

(As of 26 March 2020)

## **Attachment 4**

### **ASSIGNMENT POLICY RESPONSES INDEX**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***

*(Control+Click over the hyperlink to take you to that program)*

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**MILITARY CONUS (INCLUDING AK/HI) AND U.S. TERRITORY  
PCS/LEAVE ENROUTE/TDY TRAVEL**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***

*(Control+Click over the hyperlink to take you to that program)*

**I HAVE AN ASSIGNMENT TO OR FROM AN IMPACTED LOCATION, NOW WHAT?**

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**AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS?**

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## **ADDITIONAL INFORMATION**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***

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## **ADDITIONAL INFORMATION**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***

*(Control+Click over the hyperlink to take you to that program)*

**A MEMBER OF MY UNIT HAS BEEN PLACED ON QUARTERS, WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?**

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### **I HAVE AN ASSIGNMENT TO OR FROM AN IMPACTED LOCATION, NOW WHAT?**

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) with Travel Health Notices of Level 3 (COVID-19) will Stop Movement for the next 60 days. See attachment 4 of guidance for impacted countries. Concurrent official travel for family members of Total Force Military and Civilian Airmen is *denied to, from or through* CDC Countries with Travel Health Notices of Level 2. See attachment 4 of guidance for impacted countries.

Specific PCS guidance for military Airmen is outlined in the “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”.

If your assignment is *to or from* an Overseas country designated as **Level 3** for COVID-19 by the CDC, reference Part I, para 2. RNLTD and DEROS Extension requirements are outlined in Part I, para 5. Exceptions are outlined in Part I, para 5.

If your assignment is **accompanied** and *to* an overseas country designated as **Level 2** for COVID-19 by the CDC, and you have family members who are impacted by the concurrent official travel denial, reference Part II, para 2.

If your assignment is to or from CONUS to CONUS location reference Part II, para

Due to the nature of the COVID-19 outbreak and specific state and country reactions to the virus, the CDC assessment for Level’s 1, 2, and 3 is fluid in nature and is ever changing. We ask that you stay in touch with your leadership for future updates. Additional information on COVID-19 is available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>, a real-time listing of countries affected can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. You can also access information on the Air Force’s Personnel Center Facebook page, [www.facebook.com/airforcepersonnelcenter](http://www.facebook.com/airforcepersonnelcenter) and on the U.S. Air Force page at <https://www.af.mil/News/Coronavirus-Disease-2019/>.

### **I AM OVERSEAS AND MY DEROS IS APPROACHING AND HAVE AN ASSIGNMENT TO AN IMPACTED LOCATION, NOW WHAT?**

Any DEROS and RNLTD extensions required based off the stop movement guidance, will be made by AFPC. Extensions will be for 60 days.

### **I HAVE A FOLLOW ON ASSIGNMENT TO AN IMPACTED LOCATION, CAN I ASK FOR A DIVERSION?**

Not at this time, remain in place or follow Stop Movement guidance. Specific PCS guidance for military Airmen is outlined in the “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”.

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**I AM CURRENTLY TDY AT AN IMPACTED LOCATION TDY, DO I RETURN TO MY HOME STATION?**

No, remain in place. See Part I, para 3 of “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”.

Airmen projected TDY or Leave to a Stop Movement location will *not* proceed. Airmen currently at a TDY location impacted by Stop Movement will remain in-place until further guidance or Stop Movement is terminated. Airmen enroute will be contacted by their chain of command for instructions. Airmen currently on leave at an impacted Stop Movement country will remain in-place and will be contacted by their chain of command for further guidance. Upon member returning to home station leave dates will be adjusted accordingly.

If you are on official travel to non-Level 3 designated locations, see Part III of “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”.

**I AM SCHEDULED TO GO ON A DEPLOYMENT. WILL MY DEPLOYMENT BE CANCELLED? WHAT SHOULD I DO, WHO SHOULD I CONTACT?**

Stay in touch with your deployed and home station unit leadership, and make sure they know how best to reach you. As more information becomes available, we will pass it on or you will be contacted through your chain of command.

**I AM CURRENTLY DEPLOYED, WILL I BE BROUGHT HOME EARLY? WHO CAN I CONTACT TO FIND OUT?**

Stay in touch with your deployed and home station unit leadership, and make sure they know how best to reach you. As more information becomes available, we will pass it on or you will be contacted through your chain of command.

**I HAVE AN ASSIGNMENT AND WAS SUPPOSED TO HAVE MY HHGS PICKED UP. WHAT DO I DO?**

For general questions prior to movement of HHG, NTS or POV those members can contact their local transportation office.

**I HAVE AN ASSIGNMENT TO OR FROM AN IMPACTED LOCATION AND NOT SURE WHERE MY HHGS ARE?**

Those members who already have HHG, NTS in the pipeline should contact the losing transportation office.

**AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS**

Please thoroughly review guidance in the “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”. This document covers the stop movement order and concurrent travel guidance in addition to TDY hold guidance. For Outbound Assignments

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sections, further guidance will be relayed via official channels to track and report personnel who have outprocessed and departed for PCS but have not yet signed in.

**NOTE:** Anyone planning to travel to overseas destinations are advised to individually review the U.S. Department of State's website for up-to-date overseas travel information for destination countries and the Emergency Alert for Coronavirus page at <https://travel.state.gov/content/travel.html>.

**I AM AT A LEVEL 3 LOCATION BUT PROJECTED TO ATTEND AN AETC COURSE AND/OR PROJECTED TO BE AN INSTRUCTOR. CAN I STILL PROCEED?**

Airmen currently at a Level 3 location are not authorized to proceed. AETC/CC and 2AF/CC waivers do not apply to these individuals. This includes but is not limited to individuals selected for retraining, DSD, Instructor, UPT, etc. These individuals are under Stop Movement and will not proceed.

**I HAVE AN ASSIGNMENT TO OR FROM AN IMPACTED LOCATION, NOW WHAT?**

Effective 16 March 2020, 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. All military Airmen will Stop Movement. Until the travel restrictions prescribed above are lifted, military Airmen are only authorized local leave. DoD family members, whose transportation is government-funded, will also Stop Movement.

**I HAVE PCS TRAVEL TO OR FROM A CONUS TO CONUS (INCLUDING AK/HI LOCATION OR PCS TRAVEL TO OR FROM A U.S. TERRITORY); ARE THERE TRAVEL EXCEPTIONS?**

Exceptions may be granted in writing for compelling cases where travel is determined to be mission-essential, necessary for humanitarian reasons, or warranted due to extreme hardship.

**WHAT IS CLASSIFIED AS MISSION-ESSENTIAL TRAVEL?**

Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions as determined by DoD component.

**I HAVE A TRAVEL EXCEPTION, WHO IS THE APPROVAL AUTHORITY?**

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 jurisdiction; or the Chief Management Officer for the Office of the Secretary for Defense, Defense Field Activities and Agencies.

This authority may be delegated in writing to a level no lower than the first general officer, flag officer, or member of the Senior Executive Service in the traveler's chain of command or supervision. 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, as appropriate.



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**I HAVE DEPARTED A CONUS INSTALLATION (INCLUDING AK/HI OR U.S. TERRITORY) PRIOR TO 16 MAR 20 AND CURRENTLY ON LEAVE ENROUTE WITHIN THE CONUS OR U.S. TERRITORY, CAN I REPORT TO MY NEXT DUTY LOCATION IN THE CONUS/U.S. TERRITORY?**

Individuals who have already initiated travel (including intermediate stops) are authorized to continue to their final destination.

**I AM CURRENTLY TDY STATIONED IN THE CONUS (INCLUDING AK/HI OR A U.S. TERRITORY), CAN I RETURN TO MY DUTY STATION IN THE CONUS OR A U.S. TERRITORY?**

Individuals whose TDY ends within stop movement period are authorized to return to their home station.

**I AM CURRENTLY STATIONED IN A NON-LEVEL 3 LOCATION, CAN I PCS CONUS (INCLUDING AK/HI OR US. TERRITORY), ON OR AFTER 16 MAR 20?**

Travel from Level 2 COVID-19 designated locations to CONUS (to include AK, HI and U.S. territories) must be in accordance with travel screening protocol in attachment 3. Additionally, Airmen assigned to a Level 2 COVID-19 location who are currently in a TDY or leave status in CONUS (to include AK, HI and U.S. territories) are permitted to return to home station in accordance with travel screening protocols in attachment 3.

**I HAVE AN ASSIGNMENT AND WAS SUPPOSED TO HAVE MY HHGS PICKED UP. WHAT DO I DO?**

For general questions prior to movement of HHG, NTS or POV those members can contact their local transportation office.

**I HAVE AN ASSIGNMENT TO OR FROM AN IMPACTED LOCATION AND NOT SURE WHERE MY HHGS ARE?**

Those members who already have HHG, NTS in the pipeline should contact the losing transportation office.

**AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS?**

Please thoroughly review guidance in the “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”. This document covers the stop movement order and concurrent travel guidance in addition to TDY hold guidance. For Outbound Assignments sections, further guidance will be relayed via official channels to track and report personnel who have outprocessed and departed for PCS but have not yet signed in.

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**What is being done to ensure our service members are safe in their travels and keep them healthy?**

The actions outlined in Secretary Esper's memo and the Force Health Protection Supplement #4 are done to protect our personnel and their families. The department will take several measures to enhance traveler safety, such as establishing pre- and post-travel screening and reception procedures and transitioning to military and DoD contracted aircraft for from or to CDC Level 3 or Level 2 designated areas. Additionally, DoD has instituted domestic official travel restrictions through May 11 (e.g. Permanent Change of Station and Temporary Duty) to safeguard our people. We encourage all DoD personnel and families to visit <https://www.defense.gov/Explore/Spotlight/Coronavirus/> for tips on staying healthy.

**Why was travel restrictions implemented?**

In order to help limit COVID-19's spread and its impact on the force, the Secretary of Defense instituted travel restrictions for both international and domestic travel.

**Are there designated locations that service members returning CONUS must travel to in order to be placed under the 14-day restriction of movement?**

There is no designated quarantine location for returning personnel. Each service member will stay at home or other appropriate domicile coordinated with the parent command for 14 days, practice social distancing and conduct self-monitoring. All required pre-travel screening will be adhered to in accordance with the Force Health Protection guidance supplement #4:

<https://media.defense.gov/2020/Mar/11/2002263241/-1/-1/1/FORCE-HEALTH-PROTECTION-GUIDANCE-SUPPLEMENT-4.PDF>

**Will the screening measures only be for those landing in Level 2 or 3 locations?**

No, this policy applies to all personnel who travel or have recently traveled. However, the actions we expect our leaders and people to take are dependent upon their travel routes and locations. At this time, all countries other than the United States are either Level 2 or Level 3, which requires screening whether it was for travel to, from, or through.

**I AM DUE FOR MY FITNESS ASSESSMENT 30 MAR 2020; DO I NEED TO TAKE MY FITNESS ASSESSMENT**

No, effective 17 March 2020, all Official Fitness Assessment Testing is cancelled until June 2020. If you are due the month on March then you will test in 6 months; September 2020. If you are due in April then you will test in 6 months, October 2020. If you are due in May then you will test in 6 months, November 2020.

**HOW DO I MAKE SURE MY RECORD IS UPDATED IN AFFMS II?**

Please contact your UFPM or FAC to verify that AFFMS II has been updated. FACs must ensure that AFMMS II is updated to reflect a Commander Composite Exemption on each member who is due for their Official Fitness Assessment in March, April and May. FACs must also ensure the expiration dates reflect the same due dates indicated above to prevent members going into a non-current status.

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**IS HAVING A COMMANDER EXEMPTION UPDATED RENDER A MEMBER INELIGIBLE FOR PROMOTION?**

No, if Airmen are unable to complete their Fitness Assessment due to the COVID-19 restrictions, the unit Commander may place the member in a Composite Exemption following the guidance provide on the myPers message.

**I HAD A FAILURE AND NOW I AM EXEMPT DUE TO COVID-19, AM I NOW ELIGIBLE FOR PROMOTION?**

No, if your previous Fitness Assessment was a failure, the unit must submit an Exception to Policy (ETP) request signed by a Wing Commander or equivalent in order for the you to be eligible for promotion.

**I'm on leave and have been placed on quarters, will I be charged leave while I am on quarters?**

If a member on leave requires hospitalization or quarters status, do not charge leave while hospitalized or on quarters. Chargeable leave ends the day before and starts again the day following hospitalization or quarters' status, regardless of the hour of admission or discharge or release from quarters.

**I'm a military health care provider and need to place a member currently on leave on quarters, what is the process to change the status?**

The member's status changes from leave to quarters, and the medical authority directing such status notifies the individual's commander.

**If member is being seen by a civilian health care provider and needs to place member on quarters but member is currently on leave status, what is the process to change the status?**

The nearest military health care provider approves civilian health care provider's placement of members on quarters.

**I was placed on quarters while on leave status and have been released from the hospital, can I resume on leave?**

Yes, the member will need to provide the leave approving authority with a statement from the attending physician or military treatment facility that certifies the period of quarters and date of release to the CSS. This statement is usually the admission and disposition list of the medical treatment facility.

**A member of my unit has been placed on quarters, what duty status code should we update on member?**

Duty Status code 08 (Hospitalized, Not Assigned, Sick in Quarters) will apply if the medical community documents the member as being assigned to quarters.

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**A member of my unit has been hospitalized, what duty status code should we update on member?**

Duty Status code 13 (Hospitalized, Assigned to Patient Squadron or Hospital) will apply if the member is admitted to the hospital.

**Members in my unit have completed the required training and documentation to telework and I have authorized them telework, what duty status code are they placed on?**

If the member is telework prepared (has completed the training and has laptop or computer access from home), then their duty status would be 00 (Present for Duty).

**I have a member that has been on quarters longer than 72 hours and we are unable to adjust in MILPDS?**

If system edits will not allow for changing the expiration date, then the unit will need to continue to update the Duty Status 08 until the 14 days have expired. Alternative would be using the Duty Status 14 which you could put the expiration date in. If the member is placed in Duty Status 14, the unit will need to continue to track this as a member under quarantine.

**My unit is unable to telework due to our mission but we have been told to not report to duty; how are these member's accounted for?**

Airmen who are not able to work due to unforeseen circumstances and they do not have telework capabilities, the Commander may place the Airmen in Duty Status Code 14. The unit will need to track these members by any means feasible and ensure they are brought back to Duty Status 00 once they return to work. Members will still accrue leave and all entitlements will remain unchanged.

**I have told a member to self-quarantine but are he/she is not sick, what duty status will this member be in?**

Airmen who may have been in contact with another member who may have been effected by COVID-19, the Commander may authorize the member to Self-Quarantine. Duty Status 14 should be used for this situation. If the member is placed in Duty Status 14, the unit will need to continue to track this as a member under self-quarantine.

**If I am placed in Duty Status 14, will I still accrue leave and receive my normal authorized entitlements?**

Members will still accrue leave and all entitlements will remain unchanged. This is not a negative Duty Status.

**ARE WE AUTHORIZED TO PROCEED TO AFIT COURSES/PROGRAMS?**

Members that are attending AFIT course/programs should contact their registrar office to verify if the courses/programs still have projected start date within the next 60 days

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## **I HAVE A LOW COST PCS, AM I AUTHORIZE TO PROCEED?**

Members that have been approved for Low Cost PCS, are authorized to proceed.

## **Q1. I HAVE AN EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP), EXPEDITED TRANSFER (ET) OR HUMANITARIAN PCS TO OR FROM AN IMPACTED LOCATION, NOW WHAT?**

**A1.** Specific PCS guidance for military Airmen is outlined in the “[STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions due to the Coronavirus Disease \(COVID-19\)](#).” Review Parts I and II in their entirety for current guidance regarding concurrent travel for dependents. Airmen who have a projected EFMP, ET or Humanitarian PCS **are not** automatically considered exceptions to the travel restrictions in effect. Exceptions may be granted in writing for **compelling cases** when travel is determined to be mission-essential, necessary for humanitarian reasons, or warranted due to extreme hardship. Part I, paragraph 6.H. provides additional guidance for Airmen seeking an exception.

Individuals traveling under an exception 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.

## **Q2. WHY DO I HAVE TO SEEK AN EXCEPTION TO THE CURRENT TRAVEL RESTRICTIONS IF I HAVE A HUMANITARIAN PCS TO OR FROM AN IMPACTED LOCATION WHEN “HUMANITARIAN REASONS” IS SPECIFICALLY LISTED?**

**A2.** Humanitarian Assignments are approved for a multitude of reasons: adoption, terminal family member, disasters, deaths, etc. **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. Requests for exception follow guidance in Part I, paragraph 6.H.

## **Q3. MY FIRST GENERAL, FLAG OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN MY CHAIN OF COMMAND / SUPERVISION HAS APPROVED MY EXCEPTION FOR MY EFMP, ET OR HUMANITARIAN ASSIGNMENT, BUT MY RNLTD AND/OR DEROS WERE PUSHED 60 DAYS, NOW WHAT?**

**A3.** Approved exceptions will **not** be processed/routed through AFPC/DP3AM for final review or approval; however, if changes to recently extended RNLTDs and/or DEROS’ are required to allow movement, Airmen are to work with their servicing MPS/MPF for submittal. MPS/MPFs will submit the Airman’s request with the signed approval to [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil). Opening a CMS ticket is not required.

## **Q4. CAN I STILL APPLY FOR A HUMANITARIAN, ET OR EFMP REASSIGNMENT DURING THE STOP MOVEMENT?**

**A4.** Yes. Normal operations have not ceased for the Special Assignment Programs Team. We continue to accept and process applications. PCS’ approved during the Stop Movement will be provided an RNLTD of June 2020 at the earliest, and DEROS of May 2020 at the earliest. Early reporting is not authorized. Departure prior to the expiration of the travel restrictions identified within

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[“STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions due to the Coronavirus Disease \(COVID-19\)”](#) is not authorized without an approved exception.

**Q5. WHERE CAN I FIND THE STATUS OF MY EFMP, ET OR HUMANITARIAN PCS APPLICATION DURING THE STOP MOVEMENT?**

**A5.** The status of a pending application can be found by contacting the Total Force Service Center (TFSC) at (210) 565-0102. At this time, the TFSC continues to provide support to all Airmen, 24 hours a day, 7 days a week. Updated status reports are provided to the TFSC each Monday and Thursday from our Case Management Team. We appreciate your patience as we work diligently to respond to global inquiries and prioritize applications.

**Q1. THIS STOP MOVEMENT GUIDANCE INDICATES THAT RETIRING AND SEPARATING AIRMEN ARE EXEMPT FROM THE TRAVEL RESTRICTIONS. DOES THAT MEAN AIRMEN CAN TAKE PERMISSIVE TDY AND TERMINAL LEAVE?**

**A1.** Military Airmen retiring or separating are exempt from the STOP MOVEMENT travel restrictions and may continue to out-process. Airmen may begin commander-approved permissive TDY and/or terminal leave as scheduled. While exempt from the STOP MOVEMENT travel restrictions, Airmen are subject to applicable travel screening protocols.

**Q2. CAN RETIRING AND SEPARATING AIRMEN PARTICIPATE IN THE SKILL BRIDGE PROGRAM?**

**A2.** Military Airmen retiring or separating are exempt from the STOP MOVEMENT travel restrictions and may participate in an approved Skill Bridge program. While exempt from the STOP MOVEMENT travel restrictions, Airmen are subject to applicable travel screening protocols.

**Q3. MAY I REQUEST A CHANGE OR WITHDRAWAL OF MY RETIREMENT/SEPARATION DATE BASED ON THE CURRENT SITUATION?**

**A3.** Since retiring and separating members are exempt from the STOP MOVEMENT travel restrictions, requests for date changes or withdrawals must be justified and include supporting evidence that clearly shows how approval would be in the best interest of the AF or that you are experiencing an extreme personal hardship uncommon to other military members. Approval will be based on the justification provided and the manning in your AF specialty.

**Q4. DUE TO LIMITED SERVICES ON MY INSTALLATION, I CAN'T COMPLETE ALL OF MY REQUIRED OUT-PROCESSING ACTIONS TO MY SCHEDULED DEPARTURE DATE. WHAT SHOULD I DO?**

**A4.** If possible, you should complete all out-processing actions prior to departure. If facilities are not available, the AFPC Relocations office, AFPC/DP3AM, has determined that the following items **must** be completed prior to your departure: Separation Health Physical Exam (SHPE), dental clearance memorandum, Finance separation/retirement briefing, Survivor Benefit Plan (SBP), security clearance termination statement, and the Transition Assistance Program (TAP) mandated training and counseling. Additionally, when applicable, members must also turn-in government issued passports,

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clear base housing, and turn-in government issued equipment. **Contact your MPF to schedule your final out-processing appointment or if you need assistance with completing these items.**

**Q5. IM ASSIGNED TO A REMOTE SITE OVERSEAS THAT DOES NOT HAVE THE FACILITIES FOR ME TO COMPLETE OUT-PROCESSING. WHAT SHOULD I DO?**

**A5.** If you are stationed at a location overseas that does not have the facilities for out-processing, you may request travel to a Separation Processing Base (SPB) in the United States to complete the required actions. The SPB location must be the Air Force base in the United States that is closest to your Home of Selection or leave address, which has a Military Personnel Flight and Financial Services Office. Time spent at a SPB is limited to no more than 8 duty days to allow you to complete the medical and dental clearances, TAP program, travel vouchers, permissive TDY/terminal leave requests, and turn in items like family member government-issued passports. Recommend you contact the SPB location in advance of travel to determine their availability and schedule your arrival accordingly. Please review the Personnel Services Delivery guide on myPers for more information on the SPB program.

**Q6. DUE TO SOCIAL DISTANCING PROCEDURES IMPLEMENTED AT MY INSTALLATION, THE TAP BRIEFING HAS BEEN CANCELLED AND MY DEPARTURE DATE IS APPROACHING. WHAT SHOULD I DO?**

**A6.** Most Airman & Family Readiness Centers (A&FRCs) are minimally manned or teleworking; however, counselors are able to conduct Initial Counseling, Preseparation Counseling and Capstone via Skype, FaceTime or telephonically. Additionally, if you need to complete the TAP Workshop or required two-day tracks, you can do so virtually through the Joint Knowledge Online website. Please contact your local A&FRC for more information.

**Q7. SINCE I AM RETIRING/SEPARATING, CAN I STILL SCHEDULE MY HOUSEHOLD GOODS PICK-UP WITH THE LOCAL TMO?**

**A7.** On 18 Mar 2020, USTRANSCOM and the Personal Property Activity Headquarters published guidance to the Transportation Management Offices announcing that retiring and separating members should not be hindered from scheduling household goods movements. Please contact your local TMO to schedule your pick-up or for more information.

**Q8. I'M AT AN OVERSEAS LOCATION WHERE THE LOCAL COMPANIES ARE NOT SCHEDULING PICK-UPS DUE TO LOCAL RESTRICTIONS OR A SHELTER-IN-PLACE INITIATIVE. WHAT SHOULD I DO?**

**A8.** In cases where you can't arrange household good pick-up, you can request a change to your retirement or separation date. You can also delay the start of your permissive TDY and/or terminal leave or provide a power of attorney to someone else to ship goods for you, if you prefer.

- **For approved retirements**, you will need to submit the retirement date change request via myPers, which will be forwarded to your commander for a recommendation.
- **For enlisted with an ETS/DOS separation**, you will need to submit the change request via myPers to the DP1 M Separations box.
- **For officers or enlisted with an approved early separation** (i.e., PETS), you will need to apply through the vMPF Self Service Action, similar to when applying for separation. You will also need your unit commander endorsement.

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- **For all requests (retirements or separations)**, be sure to include the new retirement or separation effective date, as well as documentation to show the new household goods pick-up dates, adjusted final out-processing date, shelter-in-place order, or other applicable information on local restrictions.

**Q9. I'M ASSIGNED OVERSEAS BUT ON MID-TOUR LEAVE AND CAN'T TRAVEL BACK TO MY BASES DUE TO THE STOP MOVEMENT. I'M RETIRING/SEPARATING AT THE END OF MY OVERSEAS TOUR. WHAT SHOULD I DO?**

**A9.** When your leave is finished, your unit should change your duty status to code 14 while you are waiting for lifting of the travel restriction. You should also request to accelerate your retirement or separation date by submitting a change request through myPers. We will work with the assignment team to approve a DEROS curtailment to accommodate your retirement/separation. If your date change is approved and you have not completed your final out-processing actions, you should contact your unit/Military Personnel Flight to complete your actions remotely.

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***