

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO

12 July 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Guard Association of the United States (NGAUS) and Enlisted Association of the National Guard of the United States (EANGUS) Conference Attendance Guidance

1. References:

- a. TPR 630, Absence and Leave Program, 27 August 2010
- b. AR 600-8-10, Leave and Passes, 15 February 2006, (RAR) Issue Date: 4 August 2011
- c. AFI 36-3003, Military Leave Program, 11 May 2016
- d. Vice CNGB Guidance: Fiscal Year 2016 Funding for Attendance and Transportation to the National Guard Association of the United States and Enlisted Association of the National Guard of the United States Conferences

2. Purpose: The purpose of this memorandum is to provide Adjutant General's guidance, regarding employee attendance at the NGAUS and EANGUS conferences.

3. Applicability: This guidance applies to all members of the agency, regardless of duty or employment status.

4. Conference Attendance: NGAUS and EANGUS conference attendance is voluntary. Full-time employees of the Ohio National Guard may request ordinary or personal leave to attend the conference. Supervisors are encouraged to approve requests for this purpose, subject to mission requirements. Traditional Soldiers and Airmen, who wish to attend the NGAUS and EANGUS conferences, may also do so voluntarily, at no cost to the government. Additionally, any military member who is scheduled for Inactive Duty Training (IDT), during the conference, must adhere to unit commander's guidance for rescheduling unit training assembly (UTA)/IDT to be performed on an alternate date.

5. Official Duty Status: Full-time employees are not authorized to attend these conferences in an official duty status; however, the following exceptions apply:

a. **Federally Funded Exception:** IAW reference d, company-grade officers and enlisted members, specifically authorized by The Adjutant General (TAG), may attend in an official-duty, federally-funded status. Each member, whom TAG authorizes to attend in this status, must understand that he/she is required to attend all conference business sessions. The names of those members, authorized by TAG to attend the NGAUS and EANGUS conferences in an official-duty status, will be consolidated by the Ohio Air National Guard Director of Staff and the Ohio Army National Guard Secretary of the General Staff respectively.

b. **Active Guard/Reserve (AGR) and other Full-Time National Guard Duty (FTNGD) Personnel:** AGR and FTNGD members may submit requests to attend the NGAUS or EANGUS

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conference in a Permissive Temporary Duty (PTDY) status, which incurs no charge of leave, IAW references b and c. They must enter PTDY requests, through their full-time leave accountability system, in advance of the conference. First-level supervisors may approve these requests; however, before doing so, supervisors must ensure that any AGR/FTNGD member, who makes such a request, is either an official of the organization or an official delegate to the conference; and that the requesting AGR/FTNGD member understands that he/she must attend all conference business sessions. Travel and transportation costs, while in PTDY status, are funded entirely by the AGR/FTNGD member and will NOT be reimbursed by the government.

c. **Federal Technicians:** Federal technicians may submit requests to attend the NGAUS or EANGUS conference in an "excused absence" status, IAW reference a. These requests must be in writing and made in advance of the conference. First-level supervisors may approve these requests; however, before doing so, supervisors must ensure that any technician, who makes such a request, is either an official of the organization or an official delegate to the conference; and that the requesting technician understands that he/she must attend all conference business sessions. Technicians in an excused absence status will not incur a loss of pay or charge of leave for that period; therefore, supervisors and timekeepers must ensure these technicians' timecards are properly coded for the period of excused absence (i.e. pay code "LN"). Travel and transportation costs, while in an excused absence status, are funded entirely by the technician and will NOT be reimbursed by the government.

d. **State of Ohio Employees:** State employees may attend either conference on a voluntary basis and at their own expense. State employees may use any form of personal leave, during normal duty hours, in order to attend the conference—provided that their respective supervisors approve their leave requests. There are no exceptions for attending this conference in an official State of Ohio duty status; furthermore travel and transportation costs will NOT be reimbursed by the government.

6. **GSA Vehicles:** Use of GSA vehicles is not authorized for travel to either conference.

7. The POCs for this matter are as follows:

- a. AGR/FTNGD questions: LTC Michael Dykes at (614) 336-4222.
- b. Federal Technician questions: Ms. Dana Pharis at (614) 336-7054.
- c. State employee questions: Ms. Pamela Schaal at (614) 336-7151.

FOR THE ADJUTANT GENERAL:



WILLIAM K. GIEZIE, P.E., Colonel, OHANG
Deputy Director of Human Resources

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