



# Travel Approval Authority

As of 241800ZAUG20

| Travel Type  | Approval Authority                      |   | Remarks   |
|--|---|---|---|
| <p><b>OFFICIAL TRAVEL</b></p> <ul style="list-style-type: none"> <li>▪ TAD</li> <li>▪ PCS / Permanent Duty Travel</li> <li>▪ Government Funded Leave Travel</li> <li>▪ DoS Authorized/ Ordered Departures</li> </ul> | <p>First GO/SES in Chain of Command</p> | <ol style="list-style-type: none"> <li>1. Travel to/from a RED status state or installation requires a waiver. Waivers granted subject to meeting required criteria IAW with policy guidance.</li> <li>2. Exemptions (waiver not required) to travel restrictions apply IAW policy guidance.</li> <li>3. Policy Guidance: MARADMINS 333/20, 377/20, and 488/20; SECNAV Memo dated 12 Jun 2020; SECDEF Memos dated 22 May 2020 and 29 Jun 2020.</li> </ol>   | <p style="text-align: center;"><u>Waivers</u></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 style="text-align: center;"><u>Exemptions</u></p> <ol style="list-style-type: none"> <li>1. Travel associated with uniformed personnel recruiting and accessions activities, to include accessions, basic training, advanced military individual training, and follow-on travel to the first duty station.</li> <li>2. Travel by patients for purposes of medical treatment.</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 pending retirement or separation.</li> <li>6. Travel to and from professional military education.</li> <li>7. Travel for formal, entry-level civilian accessions programs.</li> <li>8. Travel by civilian employees complying with overseas tour rotation agreement requirements.</li> <li>9. Leave travel.</li> </ol> |
| <p><b>NON-OFFICIAL TRAVEL</b></p> <ul style="list-style-type: none"> <li>▪ Leave</li> <li>▪ Liberty or Admin Absence - Travel Outside Local Area and/or Liberty Limits</li> </ul>                                    | <p>Unit Commander</p>                   | <ol style="list-style-type: none"> <li>1. Unrestricted travel permitted if both factors are met (GREEN): (1) state and/or regional criteria met (DoD determination), and (2) installation-level criteria met (Services determination).</li> <li>2. For GREEN and RED color status refer to the Update to Travel Restrictions (state criteria) and Transition Placemat (USMC installation criteria).</li> <li>3. Policy Guidance: MARADMINS 333/20, 377/20, and 488/20; SECNAV Memo dated 12 Jun 2020; SECDEF Memo dated 22 May 2020.</li> </ol>   |   |
| <p><b>NON-OFFICIAL TRAVEL</b></p> <ul style="list-style-type: none"> <li>▪ Leave</li> <li>▪ Liberty or Admin Absence - Travel Outside Local Area and/or Liberty Limits</li> </ul>                                    | <p>Unit Commander</p>                   | <ol style="list-style-type: none"> <li>1. Leave travel for DoD service members is exempt from travel restrictions.</li> <li>2. Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for Service members requesting leave, liberty, or administrative absence outside of the local area and/or liberty limits. Commanders should be mindful that travel to, through, or from RED locations risks the absence of a Marine from their assigned workspace.</li> <li>3. Policy Guidance: MARADMINS 377/20, 488/20 and SECDEF Memo dated 29 Jun 2020.</li> </ol> |   |

**Notes**

Note 1: Travel compliance always required with local, state, federal, and DOD restrictions and guidance.  
 Note 2: Official overseas travel may require one or more 14-day Restriction of Movement (ROM) periods.

Note 3: All 50 states and the District of Columbia reported in DOD's Advana analytics platform (OSD P&R) have attained GREEN status IAW SECDEF Memo 22 May 2020. The Update to Travel Restrictions and Transition Placemat are maintained on the Marine Corps Crisis Action Team (MCCAT) SharePoint site. The MCCAT site, and further guidance, can be accessed through [www.marines.mil/Coronavirus/](http://www.marines.mil/Coronavirus/). Additional DoD travel restrictions installation status data is maintained at [www.defense.gov/Explore/Spotlight/Coronavirus/](http://www.defense.gov/Explore/Spotlight/Coronavirus/).

SECDEF Memo dated 22 May 2020: Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions  
 SECNAV Memo dated 12 Jun 2020: DON Implementation of SECDEF Memo 22 May 2020  
 SECDEF Memo dated 29 Jun 2020: Exemption of Authorized Leave