

Instruction for Travel Exemption Documentation Requirements for DoD-ECs

Purpose: To provide instruction to Service/Defense Agencies (Force Provider) for documenting the travel exemption statement on Department of Defense Expeditionary Civilians (DoD-ECs) DD Form 1610 to ensure compliance with DoD directives.

Background: The SECDEF - Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions dated 22 May 2020 exempt Global Force Management (GFM) activities from the stop movement order. Air Mobility Command (AMC) issued Battle Staff Directive (BSD) #26 (Change 7) "Passenger Data Collection, Screening and Travel Eligibility Related to Coronavirus" requiring personnel that are exempt from the travel restrictions to document the exemption on their travel orders (DD Form 1610).

Procedure:

- 1) Effective immediately, all DoD-ECs will add the following statement to block 16 of their DD Form 1610.

- a. Sample DD Form 1610 (image provided for visual purposes)

Block 16 is used to document special authorities, pertinent information or requirements associated with to the DoD-ECs deployment.

Front

Back

The image displays two views of the DD Form 1610, 'Request and Authorization for TDY Travel of DoD Personnel'. The left view shows the 'Front' of the form, and the right view shows the 'Back'. A red arrow points from the front to the back. A red box highlights Block 16 on both sides, which contains a new statement for DoD-ECs. The statement includes fields for Deployment Authorization Number, Security Clearance Level, and other deployment-related information.

Block 16 Statement (Front):

16. I/WE FULL TRAVEL IN REMARKS IF FULL TRAVEL DOES NOT FIT IN BLOCKS 11: "From: (Specify Residence), To: (Specify Location and Country in Remarks), & To/Deploy: to DWT, Camp Atterbury/DI, (Specify Home Station)"

1. Deployment Authorization Number (Location # _____) and Duty Location and Country _____

2. Security Clearance Level _____

3. Validity by (Add Security Manager NAME, POSITION # Commercial/AUTD D/S) _____

4. Overhaul and company time authorized in TDY (inc) is required by deployment supervisor: _____

5. All other exempt travel deployment is subject to common use.

6. Copy of an official passport is attachable: _____

7. TDY medical care not authorized in the Camp Atterbury location: _____

8. Tax or health to/from airport is authorized: _____

9. Medical care and dental care are authorized LAW service regulations; non-remuneration care authorized at deployment site: _____

Block 16 Statement (Back):

16. REMARKS (a) contains information used for security requirements, force protection, administration, support, etc.

1. TDY in Afghanistan, Djibouti, and Iraq is under "FIELD DUTY" conditions. Government Quarters and Mess are available and will be utilized. Lodging/meal are provided in Afghanistan, Iraq, and Djibouti, per items listed in section 4.03 (3) Army.

2. In the event Government Quarters, Lodging/meal are not available, the Force Protection Office will provide lodging/meal.

3. Exchange, commissary and MTR privileges are authorized.

4. The off government meal card is required.

5. Check modifications/requirements/updates and when to submit normally.

6. Field Travel Voucher must be submitted within _____ days of return to home station.

7. Dates of the contract/leave the employee to be used. (If/when applicable)

8. Deployment will occur under PFM or FPM, whichever is provided unless PFM and information will be provided when available. Total duration of TDY (company and field).

9. Validity Authorized

10. The remark is added to DAD personal health care in theater and medical evacuation from theater at the same level and copy provided to a military member. When travel occurs a deployment-related medical evacuation, the remark is added to DAD personal emergency and continuing medical care in a DAD Military Treatment Facility at the same level and copy provided to a military member. (DAD Directive 340-11, 1 JAN 2005)

11. Additional or other government issue request and restrictions when directed and permitted by the in theater command and whose priority is added in remarks/declarations. (What applicable)

b. Statement for Travel Orders (DD Form 1610)

IAW Secretary of Defense Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions dated 22 May 2020 this travel is exempt from travel restrictions as it meets the circumstances of: Travel for Global Force Management (GFM) activities (defined as deployments/redeployments ordered in the GFM Allocation Plan and Combatant Command Assigned Force Demand tasking, including Service internal rotations to support, and TDY used to source ordered capabilities).

- 2) In the absence of a documented exemption within the orders, the Force Provider may provide a specific “Memo-in-lieu-of” or “orders Amendment” accompanied by official orders will be accepted as movement authorization. This is not the preferred standard for approval.
 - a. Reference *Sample Authorization for International Travel Memorandum*
 - b. Signature Block should reflect Force Provider’s DoD-EC Program Manager or designated appointee
- 3) Upon arrival to their designated deployment center or CONUS Replacement Center, the DoD-EC must have in their possession:
 - a. *DD Form 1610 with travel exemption documented in block 16 (Preferred)*
 - b. *Memorandum or Orders Amendment from Force Provider and DD Form 1610 (statement excluded) (Alternative Option for emergency situations)*
- 4) Failure to provide any of the aforementioned documents to the Air Terminal will result in the DoD-EC being disapproved for travel.



DEPARTMENT OF THE **[SERVICE COMPONENT]**
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
BASE/CITY, STATE ZIP CODE

Office Symbol

Click or tap to enter a date.

MEMORANDUM FOR RECORD

SUBJECT: Authorization for International Travel

1. References:

Office of the Secretary of Defense Memorandum, "Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions dated 10 April 2020

2. In accordance with above reference, the individuals listed below are exempt from the Secretary of Defense travel restrictions as they are conducting travel for Global Force Management (GFM) activities (defined as deployments/redeployments ordered in the GFM Allocation Plan and Combatant Command Assigned Force Demand tasking, including Service internal rotations to support, and TDY used to source ordered capabilities):

List Name(s) of DoD-EC

3. The point of contact for this memorandum is the undersigned, Name at (XXX) XXX-XXXX or via email at first.m.last4@mail.mil.

SIGNATURE BLOCK