



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

March 2, 2025

MEMORANDUM FOR ALMAJCOM-ALFLDCOM-FOA-DRU/CC DISTRIBUTION C

FROM: PTDO USecAF  
Air Force Pentagon  
Washington, DC 20330-1660

SUBJECT: Interim Guidance for Executive Order 14222, "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative"

Reference: Executive Order 14222, "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative"

**Purpose.** The Department of the Air Force (DAF) is presently awaiting Guidance from the Office of the Secretary of Defense (OSD) on the interpretation, applicability and implementation of the Executive Order, *Implementing the President's "Department of Government Efficiency" Cost Efficiency Initiative*. This memo provides interim DAF guidance for military members and civilian employees who are presently on TDY, or traveling on PCS orders, or are scheduled to begin such travel soon.

**Policy.** Effective immediately, the DAF will limit travel to only essential purposes. Essential travel shall include travel for: (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, etc.), (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, and (7) other travel as deemed essential by the first General Officer in the chain of command, or Senior Executive Service supervisor.

Where military members or civilian employees are properly authorized travel (approved travel orders for DAF operations) they must be compensated and are required to use the government travel card as set forth in law. The Executive Order, by its terms, is to be "implemented consistent with applicable law" and does not impair the "authority granted in law to an executive agency." Title 37 and the Joint Travel Regulation create a clear obligation to compensate employees for their approved official travel. The Travel and Transportation Reform Act requires the use of the travel card for official expenses. Moreover, the Executive Order authorizes the use of Credit Cards for the Department's "operations," which we interpret to include mission essential travel.

Questions and inquiries should be directed to your 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](mailto:deirdre.spaulding@us.af.mil). For HAF legal questions, please reach out to Mr. Gavin Gilmour, SAF/GCA, [gavin.gilmour@us.af.mil](mailto:gavin.gilmour@us.af.mil) or Mr. Rob Preston, AF/JAC, [robert.preston.8@us.af.mil](mailto:robert.preston.8@us.af.mil).

EDWIN H. OSHIBA, SES, DAF  
Director, Competitive Activities  
Performing The Duties Of  
Undersecretary of the Air Force

Attachment:

Executive Order 14222, "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative", February 26, 2025

cc:

NGB/FM  
AF/RE  
MAJCOM/FM  
FLDCOM/FM