



**CHIEF MANAGEMENT OFFICER
9010 DEFENSE PENTAGON
WASHINGTON, DC 20301-9010**

MAR 17, 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF
DEFENSE
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
CHIEF OF THE NATIONAL GUARD BUREAU
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR OF OPERATIONAL TEST AND EVALUATION
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF
DEFENSE
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE
AFFAIRS
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC
AFFAIRS
DIRECTOR OF NET ASSESSMENT

SUBJECT: Delegated Authority for Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019

The attached Deputy Secretary of Defense memorandum, Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019, dated March 13, 2020, directs the Chief Management Officer (CMO) to serve as one of the approval authorities for exceptions to the newly established domestic travel restriction guidance for the Office of the Secretary of Defense, Defense Agencies and DoD Field Activities. The other approval authorities are the Combatant Commander if the individual is assigned to a combatant command; the Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff; and the Secretary of the Military Department concerned for personnel under his or her jurisdiction. Travel exceptions may be granted in writing for compelling cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, as determined by the DoD Component.

Effective immediately, and while these travel restrictions are in effect, I delegate my authority to grant exceptions to the travel restrictions for the Office of Secretary of Defense to the OSD Principal Staff Assistants for travelers and their families assigned to their offices. I delegate my authority to grant exceptions to the travel restrictions for Defense Agencies and DoD Field Activities to the OSD Principal Staff Assistants with authority, direction, and control over the respective Directors of the Defense Agencies and DoD Field Activities for travelers assigned to those organizations and their families. This authority may be further delegated in writing only to a level no lower than the first general officer, flag officer, or member of the Senior Executive Service in the traveler's chain of command or supervision. These exceptions are to be granted in

writing on a case by case basis, shall be limited in number, and shall be coordinated between the gaining and losing organizations, as appropriate.

Further delegations and any exceptions granted to individuals will be provided in writing to Executive Services Directorate (ESD), Washington Headquarters Services. ESD will provide the CMO with periodic updates on the delegations and exceptions.

Our understanding of COVID-19 continues to evolve and this delegation of authority will be evaluated as conditions warrant. Please ensure widest dissemination to ensure this is clearly communicated to those affected by these changes to travel policy.

The point of contact for this memorandum is Chris Choate, (703) 692-5475 or christopher.r.choate.civ@mail.mil.



Lisa W. Hershman

Attachment:
As stated

cc:
Directors of Defense Agencies
Directors of DoD Field Activities