



SECRETARY OF THE ARMY
WASHINGTON

09 APR 2015

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY (HQDA)

SUBJECT: Travel by HQDA Principal Officials

1. References:

- a. Memorandum, Secretary of the Army, 4 Apr 2013, subject: Mission-Critical Constraints on Official Travel.
- b. Memorandum, Secretary of the Army, 7 Apr 2013, subject as above.
- c. Army Directive 2014-01 (Army Conference Policy), 18 Dec 2013.
- d. Army Directive 2007-01 (Policy for Travel by Department of the Army Officials), 25 Jan 2007.

2. I issued reference 1a in recognition that our fiscal realities required us to implement prudent but stringent controls on the expenditure of appropriated funds and the use of scarce Army resources, including Principal Official travel. It provided guidelines and a standard for official travel by Principal Officials and established a process for Principal Officials to formally request approval from the Under Secretary of the Army (USA) or Vice Chief of Staff, Army (VCSA) as appropriate. Reference 1a expired on 4 April 2014; because our fiscal reality remained challenging, I issued reference 1b to extend and expand the approval requirements for non-local official travel by Principal Officials. Reference 1c is my current policy governing travel associated with conference attendance, and reference 1d is my current policy governing the travel of Department of the Army officials.

3. Our fiscal realities are unchanged, and I am issuing this memorandum to extend the guidance for Principal Official travel in references 1a and 1b. HQDA Principal Officials, or an official acting in such a capacity, are required to request and receive advance approval of **any** non-local official travel (including the travel of all persons traveling with, or in support of, an HQDA Principal Official). This policy supplements reference 1c and modifies the approval authority for HQDA Principal Officials, but in no way negates or alters any other existing travel guidance (for example, accompanying spouse travel or travel in other than economy class seating). Any request for travel associated with participation in a conference must continue to adhere to reference 1b.

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4. The authority to approve official travel for Principal Officials of the Secretariat normally is reserved to the USA. On 3 April 2015, the USA also began serving as the Acting Under Secretary of Defense (Personnel and Readiness). Consequently, I am delegating the authority to approve official travel for Principal Officials of the Secretariat to the Deputy Under Secretary of the Army for the duration of the USA's service as Acting Under Secretary. The authority to approve official travel for Principal Officials of the Army Staff is reserved to the VCSA. This authority may not be delegated further.

5. Principal Official requests for official travel will be approved on a case-by-case basis and then **only** when the purpose of travel is demonstrably mission critical. Each request will be evaluated on its own merits. The number of persons traveling with, or in support of, a Principal Official will be limited to the minimum essential to accomplish the mission. Travel will not be approved if its primary purpose is to engender good will or outreach, nor if the needs of the Army can be met through other reasonable and less costly means (for example, participation by a local official as a proxy for a Principal Official or via media such as video teleconference or videotaped personal message). No additional funding will be provided to offset the costs of travel.

6. Principal Officials will submit a written request for the approval of proposed travel in the form, and through the channels, prescribed by the respective approval authority. At a minimum, each request for official travel will include:

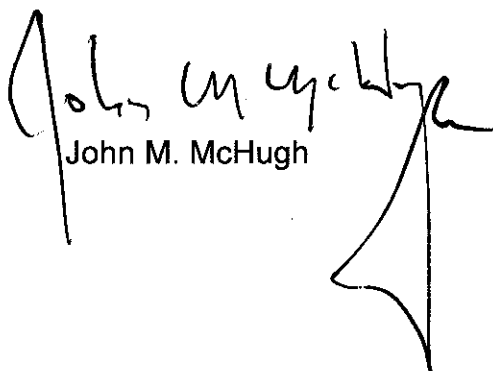
- the name of the Principal Official, as well as the name, grade and title of all other personnel traveling with, or in support of, the Principal Official;
- the travel itinerary (that is, the locations, dates and mode of travel; arrival and departure times);
- the purpose of the travel, clearly articulating the official activities the Principal Official will be engaged in throughout the trip and why each activity is mission critical;
- the reason the Principal Official's proposed activities cannot be performed through other reasonable and less costly means;
- the conference approval document, if applicable, signed by the appropriate authority in reference 1b; and
- a validation by the Principal Official that his/her organization possesses sufficient funds to cover all travel costs incurred.

7. Requests should be submitted at least 14 days before the date the travel is proposed to begin.

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8. Principal Officials will continue to ensure that appropriate internal controls are followed to limit official travel by personnel from their offices and other personnel and organizations subject to their authority, direction and control to what is demonstrably mission critical.

9. This policy will remain in effect for a period of 1 year from the date of this memorandum unless earlier rescinded.



John M. McHugh