

On 20-Apr-21 this document has been updated as follows:

- 1) Added [SECDEF Memo "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions"](#) dated 15-Mar-2021 (pages 5-9)
- 2) Updated links - items highlighted in yellow have been consolidated and are now included in "[Delegation of Waiver Approval Authority for COVID-19 Personnel Movement and Travel Restrictions \(22-Oct-2020\)](#)".
- 3) Updated link - "86 AW GO#2, Inbound Personnel Restriction" was replaced by "General Order #2 - Modification #3 - Inbound Personnel Restrictions"

From: LOCK, CLINT E JR GS-14 USAF USAFE 86 FSS/FSC
To: 86 AW Group Commanders; 86 AW Group Deputy Commanders; 435 AGOW Commanders; 521 AMOW/CCs; 86 AW Squadron Commanders; 86 AW Squadron Commanders
Subject: COVID-19 SECDEF Memo Transition to Conditions-based Phased Approach - Personnel Movement and Travel Restrictions - UPDATE
Date: Monday, July 27, 2020 4:23:58 PM
Importance: High

Commanders/Directors -

BLUF: We continue to move civilian employees/new hires through existing exemptions or exceptions to policy as outlined below. While PCS orders are being processed, they will not be released to the traveler with a firm entrance on duty (EOD) date unless/until all requirements below are met.

ACTION: Please share with all commanders/supervisors of US employees/positions.

DISCUSSION: The [COMUSAFE Travel Restriction Waiver dtd 1 Jul 20](#) provides an exception to policy for PCS movement to OCONUS, contingent upon both gaining and losing commander coordination. The [U-A Civilian PCS Decision Chart dtd 9 Jul 20](#) has been updated for your reference. Additionally, the [86 AW GO#2, Inbound Personnel Restrictions \(**Updated** Modification #3\)](#) prescribes requirements for all inbound personnel upon arrival. The intent is for commanders to hold coordination on a PCS move to Ramstein if on-base lodging is not available. Based on medical input and local national quarantine requirements, the goal is to control the influx of people who will be quarantined and require significant support (this is actual quarantine where newcomers from high risk areas may not leave their room/home except for emergency).

Civilian employees/new hires already en route will have to be worked on a case-by-case basis as the GO#2 is implemented. If an exception is required then it needs to be worked and incoming personnel need to understand they are required to quarantine upon arrival. If reservations for off-base lodging were made before the EU & Germany specifically included the U.S. as a high risk area, then personnel should be directed to make contact with the lodging to ensure there are no additional requirements for stay at the facility (many hotels are now requiring a negative test within a certain time period to allow a patron from a high risk area to stay).

- **CONUS PCS (Outbound)** – no changes; exempted per [OSD memo dtd 22 May](#), subpara k
Updated [SECDEF memo dtd 15 Mar 2021](#)
- **OCONUS PCS (Inbound)** – executed via *Weekly Installation Gating Criteria* or the [COMUSAFE Travel Restriction Waiver dtd 1 Jul 20](#) (ETP)
 - Origin AND Destination **Green**: PCS orders will be released for travel; no ETP required
 - Origin OR Destination **Red**: COMUSAFE ETP executed; selecting official must obtain losing and gaining commander (G-series) coord; may be accomplished via e-mail and sent to AFPC via CPO for orders issuance

- Origin AND Destination **Green** BUT Travel Through **Red**: Current AF employee--losing commander (G-series) must authorize the through location(s); Non-AF employee--gaining commander (G-series) must approve
- PCS Orders Issuance: Once 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 (e.g. DoD/AF guidance changes, extenuating circumstances at origin/destination, etc) in which case amendments are necessary

- **Employees not currently in transit/No PCS orders in hand**: Commanders (G-series orders) may only provide coord for PCS to RAB if on-base lodging is available for at least the quarantine period upon arrival
 - Note: EOD will be pushed to the right until CC coord is received

- **Employees currently in transit/PCS orders in hand**: Exceptions may be worked on a case-by-case basis to the on-base quarantine after confirming:
 - on-base lodging is indeed not available for at least the quarantine period upon arrival
 - off-base lodging facility confirms the inbound employee/family may quarantine at that location

We remain postured to advise and assist. Please address questions to the organization's US Staffing Specialist within the Civilian Personnel Office.

v/r
Clint

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Subject: COVID-19 SECDEF Memo Transition to Conditions-based Phased Approach - Personnel Movement and Travel Restrictions
Date: Wednesday, June 17, 2020 12:53:56 PM
Importance: High

Commanders/Directors -

BLUF: We continue to move civilian employees/new hires through existing OSD exemptions or exceptions to policy ([ETP template](#)) until the conditions listed below are met. Organizations should strongly consider utilizing the ETP process for mission essential, humanitarian or hardship situations to get their inbounds moving and mitigate mission gaps. The authority to approve case-by-case waivers remains the first GO/SES in the traveler's chain of command. [SECAF](#) and [USAFE delegations](#) remain current; [86 AW Travel Restriction Exception Memo](#) should be used for non-AF and new hire inbounds to 86 AW. *While PCS orders continue to be processed, AFPC is not currently releasing them with a firm entrance on duty date unless there is an exemption or approved ETP.*

ACTION: Please share with all commanders/supervisors of US employees/positions to consider where ETPs may be necessary.

DISCUSSION: The [SECDEF memo dtd 22 May 20](#) transitioned DoD to a conditions-based, phased approach to COVID 19-related personnel movement and travel restrictions. The memo changes when travel may occur based on when locations have met conditions and received approval from OUSD(P&R). Additional details may be located in [CPS Transmittal #30](#).

- **Factor 1:** DoD released the [article](#) on State and Host Nations that meet state/region "green" conditions; Germany is currently on the list
- **Factor 2:** Assessment of the installation, facilities and locations is not yet available
 - Once determined, status of installations will be posted on [AF COVID-19 Commander's Tool Kit](#) under AF/A9 COVID-19 Health Assessment Dashboard (CHAD)
 - Until that time travel **may only occur** under an exemption previously identified or an exception to policy waiver

Hiring officials and the Civilian Personnel Office (CPO) should continue to monitor recruitment actions and CHAD. When conditions below are met, CPO will notify AFPC to finalize recruitment.

- [AFPC Civilian Decision Chart](#) will assist with determining when travel is unrestricted. A civilian leave decision chart is also included to assist you.
- Current Air Force employees: **Both losing and gaining** Installations status for travel must be approved.
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Non-Air Force candidates/new hires: Only the ***gaining Installation*** status for travel must be approved.

OCONUS Outbounds/RAT Travel: [SECDEF memo dtd 22 May 20](#), 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.

We remain postured to advise and assist. Please address questions to the organization's US Staffing Specialist within the Civilian Personnel Office.

v/r
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MAR 15 2021

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
COMMANDERS OF THE COMBATANT COMMANDS
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Update to Conditions-based Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

- References:
- (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," May 22, 2020 (hereby cancelled)
 - (b) Secretary of Defense Memorandum, "Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," October 5, 2020 (hereby cancelled)
 - (c) Secretary of Defense Memorandum, "Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," June 29, 2020 (hereby cancelled)
 - (d) Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protections Guidance (Supplement 14) – Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic," December 29, 2020
 - (e) Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protections Guidance (Supplement 9) – Department of Defense Guidance for Deployment and Redeployment of Individuals and Units during the Novel Coronavirus Disease 2019 Pandemic," May 26, 2020

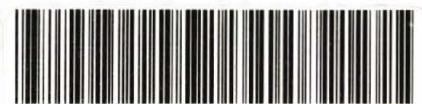
The coronavirus disease 2019 pandemic continues to present risk to DoD Service members, civilian employees, and families. I am committed to defeating this virus, defending the Force from its impact, and protecting our Nation and its citizens. Therefore, the Department will continue implementing a conditions-based approach for personnel movement and travel, both domestically and overseas.

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

Travel Restrictions

This guidance applies to all DoD Service members, civilian employees, dependents of Service members, and personnel whose travel is Government-funded, whether traveling domestically or internationally.

Except as provided below, this travel guidance applies to all official travel, including temporary duty (TDY) travel; Government-funded leave travel; permanent duty travel, including



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permanent change of station (PCS) travel; and travel related to Authorized and Ordered Departures issued by the Department of State. Service member leave is exempt with additional guidance contained under the exemptions section of this memorandum. 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.

All DoD Service members, civilian employees, dependents of Service members, and personnel whose travel is Government-funded must adhere to guidance provided under references (d) and (e), any applicable and subsequent force health protections, and Centers for Disease Control and Prevention guidance when traveling.

Conditions for Unrestricted Travel to DoD Installations, Facilities, and Locations

Conditions for unrestricted travel rest on installation-level data regarding conditions in and surrounding DoD installations, facilities, and locations. The Secretaries of the Military Departments, Commanders of the Combatant Commands, and the Director of Administration and Management (DA&M) will continuously assess each DoD installation, facility, or location under their respective purviews for the feasibility of lifting travel restrictions. Decisions resulting from these assessments will be made in consultation with the Military Departments that have installations in the surrounding areas and will take into account the areas where installation personnel reside. There are four factors that must be assessed in addition to relevant force health protection guidance:

- Removal of local travel restrictions;
- Availability of essential services (e.g., schools, childcare, and moving services);
- Quality control/assurance capability for household goods packing and moving; and
- Favorable Health Protection Conditions (HPCON) (i.e., installations operating below HPCON C).

If any DoD installation, facility, or location meets all of the criteria above, the Secretary of the Military Department concerned, a Combatant Commander, or the DA&M, as applicable, may determine that movement is permitted to or from the DoD installation, facility, or location.

Reporting Process

DoD installations, facilities, and locations that host more than 1,000 permanently assigned DoD personnel will provide weekly assessments regarding the status of travel restrictions to the Office of the Under Secretary of Defense for Personnel and Readiness, Office of the Deputy Assistant Secretary of Defense for Military Personnel Policy, for placement into the Advana environment. Installations/facilities within 50 miles of each other will coordinate their assessment plans. The status of travel restrictions will be posted weekly on Defense.gov and MilitaryOneSource.mil.

Normal civilian hiring activities related to relocation may resume at DoD installations, facilities, and locations when the above criteria are met, as determined by the Secretaries of the Military Departments, the Commanders of the Combatant Commands, or the DA&M, as applicable.

Exemptions

The following circumstances are exempt from these travel restrictions:

- a. Travel associated with uniformed personnel recruiting and accessions activities, including accessions, basic training, advanced military individual training, and follow-on travel to the first duty station. The Military Departments will notify the Under Secretary of Defense for Personnel and Readiness 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.
- 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 Military Service internal rotations to support ordered capabilities and TDY used to source ordered capabilities). Travel to execute operations, activities, and investments or Military Service-related training will be coordinated among 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 applicable restriction of movement provided under reference (e) and any 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 those at intermediate stops in such travel). 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 order alert status; air refueling; global patient movement; mortuary affairs support; inland surface, sea, and air sustainment missions; support to other Federal departments and agencies (as approved by me or the Deputy Secretary of Defense); and moves of personnel and equipment that support USTRANSCOM's global posture requirements.

- g. Travel by Service members and civilian personnel pending retirement or separation. For Service members, travel is authorized for purposes of taking transition leave.
- h. Travel by those under the 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.
- l. Leave travel for DoD Service members. Authorized leave outside the local area will be approved at a level no lower than the unit commander or equivalent. Commanders will follow the procedures in reference (d) and any subsequent guidance for all Service members traveling on leave.

Waivers

As set forth below, waivers to the travel restrictions in this memorandum 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 must 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 DA&M for personnel in the Office of the Secretary of Defense, Defense Agencies, DoD Field Activities, and any other DoD Components not listed above.

This authority to approve waivers may be delegated in writing no lower than an appropriate military officer in the grade of O-6, or a civilian equivalent, in the traveler's chain of command or supervision. Delegations previously authorized under references (a) and (b) 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 previously submitted and approved under reference (a) remain valid.

Additional Guidance

This conditions-based approach prioritizes the health and safety 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. Communicate clearly the contents of this memorandum to those individuals affected;
- b. Document the exemption or waiver under which the travel is authorized, unless between areas designated for unrestricted travel; and
- c. When practicable within operational requirements, consider either in-place assignment extensions or the applicability of waivers for PCS moves for Service members with school-age dependents in order to minimize school year disruption and education costs.

