



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)

XX Month 2020

MEMORANDUM FOR 18 AF/CV

FROM: 375 AMW/CC

SUBJECT: Approval of Travel for Non-Global Force Management Activities

References: (a) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) – "Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak," 11 March 2020  
(b) Secretary of the Air Force, "Travel Restriction Delegation Authorities," 16 March 2020

1. I am requesting approval of travel for the member(s) below as an **exception** to the DoD travel restrictions in accordance with references a – b above. (For Mission Essential Travel w/multiple members, add table w/details below here)

- Name of Service Member:
- Current Duty Assignment or Departure Location:
- Gaining Duty Assignment or Destination:
- Projected Departure/Return Date:

2. I am requesting approval of travel for the dependents(s) below as an exception to the DoD travel restrictions in accordance with the references a – b above.

- Name of Dependents or enter N/A:
- Current Departure Location:
- Destination:
- Projected Departure/Return Date:

3. This exception meets the following condition, check all that apply:

- Mission Essential
- Humanitarian Reasons
- Hardship Reasons

4. The following travel situation applies:

- Service Member traveling alone
- Service Member traveling concurrently with dependents
- Dependents traveling without the service member

5. Enter relevant details of the travel and why it is Mission Essential.

6. Your gaining unit Commander or First Sergeant [input grade/name/duty title] coordinated and concurs with the approval of your official travel plans and your servicing MPF will receive a copy of this official travel waiver.

7. You and your dependents (if applicable) are advised to adhere to the Force Health Protection guidelines in reference "a" above or later guidance, if any. Take all necessary precautions including

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following appropriate social distancing procedures, avoiding travel through high-risk areas, and be aware a 14-day self-quarantine period might be required at the completion of travel.

8. My Point of Contact for this issue is (Name, email and phone number)

JEREMIAH S. HEATHMAN, Colonel, USAF  
Commander

1st Ind, 18 AF/CV

MEMORANDUM FOR 375 AMW/CC

Travel for Non-Global Force Management Activities is approved/disapproved

CHARLES D. BOLTON  
Brigadier General, USAF  
Vice Commander, 18 AF

2nd Ind to 375 AMW/CC

I have been counseled on the possible risks based on requirement to perform mission essential travel. I will take all necessary precautions to ensure the safety of myself and my dependents (if applicable).

GRADE & NAME OF SERVICE MBR