
Subject: COMUSAFE Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions, dtd 22 Oct 2020

Team – as a reminder...

Student Educational Travel / TDY: now governed by [COMUSAFE 22 Oct 20 memo](#) (Atch 1); pursuant to subpara 4.a.1 ETP authority rests with 86 AW/CC for Wing employees and has not been delegated further; for U-A employees, delegation is to the Directorates (O-6 and above) and may be delegated in writing no lower than first O-6. Delegation memos must accompany signed ETP if not from the Directorate level.

PCS Inbound: remain governed by [COMUSAFE 1 Jul 20 memo](#) (Atch 2 embed); serves as ETP if conditions in subpara 4 are met (e.g. gaining/losing G-series CC concurrence, etc)

PCS Outbound and RAT travel: remain governed and exempted by [SECDEF 22 May 20 memo](#) (Atch 3), subpara k; RAT travel exempted as well as [clarified by AFPC dtd 12 Jun 20](#) (Atch 4)

v/r
Clint

CLINT E. LOCK, GS-14, DAFC
Civilian Personnel Officer
Ramstein AB, Germany
86 FSS/FSC/Bldg 2120
DSN: 314 478-6680

From: USAFE-AFAFRICA/A1KC <usafea1kc.a1kccivilianpolicy@us.af.mil>

Sent: Thursday, October 29, 2020 5:08 PM

To: USAFE-AFAFRICA CPO Distro List <HQUSAFE-AFAFRICA.A1KC.CPO@us.af.mil>

Cc: PUZONE, MARIA C GS-14 USAF USAFE USAFE A1/A1KC <maria.puzone@us.af.mil>; SORENSON, CHRISTIAN H CIV USAF USAFE HQ USAFE-AFAFRICA/A1KC <christian.sorenson@us.af.mil>; BLACK, CHESTER R JR GS-13 USAF USAFE USAFE HQ/A1KC <chester.black.1@us.af.mil>

Subject: COMUSAFE Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions, dtd 22 Oct 2020

CPO's,

COMUSAFE has issued the attached Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions, dtd 22 Oct 2020, which supersedes the COMUSAFE Memo dtd 5 Jun, Subject: Delegation of Travel Waiver Approval Authority. This memo provides delegation of travel waiver authority for instances in which the requested travel falls outside of previously identified exception criteria (e.g., as provided in COMUSAFE Priority 9 Memo and the 22 May 2020 SECDEF Memo: Transition to Conditions-based Phased Approach...etc.).

BL: Para 4.a.(1) delegates travel related ETP approval authority to general officers, SES members, Wing CC's and to HQ-staff directors and chiefs of comparable offices of at least grade O-6 or civ. equivalent within traveler chain of command, and may be further delegated (in writing) to no lower than the first O-6 or civ. equivalent in the chain of command.

Please implement and disseminate this guidance for your serviced installations.

//Signed//

BRIAN L. BLAIR

Civilian Programs Branch

HQ USAF-AFAFRICA/A1KC

Due to COVID-19 I will be teleworking until further notice. Please contact me via email and I will respond as soon as possible.

From: IRELAND, CHRISTOPHER J Brig Gen USAF USAF USAF-AFAFRICA/CS <christopher.ireland@us.af.mil>

Sent: Monday, October 26, 2020 5:57 PM

To: HQ USAF-AFAFRICA All <ramstein.usafe.all@us.af.mil>

Cc: HARRIGIAN, JEFFREY L Gen USAF USAF USAF-AFAFRICA/CC <jeffrey.harrigian@us.af.mil>; BASHAM, STEVEN L Lt Gen USAF USAF USAF-AFAFRICA/CD <steven.basham@us.af.mil>; BLAIS, BRION P CMSgt USAF USAF USAF-AFAFRICA/CCC <brion.blais@us.af.mil>; REED, RANDALL Maj Gen USAF USAF 3 AF/CC <randall.reed@us.af.mil>; MARSHALL, WILLIAM L Col USAF USAF 3 AF/CV <william.marshall.4@us.af.mil>; DONELSON, JAMES L JR Col USAF USAF 3 AF/CS <james.donelson@us.af.mil>

Subject: COVID Update

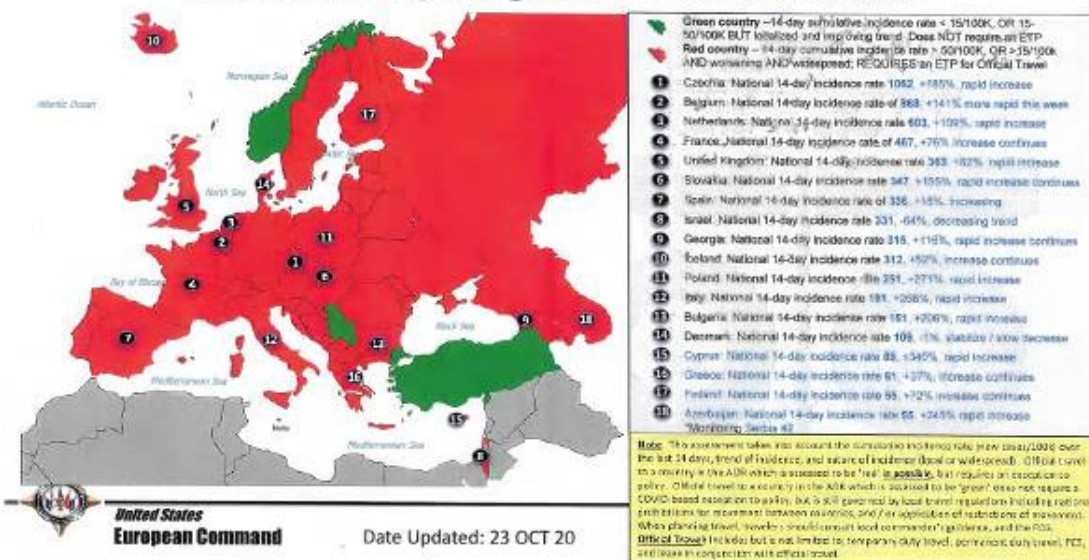
Team,

[Redacted], I thought I'd offer some updated COVID guidance and SA for you:

- 1) The COM briefed some **COVID guidance** at the O&I this morning, and I realize many of you don't/didn't dial in, so here goes: current HQ policy on mask wear is anytime you are up and moving away from your workstation, and anytime you are within 6 feet of someone else, you should be wearing your mask. Of course, please reinvigorate workspace cleaning if you aren't already, and teleworking remains an option for directorates and supervisors to execute based on "local conditions."
- 2) **Travel ETPs:** I'm sure you're all aware that COVID case #s are increasing across Europe...the attached document captures our COM's delegation of travel ETPs to the O-6/civ equivalent level effective last week. Note that officials granting the ETPs are required to track their delegations. SG and CoS office are available to field RFIs if you have any. The EUCOM map below is current as of today, and reflects the locations in Europe that require an ETP for any government-funded travel.

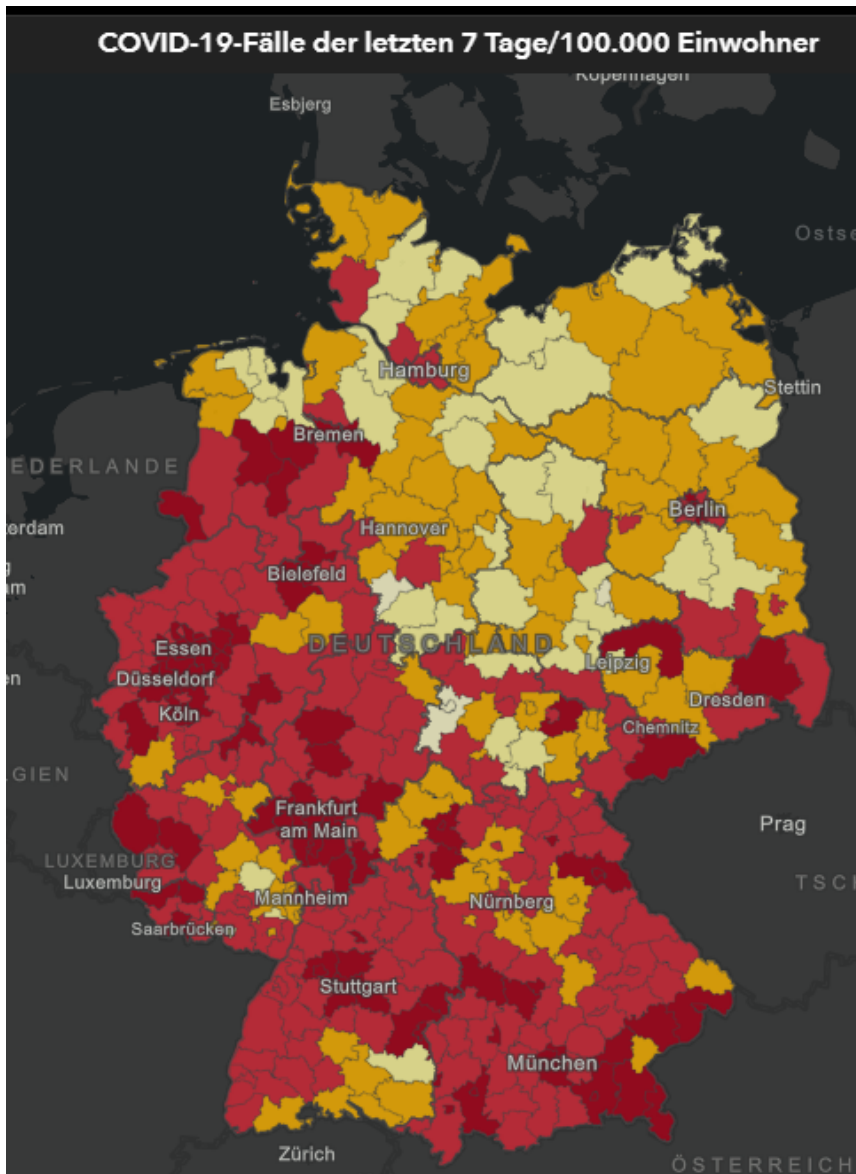
UNCLASSIFIED//FOUO

Countries Requiring ETP for Official Travel



[Chart Deleted]

- 3) More specifically, Germany's Robert Koch Institute released new numbers over the weekend, and both Kaiserslautern City and Kaiserslautern County are now red/high risk. To battle track the changes, use [Google Chrome](https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4) and hit the website <https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4> .



V/r,

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**DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE
UNITED STATES AIR FORCES AFRICA**

22 October 2020

MEMORANDUM FOR 3 AF/CC
USAFE WING COMMANDERS
HQ USAFE DIRECTORS AND COMPARABLE STAFF OFFICES
HQ AIRCOM/DCOS OPS

FROM: USAFE-AFAFRICA/CC
Unit 3281
APO AE 09094-3281

SUBJECT: Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

- References:
- (a) Title 10, U.S. Code § 164
 - (b) Secretary of Defense Memorandum of 22 May 2020, Subject: Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions
 - (c) Secretary of Defense Memorandum of 5 October 2020, Subject: Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions
 - (d) CDRUSEUCOM Memorandum of 16 October 2020, Subject: Official Travel Waiver Approval Delegation
 - (e) COMUSAFE Memorandum of 5 June 2020, Subject: Delegation of Travel Waiver Approval Authority – Transition to Conditions-based Phased Approach Personnel Movement and Travel Restrictions

1. SECDEF Travel Restrictions. Unless a waiver for official travel is specifically approved, the SECDEF directed stop-move restrictions remain in effect for all DoD Service members, and all DoD civilian personnel and dependents of DoD Service members and DoD personnel whose travel is Government-funded.

2. Reference e is rescinded.

3. Service Member Leave. Service Member leave, regardless of location, does not require an exception to policy waiver. Approving officials will continue to follow applicable Service / Headquarters leave and pass policies and applicable force health protection guidance.

4. Official Travel Waiver Approval Delegations.

a. Effective immediately, I delegate the authorities and responsibilities granted to me in Reference (d), paragraph 5 as follows:

(1) For travelers assigned to HQ USAFE and USAFE subordinate units, these authorities are delegated to general officers, members of the senior executive service, wing commanders, HQ USAFE staff directors and chiefs of comparable staff offices in the grade of at least O-6 or civilian equivalent for travelers within their chain of command or supervision. These personnel may further delegate in writing these authorities to a level no lower than the first O-6 or civilian equivalent in the traveler's chain of command or supervision.

(2) For travelers assigned to NATO Air Command (AIRCOM), these authorities are delegated to HQ AIRCOM/DCOS OPS if a general officer or an O-6 is assigned to this billet. This officer may further delegate in writing these authorities to a level no lower than the first O-6 or civilian equivalent in the traveler's chain of command or supervision.

b. Waiver Requirements. IAW Reference b, written waivers may be granted on a case-by-case basis where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. These waivers must be determined to be in the best interest of the U.S. Government, and shall be coordinated between the gaining and losing organizations if applicable (e.g. PCS). 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 travel waiver approving authority. Officials approving travel exceptions are responsible for maintaining a record of their decisions.

5. Senior Leader (GO / FO / SES) Official Travel.

a. IAW Reference d, CDRUSEUCOM delegated to the following personnel authority to approve official travel waiver requests for themselves, as well as for their subordinates, regardless of location: DoD general (GO) / flag (FO) / senior executive service (SES) civilians assigned to HQ USAFE, USAFE subordinate units, and HQ AIRCOM. Officers self-approving a travel waiver will retain a copy in their travel records.

b. In addition to the requirements in Paragraph 4.b., all senior leader travel, regardless of waiver approval authority, should be of short duration, include the minimum number of travelers necessary to accomplish the official travel requirements, comply with all applicable national military and civil restrictions, including applicable force health protection guidance, and comply with applicable MILAIR use / approval processes or other travel regulation criteria.


JEFFREY L. HARRIGAN
General, USAF
Commander

Subject: FOUO\UPDATE: COMUSAFE Priority 9 OS Rotations Memo
Attachments: Atch 1 - COMUSAFE_Priority 9 OS Rotations Memo_signed 1 Jul 20.pdf; Atch 2 - U-A Civilian PCS Decision Chart.pptx

Importance: High

From: PUZONE, MARIA C GS-14 USAF USAFE USAFE A1/A1KC <maria.puzone@us.af.mil>
Sent: Tuesday, July 14, 2020 6:09 PM
Subject: RE: FOUO\UPDATE: COMUSAFE Priority 9 OS Rotations Memo

CPOs,

The purpose of this email is to provide further clarification on the COMUSAFE Memo, *Travel Restriction Waiver to Coronavirus Disease 2019-Air Force Permanent Change of Station (PCS) Priority Execution Plan-Priority 9, Overseas Rotations*, 1 Jul 2020 (Atch 1):

- The COMUSAFE Priority 9 memo applies to all vacant positions within the USAFE-AFAFRICA purview.
- The COMUSAFE Priority 9 memo may be used upon receiving coordination from the losing and gaining commander (w/ G-Series Orders) regardless of the COVID-19 Travel Restrictions Installation Status.
- The selecting official is responsible for obtaining losing and gaining commander (w/ G-Series Orders) coordination. Additionally, the selecting official must provide the losing and gaining commander (w/ G-Series Orders) coordination to the servicing civilian personnel office, in order for PCS orders to be issued to civilian. Email correspondence with the losing and gaining commander (w/ G-Series Orders) coordination is sufficient documentation.
- Also, Atch 2 is the updated PCS decision matrix for your reference.

Also, we received additional good news....Once a civilian employee receives orders, they may proceed regardless if origin or destination turn back to red. Unless, subsequently contacted by gaining/losing unit or AFPC due to significant changes in the situation (e.g. DoD/AF guidance changes, extenuating circumstances at origin/destination, etc.), in which case amendments would have to be processed.

FYSA: The DoD "Green" Location list is on the following battle rhythm: Installations provide updates by Monday, OSD releases on Wednesday, and AFPC releases on Thursday/Friday. The OSD report does not list installations due to size < 1,000. However, the CPS Transmittal is being updated to include those installations. Remember, if origin and destination is green, no ETP is required.

Please let us know if you require any further clarification or if you have additional questions for us to address.

V/R,
Maria

//Signed//

MARIA C. PUZONE, GS-14
Chief, Civilian Personnel Branch
HQ USAFE-AFAFRICA/A1KC

“Due to COVID-19 and until further notice, I will be teleworking. So please contact me via email and I will respond as soon as possible.”

From: SORENSON, CHRISTIAN H CIV USAF USAFE HQ USAFE-AFAFRICA/A1KC <christian.sorenson@us.af.mil>

Sent: Thursday, July 2, 2020 4:35 PM

To: USAFE-AFAFRICA CPO Distro List <HQUSAFE-AFAFRICA.A1KC.CPO@us.af.mil>

Cc: RICHARDSON, MICHAEL G GS-13 USAF USAFE 86 FSS/FSCA <michael.richardson.2@us.af.mil>; CHAMBERLAIN, KIM GB USAF USAFE 100 FSS/FSCA <kim.chamberlain.1.gb@us.af.mil>; WALCK, JOSIE L GS-12 USAF USAFE 31 FSS/FSMC <josie.walck.1@us.af.mil>; HOUSTON, THERESA C GS-12 USAF USAFE 52 FSS/FSCA <theresa.houston@us.af.mil>; RIBARDO, RICHARD J GB USAF USAFE 100 FSS/FSCA <richard.ribardo.1.gb@us.af.mil>; USAFE-AFAFRICA/A1KC <usafea1kc.a1kccivilianpolicy@us.af.mil>; PUZONE, MARIA C GS-14 USAF USAFE USAFE A1/A1KC <maria.puzone@us.af.mil>; BLACK, CHESTER R JR GS-13 USAF USAFE USAFE HQ/A1KC <chester.black.1@us.af.mil>; BLAIR, BRIAN L CIV USAF USAFE USAFE A1/A1KC <brian.blair@us.af.mil>; ALLEN, MEGAN C GS-13 USAF USAFE 86 FSS/FSCA-S <megan.allen@us.af.mil>

Subject: FOUO\COMUSAFE Priority 9 OS Rotations Memo

This e-mail contains FOR OFFICIAL USE ONLY (FOUO)

CPOs,

You may have recently received the attached COMUSAFE Priority 9 memo signed by General Harrigan dated 1 Jul 2020, *Travel Restriction Waiver to Coronavirus Disease 2019-Air Force Permanent Change of Station (PCS) Priority Execution Plan-Priority 9, Overseas Rotations*. We wanted to let you know we will be providing some additional clarification shortly regarding the conditions that must be met prior to travel outlined in paragraph 4 of the memo. For example, clarification on which positions this memo applies to, defining the losing/gaining commanders, and the nature, timing, who initiates, and how the coordination is documented.

Please familiarize yourself with this memo. To ensure our clarification properly addresses all of your concerns or questions and leads to the effective implementation of the Priority 9 OS Rotations memo, please share any additional thoughts you may have with Ms. Puzone and our USAFE-AFAFRICA/A1KC group org box as soon as possible.

Respectfully

****Teleworking “odd” days****

Christian H. Sorenson, GS-13, DAF
Civilian Personnel Branch
HQ USAFE-AFAFRICA/A1KC, Ramstein AB, GE
e-mail: christian.sorenson@us.af.mil

"Due to COVID-19 and until further notice, I will be teleworking. So please contact me via email and I will respond as soon as possible."



**DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE
UNITED STATES AIR FORCES AFRICA**

1 July 2020

MEMORANDUM FOR USAFE-AFAFRICA NAF AND WING COMMANDERS
AIR FORCE PERSONNEL CENTER COMMANDER

FROM: USAFE-AFAFRICA/CC
Unit 3281
APO AE 09094-3281

SUBJECT: Travel Restriction Waiver to Coronavirus Disease 2019—Air Force Permanent Change of Station (PCS) Priority Execution Plan—Priority 9, Overseas Rotations

References: (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," 22 May 2020
(b) Secretary of the Air Force Memorandum, "Travel Restriction Delegations of Authority, 11 May 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," 11 March 2020

1. Consistent with HAF determinations regarding prioritized PCS movement outlined in the AF Assignment DEROS and RNLTD "Re-Flow" Plan, I have determined Overseas Rotations to/from USAFE-AFAFRICA OCONUS positions are critical to the continued operations of AF mission-essential functions.

2. Effective immediately, military members that are projected to PCS to/from these USAFE-AFAFRICA OCONUS mission-essential positions are authorized to PCS contingent on both gaining and losing command coordination. Additionally, civilian employees projected to PCS to USAFE-AFAFRICA for OCONUS vacancies are mission-essential functions and authorized to proceed as an exception to policy, contingent on both gaining and losing command coordination and, if applicable, availability of centralized or local PCS funds. Civilian employees rotating back to the CONUS in compliance with their tour agreement are covered under an already-existing exemption.

3. PCS travel is authorized IAW current RNLTD/DEROS; early departure/reporting is not authorized simply due to the existence of this waiver. However, members and commanders have discretion to request deviations from current RNLTDs/DEROS dates through existing AFPC processes to facilitate readiness, alleviate hardship, or if gaining locations are not able to accept incoming Airmen.

4. The following conditions must be met prior to travel:

- a. Losing and gaining commanders must verify local conditions are conducive to travel and that gaining installations/units will accept personnel.
 - b. Establish pre-and post-travel screening and reception procedures for all authorized travelers as provided in reference (c) 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, to include any required Restriction of Movements (ROMs) directed by local commanders.
 - c. Travelers must 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. Travelers must maintain contact with their gaining organization in advance of travel and keep the organization updated on their travel itinerary.
5. Authorized dependents are permitted movement under this waiver; travel will be consistent with AFI 36-2110, Joint Travel Regulation, and reference (c).
6. For any questions regarding this waiver, the USAFE-AFAFRICA point of contact is HQUSAFE-AFAFRICA/A1KE, usafea1.a1kb@us.af.mil, DSN 480-9032.


JEFFREY L. HARRIGAN
General, USAF
Commander

CIVILIAN PCS

USAFE-AFAFRICA/A1K
Current A/O 9 July 2020

Are both **origin AND destination state or host nation** “green”?

[myPers article 46583](#)

YES

Are both **gaining AND losing installations** “green”?*

[myPers article 46583](#)

YES

Are travel “through” locations green?

YES

NO

Meets criteria for conditions-based unrestricted travel**

Meets criteria for conditions-based travel with restrictions**

Non-AF employees: Gaining Commander (w/ G-Series Orders)
Current AF employees: Losing Commander (w/ G-Series Orders) may authorize travel “through” locations not cleared for travel get to the gaining location

- If SecDEF Exemption K, employee meets criteria to travel and may proceed **
- If Priority 9 memo, seek gaining/losing commander (w/ G-Series Orders) coordination.
- If Hardship, CONUS Mission Essential, Humanitarian reason(s), seek ETP memo

Meets criteria for exemption or exception travel** employee may proceed

YES

- If Priority 9 memo, has gaining/losing commander coordinate and approved?
- If Hardship, CONUS Mission Essential, or Humanitarian reason(s), is ETP approved?

NO

Does travel meet criteria for exemption or exception?

[myPers article 46583](#)

Exemption: SecDEF, 22 May 2020, Exemption K “Travel by civilian employees complying with overseas tour rotation agreement requirements.”

Exception to Policy (ETP):

- 1) OCONUS Priority 9 Memo, 1 Jul 2020, “Civilian employees projected to PCS...for OCONUS vacancies are mission-essential functions and authorized to proceed as an exception to policy, contingent on both gaining and losing command coordination and, if applicable, availability of centralized or local PCS funds.”
- 2) Hardship, CONUS Mission Essential, Humanitarian reason(s)

YES

NO

Travel not authorized

* When information on local assessments is available, it will be located at same link as the green state/nation listing. If an origin or destination location is not assessed locally (e.g., due to size or an embassy/detachment more than 50 miles away from a DoD installation), apply the “green” DoD state or host nation assessment.

** If a location is reclassified with additional restrictions while an employee is enroute to that location, the gaining commander (w/ G-Series Orders) will review the situation and is authorized to permit continued movement.

Subject: UPDATE#3: CPS Transmittal: #30 COVID-19 - SECDEF Memo Transition to on Personnel Movement and Travel Restrictions
Attachments: 22 May 2020_Secretary of Defense Memo.pdf

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

Sent: Friday, June 12, 2020 10:37 PM

Subject: RE: UPDATE#3: CPS Transmittal: #30 COVID-19 - SECDEF Memo Transition to on Personnel Movement and Travel Restrictions

[View in HTML](#)

Colleagues:

Please disseminate to HR professionals, Commanders and Hiring Officials

The purpose of this transmittal is provide clarification on the attached SECDEF memo, dated May 22, 2020, on Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions. Exemption (k) allows travel by civilian employees complying with overseas tour rotation agreement requirements. Under this exemption civilian travel is permitted under the following circumstances:

- Employees currently stationed at an overseas duty station who are required to return back to the United States in accordance with tour rotation agreements
- Employees executing Renewal Agreement Travel (RAT)

Exemption (k) does not permit civilian travel for employees who have not commenced travel to the overseas permanent duty station, including placement under the Priority Placement Program. Travel under these circumstances may be with an ETP waiver process for mission essential, humanitarian or hardship.

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

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

Sent: Friday, June 12, 2020 9:10 AM

To: AFPC/DP3CR Civilian Recruiting <AFPC.DP3CR.CivilianRecruiting@us.af.mil>; UDG_AFPC_CIV HR CPS <AFPC.CIVHRCPS@us.af.mil>

Cc: UDG_AFPC_CIV HR MAJCOM <AFPC.CIVHRMAJCOM@us.af.mil>; UDG_AFPC_DP1S Randolph Civ

<UDG_AFPC.DP1S_RandolphCiv@us.af.mil>; UDG_AFPC_DP1T Randolph Civ

<UDG_AFPC.DP1T_RandolphCiv@us.af.mil>; UDG_AFPC_DP2I Randolph Civ <UDG_AFPC.DP2I_RandolphCiv@us.af.mil>;

AFPC/DSHC Workflow <AFPC.DSHC.Workflow@us.af.mil>; SNODGRASS, JOHN W SES USAF AFMC HQ AFMC/A1

<john.snodgrass.1@us.af.mil>; USAF Pentagon AF-A3 Mailbox AFCAT A1 <usaf.pentagon.af-a3.mbx.afcat-a1@mail.mil>;

TONNEY, KIMBERLY K SES USAF AFPC AFPC/CA <kimberly.toney.2@us.af.mil>; ROECKERS, ROBERT J Lt Col USAF AFPC

AFPC/DP3AM <robert.roeckers@us.af.mil>; SANSANO, ANTHONY J Col USAF AFPC AFPC/DP3

<anthony.sansano@us.af.mil>; Carbone, John J (John) SES USAF AF-A1 (USA) <john.j.carbone.civ@mail.mil>; GRANT,

TOMMASINA Lt Col USAF AFPC AFPC/DP3D <tommasina.grant@us.af.mil>

Subject: UPDATE#2: CPS Transmittal: #30 COVID-19 - SECDEF Memo Transition to on Personnel Movement and Travel Restrictions

[View in HTML](#)

Colleagues:

Please disseminate to HR professionals, Commanders and Hiring Officials

The purpose of this transmittal is provide the attached Civilian Decision Chart to assist in determining when travel is unrestricted. In addition a decision chart regarding civilian leave is included. The status of DAF installations will be on AF/A9 COVID-19 Health Assessment Dashboard (CHAD)” starting 9 June at <https://intelshare.intelink.gov/sites/afa3/AFCAT/Pages/Air-Force-COVID-1931.aspx> ****Note – the Intelink site will become inaccessible if more than 20K users are concurrently accessing****

As of today, the details on “green” installations has not been released from DoD, as soon as we have specific information, as shown on the chart, we will post to myPers article #46583.

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

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

Sent: Monday, June 8, 2020 2:05 PM

To: AFPC/DP3CR Civilian Recruiting <AFPC.DP3CR.CivilianRecruiting@us.af.mil>; UDG_AFPC_CIV HR CPS <AFPC.CIVHRCPS@us.af.mil>

Cc: UDG_AFPC_CIV HR MAJCOM <AFPC.CIVHRMAJCOM@us.af.mil>; UDG_AFPC_DP1S Randolph Civ <UDG_AFPC.DP1S_RandolphCiv@us.af.mil>; UDG_AFPC_DP1T Randolph Civ <UDG_AFPC.DP1T_RandolphCiv@us.af.mil>; UDG_AFPC_DP2I Randolph Civ <UDG_AFPC.DP2I_RandolphCiv@us.af.mil>; AFPC/DSHC Workflow <AFPC.DSHC.Workflow@us.af.mil>; SNODGRASS, JOHN W SES USAF AFMC HQ AFMC/A1 <john.snodgrass.1@us.af.mil>; USAF Pentagon AF-A3 Mailbox AFCAT A1 <usaf.pentagon.af-a3.mbx.afcat-a1@mail.mil>; TONEY, KIMBERLY K SES USAF AFPC AFPC/CA <kimberly.toney.2@us.af.mil>; ROECKERS, ROBERT J Lt Col USAF AFPC AFPC/DP3AM <robert.roeckers@us.af.mil>; SANSANO, ANTHONY J Col USAF AFPC AFPC/DP3 <anthony.sansano@us.af.mil>; Carbone, John J (John) SES USAF AF-A1 (USA) <john.j.carbone.civ@mail.mil>; GRANT, TOMMASINA Lt Col USAF AFPC AFPC/DP3D <tommasina.grant@us.af.mil>

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

[View in HTML](#)

Colleagues:

Please disseminate to HR professionals, Commanders and Hiring Officials

The purpose of this transmittal is provide an update on details for determining status of DAF Installations. The status of DAF installations will be on AF/A9 COVID-19 Health Assessment Dashboard (CHAD)” starting 9 June at <https://intelshare.intelink.gov/sites/afa3/AFCAT/Pages/Air-Force-COVID-1931.aspx> ****Note – the Intelink site will become inaccessible if more than 20K users are concurrently accessing****

Please refer to below for the 2 factor criteria to determine travel restrictions when reading the DoD article on Travel Restrictions (<https://www.defense.gov/Newsroom/Releases/Release/Article/2211257/travel-restrictions-green-locations-june-8-2020/source/GovDelivery/>). DoD released the article on State and Host Nations that have meet state/region “green” conditions (factor 1) . As noted below this is **only the first factor** in approving if travel restrictions may be lifted. Factor 2 is the assessment of the installation, facilities and locations, this is not yet available. Status of all DoD installations will be available in DoD’s ADVANA which is still under development. We will continue to provide updates as we receive them. Until that time travel **may only occur** under an exemption previously identified or an exception to policy waiver.

CPS and hiring officials should monitor recruitment actions and CHAD to determine the following:

Current Air Force employees:

Both losing and gaining Installations status for travel must be approved.

Non-Air Force candidates/new hires

Only the gaining Installation status for travel must be approved.

Upon determination of Installation(s) status CPS should email the AFPC/AFMC HR specialist who issued the tentative job offer (TJO) and working the recruitment to advise of the status so recruitment may be finalized.

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

From: AFPC/DP3CR Civilian Recruiting <AFPC.DP3CR.CivilianRecruiting@us.af.mil>
Sent: Thursday, May 28, 2020 1:08 PM
To: AFPC/DP3CR Civilian Recruiting <AFPC.DP3CR.CivilianRecruiting@us.af.mil>; UDG_AFPC_CIV HR CPS <AFPC.CIVHRCPS@us.af.mil>
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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



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

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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.

