



DEPARTMENT OF DEFENSE
UNITED STATES SOUTHERN COMMAND
OFFICE OF THE COMMANDER
9301 NW 33RD STREET
DORAL, FLORIDA 33172

SCCC

19 February 2021

MEMORANDUM FOR SOUTHCOM HEADQUARTERS AND SUBORDINATE UNITS

SUBJECT: Update to the Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

References:

a. Commander, U.S. Southern Command Memorandum, subject: "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," dated June 11, 2020 (rescinded).

b. Commander, U.S. Southern Command Memorandum, "Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," dated July 20, 2020 (rescinded).

c. Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," dated May 22, 2020.

d. Office of the Under Secretary of Defense (Personnel and Readiness) Memorandum, "Force Health Protection Guidance (Supplement 14) Department of Defense Guidance for Personnel Traveling during the Coronavirus 2019 Pandemic," dated December 29, 2020.

e. Secretary of Defense Memorandum, "Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," dated October 5, 2020.

f. Commander, U.S. Southern Command Memorandum, "Exception to Policy request for travel guidelines to or from Partner Nations during COVID-19 Pandemic for Key Leader Engagements," dated October 9, 2020.

1. Policy. This memorandum rescinds references (a) and (b) and reissues guidance on the transition to a conditions-based phased approach to Coronavirus Disease 2019 (COVID-19) personnel movement and travel restrictions for personnel in the SOUTHCOM enterprise.

SUBJECT: Update to the Transition to Conditions-based Phased Approach to
Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

a. In response to the global outbreak of COVID-19, and in order to maintain force health protection, readiness of the force, and mitigate the risk of transmission, SOUTHCOM implements the Department of Defense (DoD) conditions-based phased approach to personnel movement and travel restrictions.

b. The Office of the Under Secretary of Defense for Personnel and Readiness (OSD (P&R)) has published a website where information on states, districts, territories, host nations, installations, facilities, and locations that meet all of the criteria in reference (c) are located. Refer to <https://www.defense.gov/Explore/Spotlight/Coronavirus/> for the latest DoD guidance via the "Travel Restrictions Installation Status Update".

c. OCONUS refers to "Outside the Continental United States" or outside of the 48 contiguous United States). Alaska, Hawaii, (States) Puerto Rico, American Samoa, Virgin Islands, Northern Mariana Islands, and Guam (US territories) are all considered OCONUS.

d. Any personnel movement and travel restriction requests to or from locations that do not meet all of the criteria outlined in reference (c), must request an exception to policy. Exceptions to Policy (ETP) approval authorities and criteria are discussed in paragraphs 4 and 5 and exemptions are discussed in paragraph 6 of this memorandum.

2. U.S. Uniformed Personnel (including Exchange Officers). All government-funded travel OCONUS and CONUS including, permanent change of station (PCS), temporary duty travel (TDY), government-funded leave travel, authorized and ordered departures as issued by the State Department is suspended unless the criteria outlined in reference (c) are met and approval as outlined in paragraph 4 is obtained.

3. DoD Civilians. All government-funded travel OCONUS and CONUS including, all PCS, TDY, government-funded leave travel, authorized and ordered departures as issued by the State Department, is suspended unless the criteria outlined in reference (d) are met. DoD Components may continue to onboard civilian employees within the defined local commuting area and civilian employees whose travel to the defined local commuting area is not government-funded. For civilian onboarding from outside the local commuting area, the determination will be made using the criteria outlined in reference (c).

4. Travel Approval Authorities.

a. HQ USSOUTHCOM:

1) SOUTHCOM Chief of Staff is delegated authority to approve all KLE travel and any deviations from the Force Health Protection/Restriction of Movement requirements. No further delegation authorized.

SUBJECT: Update to the Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

2) SOUTHCOM Chief of Staff is delegated authority to approve all SOUTHCOM HQs and SCO Permanent Change of Station (PCS) IAW SOUTHCOM's No Gap policy. No further delegation authorized.

3) All military OCONUS TDY must be approved by the first GO/FO/SES in the Chain of Command using the OCONUS TDY checklist at enclosure #4 and Pre and Post Travel Assessment Questionnaires.

4) All civilian OCONUS TDY must be approved by the first GO/FO/SES in the chain of command using the OCONUS TDY checklist at enclosure #4 and Pre and Post Travel Assessment Questionnaires.

5) First O6 or GS-15 are delegated authority to approve military CONUS TDY. No further delegation authorized.

6) The Element Commanders are delegated authority to approve OCONUS/CONUS military leave.

7) Supervisors are delegated authority to approve civilian leave (OCONUS and CONUS).

b. Components and JTFs:

1) SOUTHCOM Chief of Staff is delegated authority to approve all KLE travel (Components and JTFs), and any deviations from the Force Health Protection/Restriction of Movement requirements. No further delegation authorized.

2) Component and JTF Commanders (other than KLE travel as indicated above) will retain approval authority for OCONUS TDY and may delegate authority to approve CONUS TDY and PCS down to 1st O6/GS15. Component and JTF Commanders may determine who approves leave as appropriate and in accordance with reference (e) and service specific requirements/policies.

5. Exceptions to Policy (ETP). Travel exception requests will only be approved on a case by case basis and in writing for compelling reasons where the travel is:

- a. Determined to be mission-essential
- b. Necessary for humanitarian reasons or
- c. Warranted due to extreme hardship

SUBJECT: Update to the Transition to Conditions-based Phased Approach to
Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

Mission-essential travel refers to work that must be performed to ensure the following mission-essential tasks are completed:

- a. Protect U.S. personnel and families.
- b. Preserve the health and well-being of U.S. personnel and families.
- c. Protect U.S. Government property.
- d. Defend critical DoD infrastructure, to include cyber systems.
- e. In emergency situations, save human lives.
- f. Counter transnational criminal organizations.
- g. Counter violent extremist organizations.
- h. Carry out JTF-GTMO's mission to conduct safe, legal, and humane treatment of detainees.
- i. Maintain operational command, control, and communication systems.
- j. Maintain access within the AOR.

6. Exemptions. The following circumstances are exempt from the personnel movement and travel restrictions policy, but must comply with current travel and ROM requirements:

- a. Individuals pending retirement or separation.
- b. Travel by patients, as well as their authorized escorts and attendants, for purposes of medical treatment.
- c. Travel for Global Force Management (GFM) activities (defined as deployments or 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).
- d. Travel by those under the authority of a Chief of Mission and authorized by that Chief of Mission. However, travel must be coordinated with HQ USSOUTHCOM SCJ5 prior to executing travel.

SUBJECT: Update to the Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

e. Travel by authorized travelers who departed their permanent duty station and are "awaiting transportation" and by authorized travelers who have already initiated travel (including intermediate stops).

f. Travel to and from Professional Military Education programs.

7. Additional Guidance. Deputy Security Cooperation Office (SCO) Chiefs will provide a weekly update in their Staff Activity Reports (SAR) that provide status of their installation/embassy meeting the DoD conditions outline in reference (c). SCJ5 will maintain a database of country status and requirements for country entry. This database will be used for determination of foreign travel restrictions. The DoD Foreign Clearance Guide will be utilized to convey COVID-19 specific travel entry requirements. All travelers will adhere to host nation or local travel requirements.

a. Service Members that have traveled from any OCONUS location, travel between OCONUS locations, and CONUS travel will adhere to the force health protection and ROM requirements outlined in reference (d). DoD civilians, family members, and contractors are strongly encouraged to adhere to those requirements. In addition to reference (e) requirements, supervisors will use the enclosed pre-and post-travel questionnaires (links below) to assess the requirement for a restriction of movement or restriction from the workplace. The Restriction of Movement will maximize use of telework. You may also review the COVID-19 FAQs at <https://www.southcom.mil/coronavirus> for additional updates.

b. Service-specific policies and guidance must be followed for Service-mandated training/funded training and PCS exceptions to policy requirements. The Services continue to implement/refine procedures for how they will handle PCS moves. We will follow that guidance.

c. All travelers remain responsible for contacting their gaining organization in advance of travel and to keep the organization updated on their travel itinerary.

d. When practicable and within operational requirements, we will consider in-place assignment extensions or the applicability of waivers for PCS moves for service members with school-aged dependents in order to minimize school year disruptions and education costs.

SCCC

19 February 2021

**SUBJECT: Update to the Transition to Conditions-based Phased Approach to
Coronavirus Disease 2019 Personnel Movement and Travel Restrictions**

8. The point of contact for this memorandum is Colonel Pedro A. Cotto-Perez at
(305) 437-1101 or pedro.a.cottoperez.mil@mail.mil.

4 Encls

Pre-Travel Screening Questionnaire

Post-Travel Screening Questionnaire

Approval Summary Matrix

OCONUS COVID Travel Checklist



CRAIG S. FALLER
Admiral, USN
Commander