



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

JAN 15 2021

MEMORANDUM FOR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Updated Department of Defense Education Activity Travel Request Guidance

- References:
- (a) Force Health Protection Guidance (Supplement 14) -Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic
 - (b) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," May 22, 2020
 - (c) Secretary of Defense Memorandum, "Delegation of Waiver Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," October 5, 2020
 - (d) Department of Defense Education Activity Memorandum, "Guidance on Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," October 22, 2020 (hereby rescinded and replaced)
 - (e) Department of Defense Joint Travel Regulations, current edition
 - (f) Department of Defense Instruction 6025.23, "Health Care Eligibility Under the Secretarial Designee (SECDES) Program and Related Special Authorities," September 16, 2011
 - (g) Department of Defense Education Activity Memorandum, "Department of Defense Education Activity Travel Request Guidance," March 16, 2020 (hereby rescinded and replaced)

1. **PURPOSE.** This Department of Defense Education Activity (DoDEA) memorandum updates established policies and procedures for the processing of government-funded travel requests to meet Department of Defense (DoD) requirements. It provides updated pre- and post-travel guidance for purposes of Force Health Protection (FHP) of DoDEA civilian employees and family members, and contractor personnel. This guidance is effective immediately.

2. **APPLICABILITY.** This memorandum applies to all government-funded travel waiver requests for DoDEA civilian employees and family members, and contractor personnel. Applicable travel types include Temporary Duty (TDY), Educational Travel (EdT), Permanent Change of Station (PCS), Employee/Dependent Medical Travel (in arrears, if applicable), and Emergency Visitation Travel (EVT) (in arrears, if applicable). Travel waivers are not required for Renewal Agreement Travel (RAT), Separation/Retirement travel, and travel by civilian employees complying with overseas tour rotation agreement requirements, but all government-funded travelers must comply with the Travel Health Risk Assessment, Restriction of Movement (ROM), and COVID-19 testing requirements.

3. **POLICY.** It is DoDEA policy that all travel follows the guidance in this memorandum and all references listed. This is inclusive of the Mission Essential Travel Request (METR), Travel Health Risk Assessments, pre-flight COVID-19 testing requirements, actual travel, and post-travel ROM.

- a. All international and domestic government-funded travel will stop movement while this memorandum is in effect, unless the conditions of unrestricted travel outlined in reference (b) are met and in accordance with pre and post travel requirements outlined in this memorandum. Travel installation status updates are available at <https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

- b. Exceptions to the restricted travel may be granted in writing on a case by case basis when:
- (1) Determined to be mission essential.
 - (2) Necessary for humanitarian reasons.
 - (3) Warranted due to extreme hardship.
- c. Approval Authority for waivers: Pursuant to reference (d), I delegate the authority to approve waivers of government-funded travel restrictions imposed within reference (b) to the:
- (1) Directors for Student Excellence, or as an alternate, Region Chiefs of Staff, for within region, inter-district, and Superintendent government-funded travel.
 - (2) District Superintendents for intra-district government-funded travel.
 - (3) Headquarters Chief of Staff or Chief, Resource Management (RM) for Headquarters staff and Forward Integrated Support Team (FIST) employee routine TDY, all PCS travel and DoDEA-wide travel that requires OCONUS/international travel outside an employee's region.
 - (4) Further delegation of travel approval authority is not authorized. Each requested waiver will be considered on a case by case basis. Managers are expected to continue to apply strict scrutiny to requests for travel.
 - (5) Required DoDEA standard waiver formats are attached. Each signing authority must maintain a record of all approved waivers and Travel Health Risk Assessments, and forward to the servicing RM office for travel coordination.
- d. Waiver Requirements:
- (1) The DoDEA METR (attached), must be used for all travel waivers.
 - (2) At a minimum, the METR will include the following justification statements:
 - a. Justification that the travel meets the approval authority category stated above in section 3b. Include a detailed description as to why objectives cannot be met using remote collaboration tools (e.g., teleconferencing, videoconferencing, webinars, and online sharing applications).
 - b. Purpose of travel.
 - c. Dates and location of travel, a description of the travel location and means of travel. Travelers should carefully plan travel to ensure scheduled flights do not transit through or originate in Center for Disease Control (CDC) Level 3/4 designated locations.
 - d. Name of each traveler.
 - e. Estimated expense itemization for each traveler.

- (3) Each METR will include a Travel Health Risk Assessment (attached). In all cases, DoDEA civilian employees, family members, and contractor personnel should not travel if they have tested positive for COVID-19 and have not yet met the criteria for discontinuing isolation, are symptomatic, or are pending COVID-19 test results. Travel should also be delayed if, in the past 14 days, the traveler was in close contact, as defined by CDC, with someone who has tested positive for and/or been symptomatic of COVID-19. Prior to travel, all travelers should be educated on how to self-monitor and what actions to take if one develops COVID-19 signs or symptoms or contracts COVID-19. PCS travelers must submit the Travel Health Risk Assessment to their gaining supervisor with a copy of travel arrangements prior to commencing travel.
- a. For DoDEA civilian employees, a Travel Health Risk Assessment is required before government-funded travel.
 - b. For DoDEA family members, coordination and/or reimbursement for government-funded travel may only occur once the civilian employee submits a Travel Health Risk Assessment on behalf of the family member(s).
 - c. For DoDEA contractor personnel, DoDEA contracting officers will ensure that all contracts that include performance requiring official travel outside the United States require DoDEA contractor personnel to complete a Travel Health Risk Assessment.

4. GENERAL TRAVEL REQUIREMENTS

- a. Testing: Pre-travel and ROM-associated COVID-19 testing is authorized for government-funded international air travel at military medical treatment facilities, when available (see 4.a.1 and 4.a.2 below). All personnel conducting government-funded international air travel must be tested with a viral molecular test one to three days before departure via commercial or military airlift and maintain proof of the negative test during travel. All testing will be conducted in accordance with applicable U.S. Food and Drug Administration and DoD regulation and guidance. If the destination location requires a specific test or test timing, personnel must follow the destination location requirement instead. It is the traveler's responsibility to ensure compliance with all travel requirements.
 - (1) Pre-travel COVID-19 testing is authorized at military medical treatment facilities on a non-reimbursable basis in accordance with reference (f) for DoD civilian employees, not otherwise eligible to receive care. Testing is authorized on presentation of electronic or paper copy of travel orders at military medical treatment facilities in accordance with this guidance and per reference (f).
 - (2) When testing is not available at a military medical treatment facility, in accordance with reference (e), reimbursement is allowed for "Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary". For employees whose health care coverage does not support COVID-19 testing, employees may seek reimbursement. The traveler is required to submit an itemized receipt and "Memorandum for Record, Subject: Reimbursement for COVID-19 Testing" (attached), attesting to the reimbursement denial from health care insurance. Only the cost of COVID-19 testing is reimbursable, no additional costs associated with an office visit are reimbursable. The traveler may use the Government Travel Charge

Card (GTCC) to pay for the test, and seek reimbursement with receipts through the travel voucher settlement.

b. Government- Funded Travel Associated ROM

- (1) In accordance with host nation, installation, and federal ROM requirements, travelers will adhere to strict FHP measures for 14 days post-travel. If returning to a domicile, limit close contact (i.e., within six feet) with anyone who did not travel, avoid crowds; avoid the use of public transportation; and avoid close interaction with pets or other animals.
- (2) The ROM location is considered the official duty location and telework authorized, when practicable, per approval of the traveler's supervisor. All travelers cannot return to their workplace until they have completed a 14-day ROM.
- (3) Travelers must self-monitor for fever, cough, difficulty breathing, or other COVID-19 signs and symptoms as described by the CDC at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If signs or symptoms consistent with COVID-19 develop during the 14-day self-monitoring period, individuals will, to the fullest extent practicable, immediately self-isolate in accordance with CDC guidance, limit contact with others, seek advice by telephone or other authorized communication modalities from an appropriate healthcare provider to determine whether medical evaluation and testing for COVID-19 is needed, and return to work only at the direction of an appropriate healthcare provider.
- (4) DoDEA civilian employees should notify their supervisor if they or persons in their household developed signs or symptoms consistent with COVID-19. Such health information will only be used for FHP purposes and will be protected in accordance with applicable laws and policy.
- (5) If ROM is conducted prior to travel, follow on transportation must be conducted in a manner that minimizes the risk of personnel being exposed to or contracting COVID-19 during travel.

c. DoDEA employees and family members must comply with applicable military installation, Geographic Combatant Command (GCC) with responsibility over the destination geographic area, Host Nation (HN), local, State, and Federal government, and Electronic Foreign Clearance Guide requirements. Prior to family members engaging in government-funded travel, the DoDEA civilian employee must attest that their family members have followed the same requirements as those set forth for civilians in this guidance. Failure to do so may result in delay or cancellation of previously authorized travel. This attestation requirement will be incorporated into travel orders issued to the employee.

d. Un-official/leisure travel: DoDEA civilian employees, family members, and contractor personnel should comply with the guidance and/or applicable local, military installation, GCC with responsibility over the destination geographic area, HN, local, State, and Federal government, and Electronic Foreign Clearance Guide procedures for the areas to which, and through which, they are traveling, and are strongly recommended to follow the FHP guidance provided within this document and any other DoD Component-specific guidance. All personnel and family members conducting air travel are recommended to be tested with a viral molecular test one to three days before departure via commercial or

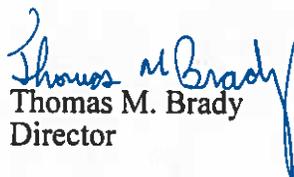
military airlift and maintain proof of the negative test during travel. DoDEA civilian employees, family members and DoDEA contractors are strongly encouraged to complete a Travel Health Risk Assessment before unofficial travel.

- e. Air Travel Arrangements: It is highly encouraged to book government funded air travel through the Government Travel Office (SATO) in case travel is not approved. If government funded travel is not booked through a Government Travel Office, DoDEA may not be able to reimburse members for the cost of cancellation, change fees, or unused tickets.

5. TRAVEL REQUEST PACKAGE: Travel request packages must be submitted to the appropriate approval authority as defined in section 3.c of this guidance. Travel Request Packages must include:

- a. DoDEA METR.
- b. Signed Travel Health Risk Assessment for each DoDEA civilian employee traveler. Families may submit one assessment.

6. POINTS OF CONTACT. For questions about requirements or staffing travel requests, please contact: in Europe, Teresa.Moore@dodea.edu, in the Pacific, Lawrence.Alvarado@dodea.edu, the Americas Carl.Isbell@dodea.edu, and at Headquarters Sara.Clow@dodea.edu.


Thomas M. Brady
Director

Attachment:
As stated



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
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**MISSION ESSENTIAL TRAVEL REQUEST (METR)
ACTION MEMO**

FOR: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

FROM: CHIEF OF STAFF

SUBJECT: Mission Essential Travel Request for Temporary Duty

References: (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions" (22 May 2020)
(b) Department of Defense Education Activity Memorandum, "Updated Department of Defense Education Activity Travel Request Guidance" (January 14 2021)

- 1. Name of the Travel/Event: Temporary Duty (TDY) travel for Purpose.**
- 2. Dates of the Travel/Event: Day Month 2021 - Day Month 2021.**
- 3. Location of the Travel/Event: Location of TDY.**
- 4. Traveler Information: Employee Name.**
- 5. Estimated Total Expenses for Those Attending/Hosting: \$X,XXX.XX.**
- 6. Travel/Event Purpose and How it Advances the Mission of DoDEA: Brief description of the travel requirement and how it is mission essential.**
- 7. Request for Exception to Policy: Request exception to the DoD travel restriction to allow for mission critical requirements. Traveler must adhere to COVID-19 related medical screening protocols, restrictions, and requirements, and abide by all applicable host nation, installation, and local, State, and Federal requirements, including Restriction of Movement. This exception is valid for travel between the origin, destination, and return to include any intermediate stops required by the routing.**

RECOMMENDATION: Approve the subject travel request.

Thomas M. Brady, Director, Department of Defense Education Activity (DoDEA)

Approved _____ Disapproved _____

Prepared by: First and Last Name, email address, phone number.



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**MEMORANDUM FOR: SATO TRAVEL OFFICES- WORLDWIDE
AIR MOBILITY COMMAND**

FROM: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

SUBJECT: Exception to Policy for Employee Dependent Medical Travel

References: (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions" (22 May 2020)
(b) Department of Defense Education Activity Memorandum, "Updated Department of Defense Education Activity Travel Request Guidance" (January 14 2021)

- 1. In accordance with the Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions (22 May 2020), the following DoDEA Employee and dependent are authorized travel:**
 - a. First and Last Name, DoDEA Employee.**
 - b. First and Last Name, daughter of DoDEA Employee.**
- 2. Air Mobility Command Patriot Express is authorized for air travel as appropriate. An exception to the COVID-19 space-available eligibility and reserved/ticketed seat restrictions is approved. This exception is valid for travel between the origin, destination, and return to include any intermediate stops required by the routing. Please allow and arrange travel accordingly.**
- 3. Request exception to the DoD travel restriction to allow for Employee Dependent Medical Travel. Traveler(s) must adhere to COVID-19 related medical screening protocols, restrictions, and requirements, and abide by all applicable host nation, installation, and local, State, and Federal requirements, including Restriction of Movement.**
- 4. Point of contact is First Name Last Name, Email address and phone number.**

**Thomas M. Brady
DoDEA, Director
SES-3**



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**MISSION ESSENTIAL TRAVEL REQUEST (METR)
ACTION MEMO**

FOR: DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

FROM: CHIEF OF STAFF

SUBJECT: Travel Request for Emergency Visitation Travel

References: (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions" (22 May 2020)
(b) Department of Defense Education Activity Memorandum, "Updated Department of Defense Education Activity Travel Request Guidance" (January 14 2021)

- 1. Name of the Travel/Event: Emergency Visitation Travel (EVT) due to reason.**
- 2. Dates of the Travel/Event: Day Month 2021 to Day Month 2021.**
- 3. Location of the Travel/Event: City, State.**
- 4. Traveler Information: John Doe, DoDEA Employee. (adjust to indicate dependent, if necessary)**
- 5. Estimated Total Expenses for Those Attending/Hosting: \$XXXX.XX.**
- 6. Travel/Event Purpose and How it Advances the Mission of DoDEA: EVT due to Reason verified by Red Cross message. (Short description of the situation requiring EVT)**
- 7. Request for Exception to Policy: Request exception to the DoD travel restriction to allow for emergency visitation travel. Traveler must adhere to COVID-19 related medical screening protocols, restrictions, and requirements, and abide by all applicable host nation, installation, and local, State, and Federal requirements, including Restriction of Movement. This exception is valid for travel between the origin, destination, and return to include any intermediate stops required by the routing.**

RECOMMENDATION: Approve the subject travel request.

Thomas M. Brady, Director, Department of Defense Education Activity (DoDEA)

Approved _____ Disapproved _____

Prepared by: First and Last Name, email address, phone number.

Department of Defense Education Activity (DoDEA)
Travel Health Risk Assessment

Under Secretary of Defense Memorandum dated December 29, 2020, Subject: "Force Health Protection Guidance (Supplement 14) – Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic," requires DoD employees and family members to complete a health risk assessment before all government- funded travel.

Name of Travelers; please list all traveling:

Date of Requested Travel Departure:

Origin and Destination Locations: From:

To:

Please answer the following questions for all members of the traveling party (Each DoDEA employee requires a separate assessment. The DoDEA Employee attests to information respective to traveling family members):

1. Have you exhibited any signs or symptoms of COVID-19 within the last 14 days? Yes No
2. Have you had contact with anyone having, or known to have exhibited, signs or symptoms of COVID-19, or who has tested positive for COVID-19 in the previous 14 days? Yes No
3. Have you traveled to a country, a State, territory or county with high or increasing COVID-19 transmission within the previous 14 days? Yes No
4. Are you at increased risk of severe illness of COVID-19? Yes No
5. Are you familiar with how to self-monitor and what actions to take if you or a family member develops COVID-19 symptoms or contracts COVID-19? Yes No
6. Does your destination have pre or post travel quarantine/ROM requirements, such as a mandatory 14-day quarantine/ROM prior to or upon your arrival? Yes No

If yes, consult your supervisor prior to travel for all quarantine/ROM requirements and comply accordingly.

7. Pre- flight COVID-19 tests are required between 24-72 hours of your flight. Are you aware of this requirement and prepared to facilitate this test in accordance with your travel schedule? Yes No

By signing, I certify that I have completed this travel health risk assessment in accordance with DoD guidance and I will travel in accordance with DoD and Host Nation requirements. I understand that false statements may result in DoDEA disciplinary actions to include host nation legal action. Additional travel costs associated with failure to follow travel restrictions may result in costs becoming my personal responsibility.

Traveler Signature
(Digital or Ink):

Date of Signature:

MEMORANDUM FOR RECORD

SUBJECT: REIMBURSEMENT FOR COVID-19 TESTING

I, _____, do hereby certify by this statement that expenses associated with a DoDEA management mandated COVID-19 test are not being reimbursed by my healthcare provider, insurance, or any other entity. Receipts validate out of pocket expenses therefore, support this request for reimbursement. Only the cost of the COVID-19 test is reimbursable, no additional costs associated with an office visit are reimbursable.

By signing, I certify that I have reviewed submitted receipts and verify accuracy of these costs. I understand that false statements may disqualify me from reimbursement under DoD regulations. I also understand these costs may become my personal responsibility, subject to collection as an overpayment in the event that approval for reimbursement is determined to be unwarranted. By signing, I certify that I am unable to receive any portion of reimbursement from any health insurance provider or any other source.

Employee Signature:

Date:

Authorizing Manager Signature:

Date: