



## Texas Military Department

# DIRECTIVE

Number 1000.02  
MAR 19 2019

NGTX-JHR

SUBJECT: National Guard Association of Texas (NGAT) Conference Attendance

References: (a) AR 600-8-10, *Leaves and Passes*, dated 15 March 2006  
(b) AFI 36-3003, *Military Leave Program*, dated 11 May 2016  
(c) Chief National Guard Memorandum, *Support for Military Organizations*, dated 01 March 2017  
(d) DoD 5500.07-R, The Joint Ethics Regulation (JER) change 7, dated 17 November 2011

1. PURPOSE. To provide guidance for NGAT Conference attendance.
2. APPLICABILITY. This directive applies to all members of the Texas Military Department (TMD) regardless of duty or employment status.
3. POLICY.
  - a. General. Attending the NGAT conference is voluntary for all TMD personnel unless otherwise directed to be there in an official duty status.
  - b. Attendance.
    - (1) Personnel may take ordinary/personal leave, permissive temporary duty leave, or annual leave, as applicable, in order to attend. Personnel who volunteer to attend, but are scheduled for drill, must adhere to the unit commander's guidance regarding split training.
    - (2) NGAT requests for support must be processed on Department of Defense (DD) Form 2356, Requests for Armed Forces Participation in Public Events (Non-Aviation), and approved by the TMD Public Affairs Officer. Unless approved, attendance in an official status is not authorized.
  - c. Active Guard Reserve (AGR), Full-Time National Guard Duty for Operation Support (FTNG-OS) Members. AGR/FTNG-OS members may request permissive temporary duty to attend professional meetings, such as NGAT, if there is a direct relationship to the member's primary military duties and attendance clearly enhances his or her value to the National Guard. Temporary duty is non-chargeable leave that does not incur costs to the government.

d. Traditional Service Members. Attendance must be voluntary and at no cost to the government.

e. Military Technicians (Title 32) and National Guard Employees (T5). Military Technicians and National Guard Employees may attend professional meetings, such as NGAT, if their attendance would benefit the Department of Defense (DoD) and the information they obtain would add value to the DoD. Attendance must be voluntary and at no cost to the government. Employees must be in an approved leave status on any scheduled work day. Liberal leave is authorized to allow maximum participation.

f. State Employees. Attendance must be voluntary at no cost to the state. Employees must account for normal duty hours by any form of personal leave, and the employee must cover all travel-related costs. Certain designated employees may attend during normal business hours in order to represent the TMD. Covered attendance is limited to only the day(s) that business activities are conducted, which may or may not encompass the entire length of the conference. Travel claims (if applicable) must include a detailed itinerary.

g. Use of General Services Administration (GSA) vehicles is not authorized for travel to the NGAT conference.

4. DEFINITIONS. NA


5. RESPONSIBILITIES. Officers in charge (OICs), supervisors, and TMD personnel will be familiar with and adhere to all referenced and prescribed guidance.

6. INFORMATION REQUIREMENTS. This directive supports federal and state requirements.

7. RELEASABILITY. Unlimited.

8. EFFECTIVE DATE. This directive is effective immediately and will expire two years from the date of issuance.

9. POINT OF CONTACT. The TMD Human Resource Office at 512-782-6725.

  
TRACY R. NORRIS  
Major General, TXARNG  
Adjutant General

DISTRIBUTION

A

