



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
4800 MARK CENTER DRIVE  
ALEXANDRIA, VA 22350-1400**

**APR 09 2020**

**MEMORANDUM FOR ALL DoDEA PERSONNEL ASSIGNED TO FOREIGN AREAS**

**SUBJECT: Modification for Authorized Departures Related to COVID-19 (Change 1)**

**REFERENCES:**

- a. Under Secretary of Defense for Personnel and Readiness Memorandum, "Modifications for Authorized Departures and Ordered Departures Related to COVID-19," dated April 3, 2020 (attached)
- b. MOD 01 to Revision 01 to DOD Response to Coronavirus-2109 EXORD, dated 24 March 2020.

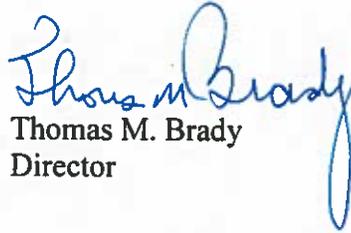
The Under Secretary of Defense for Personnel and Readiness Memorandum has modified the Global Authorized Departure notice sent to DoDEA employees on April 1, 2020, to allow the election of an alternate safe haven for employees. The referenced memorandum clarifies that the United States, to include the 50 states and the District of Columbia, is the alternate safe haven for departing employees. The previous guidance designated Arlington, Virginia with alternate safe havens in the United States only authorized for eligible family members (EFM).

Once a qualified employee and EFM are evacuated under this order, they are ineligible to return to the assigned foreign area duty location until the Authorized Departure is officially terminated by the Department of State (DOS). Be advised that while the Authorized Departure is global, the termination by DOS of the evacuation may be regional or country based depending on the changing situation around the globe. Employees and EFM assigned to duty stations where the termination is directed would be expected to return to their duty station to support the reopening of school operations.

All DoDEA employees and their EFM eligible for this Authorized Departure should understand that this is a personal, voluntary decision. When assessing the need to evacuate, DoDEA employees should balance their own unique circumstances with conditions at both origin and destination. Those who are considering returning to the states are urged to check with state health agencies and the CDC for specific requirements and other information about their respective destinations including the availability of medical care in those locations.

We have revised the previously issued guidance and the DoDEA website to reflect this change. Revised procedures for requesting evacuation, preparing for an evacuation, and actions required upon arriving at a safe haven location are provided at Enclosure 1. Information regarding travel and safe haven entitlements and entitlement filing instructions are provided at Enclosure 2. Allowances associated with the Authorized Departure are authorized in accordance with Chapter 6 of the Joint Travel Regulation and Chapter 600 of the Department of State Standardized Regulations (DSSR).

Questions concerning this memorandum should be submitted through management to the HQ DoDEA COVID-19 Helpdesk at email: COVID19@dodea.edu or phone: 703-438-1075.

  
Thomas M. Brady  
Director

**Enclosures:**

**DoD Memorandum: Modifications for AD Related to COVID-19**

**Enclosure 1 Evacuation Instructions**

**Enclosure 2 Evacuation Allowances and Filing Instructions**

**DoDEA Evacuation Request**