



CALIFORNIA MILITARY DEPARTMENT HUMAN RESOURCES NOTICE

Proudly Serving Title 5 Employees, and Title 32 Technicians Workforce

HRN 2025.10
07 April 2025

FISCAL YEAR 2025 TRAINING AND TRAVEL REQUIREMENTS

1. **Purpose.** This notice provides updated guidance on training and travel (T&T) for Fiscal Year (FY) 2025 for Army and Air Title 5 Federal Employees and Dual Status Military Technicians (DSMT) T&T requests.

2. **References.**

a. Chief National Guard Bureau Memorandum, "Travel Guidance for Executive Order 14222, "Implementing the President's Department of Government Efficiency Initiative," March 27, 2025

b. Secretary of the Air Force Memorandum, "Guidance on Mission Critical Categories of Exempted Travel Consistent with Executive Order 14222, "Implementing the President's Department of Government Efficiency Initiative," March 07, 2025

c. Secretary of the Army Memorandum, "Travel Guidance for Executive Order 14222, "Implementing the President's Department of Government Efficiency Initiative," March 08, 2025

3. **Applicability.** This notice applies to Army and Air Title 5 Federal Employees and Dual Status Military Technicians (DSMT); hereafter referred to as "employee(s)."

4. **Policy.** In accordance with the references above, Title 5 Federal Employees and Dual Status Military Technicians (DSMT) training and travel requests must be limited to time sensitive and mission critical requests and will only be approved when the request meets the three following requirements:

1) Request falls within the exempted travel categories described in paragraph 5,

2) Request cannot be accomplished virtually,

3) Request includes a justification memorandum, signed by the USPFO and the Director of Joint Staff

5. **Exempted Training and Travel.** Training and/or travel is only authorized for activities associated with the below exempted categories. Travel for any other reason is not authorized, and employees must cancel current and future training and/or travel that does not meet exemption categories, even if it was previously approved. Training and travel that meets the

exemption criteria, and was pre-approved, but occurs after today's date must be brought into compliance with this memorandum. Exempted categories are as follows:

- a. Travel in direct support of military operations.
- b. Travel in conjunction with an approved Permanent Change of Station (PCS).
- c. Military operations include named operations and Global Force Management Allocation Plan requirements, or Secretary of Defense Orders Book directed mission.
- d. Performance of an official duty or organizational mission requirement to include but not limited to negotiations, recruiting activities, Senior Leader Support, litigation, investigations, inspections, audits and details.
- e. Travel to support a military exercise, military training, Professional Military Education, drill, or similar activity supporting the military readiness of the National Guard.
- f. Training and travel that is a pre-requisite or requirement (condition of employment) of an employee's official duties. This includes current temporary duty for long-term schools. Long-term schools are schools that are 30 consecutive days or more. Exemptions for future long-term schools require pre-approval.
- g. Travel authorized in law for emergencies, or otherwise necessary to protect human life.

6. **Procedure.** Training and travel requests that meet the exemption criteria in paragraph 5 should be forecasted and requested as far in advance as possible but no less than 30 days prior to the requested event. Commanders and Directors or equivalent (O5 or GS-13 and above) are responsible for obtaining written approval signed by the USPFO and the Director of Joint Staff prior to the date of training and/or travel for their employees.

- a. The justification memorandum should address at a minimum:
 - (1) Event title and description.
 - (2) The names of the employees participating in the training and/or travel event.
 - (3) The date and location of the training and/or travel event.
 - (4) How the training and /or travel request meets the exemptions described in paragraph 5.

(5) A statement certifying that the request could not be effectively accomplished virtually.

(6) If the request was submitted less than 30 days prior to travel, why last-minute travel is required.

(7) Directors may use the enclosed template.

b. To minimize the volume of requests, Commanders and Directors are encouraged to forecast and consolidate their organization's travel requests into a single memorandum request, when possible.

c. All requests are subject to availability of funds and comptroller approval. Employees who incur training or travel costs without all appropriate approvals will not be reimbursed.

d. Employees must provide the justification memorandum approved by the USPFO and the Director of Joint Staff as a substantiating document in their Defense Travel System (DTS) Authorization and Voucher for approval. For employees requesting training, this memorandum must be submitted with their SF-182 "Authorization, Agreement, and Certification of Training."

e. Compliance with the notice is mandatory as training and travel requests are an auditable item. Authorizing officials (AOs) shall ensure that all required documents are appropriately signed and received when approving training and/or travel requests.

7. **Point of Contact:** The contact for the notice is Crystal Ritchie, Human Resources Supervisor, phone: 916-854-3355 or email: ng.ca.caarng.list.j1-hro-class-mailbox-access1@army.mil

Encl

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