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NAVADMIN 094/26

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SUBJ/UPDATED GUIDANCE ON DEPARTMENT OF THE NAVY CIVILIAN TRAVEL//

REF/A/DOC/POTUS/26FEB25//  
REF/B/DOC/OUUSD AS/05MAR2025//  
REF/C/DOC/OUUSD/15SEP2025//  
REF/D/DOC/OUUSD/16APR2026//

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 UPDATED GUIDANCE ON DEPARTMENT OF DEFENSE CIVILIAN TRAVEL.  
REF D IS THE UNDER SECRETARY OF THE NAVY MEMORANDUM TITLED UPDATED GUIDANCE ON DEPARTMENT OF THE NAVY CIVILIAN TRAVEL//

RMKS/1. This NAVADMIN provides updated policy for U.S. Navy civilian employee travel. Effectively immediately, all Department of Navy (DON) guidance and delegations associated with references (a) and (b) are rescinded. All government travel cards may be restored to the limits deemed appropriate by the Component Program Coordinators.

2. Within the DON, the following categories of civilian travel are considered essential and may be approved by any military or civilian supervisor.

3. Essential travel categories include:

- a. Civilians traveling in direct support of military operations or a permanent change of station.
- b. Training or exercises if participation is required to meet military training objectives.
- c. Training or education that directly supports or is a prerequisite for an employee's assigned duties.
- d. Performance of an official duty or organizational mission requirement (e.g., negotiations, inspections, audits, accessions pipeline, etc.).

4. Approval of non-essential or conference civilian travel has been delegated to the first Flag Officer or Senior Executive Service Member in the traveler's chain of command.

5. Approved non-essential or conference civilian travel requires a determination that the activity: cannot be effectively accomplished by virtual means; and will be conducted with the minimum number of necessary in-person attendees.

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 Under Secretary of the Navy.

7. Upon request, records will be made available for review. Approving officials are encouraged to consult with comptrollers and legal experts.

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

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