Travel Waiver Instructions

Note: This page will not be included in signed waiver.

- Complete paragraphs 1 – 4 and the highlighted sections of the memo on the next page.
- Complete the sections below.
- Route: Supervisor, 2-Letter Dean/Director, Section CC, AU Det 1 CC, Chancellor

POC that can answer questions (commander, member, supervisor, etc.)

Rank/Name:

Phone Number (cell preferred):

Detailed explanation for why this waiver is required:
The request for this waiver is needed due to….

ORM Steps

The intended days of travel would be XXX to XXX and travelling back to Dayton, OH on XXX. I will be staying XXX and plan on interacting with XXX. I intend to frequently wash my hands and will adhere to all social distance guidelines when possible and wear proper PPE while traveling. I will also enter the required 14 day quarantine upon return to the local area.

(For AFIT Campus Personnel: Member will observe a 14-day telework period upon return from travel.)

If this waiver is not approved, what will happen?

There is a potential chance ….

Gaining Unit POC (for PCS travel not covered by other exemptions, provide gaining unit POC that you have coordinated with.)

Rank/Name:

Email and/or Phone:

If this is a PCS request, please include a separate email/memo from your gaining unit CC stating if you are mission essential and the impact if you don’t move move.