



Answer ID: 46605 | Updated: 13 May 20

STOP MOVEMENT and Concurrent Guidance Related to Travel Restrictions due to the Coronavirus Disease 2019 (COVID-19) - (Supersedes Previous Guidance - Incorporates Updates as of 12 May 2020)

Applicable to: Total Force

TO: MAJCOM/A1, FSS/CC and MPF Chiefs and Superintendents. Please disseminate this message to Comptroller and Logistics Readiness Squadron Commanders.

SUMMARY OF CHANGES

- **Updated Part I.2.B.**
- **Added CENTCOM accompanied short tour rotation authorization to Part I.2.C**
- **Added AFDW PME waiver to Part I.2.I.**
- **Adjusted Leave enroute language to reflect UA short tour authorizations to Part I.5.B.**
- **Updated file Atch "4. Questions and Answers (7 May 20)"**
- **Updated file Atch "7. SecAF Travel Restriction Delegation of Authority (11 May 20)"**
- **Updated file Atch "8. Waiver to Approve Mission-essential travel Template (11 May 20)"**
- **Updated file Atch "21. UA Short Tour Location-Specific Operating Procedures (11 May 20)"**

For Civilian-specific guidance, to include movement, recruiting actions, telework, leave, and duty status, refer to https://mypers.af.mil/app/answers/detail/a_id/46583. Civilian personnel movement execution guidance will be forthcoming and will be transmitted to the civilian personnel offices.

For Non-Appropriated Funds (NAF) employee inquiries please submit through myPers via <https://mypers.af.mil/app/categories/c/3204/p/2569> so the team can capture inquires and

responses.

For Air National Guard specific guidance, contact the ANG Command Center at DSN: 612-6001 or commercial (240) 612-6001.

For all Air Force Reserve member 24 hour support/inquiries, contact AFRC Force Generation Center/Battlewatch at DSN: 497-1234 or commercial (478) 327-1234 or after hours DSN: 497-0680 or commercial (478) 327-0680. For specific Reserve AGR assignment guidance, contact ARPC/DCAA at DSN 847-1704 or commercial 720-847-1740 or via myPers: <https://mypers.af.mil>. For IMA personnel contact your RIO detachment or contact HQ RIO at 720-847-3266.

Additional information related to other programs impacted by COVID-19 can be found on [Coronavirus \(COVID-19\) Guidance](#) article.

This is the sixteenth message providing Stop Movement and Concurrent Travel guidance and supersedes previous messages. As travel restrictions change, the guidance will be updated and disseminated immediately. Our understanding of COVID-19 is rapidly evolving, and this guidance will be continuously evaluated as conditions warrant.

DASHBOARD:

[Stop Movement Dashboard \(Military\) - As of 12 May 2020](#)

[AGR & Reservists on orders 31+ days - As of 27 March 2020](#)

[TR, IMA, ART orders less than 31 days - As of 27 March 2020](#)

This guidance is two parts with twenty-four attachments.

Part I - Stop Movement

Part II - Concurrent Travel

PART I: Stop Movement

1. Secretary of Defense 20 April 2020 memorandum titled, Modification and Reissuance of DoD Response to Coronavirus Disease 2019 - Travel Restrictions, reissued travel restriction guidance for DoD Components that will remain in effect until 30 June 2020, unless otherwise ordered by the Secretary of Defense (Attachment 19).

All uniformed and civilian personnel and their sponsored dependents will stop movement, both internationally and domestically, while this memorandum is in effect, subject to the exemptions and waivers described herein (see Part I, paragraph 2 and paragraph 3). DoD family members, whose transportation is government funded, will also stop movement. Concurrent Travel is not automatically approved unless specifically exempted herein.

Except as provided below, this stop movement applies to all official travel, including temporary duty (TDY) travel; Government-funded leave travel; permanent duty travel, including Permanent Change of Station (PCS) travel; and travel related to Authorized and Ordered Departures issued by the Department of State. For DoD active duty service members and Air Force Reserve and Air

National Guard members in a duty status, it also includes personal leave outside the local area and non-official travel outside the local area.

2. Exemptions:

The following exemptions apply to both member and dependents for international and domestic travel. Travel resulting from approved exemptions and waivers must follow guidance in paragraph 4 before initiating travel to ensure measures to enhance traveler safety are met:

A. Airmen and sponsored dependents are authorized to proceed/continue to their final destination on approved orders, with coordination from both losing and gaining installations, in the following situations:

1. Airmen and their dependents who **upon** Stop Movement implementation,
 - were ordered to remain in place at their losing Permanent Duty Station –
 - AND**
 - who have final out-processed with the MPF;

OR

2. **(UPDATED)** Airmen and their dependents who **upon** Stop Movement implementation,
 - were imminently departing the losing installation,
 - were ordered to remain in place at their losing Permanent Duty Station,
 - have not final out-processed with the MPF,
 - AND**
 - no longer occupy permanent quarters prior to the Stop Movement directive
 - OR**
 - **all** Household Goods (HHG) were picked-up prior to the Stop Movement directive

OR

3. Dependents were delayed from traveling concurrently with the Airman **upon** Stop Movement implementation;

OR

4. Airmen and their sponsored dependents who were ordered to Stop Movement while enroute and placed in TDY hold status pending further transportation to their final destination.

Airmen and sponsored dependents **who do not meet the above conditions** should continue to elevate any mission essential, hardship or humanitarian requests through their chain of command in order to obtain a waiver as outlined in paragraph 3 below.

B. (UPDATED) Authorized travelers whose non-GFM TDY ends while this directive is in effect are authorized to return to their permanent duty station.

Non-GFM ARC members must return to their home duty station prior to the end of their orders. No authority exists to involuntarily extend non-GFM ARC members. ARC personnel required to self-quarantine will extend an additional 14 days on the same set of TDY orders. AFR specific orders guidance will be provided in a separate document.

C. (UPDATED) Unaccompanied Airmen to or from short tour location rotations:

1. (UPDATED) Unaccompanied Airmen rotating to or from short tour locations and accompanied CENTCOM PCS rotations have been determined to be mission essential (Attachment 20).

Airmen rotating to or from short tour locations and are at/past original DEROS or at/past original RNLT month, are authorized to proceed on assignment **contingent on:** gaining/losing command coordination and location-specific operating procedures listed in Attachment 21 (if applicable). Additional waivers are not required and travel will be IAW paragraph 4 below.

Losing Commanders remain responsible for tracking and documenting movement of their personnel.

Proceed time, a period of 4 consecutive days absence, is authorized in conjunction with PCS to/from an unaccompanied overseas assignment for individuals (regardless of marital status) who relocate dependents and/or household goods. Travel will be in IAW Paragraph 4 below. If the proceed time does not adequately cover the time required, leave enroute is authorized. Leave enroute must be limited to individuals who must assist their dependents to proceed to the next assignment/designated location and limited to one location with the expectation it is solely for the purpose of relocating their families. No other leave enroute is authorized.

2. Squadron Commanders (at short tour locations):

- a.** To ensure appropriate reception and bed down capacity exists at short tour location, squadron commanders at these locations may request adjustments to the impacted inbound Airmen RNLTs.
- b.** Squadron commanders may have an Airman's adjusted DEROS changed in order to facilitate accelerated travel.
- c.** Will coordinate with their servicing MPF to update DEROS and RNLTs IAW Part I. paragraph 2.C.3. below.

3. MPFs at gaining short tour location will consolidate and submit batch DEROS and RNLT changes via email to afpc.dp3am.workflow@us.af.mil marked "COVID-19 Short Tour Rotations" for update by AFPC/DP3AM after coordination with the losing commander.

4. Airmen inbound to short tour locations: Airmen that already had their RNLT adjusted due to stop movement travel restrictions must remain in contact with their chain of command and supporting MPF Assignments counselor for a potential additional RNLT adjustment. Airmen should begin preparation for travel IAW local out-processing procedures; travel will be IAW paragraph 4. Refer to Attachment 21 for location-specific operating procedures (if applicable).

5. Losing MPFs, non-short tour locations: After completion of the following, losing MPFs (non-short tour locations) are authorized to out-process Airmen:

- a.** The associated PCS requirements are followed.
- b.** Gaining/losing command coordination.

c. Compliance with location-specific operating procedures listed in Attachment 21 (if applicable).

d. Document exemptions or waivers IAW procedures outlined in Part I, paragraph 4.E. below.

If departing Airman are outside their adjusted 60-day RNLT window and their gaining unit chain of command initiates contact to proceed to short tour location, the Airman may be out-processed. In these cases, a request to AFPC requesting an RNLT acceleration is not required. Category 1 discrepancies will not be processed for members who report/depart outside the 60-day window of RNLTs that were adjusted due to the stop movement order.

D. Travel by patients, as well as their authorized escorts and attendants, for purposes of medical treatment is authorized. Travel by medical providers for the purposes of medical treatment for DoD personnel and their families is also authorized.

E. U.S. Transportation Command (USTRANSCOM) is authorized to continue execution of the Joint Deployment and Distribution Enterprise as required to project and sustain the Joint Force globally. This includes forces (aircrews and mission essential personnel) ordered on prepare to deploy orders (PTDO) alert status, air refueling, global patient movement, Mortuary Affairs support, inland surface, sea and air sustainment missions, support to other U.S. Agencies as approved by Secretary of Defense, and moves of personnel and equipment that support USTRANSCOM global posture requirements.

F. Retirements and Separations: Airmen retiring or separating are exempt. Airmen who are unable to schedule household good shipments or travel due to local restrictions or shelter-in-place initiatives may request changes to their retirement/separation dates via myPers.

G. Casualty and Mortuary Affairs programs have outlined exemptions for their mission sets in guidance dated 27 Mar 20. See Attachment 14.

H. Student and instructor travel associated with uniformed personnel Recruiting and Accessions activities, to include accessions, basic training, advanced individual training (Initial Skills Training (IST), Technical Training and Retraining), and follow-on travel to the first duty station. Coordination between losing and gaining commander before departure is required.

I. (UPDATED) The Air Force will continue to develop Airmen through **technical and flying training and advanced academic education.**

Military Instructors: With a projected PCS who are supporting the following missions are authorized to PCS with dependents concurrently, however coordination between losing and gaining commander and/or owning organization is required before departure and organizations must be updated on travel itinerary. Technical and flying training and advanced academic education courses to include Officer Training School (OTS), Reserve Officer Training Corps (ROTC), Basic Military Training (BMT), Technical and Flying training, advanced academic education such as, the School of Advanced Air and Space Studies (SAASS), Air Command and Staff College (ACSC), Air War College (AWC), Air Force Institute of Technology (AFIT), Fellowships, Joint Professional Military Education (JPME) and Sister Service schools.

Military Students: With a projected PCS in-and-outbound who have been selected to attend technical and flying training to include SAASS, ACSC and AWC, AFIT-sponsored degree programs, Fellowships, JPME, Technical or Flying training, Education with Industry (EWI), Sister Service and international schools and advanced academic degree/training (to

include health professionals) are authorized to proceed with dependents concurrently, however coordination between losing and gaining commander and/or owning organization is required before departure and organizations must be updated on travel itinerary.

It is highly recommended units and students contact training squadrons and locations to check on any changes or new requirements that may arise during the on-going COVID-19 response.

If required for arrangement of out-processing requirements, waivers are available in the following attachments:

- Attachment 10 – AETC
- Attachment 15 – 19AF
- Attachment 16 – AU
- Attachment 22 – AFSOC
- Attachment 23 – ACC
- Attachment 24 – AFDW

J. Evacuations: Travel by those under authority of a Chief of Mission and authorized by that Chief of Mission. Within the Department of the Air Force (DAF), uniformed service member Eligible Family Members (EFMs), DAF civilian employees and/or their EFMs who wish to evacuate from a foreign area must first request and obtain a waiver to the stop movement from the first general or flag officer, or Civilian Senior Executive (e.g., a member of the Senior Executive Service) in the uniformed service member's or civilian employee's chain of command. Refer to Attachment 17 for detailed guidance.

K. Global Force Management (GFM) Activities (Contingency Deployments): GFM activities are defined as deployments/redeployments ordered in the GFM Allocation Plan and Combatant Command Assigned Force Demand tasking, **including 365-Day Extended Deployments (ED)** and Service internal rotations to support and TDY used to source ordered capabilities.

Such travel to execute Operations, Activities, and Investments or Service-related training will be coordinated between the Combatant Command, the Joint Staff, and the appropriate Service.

The VCSAF has provided policy and guidance regarding Restriction of Movement procedures for service members traveling for pre-deployment training during COVID-19 restrictions (Attachment 18). This policy and guidance will reduce the requirement for the number of Airmen going TDY for pre-deployment training, and will eliminate the requirement to have to go to multiple training locations. Unit Deployment Managers (UDM) will verify that pre-deployment training requirements only require Airmen to travel to one pre-deployment training venue prior to deployment. If more than one TDY is showing required, the UDM will inform the unit commander, who will then seek clarification/additional waivers through their chain of command. It is important that deploying members remain in contact with their Installation Personnel Readiness (IPR), UDM and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed.

365-Day Extended Deployment (ED): If eligible and all PCS requirements have been met, dependent travel to the CONUS Advanced Assignment (AA) location is authorized. AA travel to OCONUS locations requires the use of already existing AA exception to policy procedures. Eligible families are authorized to proceed to AA before, after, or upon the Airman's departure from losing station. Movement will be IAW paragraph 4 below.

3. Waivers:

Waivers to this directive may be granted in writing in cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, including positions that are deemed key and essential, as determined by the responsible DoD Component.

These waivers shall be coordinated between the gaining and losing organizations, are to be executed on a case-by-case basis, and must be determined to be in the best interest of the U.S. Government. Waiver template is at Attachment 8.

Approval authority for these and all other waivers belongs to:

- A.** Combatant Commander if the individual is assigned or allocated to a Combatant Command;
- B.** Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff;
- C.** Secretary of the Military Department concerned for personnel under his/her jurisdiction:
 - This authority has been delegated by the Secretary of the Air Force (Attachment 7) to the first general, flag officer, or member of the Senior Executive Service in the traveler's chain of command or supervision;
- D.** Chief of the National Guard Bureau (NGB) for all personnel assigned, attached, or allocated to the NGB and, for travel using Federal funds, all travel by title 32 and title 5 personnel assigned throughout the National Guard; or
- E.** Chief Management Officer for the Office of the Secretary of Defense, Defense Agencies, Defense Field Activities, and any other DoD entities not listed above.

Delegations previously authorized under previous guidance remain in effect until those delegations are rescinded or superseded. References in prior delegations to "member of the Senior Executive Service" are deemed to include equivalent personnel.

4. Additional Guidance:

The restrictions above give preeminence to the safety and security of our personnel, their families, and our communities. During this period of travel restriction, several measures must be taken to enhance traveler safety, lessen the burden on DoD personnel and their families, and ensure continued operations. Specifically, each organization, as applicable, will take immediate action to:

- A.** Clearly communicate the contents of this directive to those individuals affected by these travel restrictions.
- B.** Establish pre- and post-travel screening and reception procedures for all travelers as provided in Attachment 3 and any applicable subsequent guidance, to include establishing a means of communication with all personnel throughout the pre- and post-travel screening and reception process and providing information regarding prescribed actions for their particular circumstances.
- C.** Use military- or DoD-contracted end-to-end travel using aircraft or other conveyance for DoD sponsored travelers to the greatest extent practical.
- D.** Inform all travelers of their responsibility to contact their gaining organization in advance of travel and to keep the organization updated on their travel itinerary.

E. MPFs will document exemptions or waivers via the Permanent Change of Station (PCS) Authorized Delay/Awaiting Transportation memo in lieu of an AF FM 973, Request and Authorization for Change of Administrative Orders (PCS order amendment). ARC members shall document TDY exemptions or waivers via copy of AROWS or AROWS-R orders.

F. MPFs will assist eligible Airmen with submitting assignment extension, deferment, or cancellation requests for PCS moves that cause Airman or family hardships. The Airman's commander must endorse the request. MPFs will submit the member's request with justification and commander's endorsement to afpc.dp3am.workflow@us.af.mil.

5. Leave:

A. Leave: Until the prescribed travel restrictions are lifted, Airmen are only authorized local leave in accordance with AFI 36-3003, and local leave policies (see Attachment 9). This also applies to Regular (i.e. weekends) and Special Pass situations.

B. (UPDATED) Leave Enroute: At this time, leave enroute is only authorized for short tour rotations IAW Part I, paragraph 2.C.1. above. Leave enroute is not authorized for any other category of move. Requests for waiver should follow guidance in paragraph 3 above. For Airmen desiring local leave, commanders are encouraged to allow Airmen to utilize local leave prior to out-processing or after arrival at gaining location.

6. DEROS and RNLTD Extensions:

- [Assignment DEROS and RNLTD "Re-Flow" due to Coronavirus \(COVID-19\) Restrictions](#)

7. TDY Hold and Airmen Status Reporting:

MPFs supporting RegAF Airmen will identify and report to AFPC all the Airmen placed on TDY hold.

Note: Airmen must be in enroute (away from losing location) to PCS location to be placed on TDY hold. MPFs will also report the status of Airmen impacted by Stop Movement and report TDY hold information to AFPC.DP3AM.Workflow@us.af.mil. Additionally, impacted Airmen will receive a direct message from myPers to provide the necessary information to AFPC/DP3AM. Further reporting information will be forthcoming via separate guidance.

8. PCS Amendments:

Utilize the Permanent Change of Station (PCS) Authorized Delay/Awaiting Transportation memo (in lieu of an AF FM 973, Request and Authorization for Change of Administrative Orders) for Airmen to resume travel.

PART II: Concurrent Travel

1. Through 30 June 2020, except as provided herein, stop movement guidance restricts family members from government-funded travel. Concurrent official travel for family members of Total Force Military is authorized for exemptions listed in Part I, paragraph 2 and for waivers that have been approved IAW Part I, paragraph 3.

2. PCS Concurrent Travel Guidance for Military Airmen:

A. Family member travel delayed for 'Less than 20 Weeks': For Airmen currently with an exemption to stop movement guidance and traveling without their dependents, utilize the Permanent Change of Station (PCS) Authorized Delay/Awaiting Transportation memo (in lieu of an AF FM 973, Request and Authorization for Change of Administrative Orders) upon lift of stop movement to authorize dependent travel. Airmen currently assigned overseas must seek guidance for PCS options according to the applicable guidance for the country assigned.

B. Hardship Requests: If Airmen have a hardship based on the concurrent travel policy and desire to request a RNLT/DEROS change or assignment diversion, MPFs will assist the Airmen with submitting the request. The Airman's commander must endorse the request. MPFs will submit the member's request with justification and commander's endorsement to afpc.dp3am.workflow@us.af.mil.

C. Waivers to this Guidance: Requests for waiver must follow guidance in Part I, paragraph 3. The waiver authority may authorize concurrent travel for family members, but it must be addressed in the approved waiver letter (Attachment 8).

Points of Contact

- For **Military and Civilian** personnel: Contact AFPC Total Force Center (Comm: 1-800-525-0102 / DSN: 665-0102) (24/7) for travel guidance
- For **Active Duty MAJCOM/MPFs**: Contact AFPC/DP3AM at afpc.dp3am.workflow@us.af.mil
- For CPFs for Civilian Personnel Movements and Recruitment: Contact AF Civilian Recruiting Branch at DSN 665-1774 or DSN 565-1153 or Email: AFPC.DP3CR.CivilianRecruiting@us.af.mil. For Civilian Telework, Leave and Duty Status contact AF Civilian Support Branch at DSN 665-5707 or commercial (210) 565-5707. Email: afpc.dp3fsciviliansupportbr@us.af.mil
- For **Air Force Reserve** member 24 hour support/inquiries, contact AFRC Force Generation Center/Battlewatch at DSN: 497-1234 or commercial (478) 327-1234 or after hours DSN: 497-0680 or commercial (478) 327-0680. For specific Reserve AGR assignment guidance, contact ARPC/DPAA at DSN 847-1704 or commercial 720-847-1740 or via myPers: <https://mypers.af.mil>. For IMA personnel contact your RIO detachment or contact HQ RIO at 720-847-3266
- For **Air National Guard personnel**: Contact ANG Command Center at DSN: 612-6001 or commercial (240) 612-6001

File Attachments

- [1. DELETED.txt](#) (101 bytes)
- [2. DELETED.txt](#) (128 bytes)
- [3. Force Health Protection Guidance \(Supp 4\) - DoD Guidance for Personnel \(11 Mar 20\).pdf](#) (958.17 KB)
- [4. Questions and Answers \(7 May 20\).pdf](#) (129.96 KB)
- [5. DELETED.txt](#) (131 bytes)
- [6. 2AF NOTAM - COVID BMT, Tech Training Travel - 30 Apr 20.pdf](#) (452.93 KB)
- [7. SecAF Travel Restriction Delegation of Authority \(11 May 20\).pdf](#) (349.97 KB)
- [8. Waiver to Approve Mission-essential travel Template \(11 May 20\).docx](#) (63.62 KB)
- [9. AF A1 Memo - Definition of Local Area for Leave.pdf](#) (61.29 KB)
- [10. AETC Memo - Mission Essential Determination.pdf](#) (692.97 KB)

- [11. \(MOVED TO MYPERS COVID-19 FRONT PAGE\) PCS Entitlements.txt \(187 bytes\)](#)
- [12. \(MOVED TO MYPERS COVID-19 FRONT PAGE\) Entitlements Matrix.txt \(168 bytes\)](#)
- [13. DELETED.txt \(121 bytes\)](#)
- [14. A1 Policy Memo on Casualty and Mortuary Program Changes for COVID-19 \(27 Mar 20\).pdf \(185.11 KB\)](#)
- [15. 19 AF Mission Essential Guidance Letter - 3 Apr 20.pdf \(121.36 KB\)](#)
- [16. AU Concurrent Dependent Travel ETP - 9 Apr 20.pdf \(151.47 KB\)](#)
- [17. Global Authorized Departures for "High Risk" Civ Employees, Service Mbrs, families.pdf \(84.81 KB\)](#)
- [18. AFCV Policy & Guidance Regarding ROM Procedures for Pre-Deployment Training.pdf \(90.92 KB\)](#)
- [19. Modification and Reissuance of DoD Response to COVID-19 Travel Restrictions \(20 Apr 20\).pdf \(1.15 MB\)](#)
- [20. UA Short Tour Waivers CAO \(6 May 20\).pdf \(2.20 MB\)](#)
- [21. UA Short Tour Location-Specific Operating Procedures \(11 May 20\).pdf \(84.49 KB\)](#)
- [22. AFSOC Mission Essential Determination - AFSOC FTUs.pdf \(296.42 KB\)](#)
- [23. ACC Mission Essential Activities and AD Restrictions \(25 Mar 20\).pdf \(25.90 KB\)](#)
- [24. AFDW PME ETP.pdf \(162.06 KB\)](#)

(As of 7 May 2020)

Attachment 4 – Questions and Answers

STOP MOVEMENT

****Please refer to this FAQ as information will be updated periodically as the situation develops****
(Control+Click over the hyperlink to take you to that program)

I HAVE AN UPCOMING ASSIGNMENT. NOW WHAT?

I HAVE A CONUS TO CONUS ASSIGNMENT (INCLUDING AK/HI LOCATION OR PCS TRAVEL TO OR FROM A U.S. TERRITORY); ARE THERE TRAVEL EXCEPTIONS?

I AM OVERSEAS AND MY DEROS IS APPROACHING AND HAVE AN ASSIGNMENT, NOW WHAT?

I HAVE A FOLLOW ON ASSIGNMENT. CAN I ASK FOR A DIVERSION?

I AM CURRENTLY TDY. DO I RETURN TO MY HOME STATION?

I HAVE AN ASSIGNMENT AND WAS SUPPOSED TO HAVE MY HHGS PICKED UP. WHAT DO I DO?

I HAVE AN ASSIGNMENT TO OR FROM OVERSEAS AND NOT SURE WHERE MY HHGS ARE.

I AM OVERSEAS BUT PROJECTED TO ATTEND AN AETC COURSE AND/OR PROJECTED TO BE AN INSTRUCTOR. CAN I STILL PROCEED?

WHAT IS CLASSIFIED AS MISSION-ESSENTIAL TRAVEL?

I HAVE A TRAVEL EXCEPTION. WHO IS THE APPROVAL AUTHORITY?

I HAVE A CONUS TO CONUS ASSIGNMENT AND NOT SURE WHERE MY HHGS ARE.

AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS?

ARE WE AUTHORIZED TO PROCEED TO AFIT COURSES/PROGRAMS?

I HAVE A LOW COST PCS. AM I AUTHORIZED TO PROCEED?

I HAVE ALREADY DROPPED OFF OR SHIPPED MY POV FOR MY UPCOMING PCS, BUT HAVE NOT PACKED/SHIPPED HHG'S. AM I ABLE TO PROCEED UNDER A PRE-APPROVED EXEMPTION?

HOW DO I REQUEST AN ASSIGNMENT EXTENSION, DEFERMENT, OR CANCELLATION REQUEST BASED OFF OF A PERSONAL HARDSHIP CAUSED BY THE STOP MOVEMENT OR COVID-19?

(As of 7 May 2020)

ADDITIONAL INFORMATION

****Please refer to this FAQ as information will be updated periodically as the situation develops****
(Control+Click over the hyperlink to take you to that program)

WHAT IS BEING DONE TO ENSURE OUR SERVICE MEMBERS ARE SAFE IN THEIR TRAVELS AND KEEP THEM HEALTHY?

WHY WERE TRAVEL RESTRICTIONS IMPLEMENTED?

ARE THERE DESIGNATED LOCATIONS THAT SERVICE MEMBERS RETURNING CONUS MUST TRAVEL TO IN ORDER TO BE PLACED UNDER THE 14-DAY RESTRICTION OF MOVEMENT?

I AM SCHEDULED TO GO ON A DEPLOYMENT. WILL MY DEPLOYMENT BE CANCELLED? WHAT SHOULD I DO, WHO SHOULD I CONTACT?

I AM CURRENTLY DEPLOYED. WILL I BE BROUGHT HOME EARLY? WHO CAN I CONTACT TO FIND OUT?

I AM ON A 365-DAY EXTENDED DEPLOYMENT AND HOME ON A MID-TOUR LEAVE / R&R. WHAT DO I DO TO GET BACK?

I HAVE A JOIN SPOUSE ASSIGNMENT, CAN I PROCEED?

WHAT ARE THE RETAINABILITY REQUIREMENTS WHEN RNTLD/DEROS WAS INVOLUNTARILY EXTENDED?

WHAT IS THE STATUS OF PERSONEL PROCESSING CODE (PPC) WAIVERS?

I AM AUTHORIZED TO RETURN TO MY OCONUS PERMANENT DUTY STATION IAW AF GUIDANCE, AM I ALLOWED TO UTILIZE SPACE A FOR THE TRAVEL?

(As of 7 May 2020)

FITNESS

****Please refer to this FAQ as information will be updated periodically as the situation develops****
(Control+Click over the hyperlink to take you to that program)

I AM DUE FOR MY FITNESS ASSESSMENT 30 MAR 2020; DO I NEED TO TAKE MY FITNESS ASSESSMENT?

HOW DO I MAKE SURE MY RECORD IS UPDATED IN AFEMS II?

IS HAVING A COMMANDER EXEMPTION UPDATED RENDER A MEMBER INELIGIBLE FOR PROMOTION?

I HAD A FAILURE AND NOW I AM EXEMPT DUE TO COVID-19, AM I NOW ELIGIBLE FOR PROMOTION?

(As of 7 May 2020)

DUTY STATUS

*****Please refer to this FAQ as information will be updated periodically as the situation develops**
(Control+Click over the hyperlink to take you to that program)***

I'M ON LEAVE AND HAVE PLACED ON QUARTERS, WILL I BE CHARGED LEAVE WHILE I AM ON QUARTERS?

I'M A MILITARY HEALTH CARE PROVIDER AND NEED TO PLACE A MEMBER CURRENTLY ON LEAVE ON QUARTERS, WHAT IS THE PROCESS TO CHANGE THE STATUS?

IF MEMBER IS BEING SEEN BY A CIVILIAN HEALTH CARE PROVIDER AND NEEDS TO PLACE MEMBER ON QUARTERS BUT MEMBER IS CURRENTLY ON LEAVE STATUS, WHAT IS THE PROCESS TO CHANGE THE STATUS?

I WAS PLACED ON QUARTERS WHILE ON LEAVE STATUS AND HAVE BEEN RELEASED FROM THE HOSPITAL, CAN I RESUME ON LEAVE?

A MEMBER OF MY UNIT HAS BEEN PLACED ON QUARTERS, WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?

A MEMBER OF MY UNIT HAS BEEN HOSPITALIZED, WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?

MEMBERS IN MY UNIT HAVE COMPLETED THE REQUIRED TRAINING AND DOCUMENTATION TO TELEWORK AND I HAVE AUTHORIZED THEM TELEWORK, WHAT DUTY STATUS CODE ARE THEY PLACED ON?

I HAVE A MEMBER THAT HAS BEEN ON QUARTERS LONGER THAN 72 HOURS AND WE ARE UNABLE TO ADJUST IN MILPDS?

MY UNIT IS UNABLE TO TELEWORK DUE TO OUR MISSION BUT WE HAVE BEEN TOLD TO NOT REPORT TO DUTY; HOW ARE THESE MEMBER'S ACCOUNTED FOR?

I HAVE TOLD A MEMBER TO SELF-QUARANTINE BUT HE/SHE IS NOT SICK, WHAT DUTY STATUS WILL THIS MEMBER BE IN?

IF I AM PLACED IN DUTY STATUS 14, WILL I STILL ACCRUE LEAVE AND RECEIVE MY NORMAL AUTHORIZED ENTITLEMENTS?

(As of 7 May 2020)

SPECIAL PROGRAMS (EFMP, EXPEDITED TRANSFER, HUMANITARIAN)

****Please refer to this FAQ as information will be updated periodically as the situation develops****
(Control+Click over the hyperlink to take you to that program)

**Q1. I HAVE AN EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP),
EXPEDITED TRANSFER (ET) OR HUMANITARIAN PCS TO OR FROM AN
IMPACTED LOCATION, NOW WHAT?**

**Q2. WHY DO I HAVE TO SEEK AN EXCEPTION TO THE CURRENT TRAVEL
RESTRICTIONS IF I HAVE A HUMANITARIAN PCS TO OR FROM AN
IMPACTED LOCATION WHEN “HUMANITARIAN REASONS” IS
SPECIFICALLY LISTED?**

**Q3. MY FIRST GENERAL FLAG OFFICER OR MEMBER OF THE SENIOR
EXECUTIVE SERVICE IN MY CHAIN OF COMMAND / SUPERVISION HAS
APPROVED MY EXCEPTION FOR MY EFMP, ET OR HUMANITARIAN
ASSIGNMENT, BUT MY RNLTD AND/OR DEROS WERE PUSHED 60 DAYS, NOW
WHAT?**

**Q4. CAN I STILL APPLY FOR A HUMANITARIAN, ET OR EFMP
REASSIGNMENT DURING THE STOP MOVEMENT?**

**Q5. WHERE CAN I FIND THE STATUS OF MY EFMP, ET OR HUMANITARIAN PCS
APPLICATION DURING THE STOP MOVEMENT?**

(As of 7 May 2020)

RETIREMENTS AND SEPARATIONS

****Please refer to this FAQ as information will be updated periodically as the situation develops****
(Control+Click over the hyperlink to take you to that program)

Q1. THE STOP MOVEMENT GUIDANCE INDICATES THAT RETIRING AND SEPARATING AIRMEN ARE EXEMPT FROM THE TRAVEL RESTRICTIONS. DOES THAT MEAN AIRMEN CAN TAKE PERMISSIVE TDY AND TERMINAL LEAVE?

Q2. CAN RETIRING AND SEPARATING AIRMEN PARTICIPATE IN THE SKILL BRIDGE PROGRAM?

Q3. MAY I REQUEST A CHANGE OR WITHDRAWAL OF MY RETIREMENT/SEPARATION DATE BASED ON THE CURRENT SITUATION?

Q4. DUE TO LIMITED SERVICES ON MY INSTALLATION, I CAN'T COMPLETE ALL OF MY REQUIRED OUT-PROCESSING ACTIONS TO MY SCHEDULED DEPARTURE DATE. WHAT SHOULD I DO?

Q5. I'M ASSIGNED TO A REMOTE SITE OVERSEAS THAT DOES NOT HAVE THE FACILITIES FOR ME TO COMPLETE OUT-PROCESSING. WHAT SHOULD I DO?

Q6. DUE TO SOCIAL DISTANCING PROCEDURES IMPLEMENTED AT MY INSTALLATION, THE TAP BRIEFING HAS BEEN CANCELLED AND MY DEPARTURE DATE IS APPROACHING. WHAT SHOULD I DO?

Q7. SINCE I AM RETIRING/SEPARATING, CAN I STILL SCHEDULE MY HOUSEHOLD GOODS PICK-UP WITH THE LOCAL TMO?

Q8. I'M AT AN OVERSEAS LOCATION WHERE THE LOCAL COMPANIES ARE NOT SCHEDULING PICK-UPS DUE TO LOCAL RESTRICTIONS OR A SHELTER-IN-PLACE INITIATIVE. WHAT SHOULD I DO?

Q9. I'M ASSIGNED OVERSEAS BUT ON MID-TOUR LEAVE AND CAN'T TRAVEL BACK TO MY BASES DUE TO THE STOP MOVEMENT. I'M RETIRING/SEPARATING AT THE END OF MY OVERSEAS TOUR. WHAT SHOULD I DO?

Q10. I AM CURRENTLY DEPLOYED, BUT HAVE AN APPROVED SEPARATION/RETIREMENT. DEPLOYED MEMBERS ARE CURRENTLY UNDER STOP MOVEMENT FOR REDEPLOYING. AM I ABLE TO REDEPLOY TO HOME STATION IN ORDER TO OUTPROCESS FOR MY SEPARATION OR RETIREMENT?

Q11. DO AIRMEN RETURNING FROM DEPLOYMENT GET TIME ADDED TO THEIR DOS IF THEY ARE SUBJECTED TO 14-DAY QUARANTINE AFTER ARRIVAL (ARE THEY ENTITLED TO 30 DAYS)?

Q12. HOW DO I OBTAIN A SHPE IF THE MTF WILL NOT CONDUCT FACE-TO-FACE APPOINTMENT DUE TO CRITICAL LIMITATIONS?

(As of 7 May 2020)

I HAVE AN UPCOMING ASSIGNMENT, NOW WHAT?

Through 30 June 2020 (or otherwise ordered), a Stop Movement is ordered for all travel for all USAF and USSF uniformed and civilian personnel and their sponsored family members (not under the responsibility of a U.S. Chief of mission) for all forms of official travel and movements associated with Permanent Change of Station (PCS).

Concurrent official travel for family members of Total Force Military is denied. This concurrent travel guidance restricts family members from traveling concurrently with the military sponsor. Exemptions are outlined in Part I, para 2.

Due to the nature of the COVID-19 outbreak and specific state and country reactions to the virus, the CDC assessment for Level's 1, 2, and 3 is fluid in nature and is ever changing. We ask that you stay in touch with your leadership for future updates. Additional information on COVID-19 is available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>, a real-time listing of countries affected can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. You can also access information on the Air Force's Personnel Center Facebook page, www.facebook.com/airforcepersonnelcenter and on the U.S. Air Force page at <https://www.af.mil/News/Coronavirus-Disease-2019/>.

I AM OVERSEAS AND MY DEROS IS APPROACHING AND HAVE AN ASSIGNMENT, NOW WHAT?

Any DEROS and RNLTD changes required as a result of this directive will be made by AFPC and will subsequently be reevaluated in coordination with MAJCOMs to align with mission requirements and traveler safety.

Please review the following myPers article for more information:
https://mypers.af.mil/app/answers/detail/a_id/47334

I HAVE A FOLLOW ON ASSIGNMENT TO AN IMPACTED LOCATION, CAN I ASK FOR A DIVERSION?

Not at this time, remain in place or follow Stop Movement guidance. Specific PCS guidance for military Airmen is outlined in the "Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)."

I AM CURRENTLY TDY, DO I RETURN TO MY HOME STATION?

CONUS-assigned Airmen: For those members, whose TDY or Leave in the CONUS ends while Stop Movement is in effect, are authorized to return to their CONUS duty station.

International travel: If a member has initiated non-GFM travel (including intermediate stops), members are authorized to proceed/continue to their final destination on approved orders IAW Part I, para 2.B.

Airmen that have initiated PCS travel and are not authorized to proceed may be placed on TDY hold IAW AFI 36-2110, *Total Force Assignments*, paragraph 3.13. Instructions to amend an Airman's PCS orders will be provided to the MPF after STOP MOVEMENT is terminated. Airmen placed on TDY hold are not entitled to a rental vehicle, but are authorized TDY per diem.

(As of 7 May 2020)

I HAVE AN ASSIGNMENT AND WAS SUPPOSED TO HAVE MY HHGS PICKED UP. WHAT DO I DO?

For general questions prior to movement of HHG, NTS or POV those members can contact their local transportation office.

I HAVE AN ASSIGNMENT TO OR FROM OVERSEAS AND NOT SURE WHERE MY HHGS ARE.

Those members PCSing to or from overseas, who have already packed/shipped HHG, are exempted and are authorized to proceed IAW Part I, para 2.A.

I AM OVERSEAS BUT PROJECTED TO ATTEND AN AETC COURSE AND/OR PROJECTED TO BE AN INSTRUCTOR. CAN I STILL PROCEED?

Student and instructor travel associated with uniformed personnel Recruiting and Accessions activities, to include accessions, basic training, advanced individual training (Initial Skills Training (IST), Technical Training and Retraining), and follow-on travel to the first duty station. Losing organizations will coordinate with gaining units for any specific travel mitigation requirements.

I HAVE A CONUS TO CONUS ASSIGNMENT (INCLUDING AK/HI LOCATION OR PCS TRAVEL TO OR FROM A U.S. TERRITORY); ARE THERE TRAVEL EXCEPTIONS?

Approved exceptions can be found in the Stop Movement message, Part I, para 2.A. All other exceptions may be granted in writing for compelling cases where travel is determined to be mission- essential, necessary for humanitarian reasons, or warranted due to extreme hardship.

WHAT IS CLASSIFIED AS MISSION-ESSENTIAL TRAVEL?

Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions as determined by DoD component.

I HAVE A TRAVEL EXCEPTION. WHO IS THE APPROVAL AUTHORITY?

Approval authority for these exceptions belongs to the Combatant Commander if the individual is assigned to a combatant command; the Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff; the Secretary of the Military Department concerned for personnel under his or her jurisdiction; or the Chief Management Officer for the Office of the Secretary for Defense, Defense Field Activities and Agencies.

This authority may be delegated in writing to a level no lower than the first general officer or flag officer in the traveler's chain of command or supervision. These exceptions are to be done on a case by case basis, shall be limited in number, and shall be coordinated between the gaining and losing organizations, as appropriate.

I HAVE A CONUS TO CONUS ASSIGNMENT AND NOT SURE WHERE MY HHGS ARE?

Those members who have packed/shipped HHG are authorized to proceed to their gaining CONUS location (concurrent travel is approved in these circumstances) IAW Part 1 para 2.A.

(As of 7 May 2020)

ARE WE AUTHORIZED TO PROCEED TO AFIT COURSES/PROGRAMS?

Members that are attending AFIT course/programs should contact their registrar office to verify if the courses/programs still have projected start date within the next 60 days.

I HAVE A LOW COST PCS, AM I AUTHORIZED TO PROCEED?

Members that have been approved for Low Cost PCS, are authorized to proceed without an ETP.

I HAVE ALREADY DROPPED OFF OR SHIPPED MY POV FOR MY UPCOMING PCS, BUT HAVE NOT PACKED/SHIPPED HHG'S. AM I ABLE TO PROCEED UNDER A PRE-APPROVED EXEMPTION?

No, POV drop-off/shipment alone does not grant automatic exemption under Stop Movement. Individuals facing severe hardship due to POV issues should discuss options with their chain of command.

HOW DO I REQUEST AN ASSIGNMENT EXTENSION, DEFERMENT, OR CANCELLATION REQUEST BASED OFF OF A PERSONAL HARDSHIP CAUSED BY THE STOP MOVEMENT OR COVID-19?

RNLTD/DEROS extension Requests: Individuals may request to extend their RNLTD and DEROS to ensure Service member and/or family stability; however, changes to RNLTDs and DEROS' impact the losing and gaining unit and may affect the departure of the Service member being replaced. Requesting changes should only be requested when a hardship exists or when in the best interest of the Air Force. See Personnel Services Delivery Guide, [RNLTD Change Request](#), for procedures on requesting a RNLTD change via myPers or vMPF. AFI 36-2110, *Total Force Assignments*, paragraph 6.5.6 outlines DEROS extension request options and procedures.

Please review the following myPers article for more information about DEROS and RNLTD changes: https://mypers.af.mil/app/answers/detail/a_id/47334

Assignment Deferral Requests (non-EFMP/Humanitarian): Deferral from reassignment may be appropriate to ensure family stability when the Service member's continued presence is absolutely essential. Only one assignment deferral is permitted; therefore, if an individual is already deferred under a different program (i.e. EFMP/Humanitarian deferral), he/she will not be approved for a subsequent deferral under this guidance without an extreme hardship being presented in the initial request. Commander endorsed requests should be submitted to afpc.dp3am.workflow@us.af.mil.

Assignment Cancellation Requests: If an individual is not in a mandatory PCS move status and selected as a volunteer for an OS long tour, he or she may request cancellation of the assignment through his or her assignment Noncommissioned Officer (NCO), or officer assignment team. Although approval of the request is not automatic, every effort will be made to accommodate and approve such requests consistent with the needs of the Air Force. Commander endorsed requests should be submitted to afpc.dp3am.workflow@us.af.mil.

Colonels/Chiefs: For colonels (including selectees), and chiefs (including selectees), the final approval authority is AF/DPO and AF/DPE, respectively. MPFs will send requests to the appropriate OPR for consideration.

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Join Spouse Consideration: When an USAF/USSF member is married to another Service member and desires join spouse consideration, a join spouse intent letter must accompany his or her application in order for the military spouse to also be considered for assignment action.

Humanitarian/EFMP: For requests based on Humanitarian and EFMP considerations, continue to follow AFI 36-2110 guidance covered in para 2.18 (EFMP) and Attachment 16 (Humanitarian).

AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS?

Please thoroughly review guidance in the “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”. This document covers the stop movement order and concurrent travel guidance in addition to TDY hold guidance. For Outbound Assignments sections, further guidance will be relayed via official channels to track and report personnel who have outprocessed and departed for PCS but have not yet signed in.

NOTE: Anyone planning to travel to overseas destinations are advised to individually review the U.S. Department of State’s website for up-to-date overseas travel information for destination countries and the Emergency Alert for Coronavirus page at <https://travel.state.gov/content/travel.html>.

WHAT IS BEING DONE TO ENSURE OUR SERVICE MEMBERS ARE SAFE IN THEIR TRAVELS AND KEEP THEM HEALTHY?

The actions outlined in Secretary Esper’s memo and the Force Health Protection Supplement #4 are done to protect our personnel and their families. The department will take several measures to enhance traveler safety, such as establishing pre- and post-travel screening and reception procedures and transitioning to military and DoD contracted aircraft for from or to CDC Level 3 or Level 2 designated areas. Additionally, DoD has instituted domestic official travel restrictions through 30 June 2020 (e.g. Permanent Change of Station and Temporary Duty) to safeguard our people. We encourage all DoD personnel and families to visit <https://www.defense.gov/Explore/Spotlight/Coronavirus/> for tips on staying healthy.

WHY WERE TRAVEL RESTRICTIONS IMPLEMENTED?

In order to help limit COVID-19’s spread and its impact on the force, the Secretary of Defense instituted travel restrictions for all travel.

ARE THERE DESIGNATED LOCATIONS THAT SERVICE MEMBERS RETURNING CONUS MUST TRAVEL TO IN ORDER TO BE PLACED UNDER THE 14-DAY RESTRICTION OF MOVEMENT?

There is no designated quarantine location for returning personnel. Each service member will stay at home or other appropriate domicile coordinated with the parent command for 14 days, practice social distancing and conduct self-monitoring. All required pre-travel screening will be adhered to in accordance with the Force Health Protection guidance supplement #4: <https://media.defense.gov/2020/Mar/11/2002263241/-1/-1/1/FORCE-HEALTH-PROTECTION-GUIDANCE-SUPPLEMENT-4.PDF>

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I AM ON A 365-DAY EXTENDED DEPLOYMENT AND HOME ON A MID-TOUR LEAVE / R&R. WHAT DO I DO TO GET BACK?

If eligible and all PCS requirements have been met, dependent travel to the CONUS Advanced Assignment (AA) location is authorized. AA travel to OCONUS locations requires the use of already existing AA exception to policy procedures. Eligible families are authorized to proceed to AA before, after, or upon the Airman's departure from losing station.

I HAVE A JOIN SPOUSE ASSIGNMENT, CAN I PROCEED?

Mil-to-Mil couples that currently do not live in a joint domicile are not eligible to PCS without an approved waiver.

Example: SSgt Z and SrA Q are married. SSgt Z is stationed at Randolph while SrA Q is stationed at Langley. SrA Q has a Join Spouse assignment to Randolph. SrA Q cannot proceed without an approved GO/FO/SES waiver.

Mil-to-Mil couples that currently live in a joint domicile are eligible to PCS together without a waiver as long as one member of the couple is exempt from Stop Movement IAW Part 1, Para 2.

Example: Maj Y and Capt G are married. Both individuals are stationed at Scott with assignments Travis. Maj Y is currently exempt from Stop Movement IAW Part 1, Para 2. Capt G may proceed on the join spouse assignment without an additional waiver.

WHAT ARE THE RETAINABILITY REQUIREMENTS WHEN RNLTD/DEROS WAS INVOLUNTARILY EXTENDED?

PCS retainability scenarios below are based on any DEROS or RNLTD that were extended due to COVID-19 Stop Movement. If the Amn elects not to obtain additional retainability or is unable to obtain the required retainability to PCS, the remaining time is waived and an AF Form 964, PCS, TDY, Deployments, or Training Declination Statement is not required. Amn in SRB AFSCs should seek appropriate guidance from Career Development at the MPF in regards to the effect extending an enlistment has on SRB eligibility.

PCS OS – OS - Additional retainability for these assignment must be obtained. If an Amn elects not to obtain additional retainability for the assignments, they may voluntarily request assignment cancellation and receive a CONUS assignment. AF Form 964, PCS, TDY, Deployments, or Training Declination Statement is not required.

PSC OS – CONUS – Additional retainability is waived if Amn does not/cannot obtain retainability.

PCS CONUS – OS - Additional retainability is waived if Amn does not/cannot obtain retainability.

PCS CONUS – CONUS – Additional retainability is waived if Amn does not/cannot obtain retainability.

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WHAT IS THE STATUS OF PERSONNEL PROCESSING CODE (PPC) WAIVERS?

AFPC is in coordination with the MAJCOMS to determine PPC waiver requirements. The officer/enlisted PPC tables will reflect the updates as they become available.

I AM AUTHORIZED TO RETURN TO MY OCONUS PERMANENT DUTY STATION IAW AF GUIDANCE, AM I ALLOWED TO UTILIZE SPACE A FOR THE TRAVEL?

Per AMC/A4, Airmen who are utilizing Space A for leave purposes will require a signed waiver to travel, even if traveling under an exemption in AF myPers guidance.

WILL I BE ALLOWED TO PCS TO MY SCHEDULED PME OR ATTEND SCHEDULED JPME?

Air Force and Sister Service schools are pre-decisional at this time and must be prioritized among other PCS must moves. JPME will be prioritized along with Service schools. Final determination is forthcoming.

I AM SCHEDULED TO GO ON A DEPLOYMENT. WILL MY DEPLOYMENT BE CANCELLED? WHAT SHOULD I DO, WHO SHOULD I CONTACT?

Global Force Management activities will continue with coordination between the Combatant Command, the Joint Staff, and the appropriate Service. It is important that deploying members remain in contact with their IPR, UDM and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed. As more information becomes available, we will pass it on or you will be contacted through your chain of command.

I AM CURRENTLY DEPLOYED. WILL I BE BROUGHT HOME EARLY? WHO CAN I CONTACT TO FIND OUT?

Global Force Management activities will continue with coordination between the Combatant Command, the Joint Staff, and the appropriate Service. It is important that deploying members remain in contact with their IPR, UDM and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed. As more information becomes available, we will pass it on or you will be contacted through your chain of command.

I AM DUE FOR MY FITNESS ASSESSMENT 30 MAR 2020; DO I NEED TO TAKE MY FITNESS ASSESSMENT

No, as part of our planning during the current 2019 Coronavirus (COVID-19) situation, in an effort to ensure that the health and safety of our members is top priority, all Air Force Fitness Assessments that are due in the months of March, April and May 2020 have been postponed for 6 months. If you are due the month on March then you will test in 6 months; September 2020. If you are due in April then you will test in 6 months, October 2020. If you are due in May then you will test in 6 months, November 2020.

HOW DO I MAKE SURE MY RECORD IS UPDATED IN AFFMS II?

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Please contact your UFPD or FAC to verify that AFFMS II has been updated. FACs must ensure that AFFMS II is updated to reflect a Commander Composite Exemption on each member who is due for their Official Fitness Assessment in March, April and May. FACs must also ensure the expiration dates reflect the same due dates indicated above to prevent members going into a non-current status.

IS HAVING A COMMANDER EXEMPTION UPDATED RENDER A MEMBER INELIGIBLE FOR PROMOTION?

No, if Airmen are unable to complete their Fitness Assessment due to the COVID-19 restrictions, the unit Commander may place the member in a Composite Exemption following the guidance provided on the myPers message.

I HAD A FAILURE AND NOW I AM EXEMPT DUE TO COVID-19, AM I NOW ELIGIBLE FOR PROMOTION?

No, if your previous Fitness Assessment was a failure, the unit must submit an Exception to Policy (ETP) request signed by a Squadron Commander in order for the you to be eligible for promotion.

I'M ON LEAVE AND HAVE BEEN PLACED ON QUARTERS. WILL I BE CHARGED LEAVE WHILE I AM ON QUARTERS?

If a member on leave requires hospitalization or quarters status, do not charge leave while hospitalized or on quarters. Chargeable leave ends the day before and starts again the day following hospitalization or quarters' status, regardless of the hour of admission or discharge or release from quarters.

I'M A MILITARY HEALTH CARE PROVIDER AND NEED TO PLACE A MEMBER CURRENTLY ON LEAVE ON QUARTERS. WHAT IS THE PROCESS TO CHANGE THE STATUS?

The member's status changes from leave to quarters, and the medical authority directing such status notifies the individual's commander.

IF MEMBER IS BEING SEEN BY A CIVILIAN HEALTH CARE PROVIDER AND NEEDS TO PLACE MEMBER ON QUARTERS BUT MEMBER IS CURRENTLY ON LEAVE STATUS. WHAT IS THE PROCESS TO CHANGE THE STATUS?

The nearest military health care provider approves civilian health care provider's placement of members on quarters.

I WAS PLACED ON QUARTERS WHILE ON LEAVE STATUS AND HAVE BEEN RELEASED FROM THE HOSPITAL. CAN I RESUME ON LEAVE?

Yes, the member will need to provide the leave approving authority with a statement from the attending physician or military treatment facility that certifies the period of quarters and date of release to the CSS. This statement is usually the admission and disposition list of the medical treatment facility.

A MEMBER OF MY UNIT HAS BEEN PLACED ON QUARTERS. WHAT DUTY

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STATUS CODE SHOULD WE UPDATE ON MEMBER?

Duty Status code 08 (Hospitalized, Not Assigned, Sick in Quarters) will apply if the medical community documents the member as being assigned to quarters.

A MEMBER OF MY UNIT HAS BEEN HOSPITALIZED. WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?

Duty Status code 13 (Hospitalized, Assigned to Patient Squadron or Hospital) will apply if the member is admitted to the hospital.

MEMBERS IN MY UNIT HAVE COMPLETED THE REQUIRED TRAINING AND DOCUMENTATION TO TELEWORK AND I HAVE AUTHORIZED THEM TELEWORK. WHAT DUTY STATUS CODE ARE THEY PLACED ON?

If the member is telework prepared (has completed the training and has laptop or computer access from home), then their duty status would be 00 (Present for Duty).

I HAVE A MEMBER THAT HAS BEEN ON QUARTERS LONGER THAN 72 HOURS AND WE ARE UNABLE TO ADJUST IN MILPDS?

If system edits will not allow for changing the expiration date, then the unit will need to continue to update the Duty Status 08 until the 14 days have expired. Alternative would be using the Duty Status 14 which you could put the expiration date in. If the member is placed in Duty Status 14, the unit will need to continue to track this as a member under quarantine.

MY UNIT IS UNABLE TO TELEWORK DUE TO OUR MISSION BUT WE HAVE BEEN TOLD TO NOT REPORT TO DUTY. HOW ARE THESE MEMBER'S ACCOUNTED FOR?

Airmen who are not able to work due to unforeseen circumstances and they do not have telework capabilities, the Commander may place the Airmen in Duty Status Code 14. The unit will need to track these members by any means feasible and ensure they are brought back to Duty Status 00 once they return to work. Members will still accrue leave and all entitlements will remain unchanged.

I HAVE TOLD A MEMBER TO SELF-QUARANTINE BUT ARE HE/SHE IS NOT SICK. WHAT DUTY STATUS WILL THIS MEMBER BE IN?

Airmen who may have been in contact with another member who may have been effected by COVID- 19, the Commander may authorize the member to Self-Quarantine. Duty Status 14 should be used for this situation. If the member is placed in Duty Status 14, the unit will need to continue to track this as a member under self-quarantine.

IF I AM PLACED IN DUTY STATUS 14, WILL I STILL ACCRUE LEAVE AND RECEIVE MY NORMAL AUTHORIZED ENTITLEMENTS?

Members will still accrue leave and all entitlements will remain unchanged. This is not a negative Duty Status.

01. I HAVE AN EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP), EXPEDITED

(As of 7 May 2020)

TRANSFER (ET) OR HUMANITARIAN PCS TO OR FROM AN IMPACTED LOCATION. NOW WHAT?

A1. Specific PCS guidance for military Airmen is outlined in the “[STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions due to the Coronavirus Disease \(COVID- 19\).](#)” Review Parts I and II in their entirety for current guidance regarding concurrent travel for dependents. Airmen who have a projected EFMP, ET or Humanitarian PCS **are not** automatically considered exceptions to the travel restrictions in effect. Exceptions may be granted in writing for **compelling cases** when travel is determined to be mission-essential, necessary for humanitarian reasons, or warranted due to extreme hardship. Part I, paragraph 3. provides additional guidance for Airmen seeking an exception.

Individuals traveling under an exception listed under this paragraph, including those traveling as part of a Department of State-issued Authorized Departure, are subject to travel screening protocols as provided in Attachment 3.

Q2. WHY DO I HAVE TO SEEK AN EXCEPTION TO THE CURRENT TRAVEL RESTRICTIONS IF I HAVE A HUMANITARIAN PCS TO OR FROM AN IMPACTED LOCATION WHEN “HUMANITARIAN REASONS” IS SPECIFICALLY LISTED?

A2. Humanitarian Assignments are approved for a multitude of reasons: adoption, terminal family member, disasters, deaths, etc. **These exceptions are to be done on a case-by-case basis, shall be limited in number**, and shall be coordinated between the gaining and losing organizations. Requests for exception follow guidance in Part I, paragraph 3.

Q3. MY FIRST GENERAL, FLAG OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN MY CHAIN OF COMMAND / SUPERVISION HAS APPROVED MY EXCEPTION FOR MY EFMP, ET OR HUMANITARIAN ASSIGNMENT, BUT MY RNLTD AND/OR DEROS WERE PUSHED 60 DAYS. NOW WHAT?

A3. Approved exceptions will not be processed/routed through AFPC/DP3AM for final review or approval; however, if changes to recently extended RNLTDs and/or DEROS’ are required to allow movement, Airmen are to work with their servicing MPS/MPF for submittal. MPS/MPFs will submit the Airman’s request with the signed approval to afpc.dp3am.workflow@us.af.mil. Opening a CMS ticket is not required.

Q4. CAN I STILL APPLY FOR A HUMANITARIAN, ET OR EFMP REASSIGNMENT DURING THE STOP MOVEMENT?

A4. Yes. Normal operations have not ceased for the Special Assignment Programs Team. We continue to accept and process applications. PCS’ approved during the Stop Movement will be provided an RNLTD of July 2020 at the earliest, and DEROS of June 2020 at the earliest. Early reporting is not authorized. Departure prior to the expiration of the travel restrictions identified within “[STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions due to the Coronavirus Disease \(COVID-19\)](#)” is not authorized without an approved exception.

Q5. WHERE CAN I FIND THE STATUS OF MY EFMP, ET OR HUMANITARIAN PCS APPLICATION DURING THE STOP MOVEMENT?

A5. The status of a pending application can be found by contacting the Total Force Service Center (TFSC) at (210) 565-0102. At this time, the TFSC continues to provide support to all Airmen, 24 hours a day, 7 days a week. Updated status reports are provided to the TFSC each Monday and Thursday from our Case Management Team. We appreciate your patience

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as we work diligently to respond to global inquiries and prioritize applications.

Q1. THE STOP MOVEMENT GUIDANCE INDICATES THAT RETIRING AND SEPARATING AIRMEN ARE EXEMPT FROM THE TRAVEL RESTRICTIONS. DOES THAT MEAN AIRMEN CAN TAKE PERMISSIVE TDY AND TERMINAL LEAVE?

A1. Military Airmen retiring or separating are exempt from the STOP MOVEMENT travel restrictions and may continue to out-process. Airmen may begin commander-approved permissive TDY and/or terminal leave as scheduled. While exempt from the STOP MOVEMENT travel restrictions, Airmen are subject to applicable travel screening protocols.

Q2. CAN RETIRING AND SEPARATING AIRMEN PARTICIPATE IN THE SKILL BRIDGE PROGRAM?

A2. Military Airmen retiring or separating are exempt from the STOP MOVEMENT travel restrictions and may participate in an approved Skill Bridge program. While exempt from the STOP MOVEMENT travel restrictions, Airmen are subject to applicable travel screening protocols.

Q3. MAY I REQUEST A CHANGE OR WITHDRAWAL OF MY RETIREMENT/SEPARATION DATE BASED ON THE CURRENT SITUATION?

A3. Since retiring and separating members are exempt from the STOP MOVEMENT travel restrictions, requests for date changes or withdrawals must be justified and include supporting evidence that clearly shows how approval would be in the best interest of the AF or that you are experiencing an extreme personal hardship uncommon to other military members. Approval will be based on the justification provided and the manning in your AF specialty.

Q4. DUE TO LIMITED SERVICES ON MY INSTALLATION, I CAN'T COMPLETE ALL OF MY REQUIRED OUT-PROCESSING ACTIONS TO MY SCHEDULED DEPARTURE DATE. WHAT SHOULD I DO?

A4. If possible, you should complete all out-processing actions prior to departure. If facilities are not available, the AFPC Relocations office, AFPC/DP3AM, has determined that the following items **must** be completed prior to your departure: Separation Health Physical Exam (SHPE), dental clearance memorandum, Finance separation/retirement briefing, Survivor Benefit Plan (SBP), security clearance termination statement, and the Transition Assistance Program (TAP) mandated training and counseling. Additionally, when applicable, members must also turn-in government issued passports, clear base housing, and turn-in government issued equipment. **Contact your MPF to schedule your final out-processing appointment or if you need assistance with completing these items.**

Q5. I'M ASSIGNED TO A REMOTE SITE OVERSEAS THAT DOES NOT HAVE THE FACILITIES FOR ME TO COMPLETE OUT-PROCESSING. WHAT SHOULD I DO?

A5. If you are stationed at a location overseas that does not have the facilities for out-processing, you may request travel to a Separation Processing Base (SPB) in the United States to complete the required actions. The SPB location must be the Air Force base in the United States that is closest to your Home of Selection or leave address, which has a Military Personnel Flight and Financial Services Office. Time spent at a SPB is limited to no more than 8 duty days to allow you to complete the medical and dental clearances, TAP program, travel vouchers, permissive

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TDY/terminal leave requests, and turn in items like family member government-issued passports.

Recommend you contact the SPB location in advance of travel to determine their availability and schedule your arrival accordingly. Please review the Personnel Services Delivery guide on myPers for more information on the SPB program.

O6. DUE TO SOCIAL DISTANCING PROCEDURES IMPLEMENTED AT MY INSTALLATION, THE TAP BRIEFING HAS BEEN CANCELLED AND MY DEPARTURE DATE IS APPROACHING. WHAT SHOULD I DO?

A6. Most Airman & Family Readiness Centers (A&FRCs) are minimally manned or teleworking; however, counselors are able to conduct Initial Counseling, Pre-separation Counseling and Capstone via Skype, FaceTime or telephonically. Additionally, if you need to complete the TAP Workshop or required two-day tracks, you can do so virtually through the Joint Knowledge Online website. Please contact your local A&FRC for more information.

O7. SINCE I AM RETIRING/SEPARATING, CAN I STILL SCHEDULE MY HOUSEHOLD GOODS PICK-UP WITH THE LOCAL TMO?

A7. On 18 Mar 2020, USTRANSCOM and the Personal Property Activity Headquarters published guidance to the Transportation Management Offices announcing that retiring and separating members should not be hindered from scheduling household goods movements. Please contact your local TMO to schedule your pick-up or for more information.

O8. I'M AT AN OVERSEAS LOCATION WHERE THE LOCAL COMPANIES ARE NOT SCHEDULING PICK-UPS DUE TO LOCAL RESTRICTIONS OR A SHELTER-IN-PLACE INITIATIVE. WHAT SHOULD I DO?

A8. In cases where you can't arrange household good pick-up, you can request a change to your retirement or separation date. You can also delay the start of your permissive TDY and/or terminal leave or provide a power of attorney to someone else to ship goods for you, if you prefer.

- **For approved retirements**, you will need to submit the retirement date change request via myPers, which will be forwarded to your commander for a recommendation.
- **For enlisted with an ETS/DOS separation**, you will need to submit the change request via myPers to the DP1 M Separations box.
- **For officers or enlisted with an approved early separation** (i.e., PETS), you will need to apply through the vMPF Self Service Action, similar to when applying for separation. You will also need your unit commander endorsement.
- **For all requests (retirements or separations)**, be sure to include the new retirement or separation effective date, as well as documentation to show the new household goods pick-up dates, adjusted final out-processing date, shelter-in-place order, or other applicable information on local restrictions.

O9. I'M ASSIGNED OVERSEAS BUT ON MID-TOUR LEAVE AND CAN'T TRAVEL BACK TO MY BASES DUE TO THE STOP MOVEMENT. I'M RETIRING/SEPARATING AT THE END OF MY OVERSEAS TOUR. WHAT SHOULD I DO?

A9. When your leave is finished, your unit should change your duty status to code 14 while you are waiting for lifting of the travel restriction. You should also request to accelerate your retirement or separation date by submitting a change request through myPers. We will work with the assignment

(As of 7 May 2020)

team to approve a DEROS curtailment to accommodate your retirement/separation. If your date change is approved and you have not completed your final out-processing actions, you should contact your unit/Military Personnel Flight to complete your actions remotely.

Q10. I AM CURRENTLY DEPLOYED, BUT HAVE AN APPROVED SEPARATION/RETIREMENT. DEPLOYED MEMBERS ARE CURRENTLY UNDER STOP MOVEMENT FOR REDEPLOYING. AM I ABLE TO REDEPLOY TO HOME STATION IN ORDER TO OUTPROCESS FOR MY SEPARATION OR RETIREMENT?

A10. Yes, you will be able to redeploy to home station to execute your separation or retirement. Airmen with an approved separation or retirement are exempt from the STOP MOVEMENT and considered must movers. Refer to your servicing PERSCO Team for specific redeployment guidance. Members will be returned to home station with enough time to have at least 30 days to outprocess.

Q11. DO AIRMEN RETURNING FROM DEPLOYMENT GET TIME ADDED TO THEIR DOS IF THEY ARE SUBJECTED TO 14-DAY QUARANTINE AFTER ARRIVAL (ARE THEY ENTITLED TO 30 DAYS)?

A11. No, Airmen returning from deployment will need to conduct the 14-day quarantine during the 30 days. Airmen need to be aware of current travel restrictions and must comply within the confines of current policy.

Q12. HOW DO I OBTAIN A SHPE IF THE MTF WILL NOT CONDUCT FACE-TO- FACE APPOINTMENTS DUE TO CRITICAL LIMITATIONS?

A12. If SHPEs cannot be accomplished via face-to-face due to mission critical limitations MTFs may employ the option to conduct virtual SHPE appointments.

****Please refer to this FAQ as information will be updated periodically as the situation develops****



SECRETARY OF THE AIR FORCE
WASHINGTON

MAY 11 2020

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC
DISTRIBUTION C

SUBJECT: Travel Restriction Delegations of Authority

- References: (a) SAF/OS Memorandum, "Travel Restriction Delegation of Authority," 16 Mar 2020
(b) OSD Memorandum, "Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions," 20 Apr 2020
(c) OUSD (P&R) Memorandum, "Modifications for Authorized Departures and Ordered Departures Related to COVID-19," 3 Apr 2020
(d) OUSD (P&R) Memorandum, "Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak," 11 Mar 2020
(e) OSD Memorandum, "Message to the Force – Modification and Extension of COVID-19 Travel Restrictions," 20 Apr 2020
(f) OSD Memorandum, "Department of Defense Guidance on the Use of Cloth Face Coverings," 5 Apr 2020

This memo rescinds and replaces reference (a). The authority to waive the travel restrictions in reference (b) for any Department of the Air Force military or civilian member, or family member thereof, is hereby delegated to the first general or flag officer, or member of the Senior Executive Service, in the individual traveler's chain of command or supervision. This authority may not be further re-delegated.

Individual waivers will be accomplished on a case-by-case basis, must be in the best interest of the U.S. Government, shall be coordinated between the gaining and losing organizations, and shall be documented in writing and signed by the authority granting the waiver. Documentation of the waivers must include the determination whether travel is mission-essential; necessary for humanitarian reasons; or warranted due to hardship. Individual travel orders must also document any waiver that is granted for the traveler. Waiver authorities may also approve a single case-by-case waiver for multiple members under their command or supervision as long as the above requirements are met, the members are similarly situated, and the waiver justification is the same for all members.

I further delegate to the Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) the authority to approve case-by-case waivers for multiple travelers for a specific purpose (e.g., promotion boards, disability boards, etc.) within SAF/MR's areas of responsibility and authority and deemed by SAF/MR to be mission-essential. This authority may not be further re-delegated.

Protecting our service members, civilians, and families; safeguarding our national security capabilities; and supporting the whole-of nation response remain top priorities. All travelers will follow procedures as outlined in reference (d). All travelers will rigorously follow appropriate social distancing and use of cloth face covering guidance. Disruptions to transportation movement caused by Department of Defense travel restrictions will be mitigated to support onward movement. Any risks to the force will be elevated and reported through existing processes and procedures. Commanders will continue to identify any issues or concerns through their respective chain of command.



Barbara Barrett

Secretary of the Air Force



**SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000**

APR 20 2020

**MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE**

**SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
COMMANDERS OF THE COMBATANT COMMANDS
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES**

**SUBJECT: Modification and Reissuance of DoD Response to Coronavirus Disease 2019 –
Travel Restrictions**

- References:** (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019," March 11, 2020 (hereby cancelled)
(b) Deputy Secretary of Defense Memorandum, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019," March 13, 2020 (hereby cancelled)
(c) MOD 1 TO REVISION 01 TO DOD RESPONSE TO CORONAVIRUS-2019 EXORD, March 24, 2020 (hereby cancelled)
(d) Under Secretary of Defense for Personnel and Readiness Memorandum, "Modifications for Authorized Departures and Ordered Departures Related to COVID-19," April 3, 2020
(e) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak," March 11, 2020

The coronavirus disease 2019 (COVID-19) continues to present significant risk to our forces as the DoD considers domestic and overseas personnel travel. These movements present



OSD003915-20/CMD004731-20

the threat of spreading COVID-19 within our ranks and communities. My priorities remain – protecting our Service members, DoD civilians, and families; safeguarding our national security capabilities; and supporting the whole-of-nation response.

Effective immediately, this memorandum cancels references (a), (b), and (c) and reissues travel restriction guidance for DoD Components that will remain in effect until June 30, 2020.

Travel Restrictions

All DoD Service members will stop movement, both internationally and domestically, while this memorandum is in effect. All DoD civilian personnel, and dependents of DoD Service members and DoD civilian personnel, whose travel is Government-funded will stop movement, both internationally and domestically, while this memorandum is in effect.

Except as provided below, this stop movement applies to all official travel, including temporary duty (TDY) travel; Government-funded leave travel; permanent duty travel, including Permanent Change of Station (PCS) travel; and travel related to Authorized and Ordered Departures issued by the Department of State. For DoD Service members, it also includes personal leave outside the local area and non-official travel outside the local area. DoD Components may onboard civilian employees within the local commuting area only, and civilian employees whose travel to the local commuting area is not government-funded.

Exemptions

The following circumstances are exempt from these travel restrictions:

- a. Travel associated with uniformed personnel recruiting and accessions activities, to include accessions, basic training, advanced individual training, and follow-on travel to the first duty station. The Military Departments will notify me prior to reducing or suspending recruiting, accessions, basic training, or advanced individual training.
- b. Travel by patients, as well as their authorized escorts and attendants, for purposes of medical treatment. Travel by medical providers for the purposes of medical treatment for DoD personnel and their families is also authorized.
- c. Travel for Global Force Management (GFM) activities (defined as deployments/redeployments ordered in the GFM Allocation Plan and Combatant Command Assigned Force Demand tasking, including Service internal rotations to support, and TDY used to source ordered capabilities). Such travel to execute Operations, Activities, and Investments or Service-related training will be coordinated between the Combatant Command, the Joint Staff, and the appropriate Military Department. All GFM-scheduled deployments/redeployments of U.S. Navy vessels and embarked units and personnel is authorized, provided they are in-transit and have met the 14-day restriction of movement provided for under reference (e), and any applicable subsequent guidance.

- d. Travel by authorized travelers who departed their permanent duty station and are "awaiting transportation," and by authorized travelers who have already initiated travel (including intermediate stops). Such travelers are authorized to continue travel to their final destination on approved orders.
- e. Travel by authorized travelers whose TDY ends while this directive is in effect. Such travelers are authorized to return to their permanent duty station.
- f. Travel authorized by the Commander, U.S. Transportation Command (USTRANSCOM), to continue execution of the Joint Deployment and Distribution Enterprise as required to project and sustain the Joint Force globally. This includes forces (aircrews, vessel crews, and mission essential personnel) ordered on prepare-to-deploy orders alert status, air refueling, global patient movement, mortuary affairs support, inland surface, sea and air sustainment missions, support to other U.S. Agencies (as approved by me), and moves of personnel and equipment that support USTRANSCOM's global posture requirements.
- g. Travel by individuals pending retirement or separation.
- h. Travel by those under authority of a Chief of Mission and authorized by that Chief of Mission.

Waivers

As set forth below, waivers to this directive may be granted in writing in cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. These waivers are to be executed on a case-by-case basis, must be determined to be in the best interest of the U.S. Government, and shall be coordinated between the gaining and losing organizations. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, including positions that are deemed key and essential, as determined by the responsible DoD Component.

Approval authority for waivers belongs to:

- a. The Combatant Commander if the individual is assigned or allocated to a Combatant Command;
- b. The Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff;
- c. The Secretary of the Military Department concerned for personnel under his/her jurisdiction;
- d. The Chief of the National Guard Bureau (NGB) for all personnel assigned, attached, or allocated to the NGB and, for travel using Federal funds, all travel by title 32 and title 5 personnel assigned throughout the National Guard; and

- e. The Chief Management Officer for personnel in the Office of the Secretary of Defense, Defense Agencies, DoD Field Activities, and any other DoD entities not listed above.

This authority to approve waivers may be delegated in writing no lower than the first general or flag officer or member of the Senior Executive Service or equivalent in the traveler's chain of command or supervision. Delegations previously authorized under references (a) through (c) remain in effect until those delegations are rescinded or superseded. References in prior delegations to "member of the Senior Executive Service" are deemed to include equivalent personnel.

Additional Guidance

The restrictions above give preeminence to the safety and security of our personnel, their families, and our communities. During this period of travel restriction, the Department will take several measures to enhance traveler safety, lessen the burden on DoD personnel and their families, and ensure continued operations. Each of your organizations, as applicable, will take immediate action to:

- a. Clearly communicate the contents of this directive to those individuals affected by these travel restrictions;
- b. Establish pre- and post-travel screening and reception procedures for all authorized travelers as provided in reference (c) and any applicable subsequent guidance, to include establishing a means of communication with all personnel throughout the pre- and post-travel screening and reception process and providing information regarding prescribed actions for their particular circumstances;
- c. Use military- or DoD-contracted end-to-end travel using aircraft or other conveyance for DoD-sponsored travelers to the greatest extent practical;
- d. Inform all travelers of their responsibility to contact their gaining organization in advance of travel and to keep the organization updated on their travel itinerary;
- e. Document within travel orders the exemption or waiver under which the travel is authorized; and
- f. When practicable within operational requirements, consider either in-place assignment extensions or the applicability of waivers for PCS moves for uniformed personnel with school-age dependents in order to minimize school year disruption and education costs.

The Department will maintain a continuous conditions-based assessment of the COVID-19 pandemic, to include the ability of Force Providers, Combatant Commands, and USTRANSCOM to meet travel restriction requirements; host nation policy considerations regarding DoD force deployments; and COVID-19-related infrastructure at forward deployed

locations. Based on this assessment, I will review this policy every 15 days to determine if travel can resume earlier than June 30, 2020. As we continue to monitor the rapidly evolving COVID-19 outbreak, this guidance will be updated, as warranted, consistent with the priorities outlined in the first paragraph of this memorandum.

A handwritten signature in black ink, appearing to read "Mark T. Espen". The signature is fluid and cursive, with a long horizontal stroke at the end.



DEPARTMENT OF THE AIR FORCE
(Use Appropriate Letterhead)

MEMORANDUM FOR [Service Member]

FROM: [Delegated Approval Authority]

SUBJECT: Approval of Travel for Non-Global Force Management Activities

References: (a) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) – "Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak," 11 March 2020
(b) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Modification and Reissuance of DoD Response to Coronavirus Disease 2019 Travel Restrictions" 20 April 2020
(c) Secretary of the Air Force, "Travel Restriction Delegation Authorities," 16 March 2020

1. You are approved for travel as an **exception** to the DoD travel restrictions in accordance with references a – f above.

- Name of Service Member:
- Current Duty Assignment or Departure Location:
- Gaining Duty Assignment or Destination:
- Projected Departure Date:

2. Your dependents listed below are approved for travel as an exception to the DoD travel restrictions in accordance with the references a – f above.

- Name of Dependents **or enter N/A:**
- Current Departure Location:
- Destination:
- Projected Departure Date:

3. This exception meets the following condition, check all that apply:

- ☐ Mission Essential
- ☐ Humanitarian Reasons
- ☐ Hardship Reasons

4. The following travel situation applies:

- ☐ Service Member traveling alone
- ☐ Service Member traveling concurrently with dependents
- ☐ Dependents traveling without the service member

5. Your gaining unit Commander or First Sergeant coordinated and concurs with the approval of your official travel plans and your servicing MPF will receive a copy of this official travel waiver.
6. You and your dependents (if applicable) are advised to adhere to the Force Health Protection guidelines in *reference "a"* above or later guidance, if any. Take all necessary precautions including following appropriate social distancing procedures, avoiding travel through high-risk areas, and be aware a 14-day self-quarantine period might be required at the completion of travel.
7. My Point of Contact for this issue is (Name, email and phone number)

(Digital or "wet ink" signature required)

SIGNATURE BLOCK

[Approval Authority must be First General Officer, Flag Officer, or SES in mbrs current chain of command or combatant commander if currently assigned to combatant command]

1st Ind.

I have been counseled on the possible risks based on requirement to perform mission essential travel.
I will take all necessary precautions to ensure the safety of myself and my dependents (if applicable).

GRADE AND NAME OF SERVICE MEMBER

Attachment 2

(CAO 11 May 2020)

Location-Specific Operating Procedures

1. Turkey

Standard Operating Procedures for rotations to Incirlik. All inbounds will need to be approved by Turkish Air Force prior to proceeding.

Inbound personnel to Incirlik must receive clearance to proceed with PCS travel to Turkey from the 39 FSS prior to any movement. Once approved for travel, inbound personnel must travel to Incirlik using MilAir or contracted military airlift.

39 FSS will review their gains roster and notify USAFE-AFAFRICA/A1 CEM as personnel are approved to travel PCS to Incirlik. Upon notification, A1 CEM will notify AFPC/DP2 that member has been approved to travel to Incirlik.

2. Korea – Kunsan

Due to the Republic of Korea's COVID quarantine/testing requirements, inbound PCS personnel must receive clearance to proceed from the gaining commander prior to any movement. Once approved for travel, the losing Traffic Management Office (TMO) will book travel using contracted military airlift (Patriot Express).

Commercial travel through Incheon International Airport requires gaining commander approval. United States Forces Korea directives require a positive hand-off from Korean medical officials directly to USFK personnel at Incheon for controlled transportation and testing for COVID-19. Protocol breaches cannot occur and members are only authorized to leave Incheon via military-provided transportation.

As soon as air travel is confirmed, inbound personnel will immediately provide their sponsors all available flight information. If any travel details change it is imperative that the traveler notifies sponsor and the Kunsan COVID Coordination Cell at 8FW.COVID-19CoordCell@us.af.mil.

Arrival via Patriot Express will be at Osan AB. Members will be tested for COVID-19 and then transported by 8 LRS to Kunsan AB. No other mode of transportation to Kunsan AB is authorized. Upon arrival at Kunsan, members are required to quarantine for 14 days. Travelers will be tested a second time for COVID before release from quarantine, IAW Republic of Korea quarantine requirements.

Inbound personnel must carry two face covers or masks with them from time of departure from losing installation until arrival at Kunsan. Members must also have a thermometer on their person or in their carry-on baggage.

SMALL ARMS: Prior to outprocessing, all personnel should have their existing small arms (M4/16 & M9) qualifications extended by 12 months IAW AFI 31-117, *Arming and Use of Force*, para 2.12.2.; this authority lies with the Installation Commander or Defense Force Commander. As needed, personnel in Arming Group A will have additional weapons qualifications extended by the 8 SFS/CC upon inprocessing at Kunsan AB.

CBRN: No waiver necessary. If unable to complete prior to departure, Airmen have 120 days after DAS to complete at their gaining PACAF location.

Additional information and requirements will be provided by sponsors. Members can also visit the following links for Kunsan-specific COVID-19 information:

<https://kunsan.eis.pacaf.af.mil/8FW/COVID-19/SitePages/Home.aspx>;

<https://www.kunsan.af.mil/News/Coronavirus-Disease-2019/>;

<https://www.facebook.com/KunsanAirBase/>.

**DEPARTMENT OF THE AIR
FORCE**
(BASE LOCATION)



MEMORANDUM FOR [Employee/Applicant]

DATE

FROM: [Delegated Approval Authority]

SUBJECT: Approval for Civilian Personnel Exception to Travel Restrictions

References: (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019" 11 March 2020
(b) Deputy Secretary of Defense Memorandum, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019" 13 March 2020
(c) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) – "Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak" March 11, 2020
(d) Secretary of the Air Force Memorandum, "Travel Restriction Delegations of Authority", 16 March 2020

1. You are approved for official travel as an exception to the DoD travel restrictions in accordance with reference (d).

Individual Name:

Current Organization (if applicable):

Organization To Be Assigned:

Position Title, Pay Plan-Series-Grade:

Duty Location of Position:

Servicing Civilian Personnel Section To Be Assigned:

Request for Personnel Action (RPA) Number:

2. This exception meets the following condition, check all that apply:

- ☐ Mission Essential
- ☐ Humanitarian Reasons
- ☐ Undue Hardship:
- ☐ Concurrent Travel Approval
- ☐ Coordination with gaining organization

3. You are advised to take all necessary precautions including following appropriate social distancing procedures, avoiding travel through high-risk areas, and that a 14-day self-quarantine period might be required at the completion of travel.

(Digital or "wet ink" signature required)

SIGNATURE BLOCK

[Approval Authority must be First General Officer, Flag Officer, or Senior Executive Service in AF employee's losing chain of command or new hires gaining organization chain of command]

Copy to:

HR Staffing Specialist