



**NATIONAL GUARD BUREAU**  
1636 DEFENSE PENTAGON  
WASHINGTON DC 20301-1636

**MAR 27 2025**

**MEMORANDUM FOR ALL NATIONAL GUARD CIVILIAN PERSONNEL**

**Subject:** Travel Guidance for Executive Order 14222, "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative"

**References:** (a) Executive Order 14222, "Implementing the President's Department of Government Efficiency Cost Efficiency Initiative," 26 February 2025  
(b) OUSD(P&R) Memorandum, "Guidance on Use of Government Travel Charge Cards by Department of Defense Civilian Employees," 05 March 2025  
(c) Secretary of the Air Force Memorandum, "Guidance on Mission-Critical Categories of Exempted Travel Consistent with Executive Order 14222, 'Implementing the President's Department of Government Efficiency Cost of Efficiency Initiative,'" 07 March 2025  
(d) Secretary of the Army Memorandum, "Travel Guidance for Executive Order 14222, 'Implementing the President's Department of Government Efficiency Cost of Efficiency Initiative,'" 08 March 2025  
(e) 20 Code of Federal Regulations, "Employee Benefits," Part 404.1330

1. Effective immediately, to ensure compliance with the references, all National Guard civilian personnel will follow the travel guidance in Attachment 1 and the Government travel charge card use guidance in Attachment 2.
2. In accordance with reference a, this memorandum does not apply to members of the Uniformed Services as defined in reference e.
3. The guidance in the attachments does not apply to civilian personnel that are, or will be, in a military status in accordance with reference e, at the time of proposed travel.
4. All National Guard civilian personnel will maintain records of approved civilian travel to support potential reporting requirements.
5. Point of contact is Major General Darrin E. Slaten, NGB-DS; 703-614-7300.

STEVEN S. NORDHAUS  
General, USAF  
Chief, National Guard Bureau

**Attachments:**  
As stated

## ATTACHMENT 1

### NATIONAL GUARD GUIDANCE FOR TRAVEL PER EXECUTIVE PRESIDENTIAL EXECUTIVE ORDER 14222

1. National Guard civilian personnel must cancel all travel that is not exempted and must cancel all future non-exempted official travel reservations, and those on non-exempted travel must return to their respective permanent duty stations as soon as feasible.
2. Exempted National Guard civilian personnel travel only includes travel in direct support of military operations, a permanent change of station, or the following which are also deemed mission critical (exempt):
  - a. Military operations include named operations and Global Force Management Allocation Plan requirements, or Secretary of Defense Orders Book directed missions.
  - b. Performance of an official duty or organizational mission requirement (for example, negotiations, recruiting activities, Senior Leader Support, litigation, investigations, inspections, audits, and details).
  - c. Travel to support a military exercise, military training, Professional Military Education, drill, or similar activity supporting the military readiness of the National Guard.
  - d. Travel for education or training that is a prerequisite or requirement of an employee's official duties. This includes current temporary duty for long-term schools. Long-term schools are schools that are 30 consecutive days or more. Exemptions for future long-term schools require pre-approval.
  - e. Travel authorized in law for emergencies, or otherwise necessary to protect human life or property.
3. All exempted travel under this 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 only approved after a thorough and deliberate decision process.
4. The first general officer or Senior Executive Service supervisor in the chain of command shall determine the application of these exemptions for travel and will document with a brief, written justification.
5. Until further guidance is received from the Department of Defense, if Title 32 Dual Status Military Technicians are traveling in a military status (for example, on Title 10 active duty, Title 32 Full Time National Guard Duty; Annual Training; Inactive Duty Training (for example, a drill)), then the guidance from Executive order 14222 does not apply.

## ATTACHMENT 2

### NATIONAL GUARD GUIDANCE FOR USE OF THE GOVERNMENT TRAVEL CHARGE CARD

1. Following guidance from the Defense Travel Management Office, the spending limit for all National Guard civilian personnel will be reduced to \$1.00 on all Government travel charge cards for personnel whose duties do not require travel for the exempted activities contained in Attachment 1.

2. In situations where civilian employees are authorized exempted travel, they must be compensated and are required to use the government travel card as set forth by law. Title 37, United States Code, "Pay and Allowances of The Uniformed Service," and the Joint Travel Regulation create a clear obligation to compensate employees for their approved official travel.