



**SECRETARY OF THE ARMY
WASHINGTON**

23 APR 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority to Approve Travel of Army Personnel

1. References.

a. Secretary of Defense Memorandum, subject: Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions, Dated 20 April 2020.

b. Secretary of the Army Memorandum, subject: Delegation of Authority to Approve Domestic Travel, Dated 20 Mar 2020 (hereby canceled).

c. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, subject: "Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Travelling During the Novel Coronavirus Outbreak," March 11, 2020.

2. This memorandum and its enclosure supersede reference 1b. It applies to all Soldier travel, government-funded Department of the Army Civilian (DAC) employee travel, and government-funded Family travel, who are under my jurisdiction, as set forth in reference 1a. In addition, it applies to personal leave outside the local area for Soldiers.

3. Effective immediately, I delegate the authorities and responsibilities granted to me in reference 1a, as specified in the enclosed Movement Exception Authority Matrix (enclosure). These authorities may not be further delegated. Approval Authorities may grant exceptions in writing where travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. These exceptions are to be approved on a case-by-case basis, must be determined to be in the best interest of the U.S. Government, and shall be coordinated between the gaining and losing organizations, as appropriate.

4. Reference 1a exempts the following circumstances from these travel restrictions:

a. Travel associated with uniformed personnel recruiting and accessions activities, to include accessions, basic training, advanced individual training, and follow-on travel to the first duty station. TRADOC will notify me prior to reducing or suspending recruiting, accessions, basic training, or advanced individual training.

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b. Travel by patients, as well as their authorized escorts and attendants, for purposes of medical treatment. Travel by medical providers for the purposes of medical treatment for DoD personnel and their families is also authorized.

c. Travel for Global Force Management (GFM) activities (defined as deployments/redeployments ordered in the GFM Allocation Plan, including Service internal rotations to support, and TDY used to source ordered capabilities). Such travel will be coordinated between the Combatant Command, the Joint Staff, and the Deputy Chief of Staff, G-3/5/7.

d. Travel by authorized travelers who departed their permanent duty station and are "awaiting transportation," and have already initiated travel (including intermediate stops), are authorized to continue travel to their final destination on approved orders.

e. Travel by authorized travelers whose TDY ends while this directive is in effect. Such travelers are authorized to return to their permanent duty station.

f. Travel authorized by the Commander, U.S. Transportation Command (USTRANSCOM), to continue execution of the Joint Deployment and Distribution Enterprise as required to project and sustain the Joint Force globally. This includes forces (aircrews, vessel crews, and mission essential personnel) ordered on prepare-to-deploy orders alert status, air refueling, global patient movement, mortuary affairs support, inland surface, sea and air sustainment missions, support to other U.S. Agencies (as approved by the SECDEF), and moves of personnel and equipment that support USTRANSCOM's global posture requirements.

g. Travel by individuals pending retirement or separation.

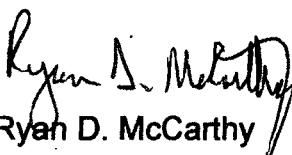
h. Travel by those under authority of a Chief of Mission and authorized by that Chief of Mission.

5. Individuals traveling under an exemption or exception, including those under an Authorized Ordered Departure, are subject to the travel screening protocols as provided in reference (c) and any applicable subsequent guidance. All travel orders must document the exemption or exception under which the travel is authorized.

6. Duration. This directive will remain in effect until rescinded or modified.

7. Proponent. The Deputy Chief of Staff, G-3/5/7, is the proponent for this policy.

Encl


Ryan D. McCarthy

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Commander, Eighth Army

Movement Exception Authority Matrix

Category of Exception to Policy	SECARMY/ CSA / SMA	USA / VCSA	ACOM CG / ASCC CG / HQDA Principal Official	Corps CG / 3- Star Approval / DRU	First GO / SES in Chain of Command
Permanent Change of Station (PCS) and other travel deemed mission essential, warranted due to extreme hardship or necessary for humanitarian reasons.	Inform	Approval			
Temporary duty (TDY) for professional military education (PME), training, and modernization efforts.		Inform *SMA for NCO PME	Approval		
TDY for mission essential requirements to support operational and other critical missions, to include associated mobilization, fielding and training requirements for deployment.			Inform	Approval	
<u>Soldier Non-local leave</u> (for a humanitarian reason or warranted due to extreme hardship) (For local leave, see below, note 3).			Inform	Approval	
Operational movement in support of HQDA Directed missions (FEMA, K9, EOD, CBRNE).				Inform	Approval
Casualty assistance activities and emergency leave.				Inform	Approval
Prisoner movements with escorts, including pretrial confinement, initiation of adjudged confinement, release from confinement, appellate leave due to punitive discharge, and trial judiciary movements.				Inform	Approval
SHARP Victim Expedited transfers and SHARP personnel who must travel to support a Victim.				Inform	Approval

Notes:

1. An O-6 Commander may disapprove/stop the processing of ETP travel requests.
2. ARNG SMs in a Title 10 status (e.g., ADOS-AC, ADOS-RC), except those assigned to NGB (who are under the authority of the CNGB) or a CCDM, will follow the same ETP authorities as Active Duty SMs/units.
3. Local leave remains at the current command levels.
4. No/Low Cost Moves for Purposes of PCS or reassignments (i.e., not involving movement of HHG or residence) are authorized.

Final, 20 APR 2020