



## NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

02 MAR 2010

NGB-ZA

MEMORANDUM FOR THE ADJUTANTS GENERAL FOR ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: National Guard Bureau (NGB) Guidance for Attendance and Transportation to Private Organization/Association Conferences for Fiscal Year 2010

1. References:

- a. DODD 5500.7-R, Joint Ethics Regulation (JER), Aug 98
- b. DODI 5410.19, Public Affairs Community Relations Policy Implementation, 13 Nov 01
- c. NGB PAM 360-5, National Guard Public Affairs Guidelines, Jun 08
- d. NGR 37-106, Official Participation of National Guard Personnel at Meetings of Private Organizations and Government Agencies Outside of Department of Defense, 1 Nov 88.
- e. DODD 4515.13-R, Air Transportation Eligibility, Nov 94
- f. DODD 4500.56, DOD Policy on the Use of Government Aircraft, Mar 97
- g. DODD 4500.43, Air Travel, Oct 96

2. This document summarizes my guidance and NGB procedures concerning attendance and transportation support to private organization/association events. It is NGB policy to comply with Department of Defense (DOD) guidance concerning attendance and support for annual conferences. NGB intent is to foster and require, to the greatest extent possible, quality professional development opportunities for all leaders of the National Guard. Additionally, NGB will ensure that attendance at, and support provided to, these events is permitted only when there is a clear and legitimate Federal government purpose associated with the attendance or support. To ensure the intent described above is achieved, the following guidance and procedures are provided.

3. All National Guard members attending private organization and/or association conferences or meetings shall do so at their own expense and in an approved leave or permissive temporary duty (PTDY) status. Excepted are those personnel specifically authorized by their Adjutant General (TAG) to attend such meetings and/or conferences

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in an official, federally-funded duty status. In addition to the JER, Subsections 3-200 and 3-201a, the following guidance for official duty attendance applies:

a. A thorough review of the professional development opportunities, and networking and peer collaboration benefits, available at all conferences must be conducted by TAGs and presented to NGB for approval.

b. Maximum attendance of junior grade officers and non-commissioned officers is highly encouraged.

c. States will individually manage their state personnel attendance at these conferences to ensure they meet the requirements cited in paragraph 1 above.

d. Excessive travel cost avoidance and efficiency practices to enable maximum attendance are encouraged.

e. To ensure the NGB and the National Guard meet the sound fiscal stewardship responsibilities and authorities for which we have been empowered and entrusted by law and by the people of the United States, the USPFO for each state will:

1) generate a special activity code for personnel orders of those attending the private association/organization conferences;

2) be responsible for creating and managing the information necessary to ensure all private association/organization conference attendance and expenses are auditable, and

3) provide a report to NGB-PF on the number of personnel and total amount spent (pay/allowances, travel and per diem) within 15 days of the conclusion of any private association/organization conference attended by state personnel on Federal government-funded orders.

4. In regard to attendance at National Guard Association of the United States (NGAUS) and Enlisted Association National Guard of the United States (EANGUS) Conferences, the attachment entitled "NGAUS/EANGUS CONFERENCE DATA" lists 2010 NGAUS and EANGUS funding and attendance guidance. This data is provided for TAGs to use for attendance planning purposes and as "target" budget amounts.

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5. For TAG Spouse Travel, guidance for individual, specific events and/or conferences will be provided by NGB when necessary. However, the following general guidelines will apply in instances where TAG spouse travel to a private association event is being considered:

a. All requests for unofficial TAG spouse travel are to be approved by CNGB (without further delegation).

b. Spousal travel will be approved in advance and in writing. All spousal travel requests should be submitted to CNGB, ATTN: NGB-ZA (Ethics Officer), at least 20 working days prior to travel to ensure adequate time for staffing and legal review by NGB-JA.

c. TAG's legal counsel review is required for each case, prior to submission to NGB-ZA for approval.

d. The unofficial spouse travel must meet the requirements contained in reference 1.a. above.

6. Use of military aircraft to attend private organization/association events will be processed in accordance with the guidance contained in references 1.e, 1.f, and 1.g cited above.

7. Questions concerning this guidance and or overall NGB conference policy may be addressed to the Comptroller/Director of Administration and Management, NGB-ZC, Mr. Lou Cabrera, [lou.cabrera@us.army.mil](mailto:lou.cabrera@us.army.mil), (703) 607-3786.

8. This memorandum will expire one year from date of publication unless sooner rescinded or superseded.

Encl

CF:  
Each State USPFO

  
CRAIG R. MCKINLEY  
General, USAF  
Chief, National Guard Bureau

NGAUS/EANGUS CONFERENCE DATA

S T A T E	2010 NGAUS funding guidance	2010 NGAUS Attendance Guidance	2010 EANGUS funding guidance	2010 EANGUS Attendance Guidance	Total 2010 Funding Guidance (NGAUS + EANGUS)	Total 2010 Attendance Guidance (NGAUS + EANGUS)
AK	\$13,980	5	\$9,380	4	\$23,360	9
AL	\$25,164	9	\$25,795	11	\$50,959	20
AR	\$19,572	7	\$21,105	9	\$40,677	16
AZ	\$13,980	5	\$14,070	6	\$28,050	11
CA	\$25,164	9	\$39,865	17	\$65,029	26
CO	\$13,980	5	\$9,380	4	\$23,360	9
CT	\$13,980	5	\$9,380	4	\$23,360	9
DC	\$13,980	5	\$4,690	2	\$18,670	7
DE	\$13,980	5	\$4,690	2	\$18,670	7
FL	\$19,572	7	\$25,795	11	\$45,367	18
GA	\$19,572	7	\$25,795	11	\$45,367	18
GU	\$13,980	5	\$2,345	1	\$16,325	6
HI	\$13,980	5	\$11,725	5	\$25,705	10
IA	\$19,572	7	\$18,760	8	\$38,332	15
ID	\$13,980	5	\$9,380	4	\$23,360	9
IL	\$19,572	7	\$25,795	11	\$45,367	18
IN	\$25,164	9	\$28,140	12	\$53,304	21
KS	\$19,572	7	\$16,415	7	\$35,987	14
KY	\$19,572	7	\$18,760	8	\$38,332	15
LA	\$19,572	7	\$23,450	10	\$43,022	17
MA	\$13,980	5	\$16,415	7	\$30,395	12
MD	\$19,572	7	\$14,070	6	\$33,642	13
ME	\$13,980	5	\$7,035	3	\$21,015	8
MI	\$19,572	7	\$23,450	10	\$43,022	17
MN	\$25,164	9	\$23,450	10	\$48,614	19
MO	\$19,572	7	\$23,450	10	\$43,022	17
MS	\$25,164	9	\$25,795	11	\$50,959	20
MT	\$13,980	5	\$7,035	3	\$21,015	8
NC	\$19,572	7	\$23,450	10	\$43,022	17
ND	\$13,980	5	\$9,380	4	\$23,360	9
NE	\$13,980	5	\$9,380	4	\$23,360	9
NH	\$13,980	5	\$9,380	4	\$23,360	9
NJ	\$19,572	7	\$16,415	7	\$35,987	14
NM	\$13,980	5	\$9,380	4	\$23,360	9
NV	\$13,980	5	\$7,035	3	\$21,015	8
NY	\$25,164	9	\$32,830	14	\$57,994	23
OH	\$25,164	9	\$30,485	13	\$55,649	22
OK	\$19,572	7	\$18,760	8	\$38,332	15
OR	\$13,980	5	\$18,760	8	\$32,740	13
PA	\$25,164	9	\$39,865	17	\$65,029	26
PR	\$19,572	7	\$2,345	1	\$21,917	8
RI	\$13,980	5	\$7,035	3	\$21,015	8
SC	\$19,572	7	\$23,450	10	\$43,022	17
SD	\$13,980	5	\$7,035	3	\$21,015	8
TN	\$25,164	9	\$28,140	12	\$53,304	21
TX	\$25,164	9	\$39,865	17	\$65,029	26
UT	\$19,572	7	\$14,070	6	\$33,642	13
VA	\$19,572	7	\$18,760	8	\$38,332	15
VI	\$13,980	5	\$2,345	1	\$16,325	6
VT	\$13,980	5	\$7,035	3	\$21,015	8
WA	\$19,572	7	\$16,415	7	\$35,987	14
WI	\$19,572	7	\$21,105	9	\$40,677	16
WV	\$13,980	5	\$11,725	5	\$25,705	10
WY	\$13,980	5	\$7,035	3	\$21,015	8
	<b>\$978,600</b>	<b>350</b>	<b>\$916,895</b>	<b>391</b>	<b>\$1,895,495</b>	<b>741</b>