



CHIEF NATIONAL GUARD BUREAU NOTICE

NG-J8
DISTRIBUTION: A

CNGBN 8100
17 October 2016

INTERIM GUIDANCE TO CNGBI 8100.01, "NATIONAL GUARD CONFERENCE
POLICY" 29 SEPTEMBER 2014

References:

- a. CNGB Instruction 8100.01, 29 September 2014, "National Guard Conference Policy"
- b. CNGB Manual 8100.01, 01 October 2014, "Action Officer's Guide to Planning Conferences and Exempt Events"
- c. Public Law 113-235, 16 December 2014, "Consolidated and Further Continuing Appropriations Act 2015"
- d. Deputy Chief Management Officer (DCMO) Memorandum, 26 June 2016, "Department of Defense Conference Guidance, Version 4.0"

1. Purpose. This notice provides interim guidance for reporting attendance to conferences, Non-Department of Defense (DoD) events, and the establishment of points of contacts (POC) in each State, Territory, and District of Columbia in accordance with (IAW) the references.
2. Cancellation. None.
3. Applicability. This notice applies to all National Guard (NG) elements.
4. Background. DoD-hosted conferences costing in excess of \$20,000.00 must be entered into the DoD Conference Tool within 15 days of the conference start date IAW reference c.

UNCLASSIFIED

5. Action or Procedure.

a. All NG entities, to include all States, Territories, the District of Columbia, Air National Guard, Army National Guard, and NG Joint Staff personnel hosting a conference, must enter the information in the background paragraph above, into Guard Knowledge Online (GKO) within 10 days of the start of conference. This is located in GKO under ARNG, ARNG Staff, Conference Management.

b. All NG entities attending a Non-DoD event must send a list of all attendees, type of funds being used, and estimated cost to Directorate of Resource Management and Comptroller (NG-J8) at least 60 days prior to the event. This information must be accompanied with a memorandum explaining why attendance is necessary.

c. If the anticipated attendance is greater than 50 NG personnel or the total cost exceeds the \$100,000 limit, approval must be obtained from a Tier II approval authority, which are the Vice Chief of the National Guard Bureau, the Director of the Army National Guard, or the Director of the Air National Guard.

d. If the cost is greater than \$500,000, approval from the Chief of the National Guard Bureau, as the Tier I authority, is required prior to expending Federally appropriated funds to attend the event.

e. Within 10 days of the event concluding, the actual total cost and by-name attendee list with travel authorization number (TANUM) must be submitted to the respective Protocol office. A copy of this list will be maintained for five years.

f. Within 30 days of the date of this notice, all NG entities must provide a conference POC who will be responsible for all conference issues. This information will be sent to the Director of NG-J8.

6. Releasability. This notice is approved for public release; distribution is unlimited. Obtain copies through <<https://www.ngbpd.c.ngb.army.mil>>.

7. Effective Date. This notice is effective on the date signed and will expire one year from the date of signature.


JOSEPH L. JENGYEL
General, USAF
Chief, National Guard Bureau