



# FACT SHEET

## Conditions-based Phased Approach to Personnel Movement and Travel

NAVADMIN 168/20 outlines a conditions-based, phased approach to personnel movement and travel, which provides the framework for lifting the current stop movement order that has limited official travel, permanent change of station moves, and leave/liberty as part of comprehensive mitigations to slow the spread of the COVID-19 pandemic. The message outlines two factors that must be met for unrestricted travel. These factors are (1) state and/or regional criteria (OSD P&R decision), and (2) installation-level criteria based on conditions in and surrounding DoD installations, facilities, and locations (Service decision).

“This conditions-based, phased approach prioritizes the safety and security of our personnel, their families and our communities while balancing the need to advance Service member career opportunities, unit rotational deployments, and other imperatives.”

-Vice Adm. John B. Nowell, Jr., Chief of Naval Personnel

### What you need to know

Green Means GO	Exceptions Still Apply	Waivers
<p>The Navy will maintain an excel spreadsheet on MyNavy Portal (MNP) that will update the status of Factor 1 and Factor 2 as either <b>RED</b> or <b>GREEN</b>. As outlined in NAVADMIN 168/20, a Sailor may travel/take leave without a waiver when both the departure and the destination are identified as GREEN on both Factor 1 and Factor 2. Review and update of red/green status will occur weekly.</p>	<p>The Navy recognizes there is a wide range of mission essential travel that needs to take place even as we continue to assess optimal conditions. The below circumstances are exceptions that do not need waivers:</p> <ol style="list-style-type: none"> <li>1. Attendance to accession schools or other schools in a Sailor’s initial pipeline such as boot camp and ‘A’ school that are necessary before arriving to a ship.</li> <li>2. Travel by patients for medical reasons.</li> <li>3. Travel for deployment or operational activities.</li> <li>4. Travel authorized in support for U.S. Transportation Command missions such as aircrew.</li> <li>5. Travel by personnel who are separating or retiring.</li> <li>6. Travel to/from professional military education.</li> </ol>	<p>Waivers to travel restrictions may be granted in cases where the travel is:</p> <ol style="list-style-type: none"> <li>1. Determined to be mission-essential</li> <li>2. Necessary for humanitarian reasons</li> <li>3. Warranted due to extreme hardship</li> </ol>
<p><b>Taking Leave</b></p> <ul style="list-style-type: none"> <li>• Sailors who want to take leave should apply the same “green means go” principle. Leave in areas that are red require a waiver.</li> <li>• COs and OICs shall review travel and leave/liberty plans with Sailors to ensure appropriate health measures are implemented, including ROM if required.</li> </ul>		<p><b>Installation Conditions</b></p> <p>At the installation level, the following conditions must be met to allow for safe travel:</p> <ol style="list-style-type: none"> <li>1. Removal of local travel restrictions.</li> <li>2. Availability of essential services such as childcare and moving services.</li> <li>3. Quality control/assurance capability for household goods packing and moving in the local area.</li> <li>4. Health Protection Condition that is favorable and recognizes a downward trend of cases (below HPCON C).</li> </ol>

### Additional Guidance For COs/OICs

Even when Factor 1 and 2 are met and travel is allowed without a waiver, COs/OICs should review travel plans carefully and implement risk mitigation measures when appropriate based on:

- Airport connections for air travel, rest stops for travel by vehicle
- A Sailor’s location if taking leave/liberty enroute to a school/PCS

**\*\*We must remain vigilant!\*\***

*Conduct travel according to Centers for Disease Control guidelines such as wear face coverings and social distancing*

### Policy Guidance Links:

- NAVADMIN 168/20 – Travel Restriction Update:
- <https://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2020/NAV20168.txt>
- OSD Memo dtd 22 May 2020: <https://media.defense.gov/2020/May/26/2002305766/-1/-1/1/TRANSITION-TO-CONDITIONS-BASED-PHASED-APPROACH-TO-%20COVID-19-PERSONNEL-MOVEMENT-AND-TRAVEL-RESTRICTIONS.PDF>

**Q1. Why is this being done?**

A1. We recognize the need to restart travel so that Sailors can move and conduct personal business in an unrestricted manner. The Secretary of Defense wants to do that safely and using data that will prevent a spike in COVID-19 cases. This plan is conditions-based, and we feel it best serves our fleet and keeps them safe.

**Q2. Some people seem to be facing hardship with the stop movement – are waivers available for people who might have recently sold their homes?**

A2. This policy is meant to protect our force, but we have instituted appropriate mechanisms to ensure that families and Sailors who may be in hardship have a way to get to their next duty station. We are encouraging Sailors at all levels to work with their chain of command. Waivers to the travel restrictions remain in effect as when we initially stopped all movement in March. The criteria is as follows: 1) Determined to be mission-essential, 2) Necessary for humanitarian reasons, or 3) Warranted due to extreme hardship. Again, we want to make sure every single Sailor and family member is taken care of in this uncertain time.

**Q3. Who is determining green or red status?**

A3. We have a team of experts in place to closely monitor this situation and will be using COVID-19 special data collection technology to make assessments. We are also taking direct input from our local installation commanders. They are the true eyes and ears on the ground, and we respect their assessment to how local conditions are progressing. They are also ensuring that we have critical services like childcare and available moving companies before we lift restrictions. We want to ensure the health of our force before making a “green” determination.

**Q4. Now that is conditions based, does this mean I can now take leave without the first flag officer approval?**

A4. Sailors can take leave without flag officer approval only if the area they are in and the area they are going to both reflect green. Even in those cases, it still remains up to the commanding officers and officers-in-charge to ensure the safety of the Sailor. We’re asking leaders to be extra diligent in validating trip plans. We want to allow commanding officers to approve leave but want to make sure it is safe first to do so.

**Q5. When can we hold conferences again?**

A5. All conferences and other similar events will be held virtually until an area transitions out of stop movement status as detailed in the most recent update NAVADMIN (168/20). We’re not in a race to start conferences back up again, particularly given Centers for Disease Control guidance to keep event gatherings at a minimum. Our force has adapted to a virtual world, and we want to continue to maximize use of these technologies to stay connected.

**Q6. What are some of the conditions that go into the factor of “green?”**

A6. Conditions to resume unrestricted travel rest on two overarching factors: (1) state and/or regional criteria, and (2) installation-level criteria based on conditions in and surrounding DoD installations, facilities, and locations. We want to align with existing conditions at the state/region level while empowering installation commanders to ensure the battlespace is postured to resume unrestricted movement. This two-factor approach meets that aim.

**Q7. How is “mission essential” travel defined and will I be able to PCS?**

A7. Mission-essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions, including positions that are deemed key and essential. Your best bet is to check with your detailer and your gaining command. If the unit you are going to is deploying, for instance, you will likely proceed forward.

**Q8. Where can Sailors find more information concerning COVID-19/all-stop guidance?**

A8. Navy military members and their families who have questions regarding COVID-19 guidance or entitlements associated with stop movement should contact the MyNavy Career Center (1-833-330-6622) or emailAskMNCC@navy.mil. Detailers are ready to support all order modifications and commands should work with their placement officers. Navy civilians should work with their local human resources office.