



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
HEADQUARTERS  
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**MAY 12 2020**

**MEMORANDUM FOR ALL DoDEA EMPLOYEES**

**SUBJECT: Travel Guidance for Summer Recess and SY 2020-2021 Opening**

- References:** (a) DoDEA Memorandum, "Travel Guidance During COVID-19 Pandemic," March 23, 2020  
(b) DoDEA Memorandum, "Modification for Authorized Departures Related to COVID-19 (Change 1)," April 9, 2020  
(c) Secretary of Defense Memorandum, "Modification and Reissuance of DoD Response to Coronavirus Disease 2019 – Travel Restrictions," April 20, 2020

As we move rapidly toward the end of the school year, I think it is important to remind all DoDEA employees that the current DoD official travel restriction and stop movement order remains in effect through June 30, 2020. As you know all forms of official travel will continue to require a DoDEA Director approved travel waiver until then. This is obviously an extraordinarily challenging, frustrating and concerning time for all of us. However, the DoD has implemented these measures to ensure the health, well-being, and safety of active duty, civilian employees, and their families.

This DoD restriction has important implications for Renewal Agreement Travel (RAT) for our educators and support personnel serving on transportation agreements. Please be aware that RAT is not authorized while the DoD official travel restriction is in place.

Due to the extension of the DoD travel restriction and stop movement order, any self-procured RAT scheduled prior to July 1, 2020 will not be reimbursed. Scheduling RAT through SATO is strongly encouraged and protects employees in the event that the travel restriction is extended further into the recess period, requiring airline tickets/reservations be cancelled and/or rescheduled. At this time, SATO offices are scheduling RAT for travel that starts July 1, 2020 and beyond. DoDEA has worked closely with all SATO offices to ensure that all travel scheduled through them is cancelled if it occurs prior to July 1, 2020. If the stop movement order is rescinded, you may contact SATO and schedule travel earlier based on the revised guidance.

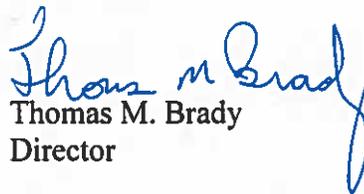
Although the DoD official travel restriction and stop movement order does not apply to employee (and family member) personal travel, DoDEA employees (and family members) remain subject to host nation, federal, state, and local travel restrictions and are strongly encouraged to observe COVID-19 protective measure recommendations during personal travel. Furthermore, regardless of an employee's duty status, local military installation/community and host nation COVID-19 guidance/directives will continue to apply to all DoDEA employees until such guidance/restrictions are canceled by the issuing authorities.

All DoDEA employees must also continue to observe the mandatory 14-day quarantine, as established per the DoD direction. It is extremely important that school-level employees traveling during the summer recess period return to their permanent duty station early enough to observe quarantine requirements and account for travel delays they may encounter in order to be able to physically report for duty at the start of the school year.

DoDEA's mission to educate, engage, and empower each student to succeed in a dynamic world has a direct impact on the overall readiness of our military forces. Each and every employee has a responsibility and an obligation to be prepared to deliver on that mission as we open schools for the new school year and may be subject to discipline if unable to physically report. Especially important during the summer recess period is the ability of supervisors to provide employees information updates if necessary. Prior to departing on personal travel, please ensure that your supervisor has accurate contact information.

Our schools play an integral role in our military communities worldwide. Safely restoring structured education by returning students to the familiar environments and routines found in our schools for the coming school year will help our communities in re-establishing much needed stability and continuity.

I offer my sincere thanks to all DoDEA employees whose work ensures that DoDEA's important mission continues to be accomplished during these challenging times.

  
Thomas M. Brady  
Director