signature is required.
 - (2) Emergency Contact Information will be entered by the Receiving Unit G/S/A/N-1 once the Applicant completes their Oath of Enlistment or Appointment and has been moved to In-Strength.
- f. Election to Release/Protect Personal Information - Applicant will check each block indicating specific authorization for select information for public release or not. Provide additional information as required. Electronic signature is required.
- g. TXSG Form 2807-1 - Report of Medical History. The Applicant must complete a provided TXSG Form 2807-1. After the Applicant has completed the form, the Unit Level Recruiter will forward the 2807 to their Designated Medical Officer via email. The Surgeon will respond via email stating:
- (1) Medically Approved for Service (Low Risk = Fully Deployable, Medium Risk = Deployable Rear Only)

- (2) Medically Disqualifying
 - (3) Pending Further Review
 - (4) Request additional information (May request/require a TXSG Form 2807-1a, Physician's Release Letter)
 - (5) Once approved and received, the email approval from the Reviewing Medical Officer will be sent to the Recruiting Command Enlistment or Appointment mailbox with the other required documents and included in the Applicant's Accession Packet when turned-over to the Receiving Unit G/S/A/N-1.
 - (6) The TXSG Form 2807-1 will not be submitted with the enlistment application. The TXSG Form 2807-1 will be maintained by the Reviewing Medical Officer or authorized Chief Medical Officer (CMO). All hard and electronic copies are to be destroyed once submitted electronically to the Reviewing Medical Officer and response has been received
- h. Height, Weight and Body Fat Percentage Worksheet - The Unit Level Recruiter completes height and weight measurements. The Applicant must meet the standards in accordance with TXSG Regulation 600-10, 27 June 2013 (pages 1 and 3 of TXSG Form 1710.30, see Annex B).
- (1) Unit Level Recruiter signs and submits with 2807 for Medical review and completed packet to Unit Level G/S/A/N-1. Weight should be taken with Applicant in T-shirt, shorts and socks.
 - (2) If the Applicant does not meet standards, then Body Fat Percentage Worksheet (page 2 of TXSG Form 1710.30, see Annex B) is required.
 - (3) Submission is the document showing the Applicant meets either Height and Weight Standards or Body Fat Content Percentage by providing the printed and signed copies of pages 1 and 2 of the TXSG Form 1710.30.
 - (4) A copy/scan of the supporting document will be included with the Accession Packet when documents are turned-over to the Receiving Unit G/S/A/N-1.
- i. Blood Type - The Unit Level Recruiter is to capture blood type as required item of Enlistment and Appointment, there are two elements of need:
- (1) Per the TXSG Uniform Policy, service members are required to wear identification tags as a uniform item.

- (2) For a State Guardsman to ride in a National Guard Aircraft or Vehicle, they must have Identification Tags with blood type identified.
- j. New Service Member Orientation Checklist - The Unit Level G/S/A/N-1 is to ensure the checklist is provided to the Unit Level First Sergeant and/or SEA so that all incoming TXSG service members are onboarded correctly.
3. Documentation - Legible copies of the following documents are required for submission of the Accession Packet to the Unit Level G/S/A/N-1:
- a. Texas Divers License (must be current – temporary with photo acceptable, may expire during processing if other issues arise with the application). This must be submitted with the Form I-9 for purpose of e-Verify review.
 - b. Social Security Card. This must be submitted with the Form I-9 for purpose of e-Verify review
 - c. H.S. Diploma or GED Certificate. If individual is home-schooled, then certification of school (Home Schooling Certification and/or letter of completion) - OR- College/University Transcripts -OR- Latest Diploma
 - d. If prior Federal Service: DD Form 214 and/or NGB Form 22 and/or Honorable Retirement documentation (evidence of prior military service)
 - e. Signed Form I-9 with wet/live ink signatures
 - f. Medical Clearance Approval (Email from authorized, approving Medical Officer)
 - g. Copy of IdentoGo Receipt with TCN number annotated
 - h. Disposition Documentation. Any reported history of arrest requires official disposition documentation. Disposition documentation must accompany Accession Packet. This documentation needs to be sent to the Enlistment or Appointment mailbox when the Applicant is moved to the Reception Detachment.
 - i. A 3/5 length photo from mid-calf to head should be taken by the Receiving Unit G/S/A/N-1 when the Member arrives for their first UTA to take their Oath of Enlistment/Appointment and INDOC (Applicant facing the camera directly, arms at sides - no glasses or headwear).

Chapter 3 – MAJOR SUBORDINATE COMMAND RECRUITER

1. Responsibilities –

- a. Oversees the activity of the Major Subordinate Command Recruiting Program and supervises Unit Level Recruiters.
- b. Through use of RMS365, Recruiting Management, assigns all Applicants to the Unit Level Recruiters, reports status and results to MSC Commander and SEA, MSC S/A/N-1 and Component Recruiter as requested by each.
- c. Has Admin Access/Role to any Facebook, Instagram, Twitter and other Social Media POPs for purpose of identifying and providing guidance to Enlistment and Appointment inquiries from Individuals.
- d. Responsible for review and response to Applicant messages at the local Unit Level Social Media activity and POPs (Points of Presence; Instagram, LinkedIn, etc.) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
- e. Reviews all Accession Packets to ensure correctness and in accordance with the established Recruitment policies and procedures
- f. Reviews all supporting documentation
- g. Returns incorrect or incomplete Accession Packets to the respective Unit Level Recruiter for corrections and resubmission
- h. MSC Recruiter may make minor corrections, however the submitting Recruiter must be notified of the corrections
- i. MSC Recruiter will enter the Applicant into the Reception Detachment in the Personnel Management Database
- j. Upon entry into the Reception Detachment, the Enlistment or Appointment Packet and all supporting documents will be sent by email (**requirement is one email per Applicant**; preference is one document and one email; acceptable is multiple documents and one email with a 20MB limit of all attachments - **no links to SharePoint, OneDrive, DropBox, etc will be accepted**) to the Enlistment (enlistment@txsg.state.tx.us) or Appointment (appointment@txsg.state.tx.us) mailboxes with the Component Recruiter cc'd on all sent Accession Packets. The MSC S/A/N-1 is to be copied for awareness of new Personnel in-process

- (1) Every submitted email will have a minimum of the following documents attached for review by the Recruiting FTE (Marketing Specialist):
- a. Completed Form 466 Applicant Data Sheet to show all personal information to include education, military and criminal background details.
 - b. Scanned Federal Form I-9 with live/wet signatures.
 - c. Scanned copies of Applicant Driver's License and Social Security Card. Include alternate document(s) used for verification as listed on the Form I-9.
 - d. IdentoGo receipt showing Applicant confirmation number.
 - e. Any and all court documents and dispositions for Applicant background items as reported on the Accession Packet as applicable.
 - f. It is acceptable that a complete Accession Packet with all supporting documents be sent to the mailboxes for review.

(2) The body of the email must be in the following format or will be rejected:

- a. Incoming Grade and Rank (by Branch) to match the subject line.
 - b. Date of Medical Review and disposition (low or medium risk – high risk should not be continued in the process as they will not be eligible to join).
 - c. Receiving Unit by Component, Major Subordinate Command and Subordinate Command to match the subject line.
- k. Emails to the [Enlistment](#) and [Appointment](#) Mailboxes must have the following Subject Line formats ensure correct review and approval by Recruiting FTE:

(1) ENLISTMENT - RNK Last, First Last4SS – MSC/Unit

(e.g. ENLISTMENT - PV2 Smith, Joe 0123 - 3BN/8RGT)

All New and Prior FedServ Enlisted, E-2 through E-8, even Rank

(2) APPOINTMENT - RNK Last, First Last4SS – MSC/Unit

(e.g. APPOINTMENT - Capt Jones, Emily 3210 - 2SG/5AW)

Prior FedServ ONLY, even Rank

(3) ENLISTMENT PMD - RNK Last, First Last4SS – MSC/Unit

All Prior Federal Service and TXSG E-9, even Rank based on available UMD Position - Personnel Action Board required

(4) APPOINTMENT PMD - RNK Last, First Last4SS – MSC/Unit

All Prior Federal Service and TXSG CW4, CW5 and O-4 and higher, even Rank - Personnel Action Board required

- l. Ensures a complete Accession Packet is submitted to the Unit Level G/S/A/N-1 with all required documents and supporting items as required by the checklist.
- m. Provides MSC Recruiting Report to MSC CO and SEA as requested.
- n. The Recruiting Command NCOIC and Senior Recruiter will be notified of any action that removes the MSC Level Recruiter from performing their duties and must also provide a person to perform these duties so that the replacement will be able to be added to access the RMS system.
- o. Monitors process to achieve 30-day total process goal from initial Applicant submission to In-Strength.
 - (1) Reviews and assigns new Applicants within the RMS365, Recruiting Management on a periodic basis of no more than 3 days between intervals.
 - (2) Advises Component Level Recruiter if an Applicant needs to be reassigned to another MSC Recruiter should the Individual want to join another Branch based on their preference of Service.
 - (3) Ensures all applicable documents for the Accession Packet are compiled and turned-over to the Receiving Unit G/S/A/N-1 to include signed Form I-9, Ht/Wt or Body Fat calculator, Education Documents, Prior Service discharge documents, Medical Review/Disposition email, etc.

Chapter 4 – HEADQUARTERS RECRUITING COMMAND

1. Responsibilities: The Recruiting Command provides oversight and guidance to the Recruiting CoC (Chain of Command) through online resources, email communication, verbal-documented communication and guidance as given by the TXSG Command and General Staff. Additionally, the Recruiting Command manages the Recruiting Management section of RMS365 by updating, removing and adding Recruiters at all levels for access, roles and their performance of duties, along with modifying and reviewing the Recruiting SOP and Accession Packet
2. OIC – Officer In-Charge of all TXSG Recruiting support activities:
 - a. Provides guidance, recruiting strategy and directives to the TXSG Recruiting Command and to all members of the Recruiting CoC.
 - b. Develops, reviews and gains approval for TXSG Recruiting Marketing Materials through the TXSG and TMD PAO Offices along with C&GS.
 - c. Engages and gains approval for TXSG Recruiting support mechanisms through the TXSG and TMD PAO Offices.
 - d. Provides oversight and review to all escalations not resolved by the Recruiting NCOIC, Recruiting CoC and TXSG/Component SEAs.
 - e. Develops and supports initiatives regarding organizational structure.
3. SEA – Senior Enlisted Advisor and Sergeant Major over all TXSG Recruiting Command Enlisted Members and Staff, supporting all activities from a HHC, C&GS capacity.
 - a. Senior Enlisted Advisor to the OIC and balances policy needs with field expectations.
 - b. Peer to the HHC, Component and Major Subordinate Command SEAs when reviewing individual recruiter activity, performance of duties and need to occupy their current billet.
 - c. Provides oversight and review to all escalations not resolved by the Recruiting NCOIC, Recruiting CoC and TXSG/Component SEAs.
3. NCOIC- Non-Commissioned Officer in Charge for TXSG Recruiting Command activities (HHC, C&GS)

- a. Disseminates guidance and communication as given through or by the Recruiting OIC
 - b. Manages all aspects of RMS for requests through T-6, executing modifications for Recruiters who require access to Applicant Records at their respective level
 - c. Facilitates reporting capabilities by interfacing with T-6 to develop and meet the Report Content requirements
 - d. Provides updates and management of the [Recruiting Resource Site](#)
 - e. Engages TXARNG and TXANG Recruiting Commands for collaboration and the development of handoff process between NG and SG Recruiting Programs
 - f. Provides updates and oversight of the TXSG Recruiting SOP and of the TXSG Accession Packet for both enlistments and appointments
 - g. Supplements the review and approvals of Accession Packets for the Recruiting Marketing Specialist; helps maintain the Weekly Recruit Processing Cycle
 - h. Has Admin Access/Role to all Facebook, Instagram, Twitter and other Social Media POPs for the purpose of identifying and providing guidance to Enlistment and appointment inquiries from individuals. Maintains awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
4. Senior Recruiter – Senior Staff Non-Commissioned Officer supporting Recruiting activity for all TXSG assigned Recruiters
- a. Performs duties in support of the Recruiting Command OIC and NCOIC in addition to being a Subject Matter Expert in processes and training.
 - b. Supplements NCOIC to add/remove/modify requests of Recruiters for access to Applicant Records
 - c. Supplements NCOIC to provide updates and management of the Recruiting Resource Intranet site held within the TXSG Knowledge Base
 - d. Supplements OIC and NCOIC to engage TXARNG and TXANG Recruiting Commands for collaboration and development of handoff process between NG and SG Recruiting Programs

- e. Supplements NCOIC to provide updates and management of the TXSG Recruiting SOP and of the TXSG Accession Packet for Enlistment and Appointment
 - f. Has Admin Access/Role to any Facebook, Instagram, Twitter and other Social Media POPs for purpose of identifying and providing guidance to Enlistment and Appointment inquiries from Individuals. Should have awareness of all Component and Unit Level Social Media activity and POPs (Points of Presence) to direct inquiries to the [TXSG "Join-The-State-Guard" website](#)
5. Marketing Specialist (FTE) – Full-Time Employee of the Texas State Guard
- a. Supervisor/Leader for all Recruiting Command Full-Time Employees of the TXSG
 - b. Primary contact for all Personnel related items and issues pertaining to the FTE Marketing Specialists
 - c. Ensures scheduling, availability and task management for all FTE Marketing Specialists
 - d. First contact point for inbound inquiries through TMD, PAO, TAG's Office, Governor's Office and other avenues other than the [TXSG "Join-The-State-Guard" website](#)
 - e. Receives all incoming enlistment and appointment requests from the respective mailboxes; compares to applicant record in Reception Detachment for accuracy. If there are discrepancies, the submitting recruiter will be notified via email and component recruiter through weekly reporting. The applicant will be on-hold until correction is made and the Recruiting FTE is notified and/or provided with the corrected document(s)
 - f. Submissions missing documentation or requiring major corrections will be returned to the submitting recruiter with a copy to the component recruiter for corrective action and resubmission. The Applicant will be on-hold until correction is made and the Recruiting FTE is notified
 - g. Form I-9 is reviewed for live/wet ink signatures and forwarded to TMD Payroll for e-Verify review.

- h. TXDPS FACT Clearinghouse background reviews are received and applied to the applicant's Record in the Reception Detachment by recruiting
 - (1) Background Approved (Pass) - Individual has a clean record, is cleared and eligible to be moved from Reception Detachment to In-Strength database
 - (2) Background Rejected (Fail) - result are forward to JAG for legal review and final disposition.
 - (3) For JAG reviewed Applicants dispositioned as not eligible to Join the TXSG, the Applicant will be discharged with a disposition of Entry Level Separation and notated as "Applicant does not meet requirements to Join" with no details to negative items on their background
 - (4) For JAG reviewed Applicants dispositioned as temporarily not eligible to Join the TXSG, the Applicant will be Discharged with a disposition of Entry Level Separation and notated as "Applicant eligible to Join pending change in background disposition" with no details as to negative items on their background or timeline of resolution
- i. Upon return of an e-Verify Case number and legal clearance, recruiting will approve the Applicant, notifying the Recruiter and Receiving Unit G/S/A/N-1 they are eligible to take their Oath of Enlistment/Appointment. The Component recruiter and component G-1 are notified that the applicant may be sworn-in through weekly reporting or review of the Reception Detachment per authorized access
- j. Supplements NCOIC and STAFF NCO to manage all aspects of RMS for development requests through T-6 and executes add/remove/modify requests of recruiters for access to applicant records and their ability to disposition at their respective level
- k. Supplements NCOIC and Staff NCO to provide updates and management of the Recruiting Resource Intranet site held within the TXSG Knowledge Base
- l. Engages with T-1 Staff and Personnel FTE(s) for accountability of weekly Reception Detachment disposition and reporting, packet submission deficiencies, escalations from Component recruiters

Appendix A

Accession Packet, Forms Check List

1. TXSG Form 466 – Accession Record – Application for Enlistment (Page 1)
2. TXSG Form 466 – Certification & Oath Application for Enlistment (Page 2)
3. Form 35 – TXSG Personnel Actions Request
4. Fingerprints – IdentoGo Receipt with TCN Number
5. Form I-9 – Section 1, Employment Eligibility Verification
6. Form I-9 – Section 2, Employer or Authorized Representative Review and Verification
7. Applicant Photo
8. Emergency Contact Information
9. Election to Release / Protect Personal Information
10. Height Weight Calculator -OR- Body Fat Percentage Form
11. Medical Clearance from Component Surgeon or Authorized Medical Personnel
12. Service Member Orientation Checklist

Appendix B

TXSG Form 1710.30 – Height, Weight and Body Fat Calculator

TXSG Service Members must meet the Height/Weight Standards as listed in the 600-10, Appendix D (Male) and E (Female)

1. Information, Height/Weight and Compliance



TXSG Height, Weight and Body Composition Form

FOUO - Privacy Sensitive when filled in

Last Name	First Name	MI	Rank	DOB	
Age	Last 4 of SSN	Component	Unit		
Height, Weight and Body Composition Assessment					
Date of Evaluation	Height (in inches)	Weight	Max Weight	BF%	Max BF%
Height, Weight and Body Composition Evaluator					
Last Name	First Name	Rank	Signature		
Findings					
Check One					
<input type="checkbox"/>	Service Member is in compliance with the TXSG height/weight standards.				
<input type="checkbox"/>	Service Member is not in compliance with height/weight, but is within the TXSG body composition standards.				
<input type="checkbox"/>	Service Member is not in compliance with either the TXSG height/weight and body composition standards.				
Service Member Acknowledgement					
Initials					
<input type="checkbox"/>	I understand that I am in compliance with the TXSG height, weight and body composition standards and it is my responsibility to maintain myself within these standards to assure my mission readiness.				
<input type="checkbox"/>	I understand that I am not in compliance with the TXSG height, weight and body composition standards, and that it is my sole responsibility to comply with and maintain such standards while I am a member of the TXSG.				
<input type="checkbox"/>	I understand that until I am in compliance with the TXSG height, weight and body composition standards I am ineligible for promotion to my next grade.				
Service Member <i>(Printed Name and Signature)</i>			RANK	DATE	
Senior Enlisted Advisor <i>(Printed Name and Signature)</i>			RANK	DATE	
Commander <i>(Printed Name and Signature)</i>			RANK	DATE	

Appendix B (cont.)

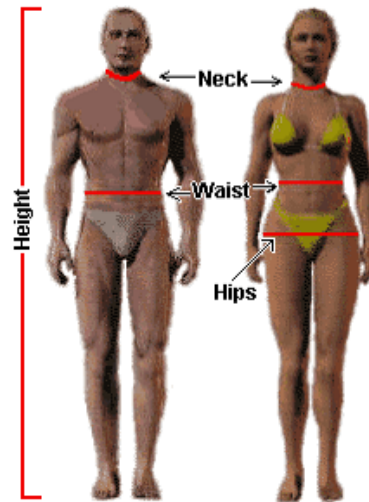
2. Body Fat Percentage Calculator

FOUO - Privacy Sensitive when filled in

Measurement Instructions:

Height:	Measured without boots or shoes
Weight:	Weighed in wearing PT gear
Waist:	<i>(MEN)</i> Measured horizontally at the level of the navel, arms hanging naturally at the sides. <i>(WOMEN)</i> Measured horizontally at the level of the minimal abdominal width, arms hanging naturally at the sides
Neck:	shoulders, Measure below the larynx with the tape sloping slightly downward to the front
Hips (women only)::	Largest horizontal circumference around the hips

Note: Only cloth or fiberglass seamstress tapes are authorized,



FOUO - Privacy Sensitive when filled in

Body Composition Recording:

Last Name	First Name	MI	Rank

Male	
Age:	0
Height (inches):	0
Weight (pounds):	0
Waist (Inches):	0
Neck (inches):	0
Fat Percentage	#NUM!

Female	
Age:	0
Height (inches):	0
Weight (pounds):	0
Waist (Inches):	0
Hip (inches):	0
Neck (inches):	0
Fat Percentage	#NUM!

Maximum Allowable Body Fat Standards				
Age Group:	18-21	22-29	30-39	40+
Female:	33%	34%	35%	36%
Male:	22%	23%	24%	26%

Appendix C

Recruiter Training Requirements

1. The following Modules are required per State HR and Audit/Compliance for **all Recruiters** who interface with Applicants, handle/sign the **Form I-9**, Applicant's **PII** (Personally Identifiable Information) and Applicant's Medical History (TXSG Form 2807-1).
2. **Training(s) MUST be completed prior to a Recruiter being added to RMS365, Recruiting Management.**
3. **SYSADMIN, ADMIN and NONE/Nominal Role** = must complete all 3 modules (Form I-9 and PII one time - HIPAA annually) below and provide dates/certificates for approval/vetting.
VIEWER = must complete the PII module (one time) and provide date/certificate for approval/vetting.
4. **Form I-9** = <https://www.uscis.gov/e-verify/e-verify-webinars/take-free-webinar> (link - [Form I-9 Webinar On-Demand](#))
To meet Federal Compliance, all TXSG Recruiters must take this training to ensure compliance of signing and handling the Form I-9. Key pieces are:
 - a. The Applicant and Recruiter must meet face-to-face and both sign the Form I-9 in ink for a live/wet signature.
 - b. A scanned/electronic copy must be sent with the Accession Packet prior to Swearing-In
 - c. Recruiting FTE will send the scanned/electronic copy of the Form I-9 to State HR to perform E-Verify
 - d. Once E-Verify has been approved, Recruiting FTE will move the Applicant into Strength and Recruiters notified via weekly reporting they have been Moved Into Strength, ready to Swear-In
5. **Personally Identifiable Information Certification**
= <https://securityawareness.usalearning.gov/piiv2/index.htm> (link)
ALL Personnel handling the Applicant's Accession Packet is now required by State to complete and show Certificate for the Course Completion.
 - a. Click green button for "launch course" at lower-left
 - b. Click top link for "Launch New Identifying and Safeguarding Personally Identifiable Information (PII) Version 2.0", the course should open in a new pop-up window to begin course

- c. Once Course is completed, SAVE the Completion Certificate. It is recommended this be added to the Service Member's 201 File

6. **Handling HIPAA Information = <https://tx.train.org/DesktopShell.aspx>** (link)
All Recruiters at every level that could potentially have contact with, view of or handling of (even through email forwarding) must annually complete and report the completion of this training module.
 - a. Course Name is “**OLS HIPAA**”, course # is **1028268**
 - b. Must register as new user for the first time and complete the training, sending either certificate or screen capture of completion date to the MSC Recruiter
 - c. The MSC Recruiter will send a consolidated list of completions to Recruiting with date of record for each Recruiter at all levels

7. **These courses MUST be completed by all Recruiters, current and new, in order to be authorized in handling the Accession Packet and Recruiting Process.**

8. **The HIPAA module MUST be completed annually to meet compliance**

Table 1**600-10 dtd 27 Jun 2013, Male Height/Weight Standards**

MEN: Height and Weight Table					
Height (inches)	Minimum Weight (regardless of age)	Maximum Weight			
		17-20 years	21-27 years	28-39 years	40 years and over
60	100	160	162	164	167
61	102	166	168	170	174
62	103	170	173	176	179
63	104	176	178	182	185
64	105	182	184	188	191
65	106	187	190	193	197
66	107	193	196	199	204
67	111	200	202	206	209
68	115	206	208	212	215
69	119	212	214	217	222
70	123	217	221	224	229
71	127	223	227	231	235
72	131	230	233	237	242
73	135	236	239	244	248
74	139	243	246	251	255
75	143	250	253	258	262
76	147	256	260	265	269
77	151	263	267	271	276
78	153	270	274	278	284
79	159	277	281	285	290
80	166	284	288	293	298

Table 2**600-10 dtd 27 Jun 2013, Female Height/Weight Standards**

WOMEN: Height and Weight Table					
Height (inches)	Minimum Weight (regardless of age)	Maximum Weight			
		17-20 years	21-27 years	28-39 years	40 years and over
58	90	129	132	137	140
59	92	133	137	141	145
60	94	138	141	146	146
61	96	143	146	151	155
62	98	148	152	158	160
63	100	153	158	162	166
64	102	158	162	167	170
65	104	162	167	171	176
66	106	168	173	177	182
67	109	171	177	183	186
68	112	177	183	189	192
69	115	182	187	193	198
70	118	187	193	199	204
71	122	192	198	204	209
72	125	198	204	210	216
73	128	204	209	216	222
74	130	210	217	223	228
75	133	216	223	230	235
76	136	223	230	237	240
77	139	229	236	243	247
78	141	235	242	248	253
79	144	240	247	255	260
80	147	246	253	261	267

Glossary

ACC = Army Component Command

AirCC = Air Component Command

C&GS = Command and General Staff

FTE = Full Time (State paid) Employee

MSC = Major Subordinate Command (ACC = Regiment, AirCC = Wing, TMAR and TMB = Battalion)

NCO = Non-Commissioned Officer

NCOIC = Non-Commissioned Officer In-Charge

NG = National Guard

OIC = Officer In-Charge

POP = Point of Presence (social media platform; Facebook, Twitter, Instagram, etc...)

SC = Subordinate Command (ACC = Battalion, AirCC = Support Group, TMAR and TMB = Company)

SEA = Senior Enlisted Advisor

SEL = Senior Enlisted Leader

SG = State Guard

TMAR = Texas Maritime Regiment

TMB = Texas Medical Brigade