



## NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

JUN 15 2022

### MEMORANDUM FOR ALL NATIONAL GUARD PERSONNEL

Subject: 2022 Attendance and Funding Guidance for Conferences of the Enlisted Association of National Guard of the United States and the National Guard Association of the United States

References: (a) Title 31 U.S.C. Section 1353, "Acceptance of Travel and Related Expenses from Non-Federal Sources"  
(b) CNGBI 8100.01, 29 September 2014, "National Guard Conference Policy," Validity Extended to 27 March 2020  
(c) Title 41 CFR, Chapter 304, "Payment of Travel Expenses from a Non-Federal Source"

1. Federally funded National Guard travel to the above-named 2022 conferences will be limited to the amounts in the attachment, using existing resources, in accordance with the references. No additional Federal funds will be provided.
2. If National Guard Bureau (NGB) personnel participate as speakers they must obtain a legal review from the Office of the NGB General Counsel (NGB-GC) Ethics Division and approval from me. The NGB-GC will approve alternative funding of travel costs for NGB organizations hosting an exhibit booth. Guest speakers will be paid by the owning organization in accordance with reference a.
3. Federally funded participants representing their State at the National Guard Association of the United States Conference will be Officers (O-3 and below) and Warrant Officers (W2 and below). Enlisted members representing their State at the Enlisted Association of National Guard of the United States Conference will be in the grade of E-6 and below.
4. U.S. Property and Fiscal Officers and NGB Office of Protocol (NGB-OP) Conference Management Branch will track funds for both conferences. Within 10 duty days after the conference, 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 Ms. Gloria A. Thomas; NGB-OP; 571-451-6289.

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

Attachment:  
As stated