



REPLY TO
ATTENTION OF:

**DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
9301 NW 33RD STREET
DORAL, FL 33172-1202**

SCCOS

9 October 2020

MEMORANDUM FOR SOUTHCOM HEADQUARTERS AND SUBORDINATE UNITS

SUBJECT: Exception to Policy request for travel guidelines to or from Partner Nations during COVID-19 Pandemic for Key Leader Engagements

References:

- a. Force Health Protection Guidance (Supplement 8) - Department of Defense Guidance for Protecting personnel in Workspaces during the Response to the Coronavirus Disease 2019 Pandemic
- b. Force Health Protection Guidance (Supplement 9) - Department of Defense Guidance for Deployment and Redeployment of Individuals and Units during the Novel Coronavirus Disease 2019 Pandemic
- c. Force Health Protection Guidance (Supplement 12) - Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic
- d. USSOUTHCOM Policy Memorandum: Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions, 11 June 2020

1. Policy.

Travel by USSOUTHCOM senior leaders is an important aspect of working with our Partners and accomplishing our mission. Due to COVID-19, non-essential travel should be avoided. Travel deemed mission essential, to the extent possible, should follow published guidance in order to ensure the safety of both USSOUTHCOM and Partner Nations (PN) personnel. This policy establishes the process by which key leader engagements (KLE) are approved and any deviation from published travel or Force Health Protection guidance is requested.

2. KLE Exception to Policy Process:

- a. The USSOUTHCOM Chief of Staff is the approval authority for all mission-essential travel to visit Partner Nations by HQ SOUTHCOM or Component key leaders. This authority may not be further delegated.

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b. In addition to completing all normal Foreign Clearance Guide requirements and travel processes, travelers are to complete the USSOUTHCOM COVID-19 Travel Exception to Policy Request worksheets (Attachment 1) and submit to “SOUTHCOM Miami SCJ5 List ALL SCJ54” for expedited coordination and routing for USSOUTHCOM approval.

c. KLEs are to be coordinated with USSOUTHCOM J5 within 30 days of travel in order to ensure coordinated messaging, align KLE travel, and, to the maximum extent possible, assist country teams as they arrange for in country ROM exception to policies.

d. Upon receipt of country team concurrence, within three business days, USSOUTHCOM Surgeon’s office POC will review and provide comment, as required, to ensure force health mitigation measures are addressed IAW references a, b, and c.

e. Within three business days of USSOUTHCOM Surgeon’s office POC concurrence, personnel can expect to receive final approval of travel.

3. While non-essential travel is discouraged, it is recognized that there may be a need for limited mission essential staff travel in support of senior leader KLE or stand alone. In that case, submit Attachment 1 for approval and follow the same process as delineated above.

4. This memorandum will be updated as the evolving COVID-19 situation requires. The point of contact for this action is the Deputy Chief of Staff, at 305-437-3595.

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