

TRAVEL

STOP MOVEMENT & Concurrent Travel Guidance Related to Travel Restrictions Due to COVID-19
(myPers Message)

This guidance is three parts with four attachments.

Part I - Stop Movement

Part II - Concurrent Travel

Part III - Travel to Non-Level 3 Designated Locations

PART I: Stop Movement for Permanent Change of Station (PCS), Temporary Duty (TDY), Contingency Deployments, and Leave:

1. Effective 13 March 2020, Total Force Military and Civilian Airmen and their families traveling to, from, or through Centers for Disease Control and Prevention (CDC) Travel Health Notices Level 3 (COVID-19) designated locations as depicted at Attachment 1 will Stop Movement for the next 60 days:

(Attachment 1 will be adjusted as CDC guidance is updated). This includes all forms of official travel, including PCS, TDY, personal leave and other non-official travel. Airmen traveling should carefully plan travel to ensure their scheduled flights do not transit through or originate in Level 3 designated locations. Authorized Departures are delayed until appropriate transportation and reception procedures are in place for their intended route of travel as prescribed in Secretary of Defense 11 March 2020 memorandum (Attachment 2).

2. PCS guidance for Military Airmen to or from Level 3 (COVID-19) designated locations:

A. Airmen currently assigned to a **CONUS** base with a projected PCS to a Level 3 (COVID-19) designated location and Airmen who outprocessed, but have not departed the local area, will remain in place until Stop Movement is terminated. Airmen electing to proceed on their scheduled leave enroute to leave locations not impacted by Stop Movement must comply with the guidance outlined in paragraph 4 below.

B. Airmen currently assigned to an **OCONUS** location with a projected PCS to a Level 3 (COVID-19) designated location that have not departed will remain in place until Stop Movement is terminated. Airmen electing to proceed on their scheduled leave enroute to leave locations not impacted by Stop Movement must comply with the guidance outlined in paragraph 4 below.

C. **Airmen that departed their last duty base and are enroute to their gaining base** (Level 3 COVID-19 designated location) must be immediately contacted by their chain of command or their losing FSS/MPF by whatever means available. Airmen will not proceed until Stop Movement is terminated. Airmen who do not desire to take leave enroute, will receive further guidance from AFPC following initial contact with their losing MPF. FSS/MPFs may use this message as authority to place Airmen in this category on TDY hold IAW AFI 36-2110, paragraph 3.13. Instructions to amend an Airman's PCS orders will be provided after Stop Movement is terminated. Airmen placed on TDY hold are not entitled to a rental vehicle, but are authorized TDY per diem. Airmen electing to proceed on their scheduled leave enroute to locations not impacted by Stop Movement must comply with guidance outlined in paragraph 4 below.

3. TDY or Leave to or from Level 3 (COVID-19) Designated Locations:

Military Airmen with a projected TDY or Leave to or from a Stop Movement location will not proceed. Airmen currently at a TDY location or on leave in an area impacted by Stop Movement will remain in-place until they receive further guidance or Stop Movement is terminated. Airmen currently assigned to a Level 3 (COVID-19) location and enroute to or from their TDY or leave cannot return to their Level 3 location until further guidance is available. Upon member returning to home station leave dates and duty status code will be adjusted accordingly to ensure Airmen are not inappropriately charged additional leave.

4. Leave Enroute Guidance:

Military Airmen not currently on leave enroute status, but electing to proceed on their scheduled leave enroute on or after 13 March 2020, to a leave location not impacted by Stop Movement may proceed with the understanding if Stop Movement is not terminated by the time their projected leave is over, the MPF Relocations Section, after consulting with AFPC, will provide additional guidance on a case-by-case basis.

5. DEROS and RNLTD Extensions:

Military Airmen at a Level 3 location will have their DEROS extended 60 days. Airman requiring a RNLTD extension will be worked on a case by case basis.

6. Exceptions to this Guidance:

Exceptions may be granted in writing to the guidance contained herein for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship. These exceptions are to be done on a case by case basis, shall be limited in number, and shall be coordinated between the gaining and losing organizations. Per the 11 March 2020 Secretary of Defense memo, approval authority for these exceptions belongs to the Combatant Commander if the individual is assigned to a combatant command. The Secretary of the Military Department concerned and the Chief Management Officer in the case of Defense Field Activities and Field Agencies retain the authority for all other individuals. This authority may be delegated in writing no lower than the first general or flag officer or member of the Senior Executive Service in the traveler's chain of command or supervision. Standby for additional guidance regarding the delegation of this authority.

Military Airmen pending retirement or separation within the next 60 days are exempt.

Individuals traveling under an exception or exemption (retirements/separations), including those traveling as part of a Department of State-issued Authorized Departure, are subject to travel screening protocols as provided in Attachment 3.

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 cannot be placed on TDY hold at their permanent duty station. MPFs will also report the status of Airmen impacted by Stop Movement. MPFs will use the TDY Hold and Airmen Status Report in myPers

to provide the necessary information to AFPC/DP3AM. Additional reporting information will be forthcoming via separate guidance.

PART II: Concurrent Travel:

1. Effective 13 March 2020 and for the 60 days thereafter:

Concurrent official travel for family members of Total Force Military and Civilian Airmen is denied to CDC Travel Health Notices Level 2 (COVID-19) designated locations as depicted at Attachment 1. This concurrent travel guidance restricts family members from traveling concurrently with the military or civilian sponsor.

2. PCS Concurrent Travel guidance for Military Airmen going to Overseas Countries designated as Level 2:

A. Family member travel delayed for 'Less than 20 Weeks': For Airmen currently at a CONUS location, MPFs will adjust the Airman's PCS orders, AF Form 899, the following: Check Item 13d to depict dependent travel is restricted for Less than 20 weeks and cite the Secretary of Defense memo dated 11 March 2020. Additionally, in item 22, Remarks, add the statement, "Dependent travel to (list level 2 O/S country) at government expense is not authorized until travel restrictions are lifted." Once dependent travel restrictions are lifted, amendments will be issued authorizing 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 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.

C. Exceptions to this Guidance: Exceptions may be granted in writing to the guidance contained herein for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship. These exceptions are to be done on a case by case basis, shall be limited in number, and shall be coordinated between the gaining and losing organizations. Per the 11 March 2020 Secretary of Defense memo, approval authority for these exceptions belongs to the Combatant Commander if the individual is assigned to a combatant command. The Secretary of the Military Department concerned and the Chief Management Officer in the case of Defense Field Activities and Field Agencies retain the authority for all other individuals. This authority may be delegated in writing no lower than the first general or flag officer or member of the Senior Executive Service in the traveler's chain of command or supervision. Standby for additional guidance regarding the delegation of this authority.

Individuals traveling under an exception or exemption, including those traveling as part of a Department of State-issued Authorized Departure, are subject to travel screening protocols as provided in Attachment 3.

3. PCS Amendments:

In cases where the military Airman has already been issued PCS orders, AF Form 899, an Amendment, AF Form 973, is required to reflect the most current concurrent travel restriction.

Part III – Travel to Non-Level 3 Designated Locations:

Effective 13 March 2020 Commanders must determine whether official travel by Military or Civilian Airmen to locations other than CDC Travel Health Notices Level 3 designated locations is mission essential and must defer non-mission essential travel. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission essential functions.

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 DSN 665-3815 or commercial (210) 565-3815 Email: 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. 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
- For **Reserve** specific 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. For 24 hour access and for TR and ART personnel, 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 **Air National Guard personnel:** ANG Command Center at DSN: 612-6001 or commercial (240) 612-6001