

(As of 21 April 2020)

## **Attachment 4 – Questions and Answers**

### **STOP MOVEMENT**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\*  
(Control+Click over the hyperlink to take you to that program)**

**I HAVE AN UPCOMING ASSIGNMENT, NOW WHAT?**

**I HAVE A CONUS TO CONUS ASSIGNMENT (INCLUDING AK/HI LOCATION OR PCS TRAVEL TO OR FROM A U.S. TERRITORY); ARE THERE TRAVEL EXCEPTIONS?**

**I AM OVERSEAS AND MY DEROS IS APPROACHING AND HAVE AN ASSIGNMENT, NOW WHAT?**

**I HAVE A FOLLOW ON ASSIGNMENT, CAN I ASK FOR A DIVERSION?**

**I AM CURRENTLY TDY, DO I RETURN TO MY HOME STATION?**

**I HAVE AN ASSIGNMENT AND WAS SUPPOSED TO HAVE MY HHGS PICKED UP, WHAT DO I DO?**

**I HAVE AN ASSIGNMENT TO OR FROM OVERSEAS AND NOT SURE WHERE MY HHGS ARE.**

**I AM OVERSEAS BUT PROJECTED TO ATTEND AN AETC COURSE AND/OR PROJECTED TO BE AN INSTRUCTOR, CAN I STILL PROCEED?**

**WHAT IS CLASSIFIED AS MISSION-ESSENTIAL TRAVEL?**

**I HAVE A TRAVEL EXCEPTION, WHO IS THE APPROVAL AUTHORITY?**

**I HAVE A CONUS TO CONUS ASSIGNMENT AND NOT SURE WHERE MY HHGS ARE.**

**AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS?**

**ARE WE AUTHORIZED TO PROCEED TO AFIT COURSES/PROGRAMS?**

**I HAVE A LOW COST PCS, AM I AUTHORIZED TO PROCEED?**

**I HAVE ALREADY DROPPED OFF OR SHIPPED MY POV FOR MY UPCOMING PCS, BUT HAVE NOT PACKED/SHIPPED HHG'S. AM I ABLE TO PROCEED UNDER A PRE-APPROVED EXEMPTION?**

**HOW DO I REQUEST AN ASSIGNMENT EXTENSION, DEFERMENT, OR CANCELLATION REQUEST BASED OFF OF A PERSONAL HARDSHIP CAUSED BY THE STOP MOVEMENT OR COVID-19?**

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**ADDITIONAL INFORMATION**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***  
*(Control+Click over the hyperlink to take you to that program)*

**WHAT IS BEING DONE TO ENSURE OUR SERVICE MEMBERS ARE SAFE IN THEIR TRAVELS AND KEEP THEM HEALTHY?**

**WHY WERE TRAVEL RESTRICTIONS IMPLEMENTED?**

**ARE THERE DESIGNATED LOCATIONS THAT SERVICE MEMBERS RETURNING CONUS MUST TRAVEL TO IN ORDER TO BE PLACED UNDER THE 14-DAY RESTRICTION OF MOVEMENT?**

**I AM SCHEDULED TO GO ON A DEPLOYMENT. WILL MY DEPLOYMENT BE CANCELLED? WHAT SHOULD I DO, WHO SHOULD I CONTACT?**

**I AM CURRENTLY DEPLOYED, WILL I BE BROUGHT HOME EARLY? WHO CAN I CONTACT TO FIND OUT?**

**I AM ON A 365-DAY EXTENDED DEPLOYMENT AND HOME ON A MID-TOUR LEAVE / R&R. WHAT DO I DO TO GET BACK?**

**WILL I BE ALLOWED TO PCS TO MY SCHEDULED PME OR ATTEND SCHEDULED JPME?**

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**FITNESS**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***  
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**I AM DUE FOR MY FITNESS ASSESSMENT 30 MAR 2020; DO I NEED TO TAKE MY FITNESS ASSESSMENT?**

**HOW DO I MAKE SURE MY RECORD IS UPDATED IN AFEMS II?**

**IS HAVING A COMMANDER EXEMPTION UPDATED RENDER A MEMBER INELIGIBLE FOR PROMOTION?**

**I HAD A FAILURE AND NOW I AM EXEMPT DUE TO COVID-19. AM I NOW ELIGIBLE FOR PROMOTION?**

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**DUTY STATUS**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\*  
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**I'M ON LEAVE AND HAVE PLACED ON QUARTERS, WILL I BE CHARGED LEAVE WHILE I AM ON QUARTERS?**

**I'M A MILITARY HEALTH CARE PROVIDER AND NEED TO PLACE A MEMBER CURRENTLY ON LEAVE ON QUARTERS, WHAT IS THE PROCESS TO CHANGE THE STATUS?**

**IF MEMBER IS BEING SEEN BY A CIVILIAN HEALTH CARE PROVIDER AND NEEDS TO PLACE MEMBER ON QUARTERS BUT MEMBER IS CURRENTLY ON LEAVE STATUS, WHAT IS THE PROCESS TO CHANGE THE STATUS?**

**I WAS PLACED ON QUARTERS WHILE ON LEAVE STATUS AND HAVE BEEN RELEASED FROM THE HOSPITAL, CAN I RESUME ON LEAVE?**

**A MEMBER OF MY UNIT HAS BEEN PLACED ON QUARTERS, WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?**

**A MEMBER OF MY UNIT HAS BEEN HOSPITALIZED, WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?**

**MEMBERS IN MY UNIT HAVE COMPLETED THE REQUIRED TRAINING AND DOCUMENTATION TO TELEWORK AND I HAVE AUTHORIZED THEM TELEWORK, WHAT DUTY STATUS CODE ARE THEY PLACED ON?**

**I HAVE A MEMBER THAT HAS BEEN ON QUARTERS LONGER THAN 72 HOURS AND WE ARE UNABLE TO ADJUST IN MILPDS?**

**MY UNIT IS UNABLE TO TELEWORK DUE TO OUR MISSION BUT WE HAVE BEEN TOLD TO NOT REPORT TO DUTY; HOW ARE THESE MEMBER'S ACCOUNTED FOR?**

**I HAVE TOLD A MEMBER TO SELF-QUARANTINE BUT HE/SHE IS NOT SICK, WHAT DUTY STATUS WILL THIS MEMBER BE IN?**

**IF I AM PLACED IN DUTY STATUS 14, WILL I STILL ACCRUE LEAVE AND RECEIVE MY NORMAL AUTHORIZED ENTITLEMENTS?**

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**SPECIAL PROGRAMS (EFMP, EXPEDITED TRANSFER, HUMANITARIAN)**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***  
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**Q1. I HAVE AN EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP),  
EXPEDITED TRANSFER (ET) OR HUMANITARIAN PCS TO OR FROM AN  
IMPACTED LOCATION, NOW WHAT?**

**Q2. WHY DO I HAVE TO SEEK AN EXCEPTION TO THE CURRENT TRAVEL  
RESTRICTIONS IF I HAVE A HUMANITARIAN PCS TO OR FROM AN  
IMPACTED LOCATION WHEN “HUMANITARIAN REASONS” IS  
SPECIFICALLY LISTED?**

**Q3. MY FIRST GENERAL, FLAG OFFICER OR MEMBER OF THE SENIOR  
EXECUTIVE SERVICE IN MY CHAIN OF COMMAND / SUPERVISION HAS  
APPROVED MY EXCEPTION FOR MY EFMP, ET OR HUMANITARIAN  
ASSIGNMENT, BUT MY RNLTD AND/OR DEROS WERE PUSHED 60 DAYS, NOW  
WHAT?**

**Q4. CAN I STILL APPLY FOR A HUMANITARIAN, ET OR EFMP  
REASSIGNMENT DURING THE STOP MOVEMENT?**

**Q5. WHERE CAN I FIND THE STATUS OF MY EFMP, ET OR HUMANITARIAN PCS  
APPLICATION DURING THE STOP MOVEMENT?**

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## **RETIREMENTS AND SEPARATIONS**

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\*  
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**Q1. THE STOP MOVEMENT GUIDANCE INDICATES THAT RETIRING AND SEPARATING AIRMEN ARE EXEMPT FROM THE TRAVEL RESTRICTIONS. DOES THAT MEAN AIRMEN CAN TAKE PERMISSIVE TDY AND TERMINAL LEAVE?**

**Q2. CAN RETIRING AND SEPARATING AIRMEN PARTICIPATE IN THE SKILL BRIDGE PROGRAM?**

**Q3. MAY I REQUEST A CHANGE OR WITHDRAWAL OF MY RETIRMENT/SEPARATION DATE BASED ON THE CURRENT SITUATION?**

**Q4. DUE TO LIMITED SERVICES ON MY INSTALLATION, I CAN'T COMPLETE ALL OF MY REQUIRED OUT-PROCESSING ACTIONS TO MY SCHEDULED DEPARTURE DATE. WHAT SHOULD I DO?**

**Q5. I'M ASSIGNED TO A REMOTE SITE OVERSEAS THAT DOES NOT HAVE THE FACILITIES FOR ME TO COMPLETE OUT-PROCESSING. WHAT SHOULD I DO?**

**Q6. DUE TO SOCIAL DISTANCING PROCEDURES IMPLEMENTED AT MY INSTALLATION, THE TAP BRIEFING HAS BEEN CANCELLED AND MY DEPARTURE DATE IS APPROACHING. WHAT SHOULD I DO?**

**Q7. SINCE I AM RETIRING/SEPARATING, CAN I STILL SCHEDULE MY HOUSEHOLD GOODS PICK-UP WITH THE LOCAL TMO?**

**Q8. I'M AT AN OVERSEAS LOCATION WHERE THE LOCAL COMPANIES ARE NOT SCHEDULING PICK-UPS DUE TO LOCAL RESTRICTIONS OR A SHELTER-IN-PLACE INITIATIVE. WHAT SHOULD I DO?**

**Q9. I'M ASSIGNED OVERSEAS BUT ON MID-TOUR LEAVE AND CAN'T TRAVEL BACK TO MY BASES DUE TO THE STOP MOVEMENT. I'M RETIRING/SEPARATING AT THE END OF MY OVERSEAS TOUR. WHAT SHOULD I DO?**

**Q10. I AM CURRENTLY DEPLOYED, BUT HAVE AN APPROVED SEPARATION/RETIREMENT. DEPLOYED MEMBERS ARE CURRENTLY UNDER STOP MOVEMENT FOR REDEPLOYING. AM I ABLE TO REDEPLOY TO HOME STATION IN ORDER TO OUTPROCESS FOR MY SEPARATION OR RETIREMENT?**

**Q11. DO AIRMEN RETURNING FROM DEPLOYMENT GET TIME ADDED TO THEIR DOS IF THEY ARE SUBJECTED TO 14-DAY QUARANTINE AFTER ARRIVAL (ARE THEY ENTITLED TO 30 DAYS)?**

**Q12. HOW DO I OBTAIN A SHPE IF THE MTF WILL NOT CONDUCT FACE-TO-FACE APPOINTMENT DUE TO CRITICAL LIMITATIONS?**

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### **I HAVE AN UPCOMING ASSIGNMENT. NOW WHAT?**

Through 30 June 2020 (or otherwise ordered), a Stop Movement is ordered for all travel for all USAF and USSF uniformed and civilian personnel and their sponsored family members (not under the responsibility of a U.S. Chief of mission) for all forms of official travel and movements associated with Permanent Change of Station (PCS).

Concurrent official travel for family members of Total Force Military is denied. This concurrent travel guidance restricts family members from traveling concurrently with the military sponsor. Exemptions are outlined in Part I, para 2.

Due to the nature of the COVID-19 outbreak and specific state and country reactions to the virus, the CDC assessment for Level's 1, 2, and 3 is fluid in nature and is ever changing. We ask that you stay in touch with your leadership for future updates. Additional information on COVID-19 is available on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>, a real-time listing of countries affected can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>. You can also access information on the Air Force's Personnel Center Facebook page, [www.facebook.com/airforcepersonnelcenter](http://www.facebook.com/airforcepersonnelcenter) and on the U.S. Air Force page at <https://www.af.mil/News/Coronavirus-Disease-2019/>.

### **I AM OVERSEAS AND MY DEROS IS APPROACHING AND HAVE AN ASSIGNMENT, NOW WHAT?**

Any DEROS and RNLTD changes required as a result of this directive will be made by AFPC and will subsequently be reevaluated in coordination with MAJCOMs to align with mission requirements and traveler safety.

### **I HAVE A FOLLOW ON ASSIGNMENT TO AN IMPACTED LOCATION, CAN I ASK FOR A DIVERSION?**

Not at this time, remain in place or follow Stop Movement guidance. Specific PCS guidance for military Airmen is outlined in the "Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)."

### **I AM CURRENTLY TDY, DO I RETURN TO MY HOME STATION?**

CONUS-assigned Airmen: For those members, whose TDY or Leave in the CONUS ends while Stop Movement is in effect, are authorized to return to their CONUS duty station.

International travel: If a member has initiated non-GFM travel (including intermediate stops), members are authorized to proceed/continue to their final destination on approved orders IAW Part I, para 2.A.

Airmen that have initiated PCS travel and are not authorized to proceed may be placed on TDY hold IAW AFI 36-2110, *Total Force Assignments*, paragraph 3.13. Instructions to amend an Airman's PCS orders will be provided to the MPF after STOP MOVEMENT is terminated. Airmen placed on TDY hold are not entitled to a rental vehicle, but are authorized TDY per diem.

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**I HAVE AN ASSIGNMENT AND WAS SUPPOSED TO HAVE MY HHGS PICKED UP. WHAT DO I DO?**

For general questions prior to movement of HHG, NTS or POV those members can contact their local transportation office.

**I HAVE AN ASSIGNMENT TO OR FROM OVERSEAS AND NOT SURE WHERE MY HHGS ARE.**

Those members PCSing to or from overseas, who have already packed/shipped HHG, are exempted and are authorized to proceed IAW Part I, para 2.A.

**I AM OVERSEAS BUT PROJECTED TO ATTEND AN AETC COURSE AND/OR PROJECTED TO BE AN INSTRUCTOR. CAN I STILL PROCEED?**

Student and instructor travel associated with uniformed personnel Recruiting and Accessions activities, to include accessions, basic training, advanced individual training (Initial Skills Training (IST), Technical Training and Retraining), and follow-on travel to the first duty station. Losing organizations will coordinate with gaining units for any specific travel mitigation requirements.

**I HAVE A CONUS TO CONUS ASSIGNMENT (INCLUDING AK/HI LOCATION OR PCS TRAVEL TO OR FROM A U.S. TERRITORY); ARE THERE TRAVEL EXCEPTIONS?**

Approved exceptions can be found in the Stop Movement message, Part I, para 2. All other exceptions may be granted in writing for compelling cases where travel is determined to be mission- essential, necessary for humanitarian reasons, or warranted due to extreme hardship.

**WHAT IS CLASSIFIED AS MISSION-ESSENTIAL TRAVEL?**

Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions as determined by DoD component.

**I HAVE A TRAVEL EXCEPTION. WHO IS THE APPROVAL AUTHORITY?**

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 or flag officer 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.

**I HAVE A CONUS TO CONUS ASSIGNMENT AND NOT SURE WHERE MY HHGS ARE?**

Those members who have packed/shipped HHG are authorized to proceed to their gaining CONUS location (concurrent travel is approved in these circumstances) IAW Part 1 para 2.A.



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**ARE WE AUTHORIZED TO PROCEED TO AFIT COURSES/PROGRAMS?**

Members that are attending AFIT course/programs should contact their registrar office to verify if the courses/programs still have projected start date within the next 60 days.

**I HAVE A LOW COST PCS. AM I AUTHORIZED TO PROCEED?**

Members that have been approved for Low Cost PCS, are authorized to proceed without an ETP.

**I HAVE ALREADY DROPPED OFF OR SHIPPED MY POV FOR MY UPCOMING PCS, BUT HAVE NOT PACKED/SHIPPED HHG'S. AM I ABLE TO PROCEED UNDER A PRE-APPROVED EXEMPTION?**

No, POV drop-off/shipment alone does not grant automatic exemption under Stop Movement. Individuals facing severe hardship due to POV issues should discuss options with their chain of command.

**HOW DO I REQUEST AN ASSIGNMENT EXTENSION, DEFERMENT, OR CANCELLATION REQUEST BASED OFF OF A PERSONAL HARDSHIP CAUSED BY THE STOP MOVEMENT OR COVID-19?**

RNLTD/DEROS extension Requests: Individuals may request to extend their RNLTD and DEROS to ensure Service member and/or family stability; however, changes to RNLTDs and DEROS' impact the losing and gaining unit and may affect the departure of the Service member being replaced. Requesting changes should only be requested when a hardship exists or when in the best interest of the Air Force. See Personnel Services Delivery Guide, *RNLTD Change Request*, for procedures on requesting a RNLTD change via myPers or vMPF. AFI 36-2110, *Total Force Assignments*, paragraph 6.5.6 outlines DEROS extension request options and procedures.

Assignment Deferral Requests (non-EFMP/Humanitarian): Deferral from reassignment may be appropriate to ensure family stability when the Service member's continued presence is absolutely essential. Only one assignment deferral is permitted; therefore, if an individual is already deferred under a different program (i.e. EFMP/Humanitarian deferral), he/she will not be approved for a subsequent deferral under this guidance without an extreme hardship being presented in the initial request. Commander endorsed requests should be submitted to [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil).

Assignment Cancellation Requests: If an individual is not in a mandatory PCS move status and selected as a volunteer for an OS long tour, he or she may request cancellation of the assignment through his or her assignment Noncommissioned Officer (NCO), or officer assignment team. Although approval of the request is not automatic, every effort will be made to accommodate and approve such requests consistent with the needs of the Air Force. Commander endorsed requests should be submitted to [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil).

Colonels/Chiefs: For colonels (including selectees), and chiefs (including selectees), the final approval authority is AF/DPO and AF/DPE, respectively. MPFs will send requests to the appropriate OPR for consideration.

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Join Spouse Consideration: When an USAF/USSF member is married to another Service member and desires join spouse consideration, a join spouse intent letter must accompany his or her application in order for the military spouse to also be considered for assignment action.

Humanitarian/EFMP: For requests based on Humanitarian and EFMP considerations, continue to follow AFI 36-2110 guidance covered in para 2.18 (EFMP) and Attachment 16 (Humanitarian).

### **AS AN MPF, HOW DO WE PROVIDE PERSONNEL SUPPORT FOR IMPACTED MEMBERS?**

Please thoroughly review guidance in the “Stop Movement and Concurrent Guidance Related to Travel Restrictions Due to the Coronavirus Disease (COVID-19)”. This document covers the stop movement order and concurrent travel guidance in addition to TDY hold guidance. For Outbound Assignments sections, further guidance will be relayed via official channels to track and report personnel who have outprocessed and departed for PCS but have not yet signed in.

**NOTE:** Anyone planning to travel to overseas destinations are advised to individually review the U.S. Department of State’s website for up-to-date overseas travel information for destination countries and the Emergency Alert for Coronavirus page at <https://travel.state.gov/content/travel.html>.

### **WHAT IS BEING DONE TO ENSURE OUR SERVICE MEMBERS ARE SAFE IN THEIR TRAVELS AND KEEP THEM HEALTHY?**

The actions outlined in Secretary Esper’s memo and the Force Health Protection Supplement #4 are done to protect our personnel and their families. The department will take several measures to enhance traveler safety, such as establishing pre- and post-travel screening and reception procedures and transitioning to military and DoD contracted aircraft for from or to CDC Level 3 or Level 2 designated areas. Additionally, DoD has instituted domestic official travel restrictions through 30 June 2020 (e.g. Permanent Change of Station and Temporary Duty) to safeguard our people. We encourage all DoD personnel and families to visit <https://www.defense.gov/Explore/Spotlight/Coronavirus/> for tips on staying healthy.

### **WHY WERE TRAVEL RESTRICTIONS IMPLEMENTED?**

In order to help limit COVID-19’s spread and its impact on the force, the Secretary of Defense instituted travel restrictions for all travel.

### **ARE THERE DESIGNATED LOCATIONS THAT SERVICE MEMBERS RETURNING CONUS MUST TRAVEL TO IN ORDER TO BE PLACED UNDER THE 14-DAY RESTRICTION OF MOVEMENT?**

There is no designated quarantine location for returning personnel. Each service member will stay at home or other appropriate domicile coordinated with the parent command for 14 days, practice social distancing and conduct self-monitoring. All required pre-travel screening will be adhered to in accordance with the Force Health Protection guidance supplement #4: <https://media.defense.gov/2020/Mar/11/2002263241/-1/-1/1/FORCE-HEALTH-PROTECTION-GUIDANCE-SUPPLEMENT-4.PDF>

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**I AM ON A 365-DAY EXTENDED DEPLOYMENT AND HOME ON A MID-TOUR LEAVE / R&R. WHAT DO I DO TO GET BACK?**

If eligible and all PCS requirements have been met, dependent travel to the CONUS Advanced Assignment (AA) location is authorized. AA travel to OCONUS locations requires the use of already existing AA exception to policy procedures. Eligible families are authorized to proceed to AA before, after, or upon the Airman's departure from losing station.

**WILL I BE ALLOWED TO PCS TO MY SCHEDULED PME OR ATTEND SCHEDULED JPME?**

Air Force and Sister Service schools are pre-decisional at this time and must be prioritized among other PCS must moves. JPME will be prioritized along with Service schools. Final determination is forthcoming.

**I AM SCHEDULED TO GO ON A DEPLOYMENT. WILL MY DEPLOYMENT BE CANCELLED? WHAT SHOULD I DO, WHO SHOULD I CONTACT?**

Global Force Management activities will continue with coordination between the Combatant Command, the Joint Staff, and the appropriate Service. It is important that deploying members remain in contact with their IPR, UDM and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed. As more information becomes available, we will pass it on or you will be contacted through your chain of command.

**I AM CURRENTLY DEPLOYED, WILL I BE BROUGHT HOME EARLY? WHO CAN I CONTACT TO FIND OUT?**

Global Force Management activities will continue with coordination between the Combatant Command, the Joint Staff, and the appropriate Service. It is important that deploying members remain in contact with their IPR, UDM and Chain of Command as there have been instances in which pre-deployment training and/or deployments have been delayed. As more information becomes available, we will pass it on or you will be contacted through your chain of command.

**I AM DUE FOR MY FITNESS ASSESSMENT 30 MAR 2020; DO I NEED TO TAKE MY FITNESS ASSESSMENT**

No, as part of our planning during the current 2019 Coronavirus (COVID-19) situation, in an effort to ensure that the health and safety of our members is top priority, all Air Force Fitness Assessments that are due in the months of March, April and May 2020 have been postponed for 6 months. If you are due the month on March then you will test in 6 months; September 2020. If you are due in April then you will test in 6 months, October 2020. If you are due in May then you will test in 6 months, November 2020.

**HOW DO I MAKE SURE MY RECORD IS UPDATED IN AFEMS II?**

Please contact your UFPM or FAC to verify that AFFMS II has been updated. FACs must ensure that AFMMS II is updated to reflect a Commander Composite Exemption on each member who is due for their Official Fitness Assessment in March, April and May. FACs must also ensure the expiration dates reflect the same due dates indicated above to prevent members going into a non-

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current status.

**IS HAVING A COMMANDER EXEMPTION UPDATED RENDER A MEMBER INELIGIBLE FOR PROMOTION?**

No, if Airmen are unable to complete their Fitness Assessment due to the COVID-19 restrictions, the unit Commander may place the member in a Composite Exemption following the guidance provided on the myPers message.

**I HAD A FAILURE AND NOW I AM EXEMPT DUE TO COVID-19, AM I NOW ELIGIBLE FOR PROMOTION?**

No, if your previous Fitness Assessment was a failure, the unit must submit an Exception to Policy (ETP) request signed by a Squadron Commander in order for the you to be eligible for promotion.

**I'M ON LEAVE AND HAVE BEEN PLACED ON QUARTERS, WILL I BE CHARGED LEAVE WHILE I AM ON QUARTERS?**

If a member on leave requires hospitalization or quarters status, do not charge leave while hospitalized or on quarters. Chargeable leave ends the day before and starts again the day following hospitalization or quarters' status, regardless of the hour of admission or discharge or release from quarters.

**I'M A MILITARY HEALTH CARE PROVIDER AND NEED TO PLACE A MEMBER CURRENTLY ON LEAVE ON QUARTERS, WHAT IS THE PROCESS TO CHANGE THE STATUS?**

The member's status changes from leave to quarters, and the medical authority directing such status notifies the individual's commander.

**IF MEMBER IS BEING SEEN BY A CIVILIAN HEALTH CARE PROVIDER AND NEEDS TO PLACE MEMBER ON QUARTERS BUT MEMBER IS CURRENTLY ON LEAVE STATUS, WHAT IS THE PROCESS TO CHANGE THE STATUS?**

The nearest military health care provider approves civilian health care provider's placement of members on quarters.

**I WAS PLACED ON QUARTERS WHILE ON LEAVE STATUS AND HAVE BEEN RELEASED FROM THE HOSPITAL, CAN I RESUME ON LEAVE?**

Yes, the member will need to provide the leave approving authority with a statement from the attending physician or military treatment facility that certifies the period of quarters and date of release to the CSS. This statement is usually the admission and disposition list of the medical treatment facility.

**A MEMBER OF MY UNIT HAS BEEN PLACED ON QUARTERS, WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?**

Duty Status code 08 (Hospitalized, Not Assigned, Sick in Quarters) will apply if the medical community documents the member as being assigned to quarters.

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**A MEMBER OF MY UNIT HAS BEEN HOSPITALIZED. WHAT DUTY STATUS CODE SHOULD WE UPDATE ON MEMBER?**

Duty Status code 13 (Hospitalized, Assigned to Patient Squadron or Hospital) will apply if the member is admitted to the hospital.

**MEMBERS IN MY UNIT HAVE COMPLETED THE REQUIRED TRAINING AND DOCUMENTATION TO TELEWORK AND I HAVE AUTHORIZED THEM TELEWORK. WHAT DUTY STATUS CODE ARE THEY PLACED ON?**

If the member is telework prepared (has completed the training and has laptop or computer access from home), then their duty status would be 00 (Present for Duty).

**I HAVE A MEMBER THAT HAS BEEN ON QUARTERS LONGER THAN 72 HOURS AND WE ARE UNABLE TO ADJUST IN MILPDS?**

If system edits will not allow for changing the expiration date, then the unit will need to continue to update the Duty Status 08 until the 14 days have expired. Alternative would be using the Duty Status 14 which you could put the expiration date in. If the member is placed in Duty Status 14, the unit will need to continue to track this as a member under quarantine.

**MY UNIT IS UNABLE TO TELEWORK DUE TO OUR MISSION BUT WE HAVE BEEN TOLD TO NOT REPORT TO DUTY; HOW ARE THESE MEMBER'S ACCOUNTED FOR?**

Airmen who are not able to work due to unforeseen circumstances and they do not have telework capabilities, the Commander may place the Airmen in Duty Status Code 14. The unit will need to track these members by any means feasible and ensure they are brought back to Duty Status 00 once they return to work. Members will still accrue leave and all entitlements will remain unchanged.

**I HAVE TOLD A MEMBER TO SELF-QUARANTINE BUT ARE HE/SHE IS NOT SICK. WHAT DUTY STATUS WILL THIS MEMBER BE IN?**

Airmen who may have been in contact with another member who may have been effected by COVID- 19, the Commander may authorize the member to Self-Quarantine. Duty Status 14 should be used for this situation. If the member is placed in Duty Status 14, the unit will need to continue to track this as a member under self-quarantine.

**IF I AM PLACED IN DUTY STATUS 14. WILL I STILL ACCRUE LEAVE AND RECEIVE MY NORMAL AUTHORIZED ENTITLEMENTS?**

Members will still accrue leave and all entitlements will remain unchanged. This is not a negative Duty Status.

**01. I HAVE AN EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP), EXPEDITED TRANSFER (ET) OR HUMANITARIAN PCS TO OR FROM AN IMPACTED LOCATION. NOW WHAT?**

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**A1.** Specific PCS guidance for military Airmen is outlined in the “[STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions due to the Coronavirus Disease \(COVID-19\)](#).” Review Parts I and II in their entirety for current guidance regarding concurrent travel for dependents. Airmen who have a projected EFMP, ET or Humanitarian PCS **are not** automatically considered exceptions to the travel restrictions in effect. Exceptions may be granted in writing for **compelling cases** when travel is determined to be mission-essential, necessary for humanitarian reasons, or warranted due to extreme hardship. Part I, paragraph 3. provides additional guidance for Airmen seeking an exception.

Individuals traveling under an exception listed under this paragraph, including those traveling as part of a Department of State-issued Authorized Departure, are subject to travel screening protocols as provided in Attachment 3.

## **Q2. WHY DO I HAVE TO SEEK AN EXCEPTION TO THE CURRENT TRAVEL RESTRICTIONS IF I HAVE A HUMANITARIAN PCS TO OR FROM AN IMPACTED LOCATION WHEN “HUMANITARIAN REASONS” IS SPECIFICALLY LISTED?**

**A2.** Humanitarian Assignments are approved for a multitude of reasons: adoption, terminal family member, disasters, deaths, etc. **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. Requests for exception follow guidance in Part I, paragraph 3.

## **Q3. MY FIRST GENERAL, FLAG OFFICER OR MEMBER OF THE SENIOR EXECUTIVE SERVICE IN MY CHAIN OF COMMAND / SUPERVISION HAS APPROVED MY EXCEPTION FOR MY EFMP, ET OR HUMANITARIAN ASSIGNMENT, BUT MY RNLTD AND/OR DEROS WERE PUSHED 60 DAYS. NOW WHAT?**

**A3.** Approved exceptions will not be processed/routed through AFPC/DP3AM for final review or approval; however, if changes to recently extended RNLTDs and/or DEROS’ are required to allow movement, Airmen are to work with their servicing MPS/MPF for submittal. MPS/MPFs will submit the Airman’s request with the signed approval to [afpc.dp3am.workflow@us.af.mil](mailto:afpc.dp3am.workflow@us.af.mil). Opening a CMS ticket is not required.

## **Q4. CAN I STILL APPLY FOR A HUMANITARIAN, ET OR EFMP REASSIGNMENT DURING THE STOP MOVEMENT?**

**A4.** Yes. Normal operations have not ceased for the Special Assignment Programs Team. We continue to accept and process applications. PCS’ approved during the Stop Movement will be provided an RNLTD of July 2020 at the earliest, and DEROS of June 2020 at the earliest. Early reporting is not authorized. Departure prior to the expiration of the travel restrictions identified within “[STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions due to the Coronavirus Disease \(COVID-19\)](#)” is not authorized without an approved exception.

## **Q5. WHERE CAN I FIND THE STATUS OF MY EFMP, ET OR HUMANITARIAN PCS APPLICATION DURING THE STOP MOVEMENT?**

**A5.** The status of a pending application can be found by contacting the Total Force Service Center (TFSC) at (210) 565-0102. At this time, the TFSC continues to provide support to all Airmen, 24 hours a day, 7 days a week. Updated status reports are provided to the TFSC each Monday and Thursday from our Case Management Team. We appreciate your patience as we work diligently to respond to global inquiries and prioritize applications.

## **Q1. THE STOP MOVEMENT GUIDANCE INDICATES THAT RETIRING AND**

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**SEPARATING AIRMEN ARE EXEMPT FROM THE TRAVEL RESTRICTIONS. DOES THAT MEAN AIRMEN CAN TAKE PERMISSIVE TDY AND TERMINAL LEAVE?**

**A1.** Military Airmen retiring or separating are exempt from the STOP MOVEMENT travel restrictions and may continue to out-process. Airmen may begin commander-approved permissive TDY and/or terminal leave as scheduled. While exempt from the STOP MOVEMENT travel restrictions, Airmen are subject to applicable travel screening protocols.

**O2. CAN RETIRING AND SEPARATING AIRMEN PARTICIPATE IN THE SKILL BRIDGE PROGRAM?**

**A2.** Military Airmen retiring or separating are exempt from the STOP MOVEMENT travel restrictions and may participate in an approved Skill Bridge program. While exempt from the STOP MOVEMENT travel restrictions, Airmen are subject to applicable travel screening protocols.

**O3. MAY I REQUEST A CHANGE OR WITHDRAWAL OF MY RETIREMENT/SEPARATION DATE BASED ON THE CURRENT SITUATION?**

**A3.** Since retiring and separating members are exempt from the STOP MOVEMENT travel restrictions, requests for date changes or withdrawals must be justified and include supporting evidence that clearly shows how approval would be in the best interest of the AF or that you are experiencing an extreme personal hardship uncommon to other military members. Approval will be based on the justification provided and the manning in your AF specialty.

**O4. DUE TO LIMITED SERVICES ON MY INSTALLATION, I CAN'T COMPLETE ALL OF MY REQUIRED OUT-PROCESSING ACTIONS TO MY SCHEDULED DEPARTURE DATE. WHAT SHOULD I DO?**

**A4.** If possible, you should complete all out-processing actions prior to departure. If facilities are not available, the AFPC Relocations office, AFPC/DP3AM, has determined that the following items **must** be completed prior to your departure: Separation Health Physical Exam (SHPE), dental clearance memorandum, Finance separation/retirement briefing, Survivor Benefit Plan (SBP), security clearance termination statement, and the Transition Assistance Program (TAP) mandated training and counseling. Additionally, when applicable, members must also turn-in government issued passports, clear base housing, and turn-in government issued equipment. **Contact your MPF to schedule your final out-processing appointment or if you need assistance with completing these items.**

**O5. I'M ASSIGNED TO A REMOTE SITE OVERSEAS THAT DOES NOT HAVE THE FACILITIES FOR ME TO COMPLETE OUT-PROCESSING. WHAT SHOULD I DO?**

**A5.** If you are stationed at a location overseas that does not have the facilities for out-processing, you may request travel to a Separation Processing Base (SPB) in the United States to complete the required actions. The SPB location must be the Air Force base in the United States that is closest to your Home of Selection or leave address, which has a Military Personnel Flight and Financial Services Office. Time spent at a SPB is limited to no more than 8 duty days to allow you to complete the medical and dental clearances, TAP program, travel vouchers, permissive TDY/terminal leave requests, and turn in items like family member government-issued passports.

Recommend you contact the SPB location in advance of travel to determine their availability and

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schedule your arrival accordingly. Please review the Personnel Services Delivery guide on myPers for more information on the SPB program.

**O6. DUE TO SOCIAL DISTANCING PROCEDURES IMPLEMENTED AT MY INSTALLATION, THE TAP BRIEFING HAS BEEN CANCELLED AND MY DEPARTURE DATE IS APPROACHING. WHAT SHOULD I DO?**

**A6.** Most Airman & Family Readiness Centers (A&FRCs) are minimally manned or teleworking; however, counselors are able to conduct Initial Counseling, Pre-separation Counseling and Capstone via Skype, FaceTime or telephonically. Additionally, if you need to complete the TAP Workshop or required two-day tracks, you can do so virtually through the Joint Knowledge Online website. Please contact your local A&FRC for more information.

**O7. SINCE I AM RETIRING/SEPARATING, CAN I STILL SCHEDULE MY HOUSEHOLD GOODS PICK-UP WITH THE LOCAL TMO?**

**A7.** On 18 Mar 2020, USTRANSCOM and the Personal Property Activity Headquarters published guidance to the Transportation Management Offices announcing that retiring and separating members should not be hindered from scheduling household goods movements. Please contact your local TMO to schedule your pick-up or for more information.

**O8. I'M AT AN OVERSEAS LOCATION WHERE THE LOCAL COMPANIES ARE NOT SCHEDULING PICK-UPS DUE TO LOCAL RESTRICTIONS OR A SHELTER-IN-PLACE INITIATIVE. WHAT SHOULD I DO?**

**A8.** In cases where you can't arrange household good pick-up, you can request a change to your retirement or separation date. You can also delay the start of your permissive TDY and/or terminal leave or provide a power of attorney to someone else to ship goods for you, if you prefer.

- **For approved retirements**, you will need to submit the retirement date change request via myPers, which will be forwarded to your commander for a recommendation.
- **For enlisted with an ETS/DOS separation**, you will need to submit the change request via myPers to the DP1 M Separations box.
- **For officers or enlisted with an approved early separation** (i.e., PETS), you will need to apply through the vMPF Self Service Action, similar to when applying for separation. You will also need your unit commander endorsement.
- **For all requests (retirements or separations)**, be sure to include the new retirement or separation effective date, as well as documentation to show the new household goods pick-up dates, adjusted final out-processing date, shelter-in-place order, or other applicable information on local restrictions.

**O9. I'M ASSIGNED OVERSEAS BUT ON MID-TOUR LEAVE AND CAN'T TRAVEL BACK TO MY BASES DUE TO THE STOP MOVEMENT. I'M RETIRING/SEPARATING AT THE END OF MY OVERSEAS TOUR. WHAT SHOULD I DO?**

**A9.** When your leave is finished, your unit should change your duty status to code 14 while you are waiting for lifting of the travel restriction. You should also request to accelerate your retirement or separation date by submitting a change request through myPers. We will work with the assignment team to approve a DEROS curtailment to accommodate your retirement/separation. If your date change is approved and you have not completed your final out-processing actions, you should contact your unit/Military Personnel Flight to complete your actions remotely.



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**Q10. I AM CURRENTLY DEPLOYED, BUT HAVE AN APPROVED SEPARATION/ RETIREMENT. DEPLOYED MEMBERS ARE CURRENTLY UNDER STOP MOVEMENT FOR REDEPLOYING. AM I ABLE TO REDEPLOY TO HOME STATION IN ORDER TO OUTPROCESS FOR MY SEPARATION OR RETIREMENT?**

**A10.** Yes, you will be able to redeploy to home station to execute your separation or retirement. Airmen with an approved separation or retirement are exempt from the STOP MOVEMENT and considered must movers. Refer to your servicing PERSCO Team for specific redeployment guidance. Members will be returned to home station with enough time to have at least 30 days to outprocess.

**Q11. DO AIRMEN RETURNING FROM DEPLOYMENT GET TIME ADDED TO THEIR DOS IF THEY ARE SUBJECTED TO 14-DAY QUARANTINE AFTER ARRIVAL (ARE THEY ENTITLED TO 30 DAYS)?**

**A11.** No, Airmen returning from deployment will need to conduct the 14-day quarantine during the 30 days. Airmen need to be aware of current travel restrictions and must comply within the confines of current policy.

**Q12. HOW DO I OBTAIN A SHPE IF THE MTF WILL NOT CONDUCT FACE-TO- FACE APPOINTMENTS DUE TO CRITICAL LIMITATIONS?**

**A12.** If SHPEs cannot be accomplished via face-to-face due to mission critical limitations MTFs may employ the option to conduct virtual SHPE appointments.

**\*\*Please refer to this FAQ as information will be updated periodically as the situation develops\*\***