



SECRETARY OF THE AIR FORCE
WASHINGTON

MEMORANDUM FOR ALL MAJCOMs/FLDCOMs/DRUs

SUBJECT: Guidance on Mission-Critical Categories of Exempted Travel Consistent with Executive Order 14222, “Implementing the President’s ‘Department of Government Efficiency’ Cost Efficiency Initiative”

References: (1) Executive Order 14222, *Implementing the President’s ‘Department of Government Efficiency’ Cost Efficiency Initiative*, February 26, 2025
(2) Under Secretary of Defense Memorandum, *Guidance on Use of Government Travel Charge Cards by Department of Defense Civilian Employee*, March 5, 2025

Purpose. The Office of the Undersecretary of Defense for Personnel and Readiness (OUSD (P&R)) has issued the referenced guidance on the implementation of Executive Order 14222, *Implementing the President’s ‘Department of Government Efficiency’ Cost Efficiency Initiative*. The OUSD (P&R) guidance prohibits DoD civilian employee travel and use of the government-issued travel charge cards, unless the purpose of that travel is “exempt.” The OUSD (P&R) memorandum establishes two exemptions for civilian employees—(1) travel in direct support of military operations and (2) permanent change of station (PCS). However, the memorandum also authorizes DoD Component heads to publish additional mission-critical categories of exempted travel consistent with EO 14222. This memorandum establishes those exemptions for the DAF.

Policy. Effective immediately, and in addition to civilian travel authorized by the OUSD (P&R) Memorandum (travel in support of military operations and PCS) the following categories of travel are deemed mission-critical (exempt) for DAF civilian employees:

- (1) Travel required for the performance of official duties or organizational mission requirements (e.g. negotiations, recruiting activities, CODEL support, litigation, investigations, inspections, audits, details, etc.);
- (2) Travel required to support a military exercise, military training, Professional Military Education, drill, or similar activity supporting the military readiness of a DAF component;
- (3) Travel to attend authorized Civilian Development Education;
- (4) Travel for education or training that is a prerequisite or requirement of an employee’s official duties;
- (5) Travel authorized in law for emergencies, or otherwise necessary to protect human life or property; and
- (6) Travel by dual-status technicians.

All exempted travel under this policy memorandum requires a determination that the activity cannot be effectively accomplished virtually and includes only the minimum number of civilian, in-person attendees. It is imperative that travel is demonstrably mission-critical and is

approved after a thorough and deliberate decision process. Determinations or questions concerning the application of these exemptions shall be resolved by the first General Officer in the chain of command, Senior Executive Service supervisor, or Air Force Reserve Command Numbered Air Force Commander.

Civilian employees participating in exempt travel pursuant to this memorandum must use their government travel charge card. Such employees must ensure their card has the appropriate spending limit as set forth in OUSD (P&R) memorandum.

Questions and inquiries should be directed to local comptroller and legal offices. MAJCOM and FLDCOM FM offices may direct clarifying questions to Ms. Deirdre Spaulding, SAF/FMB, deirdre.spaulding@us.af.mil. For HAF legal questions, please reach out to Mr. Gavin Gilmour, SAF/GCA, gavin.gilmour@us.af.mil or Mr. Robert J. Preston, SES, AF/JAC, robert.preston.8@us.af.mil.

Gary A. Ashworth
Acting

Attachment:

Under Secretary of Defense Memorandum, *Guidance on Use of Government Travel Charge Cards by Department of Defense Civilian Employee*, (5 March 2025)

cc:

NGB/FM

AF/RE

MAJCOM/FM

FLDCOM/FM