



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

APR 08 2024

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

Subject: Travel and Funding Guidance for the 2024 Enlisted Association of the National Guard of the United States Conference and the National Guard Officer 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 2024 National Guard Officer Association of the United States Conference, from 23 to 26 August, in Detroit, Michigan, and the Enlisted Association of the National Guard of the United States Conference, from 18 to 21 August, in Detroit, Michigan, at the discretion of The Adjutants General and the Commanding General of the District of Columbia, and in accordance with the references in Attachment 1.
2. This guidance applies to all members of the National Guard, regardless of duty or employment status.
3. Federally-funded National Guard travel to these conferences will be limited to the amounts in Attachment 2 using existing resources, in accordance with the references. No additional Federal funds will be provided. Attachment 3 is Conference Attendance Guidance.
4. United States Property and Fiscal Officers and National Guard Bureau Comptroller will track funds for both conferences. Within 10 duty days after the conferences, participants must provide their name, Travel Authorization Number, and total expenses in the Defense Travel System to the point of contact below.
5. Point of contact is Colonel Stephen Bossier; NGB-CT; 703-607-5624.

A handwritten signature in blue ink, appearing to read "Daniel R. Hokanson", is positioned above the printed name.

DANIEL R. HOKANSON

General, USA

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"
- 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 NATIONAL GUARD ASSOCIATION OF THE UNITED STATES (23 to 26 AUGUST 2024) AND ENLISTED ASSOCIATION OF THE NATIONAL GUARD (18 to 21 AUGUST 2024)

State	Total for 1 Attendee	Total for 4 Attendees (with one rental vehicle)	State	Travel for 1 Attendee	Total for 4 Attendees
Alabama	\$1,940	\$8,180	New York	\$1,875	\$7,920
Alaska	\$2,150	\$9,020	North Carolina	\$2,015	\$8,480
Arizona	\$1,838	\$7,772	North Dakota	\$2,262	\$9,468
Arkansas	\$1,679	\$7,136	Ohio	\$1,868	\$7,892
California	\$1,803	\$7,632	Oklahoma	\$1,685	\$7,160
Colorado	\$1,672	\$7,108	Oregon	\$1,945	\$8,200
Connecticut	\$1,912	\$8,068	Pennsylvania	\$2,015	\$8,480
Delaware	\$1,615	\$6,880	Puerto Rico	\$1,765	\$7,480
District of Columbia	\$1,821	\$7,704	Rhode Island	\$1,850	\$7,820
Florida	\$1,851	\$7,824	South Carolina	\$1,740	\$7,380
Georgia	\$1,935	\$8,160	South Dakota	\$1,751	\$7,424
Guam	\$4,415	\$18,080	Tennessee	\$1,635	\$6,960
Hawaii	\$2,095	\$8,800	Texas	\$1,765	\$7,480
Idaho	\$1,827	\$7,728	Utah	\$2,015	\$8,480
Illinois	\$2,215	\$9,280	Vermont	\$1,775	\$7,520
Indiana	\$1,935	\$8,160	Virgin Island	\$2,655	\$11,040
Iowa	\$1,912	\$8,068	Virginia	\$1,915	\$8,080
Kansas	\$1,950	\$8,220	Washington	\$1,715	\$7,280
Kentucky	\$1,755	\$7,440	West Virginia	\$1,840	\$7,780
Louisiana	\$1,715	\$7,280	Wisconsin	\$1,839	\$7,776
Maine	\$1,969	\$8,296	Wyoming	\$2,115	\$8,880
Maryland	\$1,627	\$6,928			
Massachusetts	\$1,525	\$6,520			
Michigan	\$1,315	\$5,680			
Minnesota	\$1,807	\$7,648			
Mississippi	\$1,645	\$7,000			
Missouri	\$1,543	\$6,592			
Montana	\$1,718	\$7,292			
Nebraska	\$1,815	\$7,680			
Nevada	\$1,825	\$7,720			
New Hampshire	\$1,665	\$7,080			
New Jersey	\$1,795	\$7,600			
New Mexico	\$1,945	\$8,200			

ATTACHMENT 3

CONFERENCE ATTENDANCE GUIDANCE

1. Attendance. Attendance to The National Guard Officer Association of The United States (NGAUS) Conference and Enlisted Association of the National Guard of the United States (EANGUS) Conference is voluntary. National Guard full-time employees may request ordinary or personal leave to attend the conferences. 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.

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 or EANGUS 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 in advance of 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 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.

b. Federal Technicians. Federal Technicians may submit requests to attend the NGAUS Conference or EANGUS 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 in advance of 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, Non-Commissioned Officers, and Enlisted, and Use of Annual Training.

a. Professional Development Attendees. Officers and Enlisted personnel selected to represent their States at the NGAUS and EANGUS Conferences 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 may attend in an official-duty, Federally funded status. Federally funded participants must be Officers (O-3 and below), Warrant Officers (W2 and below), and enlisted Non-Commissioned Officers (E-6 and below). Each participant selected and Federally-funded for the Professional Development program must understand that in this status they must attend all scheduled conference business and 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 Officers, Warrant Officers, and enlisted personnel to attend NGAUS and EANGUS Conferences in an official duty capacity for professional development. Each Service member authorized to attend in this status must attend all scheduled conference business and professional development sessions.

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.