

From: [CIESLAK, CHRISTOPHER J JR Maj USAF HAF AF/A1](#)
To: [AF/A1 MLA Front Office](#); [AF/A1I MLA AF](#); [AF/A1 Strat Comms](#); [CLAYTON, WILLIAM J III Col USAF HAF AF/A1](#); [VANDIVIERE, SANDRA I Col DAF HAF AF/MA to HAF/A1](#); [RAMON, JOSE P JR CMSgt USAF HAF AF/A1DI](#)
Subject: INFO: Travel Guidance - New Required Statement for Authorizations/Vouchers
Date: Thursday, March 6, 2025 9:49:58 AM

FYI – add below statement as OTHER Authorization for all TDYs entered in DTS. For the last sentence, select only the numbered statement (#1-7) that allows the travel.

From: JARVIS, BRIAN CIV USAF AFDW 11 CPTS/FMF <brian.jarvis.3@us.af.mil>
Sent: Thursday, March 6, 2025 9:41 AM
Subject: Travel Orders Guidance

Good morning,

Guidance from AFDW/FM. Please pass along as needed.

For upcoming TDYs, until we can issue specific guidance, please include the following statement in the justification section of the order:

“TDY is for Mission Essential Travel per PTDO USecAF memo, Interim Guidance for Executive Order 14222, “Implementing the President’s ‘Department of Government Efficiency’ Cost Efficiency Initiative” dated 2 Mar 2025. Specifically, [enter one of these: (1) Professional Military Education; (2) Military training or exercises; (3) Training or education that directly supports or is a prerequisite for a military member or employee’s assigned duties; (4) Performance of an official duty or organizational mission requirement (e.g. negotiations, inspections, audits, and/or safety and accident investigation boards); (5) Military members, civilian employees, and dependents on PCS orders; (6) Travel by members of the Air Reserve Component to perform duty or for training; or (7) Deemed essential by _____(insert approval authority) on _____ (insert date).”

V/r

Brian Jarvis

Financial Specialist

11th CPTS, Pentagon-OL

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