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PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

OCT 13 2020

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
COMMANDERS OF THE COMBATANT COMMANDS
DIRECTORS OF DEFENSE AGENCIES
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Authorized Departure Transition and Termination — Individuals at Higher Risk from COVID-19

The Department of State (DOS) determined that the September 10, 2020 Global Authorized Departure will remain in effect until December 9, 2020, unless terminated earlier under conditions specified in my September 8, 2020 memorandum, "Authorized Departure Terminations and Requested Returns – Individuals at Higher Risk from COVID-19."

In addition, DOS has reduced the subsistence expense allowances (SEA) for the remaining evacuation period and eliminated the transportation allowance for DoD civilian employees and their eligible family members (EFMs). SEA will be reduced to 50 percent of the maximum allowable rate from October 10, 2020 through November 8, 2020, and to 25 percent of the maximum allowable rate from November 9, 2020 through December 8, 2020. These reductions will also apply to safe haven allowances for Service members' EFMs. The Defense Travel Management Office will provide additional guidance on benefits payment processing based on the latest guidance from DOS.

DoD Components should begin planning for the safe return to permanent duty stations of DoD civilian employees and DoD EFMs currently at safe havens under the September 10, 2020 Global Authorized Departure. This planning should include a review and application of travel restrictions and applicable force health protection guidance. If DoD civilian employees cannot return due to continued travel restrictions or other reasons, these employees must work with their DoD Components to make appropriate arrangements that allow the employees to fully perform the essential functions of a position, such as continued telework, an alternate assignment, or relocation. DoD Component Heads may authorize separate maintenance allowance for civilian employees' EFMs who choose not to return to post.

The DoD point of contact is Ms. Ann Lee, Office of the Executive Director, at ann.y.lee6.civ@mail.mil or (703) 693-3002.

A handwritten signature in black ink, appearing to read "Matthew P. Donovan", is located below the text.

Matthew P. Donovan

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cc:

Chief Management Officer of the Department of Defense
Under Secretary of Defense for Policy,
Chief Operating Officer
Deputy Chief of Staff G1, U.S. Army
Chief of Naval Personnel
Deputy Chief of Staff for Personnel,
U.S. Air Force
Deputy Commandant for Manpower
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Deputy Assistant Secretary of Defense
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Defense Intelligence Agency, DXS-4B
Defense Travel Management Office