



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

[DATE]

MEMORANDUM FOR RECORD

SUBJECT: Restricted Movement Exemption

1. References.

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

b. ALARACT 054/2020, Consolidated Personnel Policy Guidance in Support of Conditions-Based Phased Approach to Army Wide Preparedness and Response to Coronavirus Disease 2019 Outbreak, 12 June 2020.

2. The below traveler(s) is/are exempt from travel restrictions and does/do not require issuance of a travel waiver in accordance with the references listed above. The traveler(s) has/have been instructed to proceed in the most direct route and follow Force Health Protection guidance measures.

- a. Traveler(s) Name: [Rank, First, MI, Last (last 4)]
- b. Departure Location:
- c. Projected Departure Date:
- d. Travel Destination:
- e. Projected Arrival Date:
- f. Intermediate Location(s):
- g. Travel Exemption Category: [PME, Retirement, Medical Treatment, etc]

3. Point of contact for this memorandum is XXX at XXX-XXX-XXXX or @MAIL.MIL.

FIRST MI LAST  
RANK, BRANCH  
Title [Refer to AR 25-50]