

STOP MOVEMENT and Concurrent Guidance Related to Travel Restrictions due to the Coronavirus Disease (COVID-19) - (Supersedes Previous Guidance — Incorporates Updates as of 25 March 2020)

Applicable to: Total Force

SUMMARY OF CHANGES

***** AN INTERNATIONAL STOP MOVEMENT IS IN EFFECT *****

This message has been significantly changed and should be reviewed in its entirety.

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

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. 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 inquires 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.

This is the tenth 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.

DASHBOARD:
[Stop Movement Dashboard \(Military\) - As of 25 March 2020](#)

This guidance is two parts with thirteen attachments.

Part I -

A. International Travel

B. CONUS-CONUS (to include AK, HI and U.S. territories) Stop Movement Guidance (OSD CONUS-CONUS Stop Movement travel guidance [Attachment 5] remains unchanged)

Part II -

Concurrent Travel

PART I:

A. International Travel - INTERNATIONAL STOP MOVEMENT IS IN EFFECT

1. Effective 25 March 2020 through 24 May 2020 (or otherwise ordered), a Stop Movement is ordered for all *INTERNATIONAL* travel for Airmen and their sponsored family members not under the responsibility of a U.S. Chief of Mission for all forms of official travel and movements associated with Permanent Change of Station (PCS), Temporary Duty (TDY), government-funded leave, service member personal leave, and all Contingency Deployments (Global Force Management (GFM) Activities (Attachment 13).

2. Exceptions to this Guidance:

A. Travel for the Purpose of Medical Treatment: Travel by patients and medical providers for the purpose of medical treatment for DoD personnel and their family members is authorized.

B. OSD guidance currently states, individuals who have already initiated travel (including intermediate stops) are authorized to continue to their final destination.

C. OSD guidance currently states, individuals whose TDY ends while this order is in effect are authorized to return to their home station.

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 by the Secretary 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 SecDef, and moves of personnel and equipment that support USTRANSCOM global posture requirements.

E. Exceptions for Contingency deployments (GFM activities): Approval authority for exceptions for Global Force Management activities is the Joint Staff Director of Operations (DJ-3). ETPs will be submitted by the COCOM; further guidance will follow as received. It is important that deploying members *remain* in contact with their IPR and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed.

F. Retirements and Separations: Airmen retiring or separating are exempt. Travel will be subject to applicable travel screening protocols in Attachment 3. 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. Additional exceptions to this order 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. Approval authority for all other exceptions belongs to the Combatant Commander if the individual is assigned or allocated to a Combatant Command; the Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff; the Secretary of the Military Department concerned for personnel under his/her jurisdiction; or the Chief Management Officer for the Office of the Secretary of Defense, Defense Field Activities 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, as appropriate.

H. Authorized travelers will adhere to the Force Health Protection guidelines (Attachment 3) and later guidance, if any.

3. DEROS and RNLTD Extensions:

Any DEROS and RNLTD extensions for the months of March, April and May 2020 required based off of this guidance, will be made by AFPC. Extensions will be for 60 days from current dates.

4. 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.

5. PCS Amendments:

In cases where the Airman has already been issued PCS orders, AF Form 899, an Amendment, AF Form 973, will be required to reflect Stop Movement information. Instructions to amend an Airman's PCS orders will be provided after Stop Movement is terminated; although guidance has been posted regarding amendments for entitlements, do not initiate order amendments until final instructions are received from AFPC.

PART I:

B. CONUS-CONUS (to include AK, HI and U.S. territories) Stop Movement Guidance (OSD CONUS-CONUS Stop Movement travel guidance [Attachment 5] remains unchanged)

1. Effective 16 March 2020, Total Force Military Airmen and their families assigned to DoD installations, facilities, and surrounding areas in the United States and its territories on government-funded travel will Stop Movement through 11 May 2020 as detailed in this message.

****For the purpose of this message
CONUS is defined as the United States and its territories****

Until the travel restrictions prescribed above are lifted, military Airmen are only authorized local leave. TDY and leave exceptions and guidance are outlined in paragraph 6 below. DoD family members, whose transportation is government-funded, will also Stop Movement.

Concurrent Travel is not approved (see Part II for Concurrent Travel guidance).

2. Stop Movement Guidance:

A. Airmen currently assigned to a CONUS location with a projected PCS who have not outprocessed or who have outprocessed but have not departed the local area, will remain in place until further guidance is provided. For leave enroute guidance, refer to paragraph 4 below.

B. Airmen that departed their CONUS duty location and are enroute to an OCONUS location must be immediately contacted by their chain of command or their losing FSS/MPF by whatever means available. Airmen will not proceed until further guidance is provided. Enroute Airmen 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 to the MPF after Stop Movement is terminated. Airmen placed on TDY hold are not entitled to a rental vehicle, but are authorized TDY per diem.

3. TDY or Leave:

A. Leave: Until the prescribed domestic travel restrictions are lifted, Airmen stationed in CONUS are only authorized local leave in accordance with AFI 36-3003, and local leave policies (see Attachment 9). This also applies to Regular and Special Pass (i.e. weekends) situations. Exceptions to this are outlined in paragraph 6 below.

B. TDY or Leave to OCONUS Locations: Airmen with a projected TDY or Leave to an OCONUS location will not proceed. Airmen stationed in the CONUS, who are currently on a TDY or Leave in an OCONUS location, will stop movement and contact local leadership for further guidance. Upon returning to home station, leave dates and duty status codes will be adjusted accordingly to ensure Airmen are not inappropriately charged additional leave.

C. Authorized travelers will adhere to the Force Health Protection guidelines in Attachment 3 and later guidance, if any.

4. Leave Enroute Guidance:

At this time, leave enroute is not authorized for any category of move. Requests for exception should follow guidance in paragraph 6.H. below. 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.

5. DEROS and RNLTD Extensions:

Any DEROS and RNLTD extensions for the months of March, April and May 2020 required based off of this guidance, will be made by AFPC. Extensions will be for 60 days from current

dates. Airmen who are authorized to move under any exemption may proceed even if they are outside of their 60-day RNLTD window, an amendment is not required.

6. Exemptions and Exceptions to this Guidance:

A. Individuals who have already initiated CONUS-to-CONUS travel (including intermediate stops) are authorized to continue to their final destination. Those whose TDY in the CONUS ends while this memorandum is in effect are authorized to return to their CONUS duty station. This does not apply to individuals who are currently in or returning from OCONUS locations.

B. CONUS-CONUS Travel for the Purpose of Medical Treatment: Travel by patients and medical providers for the purpose of medical treatment for DoD personnel and their family members is authorized.

C. PCS, TDY, or Leave within CONUS: Effective 16 March 2020, Airmen who have already initiated CONUS-to-CONUS travel (including intermediate stops within the CONUS) are authorized to continue to their final destination.

D. Retirements and Separations: Airmen retiring or separating are exempt. Travel will be subject to applicable travel screening protocols in Attachment 3. 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.

E. Travel Screening: 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 provided in Attachment 3.

F. Contingency deployments (GFM activities): CONUS-CONUS travel to and from both pre-deployment training sites and CONUS-based deployment sites are still executing unless advised otherwise through competent authority. It is important that deploying members *remain* in contact with their IPR and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed.

G. AETC will continue to recruit and access Airmen; train candidates and enlistees in Officer Training School, ROTC and Basic Military Training; develop Airmen in Technical and Flying Training; and deliver 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 (officer and enlisted) projected to attend or instruct these AETC training courses are mission essential. Airmen assigned to CONUS locations are authorized to travel to or from this training (OCONUS travel is NOT authorized). Airmen assigned to CONUS locations do not require an exception to policy to attend the aforementioned training (Attachment 10). This waiver authorizes service member travel only. See Part II for concurrent travel information.

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. Contact should be made well in advance of departure to allow for any required 14-day Restriction of Movement.

Accessions, Basic Military Training and Technical Training Student/Graduate

Travel: Travel in accordance with these guidelines is authorized for Airmen (officer and enlisted) being accessed into the Regular Air Force from CONUS locations. IAW 2 AF/CC NOTAM 20-003 (Attachment 6), Basic Military Training students and technical training students must move to their next duty stations upon completion of training. All technical training graduates will continue to out-process and travel to their first duty station. Losing organizations will coordinate with gaining units on any specific mitigation requirements. **Graduates who have assignments to OCONUS locations will be diverted.** This waiver authorizes service member travel only. See Part II for concurrent travel information.

H. Additional 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. *Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, as determined by the DoD Component.* 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 13 March 2020 Deputy Secretary of Defense memorandum, approval authority for these exceptions belongs to the Combatant Commander if the individual is assigned to a combatant command; the Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff; the Secretary of the Military Department concerned for personnel under his or her jurisdictions; or the Chief Management Officer for the Office of the Secretary for Defense, Defense Field Activities and Field Agencies. 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.

Individuals traveling under an exception or exemption listed under this paragraph, 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 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:

In cases where the Airman has already been issued PCS orders, AF Form 899, an Amendment, AF Form 973, will be required to reflect Stop Movement information. Instructions to amend an Airman's PCS orders will be provided after Stop Movement is terminated; although guidance has been posted regarding amendments for entitlements, do NOT initiate order amendments until final instructions are received from AFPC. CONUS Airmen who are authorized to move under any exemption may proceed even if they are outside of their 60-day RNLTD window, an amendment is not required.

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 is denied. This concurrent travel guidance restricts family members from traveling concurrently with the military sponsor.

2. PCS Concurrent Travel guidance for Military Airmen:

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 13c 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 gaining location) 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: Requests for exception should follow guidance in Part I.A.2.G for OCONUS requests and Part I.B.6.H. for CONUS requests. The

exception authority may authorize concurrent travel for family members, but it must be addressed in the approved exception letter.

3. PCS Amendments:

In cases where the Airman has already been issued PCS orders, AF Form 899, an Amendment, AF Form 973, will be required to reflect concurrent travel restriction. Instructions to amend an Airman's PCS orders will be provided after Stop Movement is terminated, do not initiate order amendments until final instructions are received from AFPC.

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

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 665-6816/6825/6833/6808 or commercial (210) 565-6816/6825/6833/6808. **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 **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