



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

NOTE: Military members should work all situations through their chains of command and respective Military Personnel Flight. The Total Force Service Center is also available to assist; the TFSC telephone number is 1 (800) 525-0102.

FOR MILITARY MEMBERS/FAMILIES

Q1. What does stop movement mean?

A1. The directive stops movement for 60 days, effective 13 March 2020, for all forms of official travel for uniformed personnel, civilian personnel and family members traveling to, from, or through Centers for Disease Control and Prevention (CDC) Travel Health Notices Level 3 (COVID-19) locations. This includes all forms of official travel including PCS, TDY, and government funded leave. For DoD uniformed members, this also includes personal leave and other non-official travel. Airmen traveling should carefully plan travel to ensure their scheduled flights do not transit through or originated in Level 3 designated locations.

Q2. What if I'm currently assigned to a CONUS base with a projected PCS and I've out-processed but haven't departed the local area?

A2.

- Airmen who are traveling from CONUS to level 2 countries **are** authorized to continue.
- Airmen who are traveling from CONUS to CONUS are **not** authorized to travel.
Exception: Individuals who have already initiated CONUS-to-CONUS (to include AK, HI and U.S. territories) travel (including intermediate stops) are authorized to continue to their final destination.
- Airmen currently assigned to a CONUS (to include AK, HI and U.S. territories) location with a projected PCS to a Level 3 (COVID-19) designated location who have not outprocessed or outprocessed but have not departed the local area, will remain in place until further guidance is provided.

Q3. I departed my last duty station and am enroute to an installation in one of the countries impacted by the Stop Movement order. What do I do?

A3. Airmen who departed their last duty base and are enroute to their gaining base must immediately contact their chain of command and their losing MPF by whatever means available. Airmen will not proceed until Stop Movement is lifted. Airmen who do not desire to take leave enroute will receive further guidance from AFPC through their losing MPF. At that time, Airmen will be placed in a TDY hold status. Airmen placed on TDY hold are not entitled to a rental vehicle, but are authorized TDY per diem. Airmen electing to proceed on their scheduled leave enroute to locations not impacted by Stop Movement may proceed with the understanding if Stop Movement is not terminated by the time their projected leave is over, the MPF Relocations Section, after consulting with AFPC, will provide additional guidance on a case-by- case basis, and to ensure Airmen are not inappropriately charged additional leave.



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

Q4. I'm assigned at a Stop Movement location and am scheduled for a TDY. Can I still travel?

A4. Airmen projected TDY to a Stop Movement location will not proceed on TDY. Airmen enroute or currently at a TDY location impacted by Stop Movement will remain in-place until further guidance or Stop Movement is terminated

Q5. I'm on leave at a Stop Movement location. What do I do?

A5. Airmen currently on leave in an impacted Stop Movement country will remain in-place and immediately notify their chain of command for further travel guidance.

Military Airmen with projected Leave to or from a Level 3 (COVID-19) designated location will **not** proceed. Airmen currently assigned to a Level 3 (COVID-19) location and are at or enroute to or from their TDY or leave **cannot return** to their Level 3 (COVID-19) location until further guidance is available. Upon member returning to home station, leave dates and duty status codes will be adjusted accordingly to ensure Airmen are not inappropriately charged additional leave.

***Note: Until the prescribed domestic travel restrictions are lifted, military Airmen stationed in CONUS (to include AK, HI and U.S. territories) are only authorized local leave in accordance with AFI 36-3003, and local leave policies*

Q6. I'm assigned to an installation impacted by this Stop Movement order. Can I request a DEROS extension?

A6. Airmen at a Level 3 location will have their DEROS extended 60 days. Airmen requiring a RNLTD extension will be worked on a case by case basis.

Q7. Can my family still conduct official travel through one of the impacted countries?

A7. In most cases, no; however, humanitarian or extreme hardship situations can be considered by working through the first General, Flag Officer, or SES, in Military or Civilian sponsor's chain of command or supervision.

Q8. Can I request an assignment diversion based on this Stop Movement guidance?

A8. If Airmen have a hardship and desire to request a RNLTD or assignment diversion, they need to contact their respective MPF. The MPF will assist the Airman with the request, which requires commander endorsement.

Q9. I'm assigned in a country that's designated a Level 2 or 3 but am scheduled to attend PME in TDY status. Do I still travel?

A9. No. Airmen projected TDY to a Stop Movement location will not proceed on TDY. Airmen enroute or currently at a TDY location impacted by Stop Movement will remain in-place until further guidance or Stop Movement is terminated.

Q10. I'm scheduled to separate or retire in one of the Level 2 or 3 countries. Will that timeline remain on schedule?

A10. Yes. Military Airmen retiring or separating are exempt. Travel will be subject to applicable travel screening protocols in Attachment 3. STOP MOVEMENT for PCS does not delay an Airman's approved date of retirement or separation. You should, however, talk to your commander to request permissive TDY and/or terminal leave to establish your actual departure date.



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

Q11. I've been approved for retraining, but my class date is within the 60-day stop movement window. Am I still approved to retrain or will I have to reapply.

A11. AFPC is currently working guidance with Air Education and Training Command to see if classes will continue. Once that is established AFPC will determine how retraining applicants are/aren't affected.

Q12. Is the DEROS extension policy only for those whose DEROS is within the 60-day stop movement window, or is it also valid for someone with a DEROS outside of the 60-day window?

A12. At this moment, only Airmen with a DEROS in March, April and May have been extended 60 days from their current DEROS.

Q13. What if I have leave accrual? Will I lose my leave days?

A13. AFPC is currently working this with Headquarters Air Force on a way forward, no official decision has been made yet.

Q14. I am scheduled to deploy. Is that still happening?

A14. *Currently scheduled* contingency deployments (Global Force Management GFM) activities) are defined as mission essential. This includes pre-planned missions in support of the Combatant Commanders enduring operations and all pre-deployment activities (processing, training, etc.) Please consult with your Unit Deployment Manager and commander for further guidance.

Q15. I have out-processed my last Permanent Duty Station (PDS) with Permanent Change of Station (PCS) orders to a Level 3 COVID-19 designated location. However, due to the 13 March 2020 Stop Movement order I was told to remain in place at my last PDS. What entitlements am I and my family authorized?

A15. In this situation, service members and their dependents may be authorized per diem in accordance with JTR Chapter 5, Part A. Service members and their dependents will be placed in an "awaiting transportation" status effective the date stop movement was implemented (**13 Mar 2020**) until the stop movement order is terminated and travel is directed to resume. The MPF will issue PCS amendments to reflect "The service member and dependents are awaiting transportation due to COVID-19 Stop movement" to ensure proper payment.

**Note: Per diem is only authorized if dependents remain in-place awaiting transportation.*

Q16. I have out-processed from a location in the Continental United States, but was ordered to remain in place based on the domestic Stop Movement direction issued on 16 March 2020. My Permanent Change of Station (PCS) orders are NOT to a Level 3 or OCONUS Level 2 COVID-19 designated location. What entitlements am I and my family authorized?

A16. In this situation, service members and their dependents may be authorized per diem in accordance with JTR Chapter 5, Part A. Service members and their dependents will be placed in an "awaiting transportation" status effective the date stop movement was implemented (**16 Mar 2020**) until the stop movement order is terminated and travel is directed to resume. The MPF will issue PCS amendments to reflect "The service member and dependents are awaiting transportation due to COVID-19 Stop movement" to ensure proper payment.

***Note: Per diem is only authorized if dependents remain in-place awaiting transportation.*



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

Q17. I have Permanent Change of Station (PCS) orders to a Level 3 COVID-19 designated location and I have not yet out-processed my last Permanent Duty Station (PDS). My family and I are no longer in permanent quarters or my household goods have already been picked up, but I was told to remain in place due to Stop Movement direction issued 13 Mar 2020. What entitlements are we authorized?

A17. In this situation, service members and their dependents may be authorized per diem in accordance with JTR Chapter 5, Part A. Service members and their dependents will be placed in an “awaiting transportation” status effective the date stop movement was implemented (**13 Mar 2020**) until the stop movement order is terminated and travel is directed to resume. The MPF will issue PCS amendments to reflect “The service member and dependents are awaiting transportation due to COVID-19 Stop movement” to ensure proper payment.

****Note:** *Per diem is only authorized if dependents remain in-place awaiting transportation.*

Q18. I am assigned to a location in the Continental United States and have Permanent Change of Station (PCS) orders to a location that is NOT a Level 3 or OCONUS Level 2 COVID-19 designated location. I have not yet out-processed, but I no longer occupy permanent quarters and/or my household goods have been picked up. What entitlements am I and my family authorized since I was ordered to remain in place at my last Permanent Duty Station (PDS) due to domestic Stop Movement direction effective 16 Mar 2020?

A18. In this situation, service members and their dependents may be authorized per diem in accordance with JTR Chapter 5, Part A. Service members and their dependents will be placed in an “awaiting transportation” status effective the date stop movement was implemented (**16 Mar 2020**) until the stop movement order is terminated and travel is directed to resume travel. The MPF will issue PCS amendments to reflect “The service member and dependents are awaiting transportation due to COVID-19 Stop movement” to ensure proper payment.

****Note:** *Per diem is only authorized if dependents remain in-place awaiting transportation.*

Q19. I have Permanent Change of Station (PCS) orders to a COVID-19 OCONUS Level 2 designated location and my dependents are delayed from traveling concurrently with me because of the 13 March 2020 travel restrictions. What entitlements are we authorized?

A19. In this situation, the dependents may be authorized standard PCS allowances from the location where they were notified of the delay to the projected Permanent Change of Station (PCS). This authorization is in accordance with JTR, Chapter 5 Part A. To be authorized these entitlements, dependents will be placed in an “awaiting transportation” status beginning the date stop movement was implemented (**13 Mar 2020**) until stop movement order is terminated and the dependents are authorized to resume travel. The MPF will issue PCS amendments to reflect “The dependents are awaiting transportation due to COVID-19 Stop movement” to ensure proper payment of travel claim.

****Note:** *Per diem is only authorized if dependents remain in-place awaiting transportation.*



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

Q20. I am on Permanent Change of Station (PCS) orders and during travel I was ordered to temporarily return to my last duty station when Stop Movement was directed due to COVID-19. What entitlements am I and my dependents authorized?

A20. In this situation, service members will be placed in a TDY status and may be authorized travel and transportation allowances in accordance with JTR, Chapter 2, effective the date stop movement was implemented until the date the stop movement order is terminated and service members are directed to travel to another PCS location or directed to remain in place permanently. If the service member's dependents returned with the service member, they may be authorized standard PCS allowances from the location where they were notified of the delay in accordance with JTR Chapter 5, Part A. The dependent's standard PCS allowances will be terminated when stop movement is terminated and when the dependents are authorized to resume travel or remain permanently. The MPF will issue PCS amendments to reflect "The Service member was ordered to temporarily return to the last duty station and dependents accompanied the member to the last duty station due to COVID-19 Stop movement" to ensure proper payment of travel claim.

Q21. What entitlements are authorized to Service Members and dependents on Permanent Change of Station (PCS) orders who out-processed or no longer occupy permanent quarters and/or Household goods were already pick-up And were ordered to remain in place at their last Duty Station (PDS) due to Stop Movement And were directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine?

A21. Service members and dependents under this situation may be authorized standard PCS allowances (i.e. per diem) in accordance with JTR Chapter 5, Part A. If lodging in kind or meals in kind are provided then per diem is not payable. If dependents refuse to isolate or quarantine, then per diem is not authorized. If service member and dependents are authorized per diem, the MPF will issue amendment orders to reflect the following in the remarks section, "Service members and dependents were directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine effective (enter date) through (enter date)"

Q22. What entitlements are authorized to Service Members and dependents on Permanent Change of Station (PCS) orders who out-processed and were directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine or travel to an alternate location?

A22. Service members and dependents under this situation may be authorized standard PCS allowances (i.e. per diem) in accordance with JTR Chapter 5, Part A. If lodging in kind or meals in kind are provided then per diem is not payable. If dependents refuse to isolate or quarantine, then per diem is not authorized. If service member and dependents are authorized per diem, the MPF will issue amendment orders to reflect the following in the remarks section, "Service members and dependents were directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine effective (enter date) through (enter date)."



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

Q23. What entitlements are authorized to Service Members and dependents on Permanent Change of Station (PCS) orders who after arrival at the new Permanent Duty Station (PDS) and before Temporary Lodging Expenses or Temporary Lodging Allowance begins, And were directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine?

A23. Service members and their dependents under this situation may be authorized per diem in accordance with JTR Chapter 5, Part A. Such per diem will terminate when self-monitoring, isolation or quarantine is complete, or when Temporary Lodging Expense or Temporary Lodging Allowance (TLA) is authorized for members residing with dependents, whichever is earlier. If lodging in kind or meals in kind are provided then per diem is not payable. If dependents refuse to isolate or quarantine, then per diem is not authorized. If service member and dependents are authorized per diem, the MPF will issue amendment orders to reflect the following in the remarks section, "Service members and dependents were directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine effective (enter date) through (enter date)."

Q24. What entitlements are authorized to Service Members on Temporary Duty (TDY) or Contingency Exercise Deployment (CED) Orders who are directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine at TDY location or alternate location that is Away from their Permanent Duty Station (PDS)?

A24. Service members under this situation may be authorized an extension of standard TDY travel and transportation allowances (i.e. per diem) in accordance with JTR, Chapter 2. If lodging in kind or meals in kind are provided then per diem is not payable. A member's TDY /CED orders may be amended to extend the TDY for duration of isolation, quarantine or alternate location. If member is directed to an alternate location. Amendments should reflect the following in the remarks section, "Service Member was directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine effective (enter date) through (enter date)."

Q25. What entitlements are authorized to Service Members ordered by their command to restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19 or travel to, from, or through a Centers for Disease Control and Prevention (CDC) Level 3 Travel Health Notice country, and that are directed to do so at a facility that is neither provided by the U.S. Government nor is their personal residence at the Member's permanent duty station (PDS)?

A25. Service members under this situation maybe be paid Hardship Duty Pay-Restriction of Movement (HDP-ROM) in the amount of \$100 per day not to exceed \$1,500 per month, if they are required to pay for the cost of their lodging without full or partial reimbursement. The combination of HDP-ROM and other assignment and special duty pays may not exceed \$5,000 per month. Commanders with service members meeting this criteria will issue a signed memo authorizing the pay. The memo will be processed through the base Finance Office through the Defense Finance and Accounting Service (DFAS) for payment.



Air Force Personnel Actions Resulting from COVID-19 Frequently Asked Questions

Current as of March 25, 2020

Q26. What entitlements are authorized to Service Members and dependents on *Government Funded Leave* orders who are directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine before proceeding to the Permanent Duty Station (PDS)?

A26. Service members under this situation may be authorized standard travel and transportation allowances (i.e. per diem) in accordance with JTR, Chapter 2, para 040102. If lodging in kind or meals in kind are provided then per diem is not payable. Dependents on government funded leave are not authorized allowances. The MPF will amend Government funded leave orders for service members to reflect the following in the remarks section, "Service Member was directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine effective (enter date) through (enter date)."

Q27. What entitlements are authorized to Service Members on *Personal Leave* who are directed by a public health official, medical official, or authorizing/order issuing official to isolate or quarantine or remain in-place before proceeding to the Permanent Duty Station (PDS)?

A27. Service members returning from *Personal Leave* *are not* authorized travel and transportation allowances, however, if placed on TDY orders *Away* from their Permanent Duty Station (PDS), may receive standard travel and transportation allowances (i.e. per diem) in accordance with JTR, Table 3-20, rule 3. The service member's commander may issue TDY orders and reflect the following in the remarks section, "Service Member was directed by a public health official, medical official, or authorizing/order issuing official to isolate, quarantine or remain in-place effective (enter date) through (enter date)." If lodging in kind or meals in kind are provided then per diem is not payable.

Q28. What entitlements are authorized to dependent students who are on transportation to or from school, and ordered to isolate or quarantine at a port of entry by a public health or medical official before proceeding to the Permanent Duty Station (PDS) or school?

A28. Dependent students under this situation may be authorized per diem in accordance with with JTR, para 050816D4 as long as lodging or meals are not provided.