



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

NGB-ZA

21 APR 2009

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

1. References:

- a. DODD 5500.7-R, Joint Ethics Regulation (JER), Aug 98.
- b. DODI 5410.19, Public Affairs Community Relations Policy Implementation, 13 ov 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 expenditure of federal resources for 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 will attend these approved private organization and/or association conferences/meetings as private association members at their own expense in a leave or permissive temporary duty (TDY) status. The only exceptions are those

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personnel specifically authorized by the Adjutants General (TAGs) to attend these meetings in an official duty, federally funded, status. In addition to the JER, Subsections 3-200 and 3-201a, the following guidance for attendance must be considered:

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, and;

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

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 2008 NGAUS and EANGUS funding and attendance guidance, actual attendance and a combined conference total. This data is provided for TAGs to use for attendance planning purposes and as "target" budget amounts.

(*Note: 1) Last year's actual total attendance for each conference was below the total number authorized by NGB. 2) Many states were over or under the number authorized for each conference)

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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 on military air in an unofficial, non-interference status 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-JA (Ethics Officer), at least 20 working days prior to travel.

c. TAG's legal counsel review is required for each case, prior to submission 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 Assistant Chief NGB and Comptroller, NGB-ZC, Mr. Lou Cabrera, 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


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

Cc:
DARNG
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DJS
Each State USPFO

NGAUS/EANGUS CONFERENCE DATA

S T A T E	2008 NGAUS funding guidance	2008 NGAUS Attendance Guidance	Actual NGAUS Attendance	2008 EANGUS funding guidance	2008 EANGUS Attendance Guidance	Actual EANGUS Attendance	Total 2008 Funding Guidance (NGAUS + EANGUS)	Total 2008 Attendance Guidance (NGAUS + EANGUS)	Total 2008 Actual Attendance (NGAUS + EANGUS)
AK	\$13,980	5	3	\$9,380	4	4	\$23,360	9	7
AL	\$25,164	9	6	\$25,795	11	0	\$50,959	20	6
AR	\$19,572	7	7	\$21,105	9	7	\$40,677	16	14
AZ	\$13,980	5	5	\$14,070	6	5	\$28,050	11	10
CA	\$25,164	9	6	\$39,865	17	9	\$65,029	26	15
CO	\$13,980	5	4	\$9,380	4	4	\$23,360	9	8
CT	\$13,980	5	5	\$9,380	4	7	\$23,360	9	12
DC	\$13,980	5	0	\$4,690	2	0	\$18,670	7	0
DE	\$13,980	5	8	\$4,690	2	2	\$18,670	7	10
FL	\$19,572	7	9	\$25,795	11	15	\$45,367	18	24
GA	\$19,572	7	5	\$25,795	11	0	\$45,367	18	5
GU	\$13,980	5	4	\$2,345	1	1	\$16,325	6	5
HI	\$13,980	5	4	\$11,725	5	0	\$25,705	10	4
IA	\$19,572	7	5	\$18,760	8	1	\$38,332	15	6
ID	\$13,980	5	1	\$9,380	4	6	\$23,360	9	7
IL	\$19,572	7	4	\$25,795	11	4	\$45,367	18	8
IN	\$25,164	9	9	\$28,140	12	5	\$53,304	21	14
KS	\$19,572	7	5	\$16,415	7	2	\$35,987	14	7
KY	\$19,572	7	6	\$18,760	8	8	\$38,332	15	14
LA	\$19,572	7	0	\$23,450	10	9	\$43,022	17	9
MA	\$13,980	5	4	\$16,415	7	7	\$30,395	12	11
MD	\$19,572	7	7	\$14,070	6	3	\$33,642	13	10
ME	\$13,980	5	3	\$7,035	3	1	\$21,015	8	4
MI	\$19,572	7	3	\$23,450	10	2	\$43,022	17	5
MN	\$25,164	9	6	\$23,450	10	6	\$48,614	19	12
MO	\$19,572	7	4	\$23,450	10	2	\$43,022	17	6
MS	\$25,164	9	4	\$25,795	11	2	\$50,959	20	6
MT	\$13,980	5	4	\$7,035	3	0	\$21,015	8	4
NC	\$19,572	7	7	\$23,450	10	2	\$43,022	17	9
ND	\$13,980	5	3	\$9,380	4	6	\$23,360	9	9
NE	\$13,980	5	4	\$9,380	4	1	\$23,360	9	5
NH	\$13,980	5	1	\$9,380	4	4	\$23,360	9	5
NJ	\$19,572	7	4	\$16,415	7	5	\$35,987	14	9
NM	\$13,980	5	5	\$9,380	4	9	\$23,360	9	14
NV	\$13,980	5	5	\$7,035	3	12	\$21,015	8	17
NY	\$25,164	9	3	\$32,830	14	19	\$57,994	23	22
OH	\$25,164	9	4	\$30,485	13	13	\$55,649	22	17
OK	\$19,572	7	4	\$18,760	8	9	\$38,332	15	13
OR	\$13,980	5	4	\$18,760	8	5	\$32,740	13	9
PA	\$25,164	9	12	\$39,865	17	14	\$65,029	26	26
PR	\$19,572	7	6	\$2,345	1	0	\$21,917	8	6
RI	\$13,980	5	5	\$7,035	3	2	\$21,015	8	7
SC	\$19,572	7	4	\$23,450	10	2	\$43,022	17	6
SD	\$13,980	5	5	\$7,035	3	4	\$21,015	8	9
TN	\$25,164	9	4	\$28,140	12	5	\$53,304	21	9
TX	\$25,164	9	5	\$39,865	17	15	\$65,029	26	20
UT	\$19,572	7	13	\$14,070	6	12	\$33,642	13	25
VA	\$19,572	7	3	\$18,760	8	0	\$38,332	15	3
VI	\$13,980	5	5	\$2,345	1	1	\$16,325	6	6
VT	\$13,980	5	4	\$7,035	3	9	\$21,015	8	13
WA	\$19,572	7	6	\$16,415	7	8	\$35,987	14	14
WI	\$19,572	7	3	\$21,105	9	5	\$40,677	16	8
WV	\$13,980	5	0	\$11,725	5	8	\$25,705	10	8
WY	\$13,980	5	4	\$7,035	3	4	\$21,015	8	8
	\$978,600	350	254	\$916,895	391	286	\$1,895,495	741	540