



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

JUN 15 2022

MEMORANDUM FOR ALL NATIONAL GUARD PERSONNEL

Subject: 2022 Attendance and Travel Guidance for Full-Time National Guard Employees for the National Guard Association of the United States and Enlisted Association of the National Guard of the United States Conferences

References: (a) CNGBI 1400.25, Vol.630, "National Guard and Technician and Civilian Absence and Leave Program," 23 April 2021
(b) AR 600-8-10, "Leaves and Passes," 03 June 2020
(c) DAFI 36-3003, "Military Leave Program," 24 August 2020
(d) CNGB Memo, "2022 Attendance and Travel Guidance for the Enlisted Association of National Guard Association of the United States and the National Guard of the United States Conferences," 06 JUN 22

1. National Guard full-time employees may request ordinary or personal leave to attend the 2022 National Guard Association of the United States and Enlisted Association of the National Guard of the United States Conferences, in accordance with the references.
2. Attendance is voluntary, and supervisors are encouraged to approve requests subject to mission requirements and in accordance with the spending limits in reference d.
3. Any Service member scheduled for Inactive Duty Training during the conference must adhere to their Unit Commander's guidance for rescheduling their unit training assembly and Inactive Duty Training.
4. Please see the attachment for specific attendance guidance based on duty status.
5. The use of GSA vehicles is not authorized for travel to either conference.
6. Point of contact is Mr. Timothy Orr, NGB-IGA; 703-693-0977.

A handwritten signature in blue ink, reading "Daniel R. Hokanson", is positioned above the typed name.

DANIEL R. HOKANSON
General, USA
Chief, National Guard Bureau

Attachment:
As stated

ATTACHMENT

SPECIFIC ATTENDANCE GUIDANCE BASED ON DUTY STATUS

1. Full Time Employees. Full-time employees are not authorized to attend the 2022 National Guard Association of the United States (NGAUS) and Enlisted Association of the National Guard of the United States (EANGUS) Conferences in an official duty status, except under the following circumstances:

a. Active Guard Reserve (AGR) and other Full-Time National Guard Duty (FTNGD) Personnel. AGR and FTNGD members may submit requests to attend the NGAUS or EANGUS conference in an administrative absence status, which incurs no charge of leave, in accordance with (IAW) reference b and reference c. They must enter these requests through their full-time leave accountability system before the start of the conference.

(1) Any AGR/FTNGD member who makes such a request is considered either an official of the organization or an official delegate to the conference and must register for and attend the conference development sessions.

(2) Travel and transportation costs while in an administrative absence status are personal expenses funded entirely by the AGR/FTNGD member and will not be reimbursed by the government.

b. Federal Technicians. Federal technicians may submit requests to attend the NGAUS or EANGUS conference in an administrative leave status, IAW reference a. These requests must be in writing and made before the start of the conference.

(1) Supervisors must ensure that any technician who makes such a request is either an official of the organization or an official delegate to the conference; and that the requesting technician understands that he/she must register and attend the conference developmental sessions.

(2) Travel and transportation costs, while in an administrative leave status, are personal expenses funded entirely by the technician and will not be reimbursed by the government.

2. Use of Annual Training.

a. Federally Funded Exceptions. IAW reference d, Company-Grade Officers and Warrant Officers for the NGAUS Conference, and Enlisted Service members at the grade of E-6 and below for the EANGUS Conference, may attend in an official-duty capacity, Federally-funded status if specifically authorized by The Adjutant General, Commanding General of District of Columbia, Director of the Army National Guard, Director of the Air National Guard, Director of Space Operations, and the National Guard Bureau Director of Staff. Each member authorized to attend in this status must attend all conference business sessions.

b. Additional Authority to Use Annual Training. The Adjutants General and the Commanding General of the District of Columbia may authorize up to five annual training days, including travel, for officers, warrant officers, and enlisted Service members to attend NGAUS or EANGUS in an official duty capacity for professional development. Each member authorized to attend in this status must attend all conference business sessions.