



5 April 2020

502 ABW Teammates,

On 11 March 2020, the Department of Defense (DoD) issued a Stop Movement order that limited international travel. The Stop Movement order applies to all DoD military personnel, and to all DoD civilian personnel and DoD family members whose transportation is government funded. On 13 March 2020, the DoD issued an additional Stop Movement order for all domestic travel, which included limiting leave to the “local area”. On 15 March 2020, I defined the “local leave area” as a 150-mile radius from the center of San Antonio, not including Mexico.

On 16 March 2020, the Secretary of the Air Force determined, in writing, that currently scheduled, and Secretary of Defense-approved Global Force Management activities, are mission essential. However, on 24 March 2020, the Secretary of Defense issued a supplementary Stop Movement order for all international travel, including Global Force Management activities, for 60 days.

These memoranda have granted exceptions and exemptions for other situations, including separations, retirements, accessions, and those receiving medical care. Please see the attached Stop Movement Dashboard, also found on the myPers website, for additional information about these exceptions and exemptions.

The Secretary of the Air Force also delegated to me the authority to grant additional exceptions to the Stop Movement orders for those under my command, including for domestic permanent change of station, temporary duty, or leave outside the local area. 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.

Members of the 502 ABW seeking an exception for any type of travel must complete both Attachments 1 and 2 and route the completed documents through their unit commanders to 502 ABW/JA at usaf.jbsa.502-abw.mbx.502-abw-ja-workflow@mail.mil for my approval. If I approve the exception, the member will receive a signed approval memo to retain while traveling. Members traveling under an exception or exemption are subject to travel screening protocols.

Thank you for your continued support. Please continue to closely monitor the JBSA.mil webpage dedicated to COVID-19: <https://www.jbsa.mil/Information/CDC-Novel-Coronavirus-Response-Support/>.

LAURA L. LENDERMAN
Brigadier General, USAF
Commander, 502d Air Base Wing

7 Attachments:

1. ETP Coordination Form
2. ETP Approval Memorandum
3. Stop Movement Dashboard as of 27 March 2020
4. Local Leave Area Radius Map
5. Assignment Policy Index Questions and Answers
6. Entitlements Questions and Answers
7. Entitlements Matrix