



**NATIONAL GUARD BUREAU**  
1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636  
**JUN 09 2023**

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

**Subject: Travel and Funding Guidance for the 2023 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 2023 National Guard Officer Association of the United States (NGAUS) Conference, from 18 to 21 August, in Reno, Nevada, and the Enlisted Association of the National Guard of the United States (EANGUS) Conference, from 13 to 16 August, in Rochester, Minnesota, at the discretion of The Adjutants General, 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 the attachments, using existing resources, in accordance with the references. No additional Federal funds will be provided. Attachment 2 is NGAUS Spending Limits and Attachment 3 is EANGUS Spending Limits. Attachment 4 is conference attendance guidance.
4. United States Property and Fiscal Officers and National Guard Bureau Executive Secretariat Conference Management Branch 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 Lesley Kipling; NGB-ES; 571-256-7370.

  
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. Technician Personnel Regulation 630, "Absence and Leave," 27 August 2010
- c. Title 31 United States Code Section 1353, "Acceptance of Travel and Related Expenses from Non-Federal Sources"
- d. Army Regulation 600-8-10, "Leave and Passes," 03 June 2020,
- e. Air Force Instruction 36-3003, "Military Leave Program," 30 March 2023
- f. 41 Code of Federal Regulations, Chapter 304, "Payment of Travel Expenses from a Non-Federal Source"
- g. Chief of the National Guard Bureau Instruction 8100.01, "National Guard Conference Policy," 29 September 2014, Validity extended to 27 March 2020

ATTACHMENT 2

NATIONAL GUARD OFFICER ASSOCIATION OF THE UNITED STATES  
CONFERENCE SPENDING LIMITS

State	Total for 1 Passenger	Total for 4 Passengers per State	State	Total for 1 passenger	Total for 4 Passengers per State
Alabama	1495.5	\$5,982.00	New York	1213.5	\$4,854.00
Alaska	1543.5	\$6,174.00	North Carolina	1339.5	\$5,358.00
Arizona	1013.5	\$4,054.00	North Dakota	1247.5	\$4,990.00
Arkansas	1501.5	\$6,006.00	Ohio	1227.5	\$4,910.00
California	851.5	\$3,406.00	Oklahoma	1097.5	\$4,390.00
Colorado	1071.5	\$4,286.00	Oregon	1419.5	\$5,678.00
Connecticut	1363.5	\$5,454.00	Pennsylvania	1225.5	\$4,902.00
Delaware	1213.5	\$4,854.00	Puerto Rico	1415.5	\$5,662.00
District Columbia	1157.5	\$4,630.00	Rhode Island	1419.5	\$5,678.00
Florida	1511.5	\$6,046.00	South Carolina	1309.5	\$5,238.00
Georgia	1107.5	\$4,430.00	South Dakota	1291.5	\$5,166.00
Guam	3671.5	\$14,686.00	Tennessee	1117.5	\$4,470.00
Hawaii	1265.5	\$5,062.00	Texas	999.5	\$3,998.00
Idaho	1451.5	\$5,806.00	Utah	1451.5	\$5,806.00
Illinois	1197.5	\$4,790.00	Vermont	1561.5	\$6,246.00
Indiana	1177.5	\$4,710.00	Virgin Island	1286.5	\$5,146.00
Iowa	1119.5	\$4,478.00	Virginia	1225.5	\$4,902.00
Kansas	1125.5	\$4,502.00	Washington	1109.5	\$4,438.00
Kentucky	1495.5	\$5,982.00	West Virginia	1141.5	\$4,566.00
Louisiana	1143.5	\$4,574.00	Wisconsin	1191.5	\$4,766.00
Maine	1419.5	\$5,678.00	Wyoming	1087.5	\$4,350.00
Maryland	1027.5	\$4,110.00			
Massachusetts	1595.5	\$6,382.00			
Michigan	1027.5	\$4,110.00			
Minnesota	1075.5	\$4,302.00			
Mississippi	1221.5	\$4,886.00			
Missouri	1209.5	\$4,838.00			
Montana	1309.5	\$5,238.00			
Nebraska	1113.5	\$4,454.00			
Nevada	1307.5	\$5,230.00			
New Hampshire	1143.5	\$4,574.00			
New Jersey	1213.5	\$4,854.00			
New Mexico	1091.5	\$4,366.00			

### ATTACHMENT 3

## ENLISTED ASSOCIATION OF THE NATIONAL GUARD OF THE UNITED STATES CONFERENCE SPENDING LIMITS

EANGUS	Total for 1 pax	Total for 4 Pax per State	EANGUS	Airline Ticket Cost	Per Diem & Lodging	Total for 1 pax	Total for 4 Pax per State
Alabama	1217	\$4,868.00	New Mexico	634	623	1257	\$5,028.00
Alaska	1543	\$6,172.00	New York	562	623	1185	\$4,740.00
Arizona	927	\$3,708.00	North Carolina	382	623	1005	\$4,020.00
Arkansas	1197	\$4,788.00	North Dakota	816	623	1439	\$5,756.00
California	1383	\$5,532.00	Ohio	442	623	1065	\$4,260.00
Colorado	829	\$3,316.00	Oklahoma	924	623	1547	\$6,188.00
Connecticut	1181	\$4,724.00	Oregon	478	623	1101	\$4,404.00
Delaware	1243	\$4,972.00	Pennsylvania	810	623	1433	\$5,732.00
District Columbia	1106	\$4,424.00	Puerto Rico	560	623	1183	\$4,732.00
Florida	1147	\$4,588.00	Rhode Island	478	623	1101	\$4,404.00
Georgia	1199	\$4,796.00	South Carolina	666	623	1289	\$5,156.00
Guam	3915	\$15,660.00	South Dakota	922	623	1545	\$6,180.00
Hawaii	1477	\$5,908.00	Tennessee	310	623	933	\$3,732.00
Idaho	1293	\$5,172.00	Texas	456	623	1079	\$4,316.00
Illinois	841	\$3,364.00	Utah	906	623	1529	\$6,116.00
Indiana	1393	\$5,572.00	Vermont	574	623	1197	\$4,788.00
Iowa	1291	\$5,164.00	Virgin Island	633	623	1256	\$5,024.00
Kansas	1131	\$4,524.00	Virginia	574	623	1197	\$4,788.00
Kentucky	1381	\$5,524.00	Washington	470	623	1093	\$4,372.00
Louisiana	1143	\$4,572.00	West Virginia	388	623	1011	\$4,044.00
Maine	1101	\$4,404.00	Wisconsin	882	623	1505	\$6,020.00
Maryland	1387	\$5,548.00	Wyoming	246	623	869	\$3,476.00
Massachusetts	929	\$3,716.00					
Michigan	1405	\$5,620.00					
Minnesota	1007	\$4,028.00					
Mississippi	1020	\$4,080.00					
Missouri	1241	\$4,964.00					
Montana	1627	\$6,508.00					
Nebraska	1521	\$6,084.00					
Nevada	1193	\$4,772.00					
New Hampshire	929	\$3,716.00					
New Jersey	1205	\$4,820.00					

## ATTACHMENT 4

### 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. Additionally, any military member scheduled for Inactive Duty Training during the conference must adhere to unit Commander's 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. 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. The requesting technician 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-Commission Officers, 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-below), and enlisted NCOs (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. GSA Vehicles. The use of GSA vehicles is not authorized for travel to either conference unless the cost associated to support the federally-funded professional development participants is more economical means of travel to the conferences per the Defense Travel System Worksheet.