



NATIONAL GUARD BUREAU

1636 DEFENSE PENTAGON
WASHINGTON DC 20301-1636

JUN 14 2021

MEMORANDUM FOR SEE DISTRIBUTION

Subject: 2021 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

References: (a) Title 31 U.S. Code Section 1353, "Acceptance of Travel and Related Expenses from Non-Federal Sources"
(b) Chief of the National Guard Bureau Instruction 8100.01, "National Guard Conference Policy," 29 September 2014
(c) Title 41 Code of Federal Regulations Chapter 304, "Payment of Travel Expenses from a Non-Federal Source"
(d) Executive Office of the President, OMB Memorandum, "COVID-19 Safe Federal Workplace: Agency Model Safety Principles," 24 January 2021

1. Federally-funded National Guard travel to the Enlisted Association of National Guard Association of the United States (EANGUS) Conference, 08-11 August 2021, in Albuquerque, New Mexico and National Guard of the United States (NGAUS) Conference, 27-30 August 2021, in Las Vegas, Nevada, will be limited to the amounts in the attachment, using existing resources and in accordance with (IAW) the references. If National Guard Bureau (NGB) personnel will participate as speakers at the EANGUS or NGAUS Conferences, they must obtain a legal review from the NGB-General Counsel (GC) Ethics Division and also obtain approval from Chief, National Guard Bureau.

2. No additional Federal funds will be provided. The NGB-GC will approve alternative funding of travel costs for organizations hosting an exhibit booth. Guest speakers will be paid by the owning organization IAW reference a. Attendees will be grade 0-3 and below and Warrant Officer 2 and below for the NGAUS Conference and E-6 and below for the EANGUS Conference.

3. U.S. Property and Fiscal Officers and National Guard Bureau Office of Protocol (NGB-OP) Conference Management Branch will oversee tracking 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.

4. 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

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