

**Texas State Guard Regulation
1803-01**

Personnel—General

Enlisted Advancements and Promotions

**Headquarters
Texas State Guard
Austin, TX 78763
25 October 2023**

UNCLASSIFIED

SUMMARY of CHANGE

TXSG 1803-01
Enlisted Advancements and Promotions


This major revision dated 25 October 2023

- Replaces in entirety all previous enlisted promotion guidance stated in previously published TXSG regulations.
- Replaces all enlisted promotion guidance published in TXSG Regulation 600-10.
- Changes regulation from TXSGR 1051.01 to TXSGR 1803-01.

Personnel - General

Enlisted Advancements and Promotions

By Order of the
Commanding General of
the TXSG:


ANTHONY WOODS
Major General, TXSG
Commanding

History. This regulation is a major revision.

Summary. This regulation describes the enlisted and non-commissioned officer promotion and appointment policy, criteria, and procedures for the Texas State Guard.

Applicability. This regulation applies to the Texas State Guard.

Management control process. This regulation contains management control provisions for designating enlisted promotion authorities and promotion procedures, including Personnel Action Board packet guidance, promotion order and certificate guidance, and promotion and appointment criteria.

Proponent and exception authority. The T1, TXSG, is the proponent for this regulation and has the authority to recommend exceptions consistent with the controlling law and regulation, subject to the approval of the Commanding General, TXSG.

Supplementation. Supplementation of this regulation or establishment of

brigade or local policies outside of the authority dictated by this regulation is prohibited without prior approval from the Commanding General, TXSG, through the T1, TXSG, available at mail: ATTN: NGTX- TPE, P.O. Box 5218, Austin, TX 78763-5218.

Suggested improvements. Users may send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to T1, TXSG, mail: ATTN: NGTX-TPE, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. This regulation is available in electronic media only and is intended for the Texas State Guard.

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Chapter 1 Introduction

Section I

General

1-1. Purpose

The Texas State Guard (TXSG) establishes eligibility for promotion selection based on individual service members as of 01 January 2024 for promotion pin-on based on the Order of Merit (OML) list. The OML list is based on a service member's eligibility for promotion based on all requirements and personnel action board (PAB) review. It is not a promotion list. The service member is responsible for ensuring their professional military education (PME), military occupational specialty qualification (MOSQ) training, civilian education (if applicable), and evaluations are in Joint Readiness Management System (JRMS). The Headquarters T1, Brigade's G1s, and Battalion's S1 will assist their service members by validating the files.

This regulation standardizes the policies, criteria, and procedures for identifying, recommending, and selecting TXSG enlisted and non-commissioned officers (NCOs) for promotion. It describes the respective promotion authorities and the correct content, format, and staffing processes necessary for the promotional process and identifies the Personnel Action Board (PAB) responsible for promotion recommendations.

1-2. References

See Appendix A.

1-3. Explanation of abbreviations and terms

See the glossary.

1-4. Responsibilities

Responsibilities are in section II.

Section II

Responsibilities

1-5. Commanding General (CG), Texas State Guard

The CG, TXSG, will serve as the final review, approval, and signing authority for all promotions.

1-6. The Command Sergeant Major (CSM), Texas State Guard

The CSM, TXSG, will serve as the senior official on matters concerning advancements and promotions for ranks E1 through E9.

1-7. Brigade Command Sergeants Major (CSM), Texas State Guard

Brigade CSMs, TXSG, will:

- a. Serve as the TXSG CSM's representative official on matters concerning advancements for ranks E2 through E4 (Specialist.)
- b. Will conduct a promotion board for service members promoting to ranks E5 and E6.
- c. Recommend to TXSG CSM and TXSG for promotions based on MTO&E availability.

1-8. Battalion Command Sergeants Major (CSM), Texas State Guard

- a. Will determine open positions within the Battalion MTOE and make recommendations to Brigade CSM for fill.
- b. Will ensure battalion service members have updated their information in JRMS for accuracy.

1-9. T1, Texas State Guard

The T1, TXSG, will:

- a. Serve as the senior TXSG policy official for all TXSG enlisted advancements and NCO promotions.
- b. Execute the promotion process for all ranks as outlined within this regulation.

- c. Will provide a list of service members who meet TIG.
- d. Will ensure all promotions are based on the OML and posted to the TXSG Personnel Support Center on TXSG SharePoint.
- e. Will issue appropriate advancement or promotional orders.
- f. Update Joint Readiness Management System (JRMS) for advancements and promotions for ranks E2 through E6.

1-10. Brigade G1, Texas State Guard

The Brigade G1, TXSG, will:

- a. Will validate the time in grade and advancement requirements for eligibility (E2-E4.)
- b. Date of Rank (DOR) promotion eligibility roster (E5-E6) every January and July for distribution to Brigade and Battalion Commanders and CSMs.
- c. Will submit their completed OML (E5-E6) to the T1, TXSG.
- d. Will submit a request to fill the vacant MTO&E position.

Chapter 2

Advancement and Promotion Authority

2-1. NCO ranks E7 through E9

The TXSG Personnel Action Board (PAB) (*See TXSG Reg 1040-01*) provides all promotion recommendations to the CG, TXSG, after completion of the digital promotional packet review and confirmation of the promotion and appointment criteria compliance as described in Chapter 4 of this regulation.

2-2. NCO ranks E5 and E6

- a. Brigade Commanders and CSMs, the Headquarters and Headquarters Company (HHC) Commander and HHC 1SG, and TXSG SEA will receive a TIG and promotion eligibility roster on a biannual basis in January and July as generated by T1, TXSG.
- b. Brigade CSMs and HHC 1SG will biannually schedule and conduct an E5 and E6 promotion board.
- c. Brigade CSMs and HHC 1SG will submit their OML list through the G1 or HHC to the T1, TXSG.
- d. T1, TXSG, will issue all promotion orders and assignments based on open MTO&E positions.

2-3. Enlisted ranks E2 through E4

- a. Upon completion of Initial Entry Training (IET), the Training Center will advance service members to E2.
- b. T1, TXSG will automatically advance service members based on promotion requirements to E3.
- c. T1, TXSG will automatically advance Service Members based on promotion requirements to Specialist (E4.)
- d. Service Members eligible to advance to Specialist (E4) based on college degree must be recommended by the Brigade CSM. (Form 35).
- e. Service Members recommended for selection to Corporal (E4) must be boarded by the CSM, TXSG.

Chapter 3

Advancement and Promotion Procedures

3-1. General

- a. In addition to the criteria stated in Chapter 4 of this regulation, advancement and promotion to the next higher rank must consider demonstrated leadership ability and potential for service.
- b. Service members are not eligible for advancement or promotion if flagged for adverse administrative action. Promotions are based on OML eligibility and MTO&E Vacancy.
- c. Promotion to the ranks of E5 and E6 requires a Brigade or TXSG HHC level board.
- d. This regulation prohibits:
 - (1) Any Exception to Policy.
 - (2) Advancement and promotion solely as a reward for performance.
 - (3) Wearing of higher rank prior to formal advancement or promotion.

- (4) Advancement or promotion with less than six months TXSG time in service (TIS.)
- e.* Service members must meet the advancement or promotion criteria described in Chapter 4 of this regulation prior to promotion eligibility.
 - f.* The published date for promotion is based on the OML selection and the service member's acceptance date.
 - g.* The Deputy T7, TXSG, is the reviewing authority to accept all federal PME service members' use for promotion.

3-2. Personnel Action Board

- a.* This regulation establishes a requisite TXSG PAB for promotions for ranks E7 and higher.
- b.* See regulation TXSGR 1040-01 Personnel Action Board for requirements, processes, and schedules of PABs.

3-3. Promotion packets

- a.* Promotion documents consist of JRMS generated Form 355 (TXSG Record of Service), plus evaluations exist solely to confirm promotion criteria qualifications. (See Table B-1, Promotion Packet Contents Checklist.)
- b.* Promotion documents are required for all submissions to the TXSG PAB.

3-4. Advancement and promotion orders rank E2 through E6

- a.* The T1, TXSG will post all advancements and promotions on the TXSG Personnel Support Center of TXSG SharePoint.
- b.* The T1, TXSG will update JRMS and send the announcement memo or promotion orders to the respective brigade personnel officer or the TXSG HHC Commander. Promotion certificates will be generated and forwarded to the individual brigade personnel officer or the TXSG HHC Commander by the Secretary of the General Staff upon receipt of promotion orders from T1.
- c.* Promotion ceremony and wearing rank insignia are allowed on the date of rank reached and the promotion entered into JRMS as stated in this chapter.

3-5. Promotion orders rank E7 through E9

- a.* Promotion orders for ranks E7 through E9 will be generated by T1 using the OML recommended by the PAB, the CSM, and TXSG and approved by the CG.
- b.* Promotion certificates for ranks E7 through E9 will be generated by the Secretary of the General Staff upon receipt of promotion orders from T1.
- c.* The published date for promotion is based on the OML selection and the service member's acceptance date.

3-6. Brevet promotions

Brevet promotions will be processed in accordance with the Texas Government Code, sections 437.206 and 437.309, and JFTX Reg 600-6, Brevet Promotions. Requests for brevet promotions should be submitted per this regulation's procedures and criteria.

Chapter 4

Advancement, Promotion, and Appointment Criteria

4-1. General

- a.* Time in grade (TIG) requirements refer to combined federal and TXSG service.
- b.* Service members governed by this regulation must comply with the following for promotion, regardless of rank:
 - (1) Height and weight compliance per TXSG Regulation 1710-20.
 - (2) Attendance at monthly drills (80% minimum), Annual Training, and other required training events as assigned. Commanders and staff section OICs must document their service members' attendance and excused absences for missed drills and training events.
- c.* All personnel governed by this regulation must successfully complete Initial Entry Training (IET), previous TXSG equivalent course, or active-duty school equivalent.
- d.* This regulation prohibits:
 - (1) Advancement and promotion solely as a reward for performance.
 - (2) Promotion to ranks E5 through E9 without a designated MTO&E billet vacancy, regardless of compliance with the promotion criteria stated within this chapter.

- (3) Promotion to an MTO&E position that is not equal to the promotable grade/rank.
- (4) Assignment to, or remaining in, a billet two or more grades lower the SM's designated grade.

4-2. Non-Commissioned Officers ranks E5 through E9

a. TIG requirements:

- (1) Promotion to E5: two years TIG as E4.
- (2) Promotion to E6: two years TIG as E5.
- (3) Promotion to E7: three years TIG as E6.
- (4) Promotion to E8: three years TIG as E7.
- (5) Promotion to E9: three years TIG as E8.
- (6) Appointment to CSM: one-year TIG as SGM

b. Education requirements:

- (1) Completion of Professional Military Education (PME).
 - (a) Completion of Basic Leader Course, previous TXSG equivalent course, or active-duty school equivalent.
 - (b) Completion of Advanced Leader Course, previous TXSG equivalent course, or active-duty school equivalent (required for promotion to E6 and higher.)
 - (c) Completion of Senior Leader Course, previous TXSG equivalent course, or active-duty school equivalent (required for promotion to E7 and higher.)
 - (d) Completion of Master Leader Course, previous TXSG equivalent course, or active-duty school equivalent (required for promotion to ranks E8 and higher.)
 - (e) Completion of Sergeants Major Course, previous TXSG equivalent course, or active-duty school equivalent (required for promotion to E9.)
 - (f) Completion of the TXSG Senior Leaders Command Course or Federal equivalent is required for Brigade CSM appointment.
 - (g) TXSG T7 is the approving authority for all Federal PME course equivalency to TXSG PME requirements.
 - (2) Completion of the following Federal Emergency Management Agency (FEMA) courses:
 - (a) IS-26, 27, 75, 100, 200, 405, 700, 800.
 - (b) IS-1300 (546, 547), 2200 (775)
 - (c) (Professional Development Series courses IS-120, 230, 235, 240 (required for promotion to ranks E6 and higher.)
 - (d) Professional Development Series courses IS-241, 242, and 244 (required for promotion to ranks E8 and E9).
 - (3) Completion of mandatory TXSG training courses (only required for promotion to ranks E5 and higher):
 - (a) Texas Emergency Tracking Network Awareness or higher (Current after 01 JAN 2021)
 - (b) Mass Care Awareness or higher (Current after 01 November 2022)
 - And*
 - (c) Military Occupation Specialty Qualification (MOSQ)
 - Or*
 - (d) Military Occupation Specialty Qualification (MOSQ) Mass Care Specialist 1330.
 - (4) Completion of the Texas Military and State Mandatory Training
 - (a) Human Trafficking (Current within 24 months)
 - (b) Equal Employment Opportunity and Diversity (Current within 18 Months)
 - (c) Sexual Harassment (Current with 18 Months)
- c.* Only NCOs with the rank of E9 can receive an appointment to a CSM billet.
- (1) Assignment to a CSM billet can only be filled by an E9. All E9s wishing to become a CSM will go before the CSM Selection Board prior to approval by the Commanding General, TXSG.
 - (2) Before a Service Member is authorized to wear the Command Sergeant Major (CSM) insignia, they must be appointed to an assigned MTO&E position for that rank.
 - (3) T1 will generate lateral appointment orders to CSM and update JRMS based on the CSM Selection Board results.
 - (4) Upon a Service Member's reassignment out of a CSM billet, the T1, TXSG will generate lateral appointment orders to Sergeant Major (SGM) and update JRMS.
- d.* Only NCOs with rank E8 can receive an appointment to a 1SG billet.

(1) Assignment to a 1SG billet can only be filled by an E8. All E8s wishing to become a 1SG will go before the 1SG Selection Board prior to approval by the Brigade Commander.

(2) Upon receipt of the 1SG board selection results, T1 will generate lateral appointment orders to 1SG and update JRMS based on the 1SG Selection Board results.

(3) Before a Service Member is authorized to wear the First Sergeant (1SG) insignia, they must be appointed to an assigned MTO&E position for that rank.

(4) Upon a Service Member's reassignment out of a 1SG billet, the T1, TXSG will generate lateral appointment orders to Master Sergeant (MSG) and update JRMS.

4-3. Enlisted ranks E2, E3, E4 Specialist and Corporal

a. T1, TXSG, will produce and issue all advancement reports monthly for all eligible TXSG service members.

b. TIG requirements:

(1) Advancement to E2: Completion of Initial Entry Training (IET.) (NOTE: The Training Center is authorized to advance E1-E2 upon completion of IET.)

(2) Advancement to E3: one-year TIG as E2.

(3) Advancement to E4: two years TIG as E3

(a) This regulation authorizes the eligibility for advancement to E4 (Specialist) for personnel with a bachelor's degree from an accredited institution upon completion of all military educational requirements and as recommended by the Brigade CSM (Form 35)

(b) This regulation requires all personnel promoted to E4 to hold the rank of Specialist.

(c) A Specialist (E4) will not be assigned to a leadership position.

c. Education requirements: MOSQ is required for advancement.

d. Advancement to E2, E3, or E4 does not require a designated MTO&E billet vacancy.

e. Completion of the following Federal Emergency Management Agency (FEMA) applicable courses: IS-26, IS-75, IS-100, and 200 for advancement.

f. Service Members recommended for selection to Corporal (E4) must be boarded at the level and have concurrence by the Brigade CSM and the CSM, TXSG, prior to lateral appointment to Corporal (E4).

(a) To qualify for selection to Corporal, a Service Member must complete the Basic Leader Course.

(b) Be assigned to an MTOE position of NCO leadership upon lateral appointment as a Corporal.

Appendix A References

Section I

Required Publications

Unless otherwise stated, all TXSG publications are available on the Texas Military Department Serially Numbered Issuances website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.

JFTX Reg 600-6

Texas Military Department Brevet Promotions Regulation 600-6

TXSGR 1040-01

Personnel Action Board Policy 1040-01

TMDD 1350.01

Texas Military Department Directive 1350.01, Texas Military Equal Opportunity (EO) and Equal Employment Opportunity (EEO)

TXSG MTO&E

Texas State Guard Modified Table of Organization and Equipment

TXSG Reg 1710-20

Texas State Guard Standards of Medical Fitness Regulation 1710-20

Section II

FEMA IS- Course List

FEMA ISP Courses (Available at <https://training.fema.gov/is/crslst.aspx>.)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced

Forms

Unless otherwise stated, all Army publications are available on the Army Publishing Directorate website at <https://armypubs.army.mil>.) Unless otherwise stated, all TXSG publications are available on the Texas Military Department Serially Numbered Issuances website at <https://tmd.texas.gov/texas-military-department-policies-and-regulations>.

DA Form 2028

Recommended Changes to Publications and Blank Forms

TXSG Form 35

Personnel Action Request Form

TXSG Form 355 (Currently being Developed)

Texas State Guard Officer, Warrant Officer, and NCO Record Brief

Appendix B

Promotion Checklist

B-1. Promotion Checklist

Table B-1 lists all required promotion items. T1, TXSG, using JRMS, will provide the following information to the PAB.

Table B-1
Promotion digital file contents checklist

Included	Item
<input type="checkbox"/>	TXSG Form 355 Warrant Officer and NCO Record Brief
<input type="checkbox"/>	Service members' last four evaluations. If less than four evaluations a MFR is required explaining the missing documents, the last of evaluations must be submitted by the members BN CSM or their Section OIC.

Appendix C

Promotion Quick Reference Planner

C-1. Promotion requirements per rank and grade

Discrepancies between this chart and language defaults to language that exists in prior chapters of this document as appropriate.

Grade	Rank	Time In Grade	PME	FEMA	Additional Training
E2	PV2	None	IET	IS 26,75, 100, 200	MOSQ
E3	PFC	One year as E2			
E4	SPC	Two years as E3			
E4	CPL	Two years as E3	IET and BLC		MOSQ and concurrence from TXSG CSM
E5	SGT	Two years as E4	IET and BLC	26, 27, 75, 100, 200, 405, 700, 800	MOSQ, TETN Awareness, Shelter Ops. Awareness of Human Trafficking, EEO & Diversity, and Sexual Harassment
E6	SSG	Two years as E5	IET, BLC, and ALC	26, 27, 75, 100, 200, 405, 700, 800, 1300 (546 & 547), 2200 (775) and PDS 120, 230, 235, 240	
E7	SFC	Three years as E6	IET, BLC, ALC, and SLC		
E8	MSG	Three years as E7	IET, BLC, ALC, SLC, and MLC	26, 27, 75, 100, 200, 405, 700, 800, 1300 (546 & 547), 2200 (775) and PDS 120, 230, 235, 240, 241, 242, 244	
E8	1SG	Current grade of E8	1SG Selection Board		
E9	SGM	Three years as E8	IET, BLC, ALC, SLC, MLC, and SMC	26, 27, 75, 100, 200, 405, 700, 800, 1300 (546 & 547), 2200 (775) and PDS 120, 230, 235, 240, 241,	
E9	CSM	One year as SGM	CSM Selection Board		

				242, 244	
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Glossary

Section I

Abbreviations

BOT

Basic Orientation Training

CG

Commanding General

DOR

Date of Rank

FEMA

Federal Emergency Management Agency

HHC

Headquarters and Headquarters Company

JFHQ

Joint Forces Headquarters

MOSQ

Military Occupational Specialty Qualification

MTO&E

Modified Table of Organization and Equipment

NCO

Non-Commissioned Officer

OIC

Officer in Charge

PAB

Personnel Action Board

PME

Professional Military Education

JRMS

Joint Readiness Management System

SEA

Senior Enlisted Advisor

TIG

Time in Grade

TMD

Texas Military Department

TXSG

Texas State Guard

Section II

Terms

E2

Private (PV2).

E3

Private First Class (PFC).

E4

Corporal (CPL) or Specialist (SPC).

E5

Sergeant (SGT).

E6

Staff Sergeant (SSG).

E7

Sergeant First Class (SFC).

E8

Master Sergeant (MSG) or First Sergeant (1SG).

E9

Sergeant Major (SGM) or Command Sergeant Major (CSM).

G1

Personnel Staff Section at the TXSG Brigade level.

G-300

Intermediate ICS for Expanding Incidents

G-400

Advanced Incident Command System for Complex Incidents

IS-75

Military Resources in Emergency Management.

IS-100

Introduction to the Incident Command System.

IS-120

An Introduction to Exercises.

IS-200

Basic Incident Command System for Initial Response.

IS-230

Fundamentals of Emergency Management.

IS-235

Emergency Planning.

IS-240

Leadership and Influence.

IS-241

Decision Making and Problem Solving.

IS-242

Effective Communication.

IS-244

Developing and Managing Volunteers.

IS-546

Continuity of Operations Awareness, replaced by IS-1300, Introduction to Continuity of Operations as of 01NOV2019.

IS-547

Introduction to Continuity of Operations, replaced by IS-1300, Introduction to Continuity of Operations as of 01NOV2019.

IS-700

An Introduction to the National Incident Management System.

IS-775

EOC Management and Operations, replaced by IS-2200, National Preparedness Goal, and System Overview as of 26 MAR 2018.

IS-800

National Response Framework – An Introduction.

IS-1300

Introduction to Continuity of Operations.

IS-2200

National Preparedness Goal and System Overview.

S1

Personnel Staff Section at the TXSG Battalion level.

T1

Personnel Staff Section at the TXSG Headquarters level.