



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

March 7, 2025

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Guidance for Use of Government Travel Charge Cards by Department of Navy
Civilian Employees and Exception Evaluation Process

References: (a) Executive Order 14222 (26 Feb 25)
(b) Performing the Duties of the Under Secretary of Defense for Personnel and
Readiness Memorandum "Guidance on Use of Government Travel Charge Cards
by Department of Defense Civilian Employees" (5 Mar 25)

In accordance with reference (a) and (b), this memorandum provides interim policy for Department of the Navy (DON) civilian employee travel. Effective immediately, the use of all Government-issued travel charge cards by DON civilian employees is suspended for all travel that is not exempted.

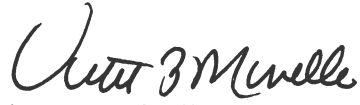
In addition to civilians travelling in direct support of military operations or a permanent change of station, mission critical exempted travel includes: (1) training or exercises (if participation is required to meet military training objectives), (2) training or education that directly supports or is a prerequisite for an employee's assigned duties, (3) performance of an official duty or organizational mission requirement (e.g. negotiations, inspections, audits, accessions pipeline, etc.). If a civilian's participation can be completed through use of Video Teleconferencing (VTC) or other digital means, travel will not be executed.

All requests for exempted travel must meet a minimum of one of the exempted categories above and be validated and approved by the Director of the Navy Staff (DNS), Director of the Marine Corps Staff (DMCS), or the Under Secretary of the Navy. Approval level may be further delegated to a flag or general officer or Senior Executive Service (SES) equivalent, but no lower than an officer holding the rank of Vice Admiral or Lieutenant General or Tier III SES. The approving official's name and rank, and date of approval must be documented in the travel orders. DNS and DMCS retain responsibility for validation to be completed on a monthly basis. The Under Secretary of the Navy, or his designee will validate applicable travel performed by DON Secretariat civilian personnel.

Travel that is not included in one of the exempted categories may not be authorized. Requests to designate additional categories of travel as mission critical should be routed to the Assistant Secretary of Navy (Manpower and Reserve Affairs) via the Service Headquarters.

DON civilian employees must cancel all future non-exempted official travel reservations, and those currently on non-exempted travel must return to their respective duty stations as soon as feasible.

Questions and inquiries should be directed to your local comptroller, legal offices,
Director of the Navy Staff or Director of the Marine Corps Staff.



Victor B. Minella
Deputy Under Secretary of the Navy
(Intelligence and Security)
Performing the Duties of the
Under Secretary of the Navy

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