



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

SAFM-ZA

29 April 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Travel Exemption Guidance for Educational, Training and Development Programs

1. Reference. Secretary of the Army Memorandum, Travel Guidance for Executive Order 14222, "Implementing the President's 'Department of Government Efficiency' Cost Efficiency Initiative," 8 March 2025.
2. Purpose. This memo adds civilian education and training as detailed below as an exempted category for EO 14222.
3. Policy. Travel is authorized for Department of the Army appropriated and non-appropriated civilian employees participating in programs, training, and education that strengthen vital functional knowledge and skills increasing Army readiness; ensures legally mandated job certification, licensure, training; and cultivates and develops leadership capable of supporting our warfighters. Supervisors must decide, when applying the exemptions, that training cannot be effectively accomplished virtually. Specifically:
 - a. Civilian Education and Training mandated by Public Law, Executive Order (EO), Department of Defense Directive/Instruction (DODD/DODI), and/or Army regulation. Training may include courses required to meet conditions of employment, to obtain or retain required certifications and/or licensure, or identified in regulations as core leader development course.
 - b. Civilian Development Programs vital to cultivating the leadership talent needed to navigate complex challenges, maintain our strategic advantage, and uphold the three pillars of restoring the warrior ethos, rebuilding our military, and reestablishing deterrence. Development programs are limited to:
 - i) Enterprise Civilian Talent Development Programs (ECTDP) managed by the Army Civilian Management Activity (ACCMA) (excluding conferences or symposiums).
 - ii) Civilian Fellows and Intern programs also known as Enterprise Civilian Talent Acquisition Program (ECTAP) include the Army Civilian Fellows Program and Army Civilian Student Intern Program (excluding conferences or symposiums).

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iii) Civilian Senior Leader Development Programs managed by the Civilian Senior Leader Management Office (CLSMO) (excluding conferences or symposiums).

4. This policy is effective upon signature. Commands will maintain records of approved civilian travel to support potential reporting requirements. Civilian training requirements not covered by this memo, must be routed through the standard ETMS2 exemption process.

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Senior Official Performing the Duties of the
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