****Texas Military Department

(Pitch size 16)

**INSTRUCTION**

(use component letterhead color seal) (chose appropriate title, pitch size 20)

(Seal is flush with left margin, 1.25” size) (type on next line, after title, pitch size 12) **NUMBER (assigned by J5)**

 **Date stamped by J5**

Office Symbol of Proponent

SUBJECT: Identify Subject of Instruction

References. (a) The issuance (policy, directive, regulation) that provides the reason

 for this issuance being drafted and any other issuances that inform its

 content.

 (b) Do not copy from, quote from, or paraphrase material in a reference.

 (c) If references are too long, use “See Enclosure” and add the list of

 references as an enclosure.

1. PURPOSE. This instruction:

 a. Implements directive…..

 b. Reissues DoD Instructions xxxx.xx to update responsibilities ….

2. APPLICABILITY AND SCOPE. This issuance applies to all TMD personnel.

3. DEFINITIONS. See Glossary.

4. POLICY. State the directive or policy this instruction supports (if applicable).

5. RESPONSIBILITIES.

 a.

 b.

6. INFORMATION REQUIREMENTS. If applicable.

7. RELEASABILITY UNLIMITED. If issuance releasability is not unlimited, remove the unlimited and state who it may be released to.

8. EFFECTIVE DATE. This instruction will expire two years from the effective date of publication unless sooner rescinded or superseded.

9. POINT OF CONTACT. Proponent initiating directive. Do not list specific personnel, use the office title and telephone number.

2 Encls JOHN F. NICHOLS

1. Responsibilities Major General, TXANG

2. Glossary Adjutant General

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