

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

NGOH-HRO

26 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: National Guard Association of the United States (NGAUS) 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
- c. AFI 36-3003, Military Leave Program, 26 October 2009

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

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

**4. Conference Attendance:** NGAUS conference attendance is voluntary. Full-time employees who are members 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 conference, may do so in a voluntary status, at no cost to the government. Anyone 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 the conference in an official duty status. However, the following exceptions apply:

a. **Federally Funded Exception:** Company-grade officers and enlisted members, specifically authorized by The Adjutant General (TAG), may attend in an official-duty, federally-funded status. Commanders and supervisors should contact their respective chains of command and/or supervisory chains for a list of members authorized to attend in this status.

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**b. Active Guard/Reserve (AGR) and Full-Time National Guard Duty (FTNGD)**

**Personnel:** AGR and FTNGD members may submit requests to attend the NGAUS conference in a Permissive Temporary Duty (PTDY) status. 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, unless authorized pursuant to the provisions described in 5a above.

**c. Federal Technicians:** Federal technicians may submit requests to attend the NGAUS conference in an excused absence status. 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. Employees on excused absence will not incur a loss of pay or charge of leave. Travel and transportation costs, while in an excused absence status, are funded entirely by the technician and will not be reimbursed by the government, unless authorized pursuant to the provisions in 5a above.

**d. State of Ohio Employees:** Personnel choosing to attend this conference may do so on a voluntary basis. Employees may take any form of personal leave during normal duty hours in order to attend the conference. There are no exceptions for attending this conference in an official State of Ohio duty status.

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

7. The POCs for this matter are LTC Michael Dykes, AGR Manager, at (614) 336-4222 and Ms. Dana Pharis, Acting Technician Branch Manager, at (614) 336-7054.

FOR THE ADJUTANT GENERAL:



JAMES R. CAMP  
Col, OHANG  
Director of Human Resources

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