
Subject: CPS Transmittal: #30 COVID-19 - SECDEF Memo Transition to on Personnel Movement and Travel Restrictions

Attachments: 22 May 2020_Secretary of Defense Memo.pdf; CPS Transmittal: #4 COVID-19 - Updated Travel Restrictions Exception (219 KB)

From: AFPC/DP3CR Civilian Recruiting <AFPC.DP3CR.CivilianRecruiting@us.af.mil>

Sent: Thursday, May 28, 2020 8:08 PM

Subject: CPS Transmittal: #30 COVID-19 - SECDEF Memo Transition to on Personnel Movement and Travel Restrictions

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Colleagues:

Please disseminate to HR professionals, Commanders and Hiring Officials

The purpose of this transmittal is provide guidance and the attached SECDEF memo, dated May 22, 2020, on Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions. Effective immediately this memorandum cancels SECDEF memo dated April 20, 2020 and reissues travel restriction guidance for DoD components and will remain in effect until further notice. Details on execution of this approach is under development and will be published as soon as available.

The memo changes when travel may occur based on when locations have meet conditions and received approval from the Office of USD(P&R). Conditions rest on two overarching factors:

- 1) state and/or regional criteria based on the White House's Opening Up America Again guidelines and
- 2) installation-level criteria based on conditions in and surrounding DoD installations, facilities, and locations

SECAF will make assessments of Installations for feasibility of lifting travel restrictions through the COVID-19 Task Force. Assessments will include 4 factors as identified in the attachment. Once criteria is met and the Office of USD(P&R) publishes the change in status, unrestricted travel and normal hiring may resume between installations when both the gaining and losing U.S. state or territory or host nation, and installations are complete.

The memo approved new exemptions for civilians under the stop movement for:

- 1) Travel to and from Professional Military Education Programs
- 2) Travel associated with formal, entry-level civilian accession programs, such as government-funded internships and fellowships.
- 3) Travel by civilian employees complying with overseas tour rotation agreement requirements.

Waivers for exception to policy procedures are still in effect. SECAF delegation memorandum is being worked.

Please note: DoD has transitioned away from stop movement end of 30 Jun 2020. We will continue to move individuals through existing exemptions or exceptions to policy (ETP), until such time as the conditions-based phased approach is implemented. As a reminder, attached is the ETP process, organizations should utilize this process for mission essential, humanitarian or hardship situations.

Organizations must continue to ensure safety precautions are taken to include communicating travel guidance, pre- and post-travel screenings, use of military or DoD-contracted travel, informing travelers of responsibility to contact their gaining organization in advance of travel and keep organization updated on travel itinerary.

This information will be available on myPers and Civilian One Link.

If you have questions, please submit them to AFPC.DP3CR.CivilianRecruiting@us.af.mil.

Civilian Recruiting Branch
AFPC/DP3CR

Attachments:

- 22 May 2020 Secretary of Defense Memo (page 3)
- CPS Transmittal: #4 COVID-19 - Updated Travel Restrictions Exception (page 9)
- TEMPLATE - Exception to Travel Restrictions Civilian (page 10)



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

MAY 22 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: Transition to Conditions-based Phased Approach to Coronavirus Disease 2019
Personnel Movement and Travel Restrictions

- References:
- (a) Secretary of Defense Memorandum, "Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions," April 20, 2020 (hereby cancelled)
 - (b) White House, "Guidelines Opening Up America Again (PDF slides)," April 16, 2020
 - (c) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 1) – Department of Defense Guidance for Monitoring Personnel Returning from China During the Novel Coronavirus Outbreak," February 11, 2020
 - (d) 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
 - (e) Secretary of Defense Memorandum, "Guidance for Commanders on Risk-Based Changing of Health Protection Condition Levels During the COVID-19 Pandemic," May 19, 2020

While the Coronavirus Disease 2019 (COVID-19) pandemic still presents risk to DoD Service members, civilians, and their families, improving conditions warrant a transition in our approach to domestic and overseas personnel travel to a conditions-based, phased approach to

OSD005085-20/CMD006163-20



personnel movement and travel. While we make this transition, my priorities remain – protecting our Service members, DoD civilian employees, and families; safeguarding our national security capabilities; and supporting the whole-of-nation response.

Effective immediately, this memorandum cancels reference (a) and reissues travel restriction guidance for DoD components that will remain in effect until further notice.

Travel Restrictions

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

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 continue to onboard civilian employees within the local commuting area and civilian employees whose travel to the local commuting area is not government-funded.

Conditions for Unrestricted Travel

Conditions to resume unrestricted travel rest on two overarching factors: 1) state and/or regional criteria based on the White House's Opening Up America Again guidelines (reference (b)), and 2) installation-level criteria based on conditions in and surrounding DoD installations, facilities, and locations.

U.S. States and Territories, and Host Nations

Using the White House's Opening Up America Again guidelines as a baseline, along with data and guidance from the Department of Health and Human Services and the Centers for Disease Control and Prevention and inputs from the Services and Combatant Commands, the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) will continuously assess each U.S. state, district, or territory and nations that host greater than 1,000 permanently assigned DoD personnel, for:

- Removal of shelter-in-place orders or other travel restrictions
- 14-day downward trajectory of flu-like and COVID-19-like symptoms; and
- 14-day downward trajectory of new COVID-19 cases or positive tests.

Any state, district, territory, or host nation that meets all three criteria shall be considered to permit movement to/from these areas.

Stage 2: DoD Installations, Facilities, and Locations

The Secretaries of the Military Departments, Commanders of the Combatant Commands, and the Chief Management Officer will continuously assess each DoD installation, facility, or location under their purview for the feasibility of lifting travel restrictions. Decisions resulting from these assessments will be made in consultation with the Services who have installations in the local surrounding areas and will take into account the areas where installation personnel reside. Whether or not an installation is restricted for travel will be reported to the COVID-19 Task Force weekly, for placement into the ADVANA environment. There are four factors that need to be reported:

- Removal of local travel restrictions;
- Availability of essential services (e.g., schools, childcare, moving services);
- Quality control/assurance capability for household goods packing and moving; and
- Favorable Health Protection Conditions (below HPCON C)
 - Sufficient Medical Treatment Facility capacity
 - Testing capability and capacity in accordance with the Department's tiered priority framework to include sentinel surveillance and for at-risk healthcare workers
 - The capacity to quarantine and/or isolate individuals returning from high exposure locations

Any installation, facility, or location that meets all of the criteria above shall be considered to permit movement to or from these areas.

Assessment Process

Once a U.S. state or territory or country meets the factors described indicating criteria have been met to resume unrestricted travel, the Office of the USD(P&R) will publish the change in status. Any subsequent significant change in factors due to temporary localized breakouts will be assessed for travel restrictions being reinstated at the state, territory, or host nation level.

Installations/Facilities within a 50- mile commuting distance will coordinate their assessments and plans.

Unrestricted travel and normal civilian hiring activities may resume between installations when the criteria for states, territories, and host nations are met as published for both the gaining and losing U.S. state or territory or host nation, and subject to installation conditions as determined by the Chief Management Officer, the Secretaries of the Military Departments, and the Commanders of the Combatant Commands.

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 military 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 are authorized, provided they are in-transit and have met the 14-day restriction of movement provided under reference (c), 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/proceed 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 military and civilian personnel pending retirement or separation. Specific to Service members, travel is authorized to take transition leave. All other leave not associated with transition leave is governed by existing travel restrictions.
- h. Travel by those under authority of a Chief of Mission and authorized by that Chief of Mission; travel from locations where the Department of State has issued an Ordered Departure; and return travel from safe havens when the Department of State has terminated an Ordered or Authorized Departure.
- i. Travel to and from Professional Military Education programs.

- j. Travel associated with formal, entry-level civilian accession programs, such as government-funded internships and fellowships.
- k. Travel by civilian employees complying with overseas tour rotation agreement requirements.

Waivers

As set forth below, waivers to the travel restrictions in 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 reference (a) 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. Waivers submitted and approved under previous guidance (reference (a)) remain valid.

Additional Guidance

This conditions-based, phased approach prioritizes the safety and security of our personnel, their families, and our communities, while balancing the need to advance Service members' career opportunities, unit rotational deployments, and other imperatives. During this period of transition to unrestricted travel, the Department will take measures to enhance travel

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 this travel guidance;
- b. Establish pre- and post-travel screening and reception procedures for all authorized travelers as provided in reference (d) and any 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 practicable, unless between areas designated for unrestricted travel;
- 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 the exemption or waiver under which the travel is authorized, unless between areas designated for unrestricted travel; 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.



Subject: CPS Transmittal: #4 COVID-19 - Updated Travel Restrictions Exception
Attachments: TEMPLATE - Exception to Travel Restrictions Civilian.pdf

From: AFPC/DP3CR Civilian Recruiting <AFPC.DP3CR.CivilianRecruiting@us.af.mil>
Sent: Saturday, March 21, 2020 9:12 PM
Subject: CPS Transmittal: #4 COVID-19 - Updated Travel Restrictions Exception

*** *PLEASE VIEW HTML* ***

Colleagues,

Please disseminate this information to HR Professionals

The purpose of this transmittal is to provide updated guidance on requesting civilian personnel exceptions to the DoD travel restrictions imposed in response to COVID-19. Attachment 1 is updated based on clarification of authorizing officials. It is as follows:

Current Air Force employees:

Authorizing official is the first general officer, flag officer, or member of the Senior Executive Service in the AF employee's chain of command

Non-Air Force candidates/new hires

Authorizing official is the first general officer, flag officer, or member of the Senior Executive Service in the gaining organization's chain of command

Management officials will include the CPS to make such requests. The CPS should forward a copy to the servicing HR Staffer to so they may release the orders and finalize the hiring action.

The Civilian One Link page for COVID-19 related information has been release and AF Questions & Answers to date are now posted.

AFPC Civilian One Link: <https://usaf.dps.mil/teams/OneLink/SitePages/Home.aspx>



If you have any questions, please send them to the Civilian Recruiting Branch at AFPC.DP3CR.CivilianRecruiting@us.af.mil

Civilian Staffing Programs Division
AFPC/DP3C

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