



THE ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

21 March 2020

MEMORANDUM FOR DISTRIBUTION

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

- References: (a) OUSD(P&R) Memo of 20 Mar 20, "Authorized Departure — Individuals at Higher Risk from COVID-19"
- (b) OSD Memo of 11 Mar 20, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019"
- (c) OUSD(P&R) Memo of 11 Mar 20, "Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak"
- (d) Deputy OSD Memo of 13 Mar 20, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019"

Due to the evolving health situation worldwide, and the World Health Organization (WHO) declaration of COVID19 as a global pandemic, the Department of State (DOS) has approved an Authorized Departure from any diplomatic or consular post for eligible family members (EFMs), including DoD EFMs, and civilian personnel — to include a civilian employee and/or other EFMs who may need to accompany them — who have determined they are at higher risk of a poor outcome if exposed to COVID-19 or who have requested departure based on a commensurate justification in foreign areas, effective March 14, 2020 .

In reference (a), the Department of Defense extended authorized departures to DoD EFMs and DoD civilian employees in foreign areas (not limited to those at diplomatic and consular posts) who have determined they are at higher risk of a poor health outcome if exposed to COVID-19 or who have requested departure based on a commensurate justification.

COVID-19 is a world-wide pandemic. While the contiguous United States has been designated as the Safe Haven for this authorized departure, COVID-19 is also present in the United States. Preventive health measures, to include social distancing, quarantines, restricted movement, and school and business closures have been implemented to various degrees by the Federal, state, and municipal governments. Travelers shall be advised to check the restrictions applicable to their situation, based on their departure location, en route locations (foreign and in the US) and their ultimate safe haven location, as well as availability of lodging, prior to commencing travel.

The Navy and Marine Corps are authorized to execute authorized departures for EFMs of military members in accordance with the Joint Travel Regulations (JTR), Chapter 6, consistent with the additional restrictions in references (b) through (d). Reference (d) directs stop movement for DoD family members, whose transportation is government-funded, for Permanent Change of Station (PCS) and Temporary Duty travel. Per the JTR, paragraph 010101, evacuation travel is distinct from PCS and temporary duty travel and therefore not subject to the stop movement. My points of contacts for any JTR authorities requiring the secretarial process involving military family members are Mr. Dave Haldeman, 703-695-5303, [david.haldeman@navy.mil](mailto:david.haldeman@navy.mil) and LtCol Theresa Strebel, 703-693-0696, [theresa.strebel@navy.mil](mailto:theresa.strebel@navy.mil).

DON civilian employees who wish to depart their duty station must consult with their chain of command. DON civilian employees who occupy an emergency essential or mission essential position and who wish to depart their duty station must consult with their supervisor. Supervisors and managers are strongly encouraged to identify mission critical positions. Furthermore, supervisors and managers are encouraged to support requests for departure of non-essential employees and their EFMs until the Authorized Departure has been terminated by DOS. My points of contact for any JTR authorities requiring the secretarial process involving civilian employees is Mr. Ted Singer, 202-251-4506, Theodore.singer@navy.mil.

The health and well-being of our military, their civilian family members, and our civilian employees remain our top priority. We encourage all to take steps recommended by the Centers for Disease Control and Prevention.

  
for Gregory J. Slavonic

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