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WASHINGTON DC 20310-3200

DAMO-OD

29 October 2020

MEMORANDUM FOR RECORD

SUBJECT: Guidance for all Army Travelers Who Test Positive for COVID-19 at Aerial Port of Embarkation (APOE) Baltimore-Washington International Airport (BWI)

1. Once an Army traveler tests positive for COVID-19 at an APOE, the service member and any traveling family members will be transported by Air Mobility Command to an isolation location. The service member will be provided instruction from an assigned medical provider for self-monitoring and out-patient care. Isolation is required for no less than 10 days, with at least 24 hours with no symptoms.
2. Soldiers/Sponsor:
 - a. Soldier must contact losing unit and gaining unit sponsor to report positive test and verify contact information during travel delay.
 - b. Soldier is responsible for contacting HRC Career Manager if travel delay impacts report date.
 - c. For any PCS/TDY travel questions, Soldiers should contact HRC's Army Service Center at 1-800-582-5552.
 - d. Travelers must contact SATO travel to cancel transportation.
 - e. The Soldier's duty status during ROM is non-chargeable leave.
 - f. Losing unit commanders will issue a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) for any period of directed delay that a Soldier incurred while on PCS travel status due to testing positive for COVID-19. Reference ALARACT 080/2020 for additional details related to processing.
 - g. Rental car is not authorized during travel delay.
 - h. The losing commander (old Permanent Duty Station) is the approving official for a directed delay.
 - i. If government lodging in kind or meals in kind are provided during the period travelers are ordered into Restriction of Movement (ROM) for self-monitoring, per diem is not payable.

j. All changes to pay and allowances due to PCS will start the date the Soldier reports to the new PDS.

k. COVID-19 positive travelers must receive and hand carry a medical clearance before continuing travel.

3. Civilian Employees Only:

a. Civilian employees must contact their sponsor at the losing organization to report positive test and request appropriate leave. Civilian employees should coordinate with their servicing Civilian Personnel Advisory Center/supervisor/sponsor at the gaining organization for a change to their report date.

b. The authorizing official at gaining organization will issue a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) for any period of directed delay that a Civilian employee incurred while on PCS travel status due to testing positive for COVID-19.

c. Rental car is not authorized during travel delay

d. Travelers authorizing official (new PDS) is the approving official for PCS allowances or Foreign Travel allowance.

e. Civilian employees' duty status during Restriction of Movement (ROM) should be recorded as weather and safety leave.

f. If lodging and meals at no cost are unavailable, per diem will be authorized by approving official at gaining organization.

g. If government lodging in kind or meals in kind are provided during the period a Civilian employee is required into Restriction of Movement (ROM) for self-monitoring, per diem is not payable.

h. Civilian employees must contact Scheduled Air Transportation Office (SATO) travel to cancel transportation.

i. COVID-19 positive travelers must receive and hand carry a medical clearance before continuing travel.

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4. Contractors will coordinate with employer for travel and medical care.

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