



TEXAS MILITARY FORCES  
JOINT FORCE HEADQUARTERS  
TEXAS MILITARY DEPARTMENT  
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NGTX-JHR

3 February 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (JFTX I14-06) National Guard Association of Texas (NGAT) Conference Attendance Guidance

1. References.

- a. TXARNG Regulation 690-600/TXANG Regulation 40-600, Civilian Personnel Hours of Duty and Leave, Change 3, 31 January 1996
- b. TXARNG, G4 LOI, IDT Safety Program (Fatigue Management), 11 January 2008
- c. AGD Personnel Policy #15, Overtime/Compensatory Time Policy, June 2011
- d. AR 600-8-10, Leave and Passes, 15 February 2006
- e. AFI 36-3003, Military Leave Program, 26 October 2009

2. Purpose. The purpose of this memorandum is to provide guidance from The Adjutant General (TAG) regarding employee attendance at the NGAT Conference.

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

4. NGAT Conference Participation. Participation in the NGAT conference is voluntary. Employees are not authorized to attend the conference in an official duty status; however, full-time employees may take ordinary or personal leave to attend the conference. Supervisors are responsible for ensuring attendance by employees are granted leave in a paid or duty status. Personnel in units scheduled for drill during the conference must adhere to unit commander's guidance for rescheduling Unit Training Assembly (UTA)/Inactive Duty Training (IDT) to be performed on an alternate date.

- a. Active Guard/Reserve (AGR), Active Duty for Operational Support (ADOS) Personnel. AGR/ADOS personnel who voluntarily register to attend may be granted Permissive Temporary Duty (PTDY) to attend professional meetings IAW (TXARNG) AR 600-8-10 (5-32e) and (TXANG) AFI 36-3003 (12.7, Table 7, Rule 22). PTDY is non-chargeable leave that does not incur any cost to the government.

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(1) TXARNG - Service members must enter their PTDY IAW AR 600-8-10, para.5-34, through their full-time leave accountability system.

(2) TXANG - Service members must enter their PTDY IAW AFI 36-3003, Section F, through their full-time leave accountability system.

b. Part-Time/Traditional Service Members. Service members who wish to attend the NGAT Conference may do so in a voluntary status, at no cost to the government.

c. Federal Technicians. Federal technicians (that are registered attendees) may request an administrative absence to attend conferences and conventions. Requests for administrative leave should be staffed through the State HRO office to the Office of the Adjutant General. TAG grants administrative leave for events that serve the best interest of the National Guard. An employee on administrative leave performs duty without loss of pay and without charge of leave. Travel and transportation costs while in an administrative leave status are funded by the employee.

5. Texas Military Department (TMD) State Employees. Personnel choosing to attend NGAT will be on a voluntary basis. Employees may take any form of personal leave during normal duty hours in order to attend the conference.

6. Contractors. Contractors who wish to attend NGAT will coordinate with program managers for permission to attend.

7. GSA Vehicles. Use of GSA vehicles is not authorized for travel to the NGAT conference.

8. Point of Contact. The points of contact for this memorandum are the Joint HRO, COL Amy Cook at 512-782-6725, AGR Branch Manager LTC Devries at 512-782-5641, or Ms. Roben Davis, State HR Director at 512-782-6786.



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