

Executive Order (E.O. 14222), Implementing the President’s “Department of Government Efficiency” Cost Efficiency Initiative, February 26, 2025, and

**Office of the Undersecretary of Defense for Personnel & Readiness (OUSD P&R)
Memorandum, “Guidance on Use of Government Travel Charge Cards by Department of Defense Civilian Employees,” March 5, 2025**

FAQs

1. What is the impact of E.O. 14222 and the OUSD P&R memo on the DoD?

There are two impacts: First, the use of government travel charge cards issued to DoD civilian employees is “frozen” unless the traveler has duties that require exempted travel, as further defined in FAQ 4, below. The term “frozen” refers to the fact that the spending limit for travel cards for DoD civilian employees who are not approved for exempted travel will be reduced to \$1.00. Second, non-essential DoD civilian employee travel is immediately ceased (more information in subsequent questions).

2. Do E.O. 14222 and the OUSD P&R memo apply to Uniformed Services members?

No, they do not apply to members of the Uniformed Services as defined in 20 CFR § 404.1330.

3. Do E.O. 14222 and the OUSD P&R memo apply to contractor travel?

No, the travel restrictions do not apply to contractors.

4. What DoD civilian travel is deemed exempt under E.O. 14222 and the OUSD P&R memo?

Exempted travel is travel that is deemed “essential travel” as described below:

Essential travel. Currently, exempted civilian travel only includes travel in direct support of military operations or for a Permanent Change of Station (PCS).

- DoD Component Heads may publish further guidance specifying additional mission-critical categories of exempted travel consistent with E.O. 14222 and the OUSD P&R memo.
- Each DoD Agency Head in coordination with their Agency’s DOGE Team Lead can define additional individualized or categorical exceptions.

5. What is considered non-essential travel?

Non-essential travel is defined as travel that is not in direct support of military operations, not for a Permanent Change of Station, and not otherwise deemed exempt as “mission-critical” by a DoD Component Head. Civilian employees may not engage in federally funded non-essential travel for 30 days from the date of E.O. 14222.

6. If a DoD civilian currently on TDY is instructed by their command or agency to return to their duty station, what should they do?

The traveler should use the Defense Travel System (DTS) to [modify their travel plans](#) if on TDY.

- Travelers who do not have access to DTS can find self-service guidelines [here](#).
- Travelers who cannot make use of the self-service options should call their Travel Management Company (TMC) for assistance.

7. If a DoD civilian is instructed by their command or agency to cancel future reservations, what should they do?

The traveler should use the Defense Travel System (DTS) to [cancel future travel](#) already approved or pending approval. If travel plans were not booked through DTS, they should contact the TMC to cancel the reservations.

8. Who should a traveler contact if they were approved to travel, but their government travel charge card is not working, their TMC was unable to issue an airline ticket, or their travel card was declined at their hotel or other authorized locations?

The traveler should first ensure their DTS authorization (or for non-DTS travel, other applicable travel order) was approved by their approving official. Should the attempted use of their travel charge card still be declined, the traveler should contact their local organization travel charge card manager (their Agency Program Coordinator), to ensure their travel card is active and holds a sufficient spending limit to cover the anticipated costs of their approved travel. If unable to contact the Agency Program Coordinator, the traveler may contact Citibank at 1-800-200-7056.

9. On what date does the travel charge card spending limit end?

DoD government travel charge cards held by non-exempted DoD civilian employees will have their spending limits reduced to \$1.00 for 30 days from the date of E.O. 14222, February 26, 2025, ending on March 28, 2025, unless further extended.

10. Are travelers still required to make payments on their travel charge card balances while the spending limit is reduced to \$1.00?

Yes, card holders must pay all undisputed outstanding balances in full as usual.

11. Will Centrally Billed Accounts (CBA)s or unit cards managed by DoD civilian employees have the account spending limit reduced to \$1.00?

No, CBAs and unit cards will not have their spending limits reduced, as they are used for military and essential travel. However, they should not be used for non-exempt civilian travel at this time.