



Answer ID: 46605 | Updated: 19 Nov 20

# **STOP MOVEMENT and Concurrent Guidance Related to Travel Restrictions due to the Coronavirus Disease 2019 (COVID-19) - (Supersedes Previous Guidance - Incorporates Updates as of 18 November 2020)**

Applicable to: Total Force

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

## **SUMMARY OF CHANGES**

- Updated Part I.6.B. and ROM references throughout to include SecAF waiver for ROM from a foreign location to the U.S.
- Added Atch 16, SecAF Waiver\_14-day ROM reqt for trvl from OS to US (10 Nov 20)

For Civilian-specific guidance, to include movement, recruiting actions, telework, leave, and duty status, refer to [https://mypers.af.mil/app/answers/detail/a\\_id/46583](https://mypers.af.mil/app/answers/detail/a_id/46583). Civilian personnel movement execution guidance is transmitted directly 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 twenty-fourth 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 18 November 2020](#)**

**TRAVEL DECISION MATRIX:**  
**[Travel Decision Tree – As of 28 October 2020](#)**

**TRAVEL AUTHORIZATION FOR AIR FORCE RESERVE:**  
**[Travel Authorization for UTA/AT \(AFR\) - As of 18 June 2020](#)**

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**This guidance is three parts with sixteen attachments.**

**Part I - Stop Movement**

**Part II - Concurrent Travel**

**Part III – RNLTD/DEROS Information**

## **PART I: Stop Movement**

1. Secretary of Defense 22 May 2020 memorandum titled, *Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions*, reissued travel restriction guidance for DoD Components that will remain in effect until further notice (Attachment 1).

The Secretary of Defense has authorized the resumption of unrestricted travel including Permanent Change of Station (PCS) and temporary duty (TDY) when specific conditions-based criteria have been met. This conditions-based authority relies on an

assessment and reporting system supporting safe and coordinated travel. Travel to specific installations, states, territories, and host nations will be based on the verified capability for service members and dependents to conduct safe travel and reception.

All uniformed personnel and their sponsored dependents will continue to stop movement, both internationally and domestically, while this memorandum is in effect, subject to the exemptions and waivers described herein (see Part I, paragraphs 2-4). 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 official travel, including TDY travel; permanent duty travel, including PCS travel; and travel related to Authorized and Ordered Departures issued by the Department of State.

Official travel is authorized when:

- (1) Conditions-based criteria for unrestricted travel may resume when the criteria for states/territories/host nations AND installations are met for both the gaining (destination) AND losing (origin) locations (Part I, paragraph 2); or
- (2) Airmen meets exemption criteria (Part I, paragraph 3); or
- (3) Airmen have a waiver to travel signed by the appropriate waiver authority as defined in this guidance (Part I, paragraph 4).

Airman concerns regarding changes to conditions to or from a location due to COVID conditions should be elevated to their command or MPF for further guidance.

**(UPDATED)** The Secretary of the Air Force directs surveillance of travelers under Department of the Air Force (DAF) purview and strict adherence to restriction of movement (ROM) guidelines and testing protocols as set forth in Attachments 2 and 16, including in response to all host nation requirements. In addition to personal health protective measures recommended by the CDC and implemented throughout the DoD, such as wearing of face masks, social distancing, hygiene and sanitation, known to be effective in limiting Coronavirus disease 2019 (COVID-19) transmission, additional requirements and actions for official travel-associated ROM and testing protocols are specified within this message.

## 2. Conditions for Unrestricted Travel:

Follow guidance in paragraph 5 before initiating travel to ensure measures to enhance traveler safety.

Conditions to resume unrestricted travel rest on **two overarching factors**:

- 1) state/territories/host nations, and
- 2) installation-level criteria based on conditions in and surrounding DoD installations, facilities, and locations.

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; 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.

**Unrestricted travel may resume when the criteria for states/territories/host nations AND installations are met for BOTH the gaining (destination) AND losing (origin) locations.**

**After** conditions-based requirements are met:

**A.** If a location is reclassified and no longer meets conditions-based travel criteria:

**1. While an Airman is PCS enroute to that location**, the gaining command will review the situation and is authorized to permit continued movement.

**2. While an Airman is PCS enroute to that location**, and the gaining command does not authorize continued movement the Airman must immediately contact the losing command and MPF to be placed in TDY Hold IAW Part I.6.

**3. Prior to an Airman's PCS final out-processing appointment** at the losing location, the Airman should determine whether a travel exemption applies (see Part I.3) or seek a waiver (See Part I.4). Airmen may also initiate a RNLTD/DEROS change for an initial length of time no longer than 60 days (see Part III).

**4.** Airman concerns regarding changes to conditions to or from a location due to COVID-19 conditions should be elevated to their command or MPF for further guidance.

**B.** Commanders (or equivalent) may approve Airmen to transit through locations that are not cleared for travel in order to get to their destination; but Airmen may be required to comply with appropriate ROM and testing protocols before or upon arrival as required by the destination host nation. Installations and commanders, in a coordinated effort, must work together to partner with installation communities to ensure Airmen, and DoD family members meet host nation requirements within timelines.

**C. (UPDATED)** ROM, when applicable, must be accomplished in accordance with Attachments 2 and 16, and Part I, paragraph 6.B. below.

**D.** Airmen must remain in contact with their gaining installation to ensure compliance with travel restrictions that may be imposed by installation commanders, local laws and ordinances, or the host nation upon arrival.

Air National Guard units located on Federal installations/facilities will follow Service guidance. Air National Guard installations that are state-controlled have to balance Service guidance while adhering to the Governor's/The Adjutant General's assessment

regarding the recommended criteria and determination for when their State/Territory/Region has achieved the criteria. Meeting the criteria will inform States' leadership decision to lift Stop Movement for the State and allow unrestricted travel.

### 3. Exemptions:

**The following exemptions apply to both member and dependents for international and domestic travel. Travel resulting from approved exemptions must follow guidance in paragraph 5 and 6 before initiating travel to ensure measures to enhance traveler safety are met. Airmen must contact their gaining unit in advance of travel to assure the unit is updated on their travel itineraries and to be aware of any travel restrictions that may be incurred:**

**A. (UPDATED)** Airmen and their sponsored dependents who have “initiated travel”, meaning:

- Airmen and their sponsored dependents with a current RNLTD/DEROS who have shipped HHG or completed requirements for a PPM, may proceed to next PDS once gaining and losing commanders concur with travel plans in accordance with their current Projected Departure Date (PDD) and AFI 36-2110, paragraph 5.31.

Airmen and sponsored dependents who **do not meet the specific condition above** should continue to elevate any mission essential, hardship or humanitarian requests through their chain of command in order to obtain a waiver as outlined in paragraph 4 below.

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

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

**C.** Unaccompanied Airmen to or from short tour location rotations:

**1. Unaccompanied Airmen rotating to or from short tour locations and accompanied CENTCOM short tour PCS rotations have been determined to be mission essential (Attachment 5).**

**Airmen rotating to or from short tour locations and** are at/past original DEROS or at/past original RNLTD month, are authorized to proceed on assignment **contingent on:** gaining/losing command coordination and location-specific operating procedures listed in Attachment 6 (if applicable). Additional waivers are not required and travel will be IAW paragraph 5 below.

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

## **2. Squadron Commanders (at short tour locations):**

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

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

**4. Airmen inbound to short tour locations:** Airmen that already had their RNLTD adjusted due to stop movement travel restrictions must remain in contact with their chain of command and supporting MPF Assignments counselor for a potential additional RNLTD adjustment. Airmen should begin preparation for travel IAW local out-processing procedures; travel will be IAW paragraph 5. Refer to Attachment 6 for location-specific operating procedures (if applicable).

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

- a. The associated PCS requirements are followed.
- b. Gaining/losing command coordination.
- c. Compliance with location-specific operating procedures listed in Attachment 6 (if applicable).
- d. Document exemptions or waivers IAW procedures outlined in Part I, paragraph 5.E. below.

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

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

Patients and their attendants in the enroute care system are exempt from ROM requirements until they arrive at their final destinations.

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

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

**G. Casualty and Mortuary Affairs programs** have outlined exemptions for their mission sets in guidance dated 24 August 2020. See Attachment 7.

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

All Technical Training Graduates or Direct to duty Airmen traveling OCONUS must have a Government Travel Card or secure advance travel pay in hand before departing their losing installations as necessary.

**I.** The Air Force will continue to develop Airmen through **technical and flying training and advanced academic education. Travel to and from Professional Military Education (PME) programs is authorized.**

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

**Military Students** with a projected PCS in-and-outbound who have been selected to attend technical and flying training to include SAASS, ACSC and AWC, AFIT-sponsored degree programs, Fellowships, JPME, Education with Industry (EWI), Sister Service and international schools and advanced academic degree/training (to include health professionals) are authorized to proceed with dependents concurrently, however coordination between losing and gaining commander and/or owning organization is required before departure and organizations must be updated on travel itinerary.

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

If required for arrangement of out-processing requirements, waivers are available in Attachment 8.

**J. (UPDATED) Evacuations:** DoD eligible family members currently at safe havens under the original Global Authorization Departure effective 14 March 2020 have been authorized a new evacuation order effective 10 September 2020 through 9 October 2020. DoD eligible family members who did not have travel orders approved prior to 7 May 2020 may no longer travel under the previous authority.

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

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

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 10). 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 5 below.

**L. Leave** (also applied to Regular (i.e. weekends) and Special Pass situations):

Leave travel for military members (Regular AF and Reserve Component members in an active duty status) is exempt from COVID-19 travel restrictions. Authorized leave outside the local area will be approved at a level no lower than the unit commander or equivalent. (Attachment 13). Leave within the local area can be approved at levels lower than the unit commander or equivalent IAW AFI 36-3003. When approving leave, the following guidance must be followed:

**1.** Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for Airmen requesting leave. Airmen should not travel if they display a fever or other symptoms consistent with COVID-19 or if they have had close contact with someone who has tested positive for COVID-19 within the past 14 days. Airmen will comply with any DoD, Federal, Foreign Nation, State, and local restrictions while conducting leave travel.

**2.** Commanders and supervisors risk assessments should, at a minimum, include a review of State and local restrictions for both locations and pre- and post-travel health status assessment and travel screening. The health status assessment and travel screening should include the following:

(1) Does the member have any signs/symptoms of COVID-19? (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

(2) Has the member had contact (less than 6 feet for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19?

(3) Is the member familiar with how to self-monitor and actions to take if ill? (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

**3.** Commanders and supervisors will follow the procedures in Attachment 2 for all Airmen traveling on leave. Commanders and supervisors will establish a means of communication with all Airmen throughout the period of leave and post-travel process, as well as prescribing actions for their particular circumstances.

**4.** If an Airman tests positive for COVID-19 while on leave and is unable to return to his/her duty location due to host nation testing requirements, the CSS or MPF must immediately inform AFPC/DP3AM of the situation to receive further guidance on how to proceed.

Leave enroute: See Part I, paragraph 7 below.

#### 4. 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.

**Multiple Member Waivers** (Attachment 3): Waiver authorities may also approve a single case-by-case waiver for multiple members under their command or supervision as long as the above requirements are met, the members are similarly situated, and the waiver justification is the same for all members. These 'multiple member' waivers will be coordinated with AFPC/DP3 to ensure waivers are executed to facilitate moves as required. Disruptions to transportation movement caused by DoD COVID-19 travel restrictions will be mitigated as necessary to support onward movement.

Documentation of the waivers must include the determination whether travel is mission-essential; necessary for humanitarian reasons; or warranted due to hardship.

**These waivers shall be coordinated between the gaining and losing organizations**, 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 documented in writing and signed by the authority granting the waiver. Waiver template is at Attachment 12. Individual travel orders must also document any waiver that is granted for the traveler.

Approval authority for these and all other waivers belongs to the first officer in the grade of O-6, or a civilian equivalent, in the individual traveler's chain of command or supervision.

Delegations previously authorized under previous guidance remain in effect until those delegations are rescinded or superseded

#### 5. Additional Guidance:

**Accountability:** The losing installation is the supporting installation and is accountable for Airmen until they are gained at the new Permanent Duty Station (PDS). Airmen are considered assigned to their losing installations until they are gained at their new duty stations. Airmen must remain in contact with their losing commands and their losing MPFs and immediately inform them of any variation in travel due to COVID-19 travel requirements or delays caused by testing protocols. In addition to reporting PCS delays to AFPC/DP3AM, losing commands and MPFs shall immediately inform gaining commands and MPFs of any travel delays. For further direction, Airmen are specifically directed to the risk assessment requirements set forth in Attachment 2.

**Transportation Corridors:** DoD Transportation authorities are taking measures to ensure safe travel. Travelers are responsible for adherence to personal health protective measures outlined by host nation requirements prior to processing into the Gateway for the Patriot Express. Those who travel commercial will adhere to host

nation requirements and protocols upon arrival to host nation. Travelers shall contact their Transportation Office and consult the Foreign Clearance Guide at <https://www.fcq.pentagon.mil/fcq.cfm>, as early as possible to initiate travel planning in order to ensure all clearance and entry requirements for their destination can be accommodated.

**Personnel traveling on government-funded travel authorizations will comply with applicable force health protection guidance.**

**A.** Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for Airmen prior to commencing PCS or TDY travel. Airmen should not travel if they display a fever or other symptoms consistent with COVID-19 or if they have had close contact with someone who has tested positive for COVID-19 within the past 14 days. Airmen will comply with any DoD, Federal, Foreign Nation, State, and local restrictions while conducting PCS or TDY travel.

**B.** Commanders and supervisors risk assessments should, at a minimum, include a review of State and local restrictions for both locations and pre- and post-travel health status assessment and travel screening. The health status assessment and travel screening should include the following: per CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>:

- (1) Does the member have any signs/symptoms of COVID-19?
- (2) Has the member had contact (less than 6 feet for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19?
- (3) Is the member familiar with how to self-monitor and actions to take if ill?

(<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

**C.** Commanders and supervisors will establish a means of communication with personnel throughout the period of PCS or TDY and the post-travel process, as well as prescribing actions for their particular circumstances.

**Protecting our service members, civilians, and their families; safeguarding our national security capabilities; and supporting the whole-of nation response to COVID-19 remain our top priorities. All travelers will follow procedures outlined in Attachment 2 and rigorously follow appropriate social distancing and cloth face-covering guidance. Commanders and supervisors 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 2 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 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.** MPFs will document exemptions or waivers via the Permanent Change of Station (PCS) Authorized Delay/Awaiting Transportation memo in lieu of an AF FM 973, Request and Authorization for Change of Administrative Orders (PCS order amendment). ARC members shall document TDY exemptions or waivers via copy of AROWS or AROWS-R orders.

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

**Additional Instructions:** Commanders and MPFs at PDS/losing installations should consult with their servicing Staff Judge Advocate's office concerning implementation of this guidance and the potential ramifications of imposing restrictions on the movement of individuals other than Service members.

## **6. Self-Protective Practices, Restriction of Movement (ROM) and Testing Protocols:**

Service members must adhere to the following self-protective practices, ROM and testing protocols, while in transit or in preparation for official travel IAW Attachment 2 and host nation requirements.

Additional information can be found at: CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>.

### **A. Self-Protective Practices**

1. Follow social distancing precautions and avoid close contact (less than 6 feet) with individuals who are not included in their traveling party.
2. Utilize cloth face/mask coverings when in public, around others, and when directed by local, state or installation policies.

**B. (UPDATED) Restriction of Movement (ROM):** IAW EXECUTION ORDER (EXORD) – Reporting Status of Isolated or Quarantined Personnel in Support of COVID-19, dated 28 April 2020 (Attachment 14), Airmen placed in a ROM or quarantine status will accomplish accountability in AFPAAS.

1. When applicable, ROM must be accomplished in accordance with Attachments 2 and 16, and as required by destination installations, states, or nations.

2. Installations and commanders, in a coordinated effort, must work together to partner with installation communities to ensure Airmen and DoD family members meet host nation requirements within required timelines.

3. Travel restrictions and host nation requirements for OCONUS locations are maintained in the Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/fcg.cfm>.

4. Airmen, family member, and dependent responsibilities: During any required ROM, self-monitor for signs/symptoms of COVID-19.

a. It is encouraged to take temperature twice a day to check for fever ( $\geq 100.4^{\circ}\text{F}$ ).

b. Be aware of cough, difficulty breathing or other symptoms as described by the CDC.

c. If an Airman, family member, or dependent on official travel develop symptoms of COVID-19 during ROM, the Airman, family members, and dependents will:

1. Self-isolate

2. Limit contact with others

3. Seek advice by telephone or other authorized communication with the appropriate healthcare provider to determine whether medical evaluation is needed.

d. Airmen will notify their losing installation if they develop a fever or other symptoms consistent with COVID-19. CDC Guidance: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

**1. (ADDED)** If an Airman or family member in the traveling party has tested positive for COVID-19 during official PCS travel, losing MPFs must report Airmen in TDY Hold status to AFPC/DP3AM as outlined in Part I, paragraph 8 below.

**2. (ADDED)** Further Assignment direction will be provided by AFPC/DP3AM on a case-by-case basis after receiving notification.

### C. Testing Protocols:

1. Airmen who receive positive COVID-19 test result will follow ROM and notification guidance in Part I, paragraph 6.B. above and obtain medical clearance from a DoD medical provider before proceeding with official travel. Airmen who test COVID-19 positive should expect a minimum of 10 to 14 day isolation/travel delay, unless otherwise cleared by a DoD medical provider.

2. It is strongly encouraged that traveling DoD family members and dependents traveling with an Airmen who tests positive follow the same isolation/travel delay protocols as the Airman, in order to prevent the transmission of COVID-19 and to avoid subsequent additional isolation/travel delays that may result from additional family members and dependents becoming infected. In accordance with Part II, paragraph I below and Attachment 2, the Airman must attest to family member compliance before official travel may proceed.

3. DoD family members and dependents traveling on official travel who receive positive COVID-19 test results are strongly encouraged to follow ROM and notification guidance in Part I, paragraph 6.B. above and, upon completion of those steps, obtain clearance from an appropriate medical provider; otherwise, they will not be permitted to proceed with official travel. Any Airmen traveling as a part of such a group should expect to be isolated/quarantined, as appropriate, for a minimum of 10 to 14 days and, in any event, will not be permitted to resume travel until cleared by a DoD medical provider.

4. In order to prevent the transmission of COVID-19, and in the interest of adhering to the DAF intent to keep families together during travel, DoD family members and dependents are strongly encouraged to comply with the same isolation/quarantine and travel delay protocol as Airmen in these situations, except when emergency or mission essential requirements prevail. Otherwise, such DoD family members and dependents will not be permitted to resume travel.

5. Airmen with COVID-19 positive tests who require a negative COVID-19 test and medical clearance prior to proceeding with travel, IAW with host nation requirements, will be tested at intervals determined by DoD medical providers and as testing supplies allow. DoD family members and dependents who have tested positive for COVID-19 are strongly encouraged to similarly obtain negative COVID-19 tests and medical clearance prior to proceeding with travel in compliance with host nation requirements; otherwise, such individuals will not be permitted to proceed with official travel.

6. Due to the variability of COVID-19 effects on individuals, ROM/self-isolation times may exceed the described 10 to 14 day minimum periods under some circumstances. Medical providers will provide documentation of recommended ROM/self-isolation hold times under these circumstances.

7. Testing Protocols Matrix (Current as of 12 Aug 2020). Updated CDC guidance will supersede the matrix below. Additional information can be found in Attachment 15 as well as <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

## 7. (UPDATED) Leave Enroute:

**IMPORTANT:** For the purpose of ROM, leave enroute is considered official travel.

DAF intent is that traveling personnel meet appropriate ROM and testing protocols required by Attachments 2 and 16, and the host nation; therefore, travelers must consider all factors as they relate to preparation for travel for official travel and

coordination with their losing installation community. Until such requirements are met, Airmen and DoD family members/dependents will not be permitted to proceed with official travel.

**A.** If Airmen anticipate taking leave prior to arrival at their gaining installation, they are encouraged to take such leave prior to beginning pre-PCS or TDY ROM requirements and/or testing protocols and travel directly from their PDS to their gaining installation.

**B.** Airmen reporting to a country where ROM prior to departure and/or testing is directed, who choose to take leave enroute to, or in connection with, official travel must have a coordinated plan with a medical provider to ensure testing takes place and test results are received in the required timeframe to accommodate requirements for official travel and host nation requirements.

**C.** Airmen may be required to comply with appropriate ROM and testing protocols before or upon arrival as required by the host nation as outlined in Part I, paragraph 6 above.

**NOTE:** Airmen and family members who require a negative COVID-19 test to proceed to their next duty station are authorized to have testing completed at civilian institution at the leave location to meet testing timelines. For civilian COVID-19 testing reimbursement information, Airmen should seek counsel from their servicing Finance office prior to committing to expenses.

**D.** If an Airmen and/or family member in the traveling party tests positive for COVID-19 and is not authorized to proceed on assignment, MPFs must immediately contact AFPC/DP3AM for further assignment direction.

## **8. TDY Hold and Airmen Status Reporting:**

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

**A.** MPFs will place Service members in TDY Hold when the Airman or authorized DoD family member(s) and dependent(s) are not authorized to proceed on official travel due to Force Health Protection considerations, including but not limited to requirements in Attachment 2 and/or host nation requirements.

**B.** Losing MPFs will assist delayed Airmen with any required RNLTD or end assignment changes that may result due to the TDY hold.

**C.** Airmen and dependents traveling concurrently are directed to stay together for the duration of the official travel portion of the PCS, unless unique circumstances, emergency or mission essential requirements warrant proceeding without dependents. Absent emergency circumstances or prevailing mission essential requirements, Airmen should not proceed to the gaining installation if a dependent is not authorized to continue official travel.

**D.** Due to HIPAA mandates, medical treatment facilities (MTFs) are only authorized to disclose health information, including COVID-19 test results, through an Airman's losing command. Health information provided to commanders or supervisors directly from an Airman, including through AFPAAS, may be shared with DAF personnel who have a need to know, consistent with the provisions of the privacy act. MPFs will not handle any HIPAA information on Airmen or DoD family members. For further direction, Airmen are specifically directed to the risk assessment requirements set forth in Attachment 2.

**E.** In addition to notifying AFPC/DP3AM, losing commands and MPFs shall immediately inform gaining commands and MPFs of any travel delays.

**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, [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil). Additionally, impacted Airmen will receive a direct message from myPers to provide the necessary information to AFPC/DP3AM.

## 9. PCS Amendments:

MPFs will 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. Until further notice, 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 when:

- (1) Conditions-based criteria for unrestricted travel are met at both the gaining and losing installations or locations if outside of a DoD facility (Part I, paragraph 2); or
- (2) Airmen meets exemption criteria (Part I, paragraph 3); or
- (3) Airmen have a waiver, which includes dependents, to travel signed by the appropriate waiver authority as defined in this guidance (Part I, paragraph 4).

In order to prevent travel delays or travel disruptions, DoD family members and dependents are strongly encouraged to follow the same ROM and testing protocols as the Airman sponsor. Airmen, families and dependents will not proceed to the gaining installation if a family member or dependent is not authorized to proceed with travel. If, however, due to unique circumstances, emergency or mission essential requirements, the Airman must proceed with travel when one or more of their family members or dependents are still authorized entitlements (reference myPers COVID-19 Guidance, [https://mypers.af.mil/app/answers/detail/a\\_id/46624](https://mypers.af.mil/app/answers/detail/a_id/46624), Benefits and Entitlements).

It is the intent of the DAF to keep traveling Airmen and their families and dependents together, except when emergency or mission essential requirements prevail. As stated



in Attachment 2, the DAF mandates the Airman's attestation of family member compliance with the same requirements as set forth for Airmen in Attachment 2 as a prerequisite to family members engaging in official travel, in order to prevent the transmission of COVID-19.

## 2. PCS Concurrent Travel Guidance for Military Airmen:

### A. PCS Orders/Amendments:

1. If Airmen **do not meet** one of the conditions to PCS listed above (Part II, para 1), and have not received PCS orders, MPFs will mark block 13C Travel Delayed 'Less than 20 Weeks' and annotate block 15 with the following statement: "**Delayed IAW Stop Movement/COVID-19 guidance.**"

**Note:** Amendments are **not** permitted for the purpose of authorizing concurrent travel or to change previously amended remarks.

2. If/when Airmen **meet** one of the conditions to PCS listed above (Part II, para 1), and have not received PCS orders, MPFs will mark block **13B** Concurrent Travel is Approved and annotate block 15 with the following statement: "**Approved IAW Stop Movement/COVID-19 guidance.**"

3. 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 authorization for 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 4. The waiver authority may authorize concurrent travel for family members, but it must be addressed in the approved waiver letter (Attachment 12).

## PART III: RNLTD and DEROS Information

### 1. RNLTD/DEROS Prioritization List:

As a result of COVID-19 Stop Movement limitations, AFPC adjusted RNLTDs and DEROS dates on/about 15 May 2020 to align assignments with the AF assignment prioritized movement plan and to bring monthly Household Goods (HHG) transportation demand in-line with executable levels of service.

## 2. Personal Property (HHG) Shipment Information:

As a temporary HHG pack/ship scheduling process in support of COVID-19 stop movement recovery, RNLTDs and DEROS dates are associated with a HHG pack/ship “window” (described below). Airmen not performing a Personally Procured Move (PPM) will have their HHGs packed/shipped in their assigned “window” in order to ensure a quality move and to preserve capacity for the Airmen and families with earlier RNLTDs/DEROS dates.

The MPF will populate HHG pack/ship NET dates in the designated field on the ‘memo in lieu of PCS Amendments’. Squadron commanders and equivalents can authorize an extended HHG pack/ship “window” in writing if hardship or mission reasons exist.

### HHG pack/ship “window”:

**CONUS originated PCSs will be set at NET the month prior to the RNLTD month**  
**OCONUS originated PCSs will be set at NET two months prior to the DEROS month.**

Airmen who have orders and are PCSing in FY20 are strongly encouraged to schedule their HHG pack/ship dates now. Airmen that are PCSing in FY21 are strongly encouraged to schedule their HHG pack/ship dates upon receipt of orders. To ensure Airmen have the optimal opportunity to book shipments for their desired date inside their assigned HHG pack/ship “window”, Airmen should not wait until they are in the “window” schedule HHG pack/ship date.

Airmen need to go to TMO and need to report in as soon as orders and ‘memo in lieu of PCS Amendments’ (if applicable) are in hand. Any delay may result in all movers being booked, resulting in the potential requirement to alter departure plans due to a later than desired pack-out date. Airmen accomplishing a PPM are also advised to start TMO processing ASAP. Airmen whose report date remains as originally included on their orders, PCS orders still stand and no ‘memo in lieu of PCS Amendments’ will be required for scheduling.

## 3. RNLTD/DEROS Adjustments:

### A. RNLTD Changes:

If mission priorities and safe travel supports, impacted Airmen have an option to accelerate their RNLTD if losing and gaining commanders approve and the Airman is requesting to do a “Full” Personally Procured Move (PPM). Airmen desiring to do a “Full” PPM can apply for, and losing and gaining commanders can approve these RNLTD changes through the existing myPers application. \*\*Airmen should first consult with local TMO and Finance for information on reimbursement and HHG insurance before committing to a “Full” PPM.\*\*

Airmen that will experience a significant RNLTD delay and are unable to accomplish a PPM can request adjustments to their RNLTD/DEROS if family hardship (such as school-aged children’s school enrollment and start dates) or mission needs exist. Airmen may apply, with losing and gaining commanders’

approval, through the existing myPers application. Please be aware that available HHG pack/ship dates will be limited by industry capacity to pack/ship HHGs and the sustained demand for movement across all the Services. Please consult with your local TMO.

### **B. DEROS Changes:**

Airmen requesting a DEROS acceleration or delay must obtain losing and gaining commanders' coordination via MFR and submit to the local CSS/MPF for processing. CSS/MPFs will submit DEROS changes via CMS.

If the Airman requires an RNLTD change in conjunction with the DEROS change, the requested RNLTD should be documented on the same MFR. An RNLTD change application in myPers is not required.

### **C. Voluntarily Extend in Place:**

Guidance is available in myPers in the COVID-19 FAQs (Attachment 4).

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#### **ADVISORY:**

Airmen are advised not to make irrevocable financial decisions/commitments at their gaining locations until they are gained at the new installation.

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## **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. SECDEF Memo - Transition to Conditions-based Phased Approach \(22 May 20\).pdf \(1.13 MB\)](#)

- [2. FHP Guidance \(Supplement 12\) - DoD Guidance for Pers Travel During the COVID-19 Pandemic.pdf](#) (533.47 KB)
- [3. SecAF Travel Restriction Delegation of Authority \(26 Oct 20\).pdf](#) (9.73 MB)
- [4. Questions and Answers \(30 Oct 2020\).pdf](#) (292.15 KB)
- [5. UA Short Tour Waivers.pdf](#) (2.49 MB)
- [6. UA Short Tour Location-Specific Operating Procedures \(10 Sep 20\).docx](#) (38.18 KB)
- [7. A1 Policy Memo on Casualty and Mortuary Program Changes for COVID-19 \(24 Aug 20\).pdf](#) (1.83 MB)
- [8. Flying, Training, and PME Waivers.pdf](#) (3.85 MB)
- [9. Authorized Departure Extension \(16 Sep 2020\).pdf](#) (77.86 KB)
- [10. Pre Deployment ROM Requirements.pdf](#) (90.92 KB)
- [11. \(DELETED\).txt](#) (70 bytes)
- [12. Waiver to Approve Mission-essential travel Template \(31 Aug 20\).docx](#) (63.77 KB)
- [13. Exemption of Authorized Leave for DoD Service Members from COVID-19 travel restrictions.pdf](#) (428.24 KB)
- [14. EXORD Reporting Status of Isolated or Quarantined Personnel COVID-19 \(29 Apr 20\).pdf](#) (92.87 KB)
- [15. Testing Protocols Matrix \(CAO 12 Aug 2020\).pdf](#) (177.99 KB)
- [16. SecAF Waiver 14-day ROM reqt for trvl from OS to US \(10 Nov 20\) - \(See myPers Article 49425\).pdf](#) (82.33 KB)