



DEPARTMENT OF THE AIR FORCE
UNITED STATES SPACE FORCE
30TH SPACE WING

18 March 2020

MEMORANDUM FOR VANDENBERG AFB PERSONNEL

FROM: 30 SW/CC

SUBJECT: Vandenberg AFB Leave Policy

1. On 13 March 2020, the Deputy Secretary of Defense issued a Stop Movement Order applicable to various aspects of military and civilian travel, effective 16 March 2020 (Atch 1). All personnel on Vandenberg AFB are directed to comply with all aspects of this order. This memorandum remains in effect until rescinded or superseded by higher authority.
2. The order directs that military members are authorized only local leave, in accordance with Service policies. Effective immediately, the boundaries for the local area of Vandenberg AFB is defined as: San Luis Obispo and Santa Barbara counties. The distances comply with Joint Travel Regulation Chapter 2, section 0206 for military and civilian personnel, as well as AFI 36-3003, paragraph 4.1.1.7.
3. For any exceptions to this defined local area, I am the approval authority. For leave beyond the approved local area, the Secretary of the Air Force delegated waiver authority to the first general or flag officer, or member of the Senior Executive Service, in the member's chain of command or supervision (Atch 2). Any request for exception to the direction in the Deputy Secretary of Defense Memorandum or this Memorandum defining the local area will be forwarded through a member's chain of command, with indorsements, to me for further forwarding as appropriate.
4. All official travel will also comply with the Deputy Secretary of Defense Stop Movement Order, to include its waiver process (as amplified in the Secretary of the Air Force Memorandum). Personnel traveling beyond the defined boundaries for local travel must be on travel orders. For reservist travel reimbursements, the corporate area is defined as Vandenberg AFB, Vandenberg Village, Lompoc and Santa Maria. Any requests for exceptions to this policy will be forwarded as described in paragraph 3 of this memorandum.
5. In assessing travel, for both official and personal business, I encourage all members of Team Vandenberg to consider the nature of the threat we are facing, both to our community and our mission. Let me be clear—any individual, military or civilian, who travels to a highly infected area and then returns to Vandenberg AFB places the entire community at higher risk of infection. This kind of behavior works against our collective efforts to flatten the curve and keep our community safe. Please make smart choices as responsible members of Team Vandenberg.
6. If you have questions, please contact Lt Col Ken Peters, 30 CPTS/CC, at kenneth.peters.2@us.af.mil.


ANTHONY J. MASTALIR, Colonel, USAF
Commander

Attachments

1. Deputy Secretary of Defense Memorandum, *Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019* (13 March 2020)
2. Secretary of the Air Force Memorandum, *Travel Restriction Delegations of Authority* (16 March 2020)



DEPUTY SECRETARY OF DEFENSE
1010 DEFENSE PENTAGON
WASHINGTON, DC 20301-1010

MAR 13 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
COMMANDERS OF THE COMBATANT COMMANDS
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Stop Movement for all Domestic Travel for DoD Components in Response to
Coronavirus Disease 2019

- References:
- (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019" March 11, 2020
 - (b) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) – "Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak" March 11, 2020
 - (c) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 2) – "Department of Defense Guidance for Military Installation Commander' Risk-Based Measured Responses to the Novel Coronavirus Outbreak" February 25, 2020
 - (d) DoD Instruction 6200.03, "Public Health Emergency Management within the DoD," March 28, 2019

The continuing spread of the 2019 Novel Coronavirus (COVID-19) necessitates immediate implementation of travel restrictions for domestic Department of Defense (DoD) travel. These restrictions are necessary to preserve force readiness, limit the continuing spread of



OSD002968-20/CMD003626-20

the virus, and preserve the health and welfare of Service members, DoD civilian employees, their families, and the local communities in which we live.

This memorandum applies to all DoD military and civilian personnel and their families assigned to DoD installations, facilities, and surrounding areas in the United States and its territories. All DoD military personnel will stop movement while this memorandum is in effect. In addition, DoD civilian personnel and DoD family members, whose transportation is government-funded, will also stop movement. This policy applies to Permanent Change of Station (PCS) and Temporary Duty. Additionally, until the domestic travel restrictions prescribed above are lifted, DoD Components may only onboard civilian employees within the local commuting area, and military members are only authorized local leave in accordance with Service policies.

A travel exception may be granted in writing to the guidance contained herein for compelling cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, as determined by the DoD Component. Approval authority for these exceptions belongs to the Combatant Commander if the individual is assigned to a combatant command; the Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff; the Secretary of the Military Department concerned for personnel under his or her jurisdiction; or the Chief Management Officer for the Office of the Secretary for Defense, Defense Field Activities and Agencies. This authority may be delegated in writing to a level no lower than the first general officer, flag officer, or member of the Senior Executive Service in the traveler's chain of command or supervision. These exceptions are to be done on a case by case basis, shall be limited in number, and shall be coordinated between the gaining and losing organizations, as appropriate.

Travel by patients and medical providers for the purpose of medical treatment for DoD personnel and their family members is authorized. Individuals who have already initiated travel (including intermediate stops) are authorized to continue to their final destination. Individuals whose TDY ends while this memorandum is in effect are authorized to return to their home station. Individuals pending retirement or separation during this period are exempt. Authorized travelers will adhere to the Force Health Protection guidelines in reference (b) and later guidance, if any.

Our understanding of COVID-19 is rapidly evolving, and this guidance will be continuously evaluated as conditions warrant. Component heads should ensure this stop movement guidance is clearly communicated. For overseas travel, refer to the Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019 memorandum dated March 11, 2020. This guidance is effective March 16, 2020, and expires May 11, 2020. The expiration aligns with the expiration date of reference (a), the Secretary of Defense memorandum published on March 11, 2020.

A handwritten signature in blue ink, appearing to read "R. L. M.", is located at the bottom right of the page.



SECRETARY OF THE AIR FORCE
WASHINGTON

MAR 16 2020

MEMORANDUM FOR ALMAJCOM-FOA-DRU/CC
DISTRIBUTION C

SUBJECT: Travel Restriction Delegations of Authority

References: (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019," 11 March 2020
(b) Deputy Secretary of Defense Memorandum, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019" 13 March 2020
(c) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4)" Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak" March 11, 2020

1. I hereby delegate authority to except any Department of the Air Force military or civilian member, or family member thereof, from the travel restrictions in references (a) and (b) to the first general or flag officer, or member of the Senior Executive Service, in the member's chain of command or supervision. Exceptions are to be done on a case by case basis, shall be limited in number, shall be documented in writing and signed by the waiver authority, and shall be coordinated between the gaining and losing organizations. This authority may not be re-delegated.
2. Currently scheduled, and Secretary of Defense-approved Global Force Management activities, are deemed mission essential. This includes pre-planned missions in support of Combatant Commanders' enduring operations. All operating forces, to include voluntarily and involuntarily activated Reserve component personnel, will continue to prepare for employment/deployment. Personnel will continue all pre-deployment activities, i.e., processing and training. Appropriate social distancing procedures as outlined in reference (c) page 4 will be rigorously followed. Disruptions to transportation movement caused by DoD travel restrictions will be mitigated to support onward movement. Any risks to the force will be elevated and reported through existing processes and procedures. Commanders will continue to identify any issues or concerns through their respective chain of command.
3. Additionally, Commander Air Mobility Command will develop and approve procedures for aircrew and passenger movement in compliance with the referenced Secretary of Defense memoranda as well as USD (P&R) force health protection memoranda in order to balance risk to force with the requirement to support mission essential travel on military aircraft. These procedures will be coordinated with United States Transportation Command.
4. The determination of whether official travel, other than that described in paragraph 2, is mission essential or non-mission essential is hereby delegated to the first general or flag officer, or member of the Senior Executive Service, in the traveler's chain of command or supervision. This authority may not be re-delegated.


Barbara Barrett