



**DEPARTMENT OF THE ARMY**  
**MICHIGAN NATIONAL GUARD JOINT FORCE HEADQUARTERS**  
**3411 NORTH MARTIN LUTHER KING JR BOULEVARD**  
**LANSING, MICHIGAN 48906-2934**

NGMI-ATAG-AR

01 April 2021

**MEMORANDUM FOR RECORD**

**SUBJECT: Authorization for Administrative Leave/Permissive TDY for Professional Development**

References: (a) 31 U.S. Code Section 1353, "Acceptance of Travel and Related Expenses from Non-Federal Sources"  
(b) Chief of the National Guard Bureau Instruction 8100.01, "National Guard Conference Policy," 29 September 2014  
(c) 41 Code of Federal Regulations Chapter 304, "Payment of Travel Expense from a Non-Federal Source"  
(d) Chief of the National Guard Bureau Memorandum, "2019 Attendance at National Guard Association of the United States and Enlisted Association of the Nation I Guard of the United States Conferences," dated May 23 2019

1. Administrative Leave/Permissive TDY is granted to technicians and Active Guard Reserve (AGR) for attendance to professional development conferences, events, and classes such as, but not limited to: Army Association of the United States (AUSA), National Guard Association of the United States (NGAUS), Enlisted Association of the United States (EANGUS), National Guard Association of Michigan (NGAM)
2. Chief of the National Guard Bureau authorizes the use of technician administrative leave and AGR permissive TDY for full-time employees to attend professional developmental conferences when the events are held on a scheduled work day. This includes any necessary time required to travel to and from the respective conference.
3. Supervisors are responsible for ensuring the proper coding of Technician pay and the proper processing of AGR permissive TDY.
4. If you have any questions you may contact CPT Keith D. Lane at 517-481- 8075 or [keith.d.lane3.mil@mail.mil](mailto:keith.d.lane3.mil@mail.mil).

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