

CLASSIFICATION: UNCLASSIFIED//
ROUTINE
R 102001Z MAR 25 MID120001778928U
FM CNO WASHINGTON DC
TO NAVADMIN
INFO CNO WASHINGTON DC
BT
UNCLAS

NAVADMIN 047/25

SUBJ/GUIDANCE FOR USN CIVILIAN TRAVEL AND USE OF GOVERNMENT TRAVEL CHARGE CARDS//

REF/A/DOC/POTUS/26FEB25//
REF/B/DOC/USD AS/05MAR2025//
REF/B/DOC/DON/07MAR2025//

NARR/REF A EXECUTIVE ORDER 14222 IMPLEMENTING THE PRESIDENT'S DEPARTMENT OF GOVERNMENT EFFICIENCY COST EFFICIENCY INITIATIVE.
REF B IS OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT MEMORANDUM TITLED GUIDANCE ON USE OF GOVERNMENT TRAVEL CHARGE CARDS BY DEPARTMENT OF DEFENSE CIVILIAN EMPLOYEES.
REF C IS THE UNDER SECRETARY OF THE NAVY MEMORANDUM TITLED GUIDANCE FOR USE OF GOVERNMENT TRAVEL CHARGE CARDS BY DEPARTMENT OF NAVY CIVILIAN EMPLOYEES AND EXCEPTION EVALUATION PROCESS.

GENTEXT/REMARKS/

1. This NAVADMIN provides interim policy for U.S. Navy civilian employee travel. In accordance with references (a) through (c), the use of all government-issued travel charge cards by DON civilian employees is suspended for all travel that is not exempted, effective immediately.
2. All requests for exempted travel must meet at least one of the exempted categories below and be validated and approved by the first Vice Admiral, Lieutenant General, or Tier III SES in the chain of command. This authority may not be further delegated. The approving official's name, rank, and date of approval must be documented in the travel orders, and all approved civilian travel must be documented IAW paragraph 7.
 - a. For Echelon II and below commands where the first VADM, LtGen, or Tier III SES in the chain of command is at Echelon I, submit civilian travel approval requests to the POCs lists in paragraph 8 for approval by the Director, Navy Staff (DNS). Requests should include all data outlined in 7.a.
3. Exempted travel categories include:
 - a. Civilians traveling in direct support of military operations or a permanent change of station.
 - b. Mission critical travel including:
 - (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.).

4. If a civilian's participation can be completed through use of Video Teleconferencing (VTC) or other digital means, travel will not be executed.

5. Travel that is not included in one of the exempted categories may not be authorized. Navy 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.

6. Requests to designate additional categories of travel as mission critical should be routed up the chain of command to DNS for adjudication by the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

7. Recordkeeping. To facilitate the required monthly validation of approved civilian travel by the Director, Navy Staff in accordance with reference (c), all approved travel shall be uploaded to the following website: <https://flankspeed.sharepoint-mil.us/sites/navyciviliantraveltracker>

a. For commands unable to access the website due to bandwidth or non-Flankspeed account limitations, send the following data to the email addresses listed in paragraph 8.

- (1) Event or Purpose
- (2) Number of Civilian Travelers
- (3) Traveler'(s) Command
- (4) Travel Start Date
- (5) Travel End Date
- (6) Essential Travel Category
- (7) Additional justification (if necessary)
- (8) Name and Rank of Approving Official (VADM, LtGen, or Tier III SES required)
- (9) Approver's Command

8. Director, Navy Staff POCs:

CDR Duane Motley - [duane.l.motley.mil\(at\)us.navy.mil](mailto:duane.l.motley.mil@us.navy.mil)

QMC Kierra Marks - [kierra.s.marks.mil\(at\)us.navy.mil](mailto:kierra.s.marks.mil@us.navy.mil)

9. Released by VADM Michael E. Boyle, Director of the Navy Staff.//

BT

#0001

NNNN

CLASSIFICATION: UNCLASSIFIED//