



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

IN REPLY REFER TO:

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JUN 24 2020

MEMORANDUM

From: President, Naval Postgraduate School
To: All Hands, Naval Postgraduate School

Subj: SUPPLEMENTAL GUIDANCE FOR TEMPORARY DUTY TRAVEL OF PERSONNEL

Ref: (a) DoD memo dtd 22 May 20
(b) CNO WASHINGTON DC 122138Z Jun 20 (NAVADMIN 168/20)

1. References (a) and (b) provide guidance for transition to a conditions-based approach for Coronavirus Disease 2019 (COVID-19) personnel movement and travel restrictions on all official travel including temporary duty (TDY) travel.

2. Per references (a) and (b), TDY travel is restricted unless both the origination location and the destination location meet certain criteria as set forth in the references. For TDY travel that is not unrestricted, a waiver to the travel restriction may be approved by the President for travel that is:

- a. Determined to be mission-essential.
- b. Necessary for humanitarian reasons.
- c. Warranted due to extreme hardship.

d. Mission-essential travel refers to work that must be performed to ensure the continued operation of mission-essential functions. A waiver must be approved in writing, on a case-by-case basis and approval authority is not delegable below the President.

3. To provide clarifying information for Naval Postgraduate School (NPS) personnel, a request for approval of a waiver for TDY travel based on a mission-essential determination will be considered for travel that meets at least one of the following criteria:

- a. Sponsor provided Flag Officer/Senior Executive Service endorsement that the work is mission-essential.
- b. Research experimentation/data collection that will be lost/damaged/not completed.
- c. Research experimentation/data collection that is part of a student thesis and required to be completed prior to scheduled graduation.
- d. Delay of the travel will cause a loss of reimbursable sponsor funding due to expiration of the project.
- e. Invitational travel necessary to support accreditation and/or oversight of NPS.
- f. Protection of NPS property/assets.

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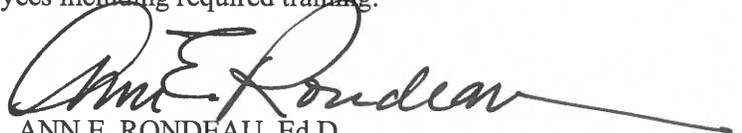
4. The following categories of travel are determined to not be mission-essential and waivers for these will not be granted:

- a. Travel that can be rescheduled, or where the mission may be accomplished by Secure Video Teleconference (VTC) and/or VTC, e-mail, or telephone.
- b. Faculty/staff research & professional development (to include conference and training attendance).
- c. Sponsor/resource discussions.
- d. Other Invitational travel.

5. A request for a mission-essential waiver determination to support TDY travel must include the following:

- a. Traveler's name and dates of travel.
- b. Destination or other locations of travel.
- c. Mode of transportation.
- d. Specific engagement and description of activities/meetings.
- e. For travel waivers based upon the criteria listed in subparagraphs 3.b through 3.f above, a justification statement that includes:
 - (1) Objectives of the engagement and benefits to NPS.
 - (2) The impact to NPS if the travel is not approved.
 - (3) Details supporting waiver request, including why an alternative means of support (i.e., telephonic, VTC) is not feasible.
- f. Confirmation that the traveler has not self-identified as a person who is at high-risk or requires extra precautions for COVID-19.
- g. Concurrence from the traveler's supervisory chain of command that travel is mission-essential and affirmation that the travel is the most cost-effective method of accomplishing the mission-essential functions.

6. Personnel requesting mission-essential travel are expected to be current in all administrative requirements required of federal government employees including required training.


ANN E. RONDEAU, Ed.D
Vice Admiral, U.S. Navy (Ret.)