



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

MAR 18 2020

MEMORANDUM FOR ALL AFRC HQ/AF/RE/NAF/WING/CC&CCC/ARPC/RIO

FROM: AFRC/CC  
555 Robins Parkway, Suite 250  
Robins AFB GA 31098-2005

SUBJECT: AFRC Supplemental Guidance on "Mission Essential" Travel

- References:
- (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus 2019" March 11, 2020
  - (b) Secretary of Defense Memorandum, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019" March 13, 2020
  - (c) Secretary of the Air Force Memorandum, "Travel Restriction Delegations of Authority" March 16, 2020
  - (d) Air Force Reserve Command Memorandum, "2019 Novel Coronavirus Commander's Intent" March 15, 2020

1. This memorandum provides AFRC commanders additional guidance regarding exceptions to policy (ETPs) to references cited above for purposes of gaining approval for "mission essential" travel in support of continued operation of mission essential functions. This memorandum does not constitute approval of such requests; per the Secretary of the Air Force, approval for specific requests will be granted on a case-by-case basis. Approval authority is delegated in accordance with this memorandum and cannot be re-delegated.

NOTE: Dual-status technician General Officers must be in military status when granting ETPs

2. Based on our requirement to provide continued support for worldwide operations and maintain mission readiness, ETP approval for the following cases will reside with the first General Officer (GO) or member of the Senior Executive Service (SES) in the chain of command:

- a) Reservist travel from outside the local area (as defined by the installation commander) to station of assignment. Specific examples of such travel requirements include, but are not limited to, the following: Unit Training Assembly (UTA), Annual Training (AT) and Seasoning Training Program (STP), and skill level/upgrade training;
- b) Attendance in training courses to gain qualification in the unit's primary mission;
- c) Participation in operational planning activities which directly contribute to unit readiness and cannot be accomplished by virtual means.

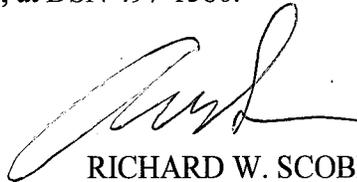
NOTE: An approved ETP is not authority to mandate travel. Commanders will consider risk factors and individual circumstances in order to balance risk to force and mission.

3. ETP approval authority for AFRC off-station flying training missions (“Q-missions”) and validated Joint Airborne/Air Transportability Training (JA/ATT) missions will reside with HQ AFRC/A3. Flying units will validate user requirements (if applicable) and submit approval requests via Single Mobility System (SMS). Include justification details (i.e. why training cannot be adequately conducted in the local flying area) and approved movement requests in all submissions.

4. ETP approval authority for mobilizations, deployments, and exercise participation will reside with AFRC FGC/CC.

5. Commanders will submit written ETP requests in the format determined by the approving official. In order to expedite approval and given the possible requirement to coordinate ETPs from outside traditional channels (e.g. via telework/mobile devices), at minimum the ETP request will be submitted via email and will include the following: dates and location of travel, name and rank of travelers, and justification for approval. An email from the approval authority explicitly stating approval satisfies this requirement. Approval officials will retain copies of approved ETPs for the duration of the time period when this policy is in effect. A sample ETP request is attached for reference.

5. The HQ AFRC POCs for this guidance are: Col Bill Foster, HQ AFRC/A1D, at DSN 497-1216, and Col Mike Ballard, HQ AFRC/DA3, at DSN 497-1580.



RICHARD W. SCOBEE  
Lieutenant General, USAF  
Commander

Attachment:  
Sample ETP Request