



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
5050
Ser M82/14UM80746
24 Jun 2014

MEMORANDUM FOR COMMANDERS, COMMANDING OFFICERS, AND OFFICERS IN
CHARGE

Subj: UPDATED TRAVEL APPROVAL IN NAVY MEDICINE

Ref: (a) BUMED memo 5050 Ser M82/13UM80776 of 7 Oct 13
(b) BUMED memo 5050 Ser M82/12UM82743 of 27 Apr 2012
(c) BUMED memo 5050 Ser M82/12UM82784 of 1 Oct 2012
(d) ASN(FM&C) Budget Guidance Memorandum BG 13-1D of 7 Jun 2013
(e) ASN(FM&C) Budget Guidance Memorandum BG 13-3B of 25 Mar 2014

Encl: (1) Navy Medicine Travel Approval Business Rules
(2) Travel Mission Criticality Approval Authorities
(3) Navy Medicine Travel Mission Criticality Attestation

1. The travel policy and process contained herein supersede reference (a).
2. References (b) and (c) highlighted the need for intensive scrutiny over prioritization and execution of Navy Medicine's travel dollars. I thank you for your continuing efforts to ensure we expend our limited travel funds judiciously.
3. Navy recently rescinded reference (d) and subsequently issued reference (e) as the new controlling guidance. While there is no longer a requirement for a Flag Officer or member of the Senior Executive Service to attest to the mission criticality of all travel, reference (e) requires Budget Submitting Offices (BSOs) to establish local procedures ensuring careful scrutiny of travel. Accordingly, Navy Medicine will continue to require that all travel authorizations, without regard to the purpose of the travel, must be determined to be "mission critical". Mission critical travel may include:
 - a. Travel/training in support of operations or exercises in preparation for deployment.
 - b. Travel/training that supports assessment of units preparing to deploy or satisfies mandatory pre-deployment training requirements.
 - c. Travel/training that, if not conducted, would negatively impact safety or create a safety risk.
 - d. Travel/training required to exercise command or to meet oversight requirements.

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- e. Travel/training required to accomplish assigned missions, functions, and tasks (MFTs), including travel/training that will allow an individual or team to meet or maintain professional qualifications necessary for assigned MFTs. Included in this category would be determinations regarding attendance at academic conferences or the presentation of research by faculty and/or students from the Navy's education institutions, when the President/Superintendent of the institution determines such travel is required for tenure candidacy of faculty members or the professional development of the faculty and/or students.
- f. Travel/training that may not be deferred due to operations or readiness requirements.
- g. Travel/training necessary to comply with statutory, regulatory, or other legal requirements.
- h. Travel/training necessary to effectively represent the Department of the Navy before any department, agency, court, court-martial, or administrative body.
- i. Travel/training required to perform assigned duties in support of promotion boards.

The list above is not exhaustive, and travel that doesn't explicitly fall into one of the categories above may still be classified as mission critical. Conversely, not all travel that falls into one of those categories should be automatically deemed mission critical. For travel to be mission critical, the mission of the travel cannot be achieved through alternative means such as teleconferencing, videoconferencing, or other real-time communication methods. I am entrusting those determining travel as mission critical do so only when travel is absolutely necessary in light of our severely constrained budgetary environment.

As previously determined, travel for retirements and reenlistments is not mission critical and should be performed by the local senior official or their local designee.

4. Enclosures (1) and (2) outline the updated Navy Medicine travel approval rules, which are effective immediately. Enclosure (3) will be used without alteration across Navy Medicine as part of the new process. Going forward, I will be monitoring to ensure Navy Medicine demonstrates compliance and careful stewardship of our travel dollars.



M. L. NATHAN

Copy to:
BUMED (M09B, M1, M2, M3, M4, M5, M6, M7, M8, M9, M00C, M00IG, M00J)

Navy Medicine Travel Approval Business Rules

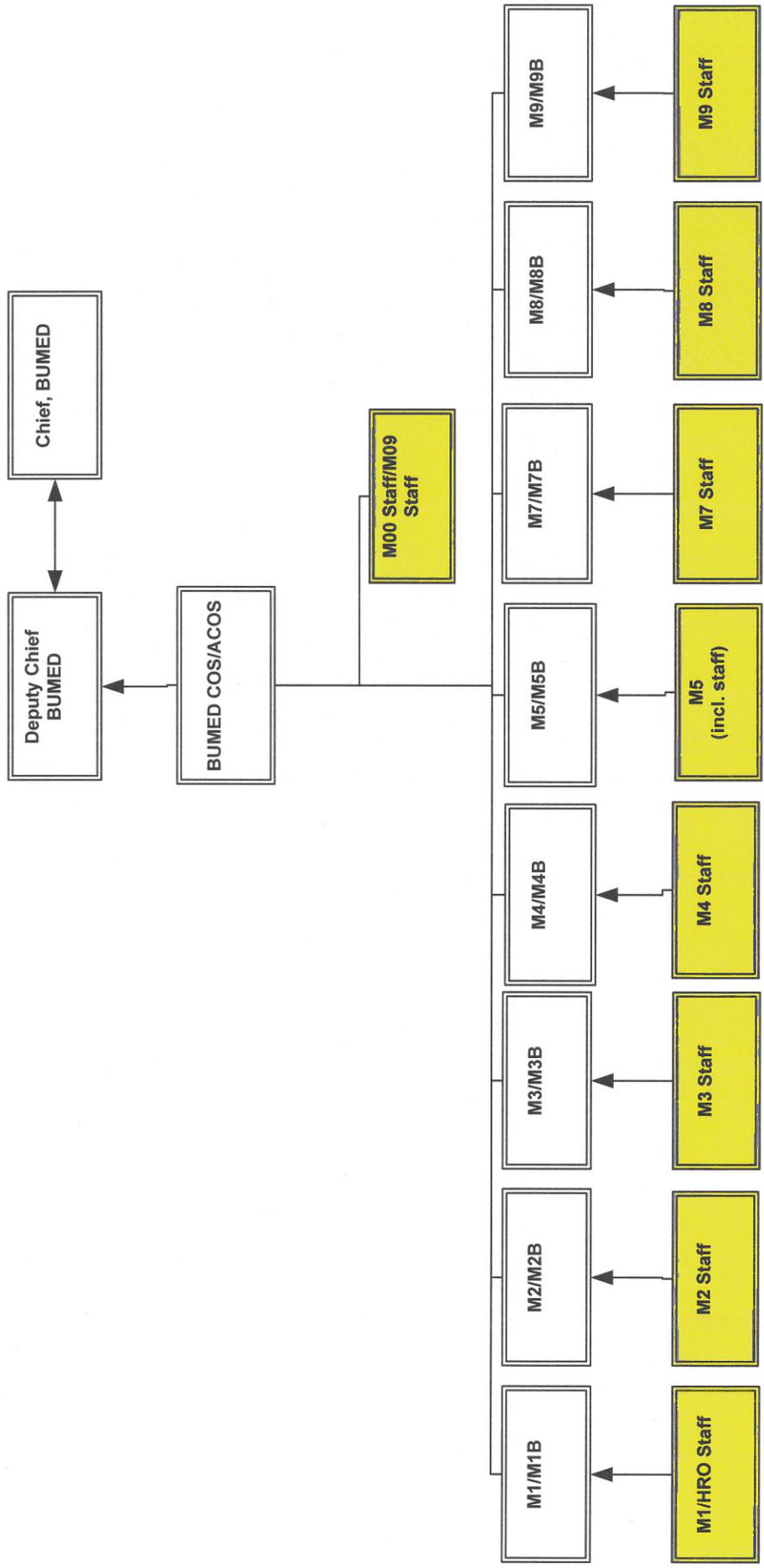
1. The Bureau of Medicine and Surgery's (BUMED) Travel Mission Criticality Approval Authorities List depicts authorities to approve travel as mission critical. Travel approval will occur at the lowest level to which authority is delegated. Only the individuals (by position) identified in enclosure (2) are authorized to approve travel as mission critical. Further delegation or use of "by direction" authority is prohibited. Stamped signatures are also prohibited.
2. Documentation of the mission criticality of all travel will be accomplished using Navy Medicine's *Travel Mission Criticality Attestation* form, Section 3. This form will be used for all BSO 18-funded travel, to include cross organizational travel for non-BSO 18 personnel. This form is not required when a command's travel authorizing official determines that no official funds will be expended in support of travel.
3. The *Travel Mission Criticality Attestation* must be signed and attached to the travel authorization (and uploaded into the Defense Travel System (DTS), for all orders generated in DTS) before travel begins. Travel offices will not certify/approve travel authorizations that do not have the completed *Travel Mission Criticality Attestation*. Travel may begin prior to completion of the *Travel Mission Criticality Attestation* in emergency situations (e.g. emergency patient travel, humanitarian assistance, disaster relief) if it is impractical to complete the *Travel Mission Criticality Attestation* before travel begins; in such cases, the *Travel Mission Criticality Attestation* must be completed before the travel office certifies/approves any travel vouchers.
4. The *Travel Mission Criticality Attestation* is in addition to other travel approval requirements already in place (e.g. legal reviews for Flag/SES travel, physician certification for patient travel).
5. Travel to non-DoD Sponsored Conferences.
 - a. All requests to host or attend conferences contain a statement that the event is mission critical. That mission critical statement, however, applies only to the attendees included in the scope of the approved conference request (i.e. if a request states it is mission critical for LT Smith to attend a conference and the conference request is approved, that mission critical determination does not automatically apply if LT Jones wants to attend the same conference).
 - b. The point of contact identified on each conference request (generally a specialty leader) will function as a Conference Quota Manager (CQM), responsible for ensuring attendance at events is within the scope of approved conference requests. To this end, the CQM will sign Section 2 of the *Travel Mission Criticality Attestation* for each attendee of that conference. The CQM may authorize reasonable deviations from approved conference requests (e.g. substitutions, additional attendees), as long as:
 - (1) The cumulative deviation(s) will not increase total attendance cost by more than 20%; and,
 - (2) The cumulative deviation(s) will not increase total attendance cost over one of the designated approval thresholds.
 - c. Commands retain authority to not send members to conferences. Commands may not, however, send a member to a conference unless the CQM has signed Section 2.
6. A single *Travel Mission Criticality Attestation* can be used for multiple attendees traveling to the same location for the same purpose. Examples may include:
 - a. A patient and a medical attendant;

- b. A team of NAVMEDIG inspectors performing a command inspection;
- c. Several individuals from a command attending a conference.

In such cases, the *Travel Mission Criticality Attestation* must be attached (or uploaded, if processed through DTS) to each travelers' orders.

- 7. BUMED (M8) will conduct random audits of travel authorizations to verify compliance with this policy.

BUMED HQ Travel Mission Criticality Approval



Notes:

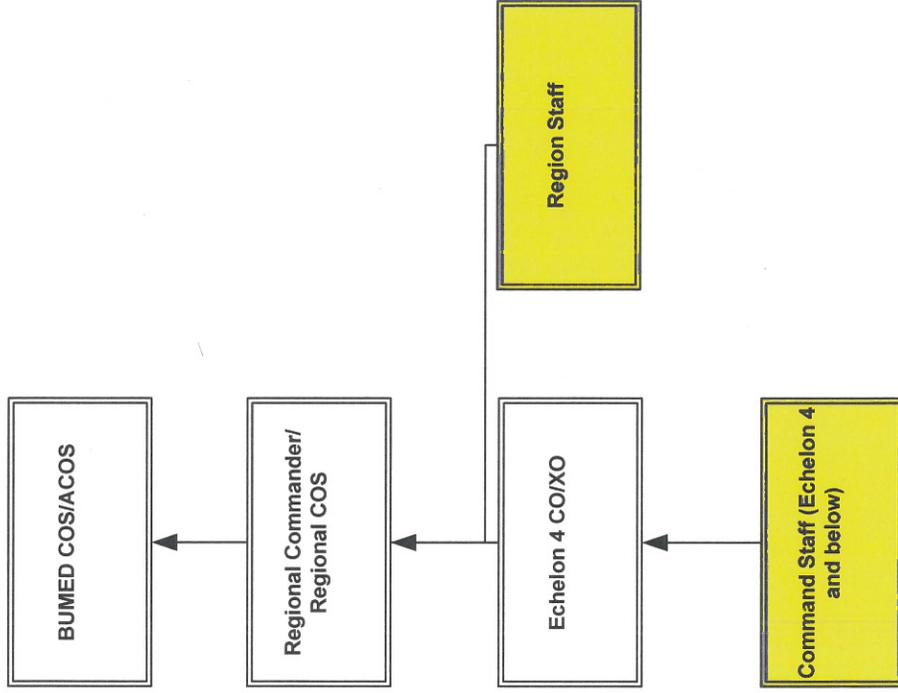
1. Deputy Chiefs can approve Assistant Deputy Chief travel.
2. COS can approve ACOS travel.
3. All travel funded by BUMED Centrally Managed Account (e.g. JPAC, HBOT, etc.) is approved by BUMED M8/M8B.
4. Travel for personnel not otherwise depicted is approved by BUMED COS/ACOS.

No travel approval authority

Travel approval authority (as delegated)

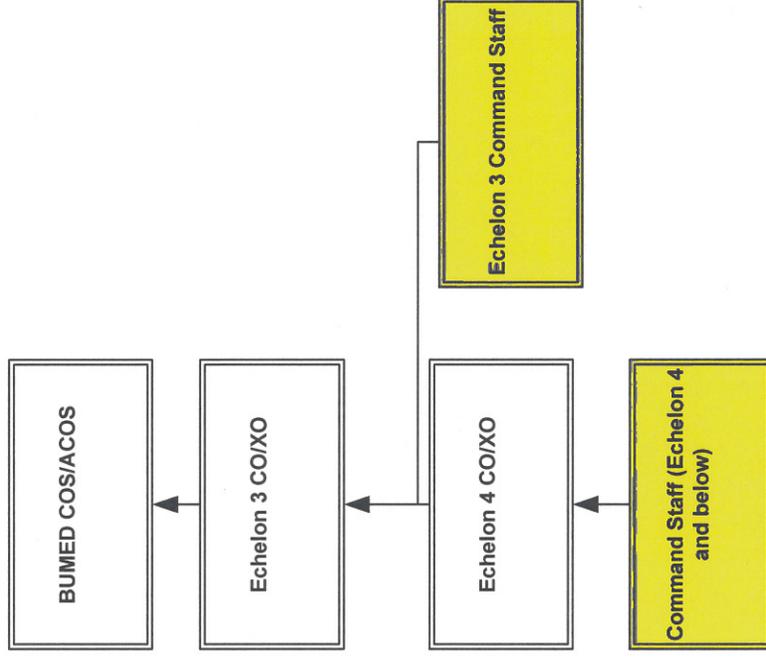
Region and Command Travel Mission Criticality Approval

NME/NMW



- Notes:**
1. Echelon 4 CO can approve Echelon 4 XO travel.
 2. Regional Commander can approve Regional COS travel.
 3. All patient travel (including medical and non-medical attendant travel) is approved by the Head of Patient Administration. Annotate "Patient Travel" on the *Travel Mission Criticality Attestation* form.
 4. All travel funded by BUMED Centrally Managed Account (excluding patient travel) (e.g. JPAC, HBOT, etc.) is approved by BUMED M8/M8B.
 5. Travel for personnel not otherwise depicted is approved by BUMED COS/ACOS.

Client Executive AOR



Notes:

1. Echelon 3 CO can approve Echelon 3 XO travel; Echelon 4 CO can approve Echelon 4 XO travel.
2. All travel funded by BUMED Centrally Managed Account (e.g. JPAC, HBOT, etc.) is approved by BUMED M8/M8B.
3. BUMED HQ detachments will follow BUMED HQ Travel Mission Criticality Approval Process.
4. Travel for personnel not otherwise depicted is approved by BUMED COS/ACOS.

No travel approval authority

Travel approval authority (as delegated)



NAVY MEDICINE TRAVEL MISSION CRITICALITY ATTESTATION

Section 1: To be completed by traveler:

1. Traveler name(s):
2. TAD Location:
3. Travel Dates:
4. Purpose of trip:
5. Explanation of why purpose cannot be achieved through alternative means such as teleconferencing, videoconferencing, or other real-time communications.

Section 2: For attendance at non-DoD sponsored conferences:

This conference has been approved by SECNAV/OSD and attendance by this traveler is within the scope of the approved conference attendance request.

Signed

Title

Date

Section 3: Mission criticality attestation:

I attest that this travel request is mission critical as defined by ASN(FM&C) Budget Guidance Memorandum BG 13-1D of June 2013. Delaying or not performing this travel would result in the potential failure of the command to accomplish its assigned missions, functions, and tasks. I attest that the purpose cannot be achieved through alternative means such as teleconferencing, videoconferencing, or other real-time communications.

Signed

Title

Date