



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