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# **STOP MOVEMENT and Concurrent Guidance Related to Travel Restrictions due to the Coronavirus Disease 2019 (COVID-19) - (Supersedes Previous Guidance - Incorporates Updates as of 21 April 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.**

**THIS GUIDANCE HAS BEEN SIGNIFICANTLY CHANGED AND SHOULD BE REVIEWED IN ITS ENTIRETY.**

**This guidance applies to Total Force Military Airmen.**

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](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 inquiries 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/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.

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

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**This is the thirteenth 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.**

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**DASHBOARD:**

**[Stop Movement Dashboard \(Military\) - As of 21 April 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](#)

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**This guidance is two parts with nineteen 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 their sponsored dependents past their original RNLT/DEROS who are “awaiting transportation,” have initiated/started travel (including intermediate stops), or have packed and/or shipped Household Goods (HHG), are authorized to proceed/continue to their final destination on approved orders.

**B.** Authorized travelers whose non-GFM TDY or Leave 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.** 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.

**D.** 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.

**E.** 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.

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

**G.** 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.

**H. AETC** will continue to develop Airmen in **AETC technical and flying training and advanced academic education** (such as the School of Advanced Air and Space Studies, Air Command and Staff College and Air War College). AETC/CC has determined that this AETC training is mission essential. Therefore, Airmen projected to attend or instruct these AETC training courses are mission essential (Attachment 6).

IAW AU/CC MFR, dated 9 April 2020 (Attachment 16), concurrent travel for dependents is authorized for students and faculty assigned to **AU training and advanced education programs** deemed mission essential.

IAW 19 AF/CC MFR, dated 3 April 2020 (Attachment 15), concurrent travel for dependents is authorized for graduates of all **aviation and technical training classes conducted by 19 AF** units when they are executing PCS moves. IAW current AETC guidelines, Airmen assigned to CONUS locations are authorized to travel to this training; travel from OCONUS is not authorized without a waiver (Paragraph 3 below). Contact should be made well in advance of departure to allow for any required 14-day Restriction of Movement.

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.

**I. 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.

**J. 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).

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](mailto: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. Leave Enroute:** At this time, leave enroute is not authorized for any 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:**

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.

## **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 RNLTD/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](mailto: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](mailto: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](mailto: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](mailto: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 \(21 Apr 20\).pdf](#) (122.37 KB)
- [5. DELETED.txt](#) (131 bytes)
- [6. 2AF NOTAM – COVID Technical Training Travel.pdf](#) (288.78 KB)
- [7. SecAF Travel Restriction Delegation of Authority \(16 Mar 20\).pdf](#) (248.92 KB)
- [8. Waiver to Approve Mission-essential travel Template.docx](#) (63.54 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)