



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

JUN 07 2025

MEMORANDUM FOR THE ADJUTANTS GENERAL AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

Subject: Travel and Funding Guidance for the 2025 National Guard Association of the
United States Conference for State Attendees

References: See Attachment 1.

1. This memorandum provides the Chief of the National Guard Bureau's attendance, travel, and funding guidance for the 2025 National Guard Association of the United States Conference, from 22 to 25 August, at the Baird Center in Milwaukee, Wisconsin, at the discretion of The Adjutants General and the Commanding General of the District of Columbia, and in accordance with the references.
2. This guidance applies to all Service members of the National Guard, regardless of duty or employment status.
3. Federally-funded National Guard travel to this conference for professional development will be the limited amounts in Attachment 2, "Conference Spending Limits for the National Guard Association of the United States (22 to 25 August 2025)," using existing resources. No additional Federal funds will be provided. Attachment 3 is "Conference Attendance Guidance."
4. The United States Property and Fiscal Officers and the National Guard Bureau Comptroller will track all expenses for conference attendees.
5. Point of contact is Colonel Stephen Bossier; NGB-CT;
Stephen.I.bossier.mil@army.mil, 703-607-5624

A handwritten signature in blue ink, reading "Steven S. Nordhaus", is positioned above the printed name.

STEVEN S. NORDHAUS
General, USAF
Chief, National Guard Bureau

Attachments:
As stated

ATTACHMENT 1

REFERENCES

- a. Chief of the National Guard Bureau Instruction 1400.25, Vol. 630, "National Guard and Technician and Civilian Absence and Leave Program," 23 April 2021
- b. Title 31 United States Code Section 1353, "Acceptance of Travel and Related Expenses from Non-Federal Sources"
- c. Army Regulation 600-8-10, "Leave and Passes," 03 June 2020
- d. Air Force Instruction 36-3003, "Military Leave Program," 30 March 2023, Incorporating guidance memorandum DAFI36-3003_AFGM2023-04, 31 August 2023
- e. 41 Code of Federal Regulations, Chapter 304, "Payment of Travel Expenses from a Non-Federal Source" July 1, 2021
- f. Chief of the National Guard Bureau Instruction 8100.01, "National Guard Conference Policy," 29 September 2014, Validity extended to 27 March 2020
- g. 5 Code of Federal Regulations, Part 630, "Absence and Leave," As amended, 18 March 2024

ATTACHMENT 2

CONFERENCE SPENDING LIMITS FOR THE NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (22 to 25 AUGUST 2025)

State	Total for 1 Attendee	Total for 3 Attendees	State	Travel for 1 Attendee	Total for 3 Attendees
Alabama	\$1,750	\$5,470	New York	\$1,570	\$4,930
Alaska	\$1,790	\$5,590	North Carolina	\$2,050	\$6,370
Arizona	\$1,590	\$4,990	North Dakota	\$1,850	\$5,770
Arkansas	\$1,615	\$5,065	Ohio	\$1,500	\$4,720
California	\$1,615	\$5,065	Oklahoma	\$1,580	\$4,960
Colorado	\$1,570	\$4,930	Oregon	\$1,670	\$5,230
Connecticut	\$1,550	\$4,870	Pennsylvania	\$2,130	\$6,610
Delaware	\$1,548	\$4,864	Puerto Rico	\$1,750	\$5,470
District of Columbia	\$1,570	\$4,930	Rhode Island	\$1,570	\$4,930
Florida	\$1,620	\$5,080	South Carolina	\$1,530	\$4,810
Georgia	\$1,790	\$5,590	South Dakota	\$1,710	\$5,350
Guam	\$4,290	\$13,090	Tennessee	\$1,610	\$1,830
Hawaii	\$1,820	\$5,680	Texas	\$1,770	\$5,530
Idaho	\$1,620	\$5,080	Utah	\$1,940	\$6,040
Illinois	\$1,470	\$4,630	Vermont	\$1,550	\$4,870
Indiana	\$1,495	\$4,705	Virgin Island	\$2,110	\$6,550
Iowa	\$1,555	\$4,885	Virginia	\$1,590	\$4,990
Kansas	\$1,515	\$4,765	Washington	\$1,790	\$5,590
Kentucky	\$1,495	\$4,705	West Virginia	\$1,890	\$5,890
Louisiana	\$1,570	\$4,930	Wisconsin	Local TDY	Local TDY
Maine	\$1,540	\$4,840	Wyoming	\$2,090	\$6,490
Maryland	\$1,710	\$5,350			
Massachusetts	\$1,665	\$5,215			
Michigan	\$1,720	\$5,380			
Minnesota	\$1,840	\$5,740			
Mississippi	\$1,550	\$4,870			
Missouri	\$1,670	\$5,230			
Montana	\$1,770	\$5,530			
Nebraska	\$1,515	\$4,765			
Nevada	\$2,090	\$6,490			
New Hampshire	\$1,665	\$5,215			
New Jersey	\$1,910	\$5,950			
New Mexico	\$1,750	\$5,470			

ATTACHMENT 3

CONFERENCE ATTENDANCE GUIDANCE

1. Attendance. Attendance to The National Guard Officer Association of The United States (NGAUS) is voluntary. Supervisors are encouraged to approve requests for this purpose, subject to mission requirements. Any Service member scheduled for Inactive Duty Training during the conference must adhere to Unit Commanders' guidance for rescheduling unit training assembly and Inactive Duty Training to be performed on an alternate date. Personnel attending in an official capacity either for Professional Development or as Speakers will be in the uniform of the day throughout official activities.

2. Full-Time Employees. Full-time employees are not authorized to attend these conferences in an official duty status. However, the following exceptions apply:

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 Conference in an administrative absence status, which incurs no charge of leave, in accordance with Technician Personnel Regulation 630, "Absence and Leave," 27 August 2010 and Title 31 United States Code Section 1353, "Acceptance of Travel and Related Expenses from Non-Federal Sources." They must enter these requests through their full-time leave accountability system before the conference. Any AGR or FTNGD member who makes a request is considered either an official of the organization or an official delegate to the conference. The requesting AGR or FTNGD member must register for and attend the conference professional development sessions. Travel and transportation costs while in an administrative absence status are personal expenses funded entirely by the AGR or FTNGD member and will not be reimbursed by the Government. However, if an AGR or FTNGD member is requested and authorized to attend the conference in an official capacity to participate in the conference's content rather than its functions then they will travel in an official-duty, Federally-funded status. Coordination for officially requested attendance for Active Duty, AGR, and FTNGD personnel will be done through the Inter-governmental Affairs Office. Point of contact is Mr. Tim Williams at timothy.p.williams.civ@army.mil.

b. Federal Technicians. Federal Technicians may submit requests to attend the NGAUS Conference in an "excused absence" status, in accordance with Chief of the National Guard Bureau Instruction 1400.25, Vol. 630, "National Guard and Technician and Civilian Absence and Leave Program," 23 April 2021. These requests must be in writing and made before the conference. Supervisors must ensure that any Technician who makes a request is either an official of the organization or an official delegate to the conference, and that the requesting Technician understands that he or she must register and attend the conference developmental sessions. Travel and transportation costs while in an excused absence status are personal expenses funded entirely by the Technician and will not be reimbursed by the Government.

3. Federally-funded Professional Development Opportunities for Company Grade Officers, Warrant Officer, and Use of Annual Training.

a. Professional Development Attendees. Officers are to be selected to represent their State, Territory, or the District of Columbia at the NGAUS Conference in a Federally-funded professional development status with authorization by The Adjutants General, the Commanding General of the District of Columbia, or designated authorizing official. Each State, Territory, and the District of Columbia are authorized to send three Federally-funded participants or to the limit of their projected total expense in Attachment 2, who must be Commissioned Officers between the rank of O1-O3 or Warrant Officers between the ranks of WO1-CW3. Each participant selected and Federally-funded for professional development attendance must understand that in this status they attend all scheduled National Guard-sponsored professional development sessions.

b. Additional Authority to Use Annual Training. The Adjutants General, the Commanding General of the District of Columbia, or designated authorizing official may authorize up to five Annual Training days, including travel, for personnel to attend the NGAUS Conference in an official duty capacity for professional development. Each Service member authorized to attend in this status will use the Defense Travel System to generate their travel expense outside of Annual Training days cost incurred.

4. General Services Administration Vehicles. The use of General Services Administration vehicles is not authorized for travel to either conference unless the cost associated to support the Federally-funded professional development participants is a more economical means of travel to the conferences, per the Defense Travel System Worksheet.

5. Authority to Authorize Attendance. The Adjutants General, the Commanding General of the District of Columbia, or Civilian equivalent authorizing official may authorize attendance, including travel, for Officers, Warrant Officers, and enlisted personnel to attend NGAUS and Enlisted Association of the National Guard of the United States Conferences in an official duty capacity for professional development or direct requested attendance by host organization. Each Service member authorized to attend by their respective general officers in this status must attend all scheduled conference business and professional development sessions.