



PERSONNEL AND  
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Guidance on Use of Government Travel Charge Cards by Department of Defense  
Civilian Employees

On February 26, 2025, the President of the United States issued Executive Order (EO) 14222, "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative." EO 14222 directs specific actions to ensure Government spending is transparent and accountable to the American taxpayer. The DoD will fully implement all guidance in the EO and take immediate action to reduce and consolidate Government-issued travel charge card spending.

Effective immediately, the use of all Government-issued travel charge cards by DoD civilian employees is suspended for all travel that is not exempted. DoD civilian employees must cancel all future non-exempted official travel reservations, and those currently on non-exempted travel must return to their respective permanent duty stations as soon as feasible.

Currently, exempted DoD civilian employee travel only includes travel in direct support of military operations or a permanent change of station. Principal Staff Assistants and DoD Component heads may publish further guidance specifying additional mission-critical categories of exempted travel consistent with EO 14222.

As soon as possible, Principal Staff Assistants and DoD Component heads will collaborate with the Defense Travel Management Office to reduce the spending limit to \$1.00 on any Government travel charge cards issued to DoD civilian employees whose duties do not require exempted travel. My point of contact for this action is Ms. Sarah Moore, Defense Travel Management Office Deputy Director, at (571) 372-1300.

A handwritten signature in black ink that reads "Darin S. Selnick".

Darin S. Selnick  
Performing the Duties of the Under Secretary of  
Defense for Personnel and Readiness