MEMORANDUM FOR CAPTAIN JOHN DOE

FROM: AFIT/CL

SUBJECT: Approval of Travel for Non-Global Force Management Activities

(b) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, “Modification and Reissuance of DoD Response to Coronavirus Disease 2019 –Travel Restrictions” 20 April 2020
(c) Secretary of the Air Force, “Travel Restriction Delegation Authorities,” 16 March 2020

1. You are approved for travel as an exception to the DoD travel restrictions in accordance with references a – c above.

- Name of Service Member:
- Current Duty Assignment or Departure Location:
- Gaining Duty Assignment or Destination:
- Projected Departure Date:

2. Your dependents listed below are approved for travel as an exception to the DoD travel restrictions in accordance with the references a – c above.

- Name of Dependents:
- Current Departure Location:
- Destination:
- Projected Departure Date:

3. This exception meets the following condition, check all that apply:

  ( ) Mission Essential
  ( ) Humanitarian Reasons
  ( ) Hardship Reasons

4. The following travel situation applies:

  (X) Service Member traveling alone
  ( ) Service Member traveling concurrently with dependents
  ( ) Dependents traveling without the service member
5. Your Commander has coordinated and concurs with the approval of your official travel plans and your servicing MPF will receive a copy of this official travel waiver.

6. You are advised to adhere to the Force Health Protection guidelines in reference “a” above or later guidance, if any. Take all necessary precautions including following appropriate social distancing procedures, avoiding travel through high-risk areas, and be aware a 14-day self-quarantine period might be required at the completion of travel.

7. My Point of Contact for this issue is Dean/Director, 937-255-6565 x0000, john.doe@afit.edu.

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TODD I. STEWART, AD-28, DAF
Director and Chancellor
Air Force Institute of Technology

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I have been counseled on the possible risks based on requirement to perform mission essential travel. I will take all necessary precautions to ensure the safety of myself and my dependents (if applicable).

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JOHN DOE, CAPT, USAF
Instructor
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