



STOP MOVEMENT EXCEPTION TO POLICY (ETP) COORDINATION FORM

References:

- a) Office of the Secretary of Defense Memorandum, Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019, 11 March 2020
- b) OSD Memorandum, Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019, 13 March 2020
- c) AFPC MyPers STOP MOVEMENT and Concurrent Travel Guidance Related to Travel Restrictions Due to COVID-19, 12 March 2020
- d) SecAF Travel Restrictions Delegations of Authority Memo, 16 March 2020

TRAVELER INFORMATION

LAST NAME	MI	FIRST NAME	PAY GRADE
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# of Dependents Traveling	# Pets	DEROS	PERSONAL E-MAIL
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Dependent Names	WORK E-MAIL
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CELL PHONE

WORK PHONE

TRAVEL ITINERARY

JUSTIFICATION FOR ETP

ETP CATEGORY

MISSION TYPE

Mission Essential

Permanent Change of Station

Humanitarian Reasons

Temporary Duty

Extreme Hardship

Leave

LOSING UNIT/ POINT OF ORIGIN INFORMATION

Component	Unit/Section	POC/Supervisor
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Unit Contact Number	Unit E-mail
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GAINING UNIT/DESTINATION INFORMATION

Unit Name and/or Destination	Unit Location and/or Destination Location	POC/Supervisor or Destination Contact
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Unit/Destination Contact Number	Unit E-mail/Destination Contact E-mail
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14-Day Restriction of Movement (ROM) Plan

COORDINATION

SUPERVISOR RECOMMENDED

Traveler carries a signed copy of the approval memo for in & out-processing. Traveler will carry the memo on his/her person and maintain contact with unit leadership throughout duration of travel.

UNIT COMMANDER RECOMMENDED

The servicing MPF/CSS retains 1 signed copy on-file, and 502 ABW ROM Cell retains 1 signed copy on-file.

LEGAL RECOMMENDED