



DEPARTMENT OF DEFENSE
DEFENSE CIVILIAN PERSONNEL ADVISORY SERVICE
4800 MARK CENTER DRIVE
ALEXANDRIA, VA 22350-1100

FOR: CIVILIAN PERSONNEL POLICY COUNCIL MEMBERS

FROM: Defense Civilian Personnel Advisory Service Director, Ms. Michelle LoweSolis

SUBJECT: Authorized Departure Transition and Termination – Individuals at Higher Risk from COVID-19

AUDIENCE: Appropriated Fund and Nonappropriated Fund Personnel

ACTION: Disseminate to Department of Defense (DoD) Human Resources Practitioners and Hiring Managers

REFERENCES:

- a. Under Secretary of Defense for Personnel and Readiness (USD(P&R)) Memorandum, “Authorized Departure Transition and Termination – Individuals at Higher Risk from COVID-19,” dated October 13, 2020 (attached)
- b. USD(P&R) Memorandum, “Authorized Departure Terminations and Requested Returns – Individuals at Higher Risk from COVID-19,” dated September 8, 2020 (attached)
- c. Per Diem, Travel and Transportation Allowance Committee Memorandum, “October 13, 2020 Memorandum ‘Authorized Departure Transition and Termination – Individuals at Higher Risk from COVID-19’,” dated October 14, 2020 (attached)
- d. Defense Travel Management Office, COVID-19 Travel and Transportation Allowances Questions and Answers
https://www.defensetravel.dod.mil/Docs/COVID-19_Travel_QAs-Civilian_and_Military.pdf

BACKGROUND/INTENT: The Department of State determined that the September 10, 2020, Global Authorized Departure will remain in effect until December 9, 2020, as stated in reference (a), unless terminated earlier under conditions specified in reference (b).

The Defense Travel Management Office (DTMO), Per Diem, Travel and Transportation Allowance Committee, issued additional guidance within reference (c) regarding evacuation allowances for DoD civilians and DoD eligible family members. In addition, DTMO has updated their website’s frequently asked questions to reflect these changes at reference (d).

POINT OF CONTACT: Ms. Mayra Soto-Cubillos, Employment & Compensation, (571) 372-1686 or mayra.a.sotocubillos.civ@mail.mil

Attachments:

As stated

www.dcpas.osd.mil

@DCPASExcellence <https://twitter.com/DCPASExcellence>

@DCPAS-Excellence <https://www.linkedin.com/company/dcpas-excellence>

UNCLASSIFIED

PERSONNEL AND
READINESS**UNDER SECRETARY OF DEFENSE**
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

OCT 13 2020

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Authorized Departure Transition and Termination — Individuals at Higher Risk from COVID-19

The Department of State (DOS) determined that the September 10, 2020 Global Authorized Departure will remain in effect until December 9, 2020, unless terminated earlier under conditions specified in my September 8, 2020 memorandum, "Authorized Departure Terminations and Requested Returns – Individuals at Higher Risk from COVID-19."

In addition, DOS has reduced the subsistence expense allowances (SEA) for the remaining evacuation period and eliminated the transportation allowance for DoD civilian employees and their eligible family members (EFMs). SEA will be reduced to 50 percent of the maximum allowable rate from October 10, 2020 through November 8, 2020, and to 25 percent of the maximum allowable rate from November 9, 2020 through December 8, 2020. These reductions will also apply to safe haven allowances for Service members' EFMs. The Defense Travel Management Office will provide additional guidance on benefits payment processing based on the latest guidance from DOS.

DoD Components should begin planning for the safe return to permanent duty stations of DoD civilian employees and DoD EFMs currently at safe havens under the September 10, 2020 Global Authorized Departure. This planning should include a review and application of travel restrictions and applicable force health protection guidance. If DoD civilian employees cannot return due to continued travel restrictions or other reasons, these employees must work with their DoD Components to make appropriate arrangements that allow the employees to fully perform the essential functions of a position, such as continued telework, an alternate assignment, or relocation. DoD Component Heads may authorize separate maintenance allowance for civilian employees' EFMs who choose not to return to post.

The DoD point of contact is Ms. Ann Lee, Office of the Executive Director, at ann.y.lee6.civ@mail.mil or (703) 693-3002.

A handwritten signature in black ink, appearing to read "Matthew P. Donovan".

Matthew P. Donovan

UNCLASSIFIED

UNCLASSIFIED

cc:

Chief Management Officer of the Department of Defense
Under Secretary of Defense for Policy,
Chief Operating Officer
Deputy Chief of Staff G1, U.S. Army
Chief of Naval Personnel
Deputy Chief of Staff for Personnel,
U.S. Air Force
Deputy Commandant for Manpower
and Reserve Affairs, U.S. Marine Corps
Deputy Assistant Secretary of Defense
for Military Personnel Policy
Deputy Assistant Secretary of Defense
for Civilian Personnel Policy
Deputy Assistant Secretary of Defense
for Military Community & Family Policy
Director for Manpower and Personnel,
Joint Chiefs of Staff J-1
Director for Manpower and Personnel,
European Command J-1
Headquarters, Department of the Army Personnel
and Education-Mobilization Operations
Defense Intelligence Agency, DXS-4B
Defense Travel Management Office

UNCLASSIFIED

PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP - 8 2020

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
 CHAIRMAN OF THE JOINT CHIEFS OF STAFF
 COMMANDERS OF THE COMBATANT COMMANDS
 DIRECTORS OF DEFENSE AGENCIES
 DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Authorized Departure Terminations and Requested Returns — Individuals at Higher Risk from COVID-19

The Department of State (DOS) has determined that, unless terminated earlier, the Authorized Departure for Individuals at Higher Risk from COVID-19 (Global Authorized Departure) will terminate on an individual country basis after that country has ended Phase 3 of its Diplomacy Strong Framework. Department of Defense (DoD) eligible family members (EFMs) and DoD civilian employees are required to return to their permanent duty station (PDS) when DOS terminates the Global Authorized Departure for the country in which they are assigned.

Consistent with DoD Directive 3025.14, "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad," my office will provide notifications of country-specific termination of the Global Authorized Departure; however, notifications will be sent through email using the normal distribution list rather than a formal memorandum for each location. Upon issuance of the notification of termination for a country, the stop forward movement order issued concurrently with the global authorized departure is terminated for that country. Any travel, however, must be in compliance with the May 22, 2020 Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions."

In addition, DoD civilian employees and DoD EFMs may return earlier under certain conditions. DoD civilian employees and DoD EFMs may return to their PDS prior to the termination of the evacuation if the individual meets the requirements contained in the August 6, 2020 memorandum, "Force Health Protection Guidance (Supplement 12) – Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic," (FHP-12) as well as the requirements below.

For countries in DOS Phase 3:

- DoD civilian employees are authorized to return to their PDS.
- DoD EFMs may return to their sponsor's PDS if: (1) their request to return is approved by their DoD component head; and (2) they will not require institutional quarantine or testing by the host nation.

UNCLASSIFIED

UNCLASSIFIED

For countries in DOS Phase 2:

- DoD civilian employees and DoD EFMs may return to their PDS if: (1) their request to return is approved by their DoD component head; and (2) they will not require institutional quarantine or testing by the host nation.

For countries in DOS Phases 0 or 1, DoD EFMs must request approval to return by exception through me to the DOS Under Secretary for Management.

Once the Global Authorized Departure terminates for a given country or individuals are otherwise authorized to return voluntarily, DoD civilian employees and their EFMs are authorized subsistence expense allowance payments for a grace period of up to 10 days, if necessary (and provided the 180-day limit on evacuation pay and benefits is not exceeded), in order to make arrangements to return to their PDS. Pre-travel restriction of movement requirements contained in FHP-12 are waived to the extent they would cause DoD civilian employees and their EFMs to remain at their designated safe haven beyond the 180-day limit on evacuation pay and benefits or beyond eligibility for special transitional separate maintenance allowances. EFMs of DoD Service members are authorized safe haven allowances for a grace period of up to 10 days, if necessary, for individuals to make arrangements to return to their PDS.

The DoD point of contact is Ms. Ann Lee, Office of the Executive Director, at ann.y.lee6.civ@mail.mil or (703) 693-3002.



Matthew P. Donovan

cc:

Chief Management Officer of the Department of Defense
Under Secretary of Defense for Policy,
Chief Operating Officer
Deputy Chief of Staff G1, U.S. Army
Chief of Naval Personnel
Deputy Chief of Staff for Personnel,
U.S. Air Force
Deputy Commandant for Manpower
and Reserve Affairs, U.S. Marine Corps
Deputy Assistant Secretary of Defense
for Military Personnel Policy
Deputy Assistant Secretary of Defense
for Civilian Personnel Policy
Deputy Assistant Secretary of Defense
for Military Community & Family Policy
Director for Manpower and Personnel,
Joint Chiefs of Staff J-1
Director for Manpower and Personnel,
European Command J-1
Headquarters, Department of the Army Personnel
and Education-Mobilization Operations
Defense Intelligence Agency, DXS-4B
Defense Travel Management Office



**PER DIEM, TRAVEL AND TRANSPORTATION
ALLOWANCE COMMITTEE**
4800 MARK CENTER DRIVE, SUITE 04J25-01
ALEXANDRIA, VA 22350-9000

October 14, 2020

MEMORANDUM FOR: MILITARY ADVISORY PANEL
CIVILIAN ADVISORY PANEL

SUBJECT: October 13, 2020 Memorandum “Authorized Departure Transition and Termination
– Individuals at Higher Risk from COVID-19”

The Department of State (DOS) has determined that the most recent Global Authorized Departure initiated on September 10, 2020, will remain in effect for a maximum of two months beyond the current authorization of October 9, 2020, or under conditions specified in the September 8, 2020 memo, “Authorized Departure Terminations and Requested Returns – Individuals at Higher Risk from COVID-19,” whichever comes first. DOS will fully terminate this Global Authorized Departure on December 9, 2020.

On September 9, 2020, regardless of whether the individual evacuee has reached 180 days in an evacuation status, DoD civilian employees and DoD eligible family members (EFMs) will transition to payments under the September 10, 2020 Global Authorized Departure. DoD civilian employees and DoD EFMs will receive full evacuation allowances for 30 days beginning September 9, 2020 and ending October 9, 2020. Evacuation allowances will be reduced to 50 percent from October 10, 2020 through November 8, 2020, and to 25 percent from November 9, 2020 through December 8, 2020.

DoD civilian employees and DoD EFMs currently at a safe haven should begin preparing for their return to the permanent duty station. No safe haven allowances will be paid after December 8, 2020.

The PDTATAC point of contact for this memorandum is Mr. Scott Laws, Policy and Regulations Division, at david.s.laws2.civ@mail.mil.

RIDENOUR.JOEL.T.112
3943836

Digitally signed by
RIDENOUR.JOEL.T.1123943836
Date: 2020.10.14 16:39:37 -04'00'

Joel T. Ridenour
Chief, Policy and Regulations Division

cc:
Civilian Board of Contract Appeals
Defense Travel Management Office
General Services Administration
U.S. Coast Guard Pay and Personnel Center