



4th Infantry Division COVID-19 Personnel Fact Sheet



The Secretary of Defense imposed a Stop Movement for all DOD military personnel March 16, 2020, and on May 22 transitioned to a “conditions-based phased approach for travel restrictions. Permanent Change of Station (PCS) travel to a currently designated **restricted** location requires an Exception to Policy (ETP) to authorize movement.

Effective August 2020, the 4ID G1 requests mass Mission Essential (ME) PCS ETPs concurrence for all Fort Carson Soldiers scheduled to PCS to currently designated **restricted locations.**

What does this policy change?

1. The 4ID G1 sends **mass PCS ETP** requests to all gaining locations that are currently designated as **restricted** by the Installation Management Command (IMCOM) COVID-19 placemat.
2. Gaining installations concur or non-concur that inbound Soldiers from Fort Carson are Mission Essential (ME).
3. As of Aug. 11, 2020, all currently designated **restricted** installations have concurred that inbound Fort Carson Soldiers with report dates through Sept. 30, 2020, are ME and the Soldiers have received PCS ETPs.
4. Hardship and Humanitarian PCS ETP packets will continue to arise and be processed.
5. The **IMCOM COVID-19 placemat is the U.S. Army's authoritative source** on which locations are designated **restricted**, and is updated by 2 p.m. (MST), Monday-Friday (CAC login required):

https://army.deps.mil/army/cmds/imcom_G3/CAT/Corona_Virus/SitePages/NewHome.aspx

What does not change under travel restrictions?

1. Individuals should continue to complete all requirements in order to PCS IAW approved departure date. Contact your BDE S1 to confirm that you have been submitted for PCS ETP under the ME category, unless a hardship or humanitarian packet has already been submitted.
2. Career managers at Human Resources Command may adjust report dates to provide flexibility. Soldiers with report dates through Oct. 30, 2020, should contact their career manager or the HRC 24/7 Army Service Center at 800-582-5552.
3. Soldiers on assignment instructions/orders but restricted from moving may request stabilization due to hardship at their current duty station by submitting an assignment deletion or deferment (up to one year) request. Personnel will submit their request on a DA Form 4187 through the first O-6 in their chain of command to the 4ID G1 for endorsement. **Procedures outlined in AR 614-100 (Enlisted) and AR 614-200 (Officer).**
4. Unit S1s must monitor existing report dates for Soldiers identified to PCS, and coordinate with HRC for any adjustments.

What should Soldiers do if affected by travel restrictions?

1. **Leaders must routinely assess housing plans** for departing Soldiers to mitigate potential hardships.
2. Soldiers are advised **not** to break or start new leases until after receiving a PCS ETP authorizing movement to a **restricted** location. Soldiers whose landlords do not agree to a lease termination or rent pause should contact the installation legal assistance office. ALARACT 033-2020.
3. Effective June 12, Soldiers PCSing are authorized travel days, any leave in excess to travel days to an unrestricted location may be approved in accordance with AR 600-8-10. Leave in excess of travel days to a restricted location must be approved by the first GO in the Soldier's chain of command. ALARACT 054-2020.



4th Infantry Division COVID-19 Personnel Fact Sheet



Movement Exception Authorities (O-6 commanders and above have disapproval authority)

Category of ETP	Approval Authority	Requirements
PCS to Restricted locations (CONUS & OCONUS)	4ID DCG-S	Determined ME by gaining unit or Hardship or Humanitarian
All Leave to Restricted locations	4ID DCG-S	Extreme hardship, humanitarian reason
Emergency Leave and Casualty Assistance Ops to Restricted locations	4ID DCG-S	
Non-Local Leave to unrestricted/ high risk locations	BDE CDR	
Non-Local Leave to unrestricted/ low risk locations	BN CDR	
Local Leave	CO CDR	

*See [4ID & FCCO Travel & Leave Business Rules Smart Card](#) for high-risk cities

How does this affect FCCO personnel support?

1. MPD will continue most functions (with reduced manning) to include ID card support for non-PSDR units. Installations will accept expired CACs until Sept. 30, 2020. The SM CAC must have expired on or after April 16 and dependent/retirees must have expired on or after Jan. 1.
2. Appointments can be made for in-/out-processing, transportation, HHG pick-up and delivery, and SRP (for deploying units with prior coordination). HHG pick-up for non-RET/ETS/separations may require proof of hardship or an approved ETP to PCS.
3. Soldiers scheduling shipments of personal property for PCS will use the Defense Personal Property System (<https://dps.sddc.army.mil/gov/standard/user/home.xhtml>) and email jppso-nc.pppo-ftcarson@us.af.mil for shipment request and Personally Procured Move (PPM) guidance. The Fort Carson JPPSO at building 1042 is available for in-person service.
4. HHGs, unaccompanied baggage, POV shipments can be scheduled up to 30 days prior to departure date for CONUS and 60 days for OCONUS.
5. Effective June 22, FCCO Defense Military Pay Office (Finance) located at the Mountain Post Soldier Center, building 1525, will see customers who need assistance from 1-3:30 p.m.; unit S1s can turn in documents in person at the Finance office.
6. Soldier for Life-Transition Assistance Program (SFL-TAP) is conducting all initial counseling, pre-separation briefings, follow-on counseling and Capstone via phone with the Soldiers' assigned counselors. Call 719-526-1001/1002 for information. All mandatory classes can be done at the Virtual Center or on JKO.
7. Soldiers, Department of the Army civilians and command-sponsored dependents who require a passport will submit the applications NET 60 days and NLT 45 days prior to departure dates. Visas will be submitted NET 80 days and NLT 65 days prior to the departure date.
8. The Fort Carson Post Office is open with reduced manning. Units should pick up mail at least once a week and ensure Soldiers have an opportunity to retrieve personal mail from the unit mailroom.

How will this impact promotions?

1. Check www.hrc.army.mil for updates and additional board information.
2. Semi-centralized promotion boards may be conducted virtually, or commanders may rely on recommendations of battalion CSMs. The last record APFT and weapons qualification may be



4th Infantry Division COVID-19 Personnel Fact Sheet



used for promotion recommendations and pin-on, even if older than one year. Commanders should not initiate new flags on Soldiers whose APFT expires during this time frame. MILPER 20-092.

3. PME courses **have resumed and are exempt from travel restrictions.**

4. At this time HQDA has still waived PME requirement for promotion, Soldiers are eligible for promotion to the rank of SSG and SFC without regards to PME completion, provided they are otherwise fully qualified. This temporary suspension of PME does not waive the PME requirement for promotion pin-on to SGT, MSG or SGM. Basic Leaders Course (BLC) and Master Leaders Course (MLC) can be conducted via distance learning. MILPER 20-092.

5. Requirement for PME for promotion to SSG and SFC is suspended as long as Soldier attained a promotable status by a Centralized Board or attended a Semi-Centralized Board. SM must make proper HQDA monthly cutoff score in accordance with their MOS. Soldiers must fully qualify themselves for promotion consideration to the following grade by the time they reach the primary zone for their next grade, if not they are subject to HQDA BAR to continued service which must be reviewed every three months. MILPER 20-092.

6. APFT and Army Body Composition Program (ABCP) assessments **can be conducted with approval by unit commanders, as long as they are done to mitigate the spread of COVID-19.** All valid passing APFT and ABCP assessments remain valid until further notice. Soldiers who are currently flagged for APFT and/or ABCP failure may request to be administered the APFT or ABCP assessment to remove the flag. HQDA EXORD 164-20.

7. CGSC will begin in August; 2/3rds of the class will PCS for resident, and 1/3rd will do DL at the current duty station and go TDY in January 2021 to complete the course. Those officers will receive orders and be assigned to student detachment with duty as a student.

What entitlements are Soldiers eligible for?

1. To cover expenses incurred due to travel delays, GTC credit limits have been raised for delayed Soldiers.

2. Soldiers who were impacted by the earlier stop movement and have terminated a lease or sold a home **may** be authorized to receive TLA. ALARACT 054-2020.

3. Soldiers who are **NOT** in a travel status (TDY or PCS) and are at Fort Carson **may** be eligible for Hardship Duty Pay-Restriction of Movement (HDP-ROM) if they are ordered into self-monitoring for COVID-19 **AND** government lodging-in-kind is not available **AND** they incur a cost for the additional lodging during this period that is neither reimbursed nor defrayed. (Rate is \$100 per day, not to exceed \$1,500 per month, taxable). ALARACT 054-2020. Please contact the Finance office for further details.

4. Soldiers separated from Family as a result of the stop movement **may** be eligible for Family Separation Housing (FSH) Allowance, entitling them to BAH at the dependent rate based on dependent's location (or the old duty station, whichever is more equitable) and FSH paid at the BAH without dependents rate for Soldier's pay grade based on the location of the new duty station. ALARACT 054-2020.

5. Soldiers separated from their dependents because of stop movement, or separated because of directed temporary travel restrictions, **may** be eligible to receive Family Separation Allowance (FSA) if their dependents traveled to a safe-haven that is not near Fort Carson, or are not in the area of Fort Carson and are no longer authorized concurrent government-funded travel to join the Soldier. Also, Soldiers halted at TDY locations (including TDY in conjunction with PCS) **may** be eligible for FSA if the period of TDY exceeds 30 consecutive days. Soldiers separated from dependents solely because of leave travel being halted, delayed, or canceled are **NOT** entitled to FSA. ALARACT 054-2020.



4th Infantry Division COVID-19 Personnel Fact Sheet



6. Soldiers returning from an OCONUS PCS that require a period of self-monitoring for COVID-19 **may** be eligible for Isolation Allowance if they incur a cost and lodging and meals are not provided. This allowance is payable AFTER the Soldier arrives at Fort Carson and before they are eligible for TLE or TLA. ALARACT 054-2020.
7. Soldiers ordered into restriction of movement for self-monitoring **may** be eligible to receive BAS if they are not residing in government quarters, not provided meals from a DFAC, and the lodging they are staying in does not have adequate food storage/preparation facilities (i.e., no kitchen or pantry). Officers and Soldiers receiving isolation allowance are not eligible for BAS. ALARACT 054-2020.
8. Soldiers traveling TDY who are ordered into self-monitoring may be authorized allowances.
9. Unit S1s should provide Soldiers with a DD Form 1610 for TDY travel for any period of **directed** delay that a Soldier incurred during their PCS or TDY due to the COVID-19 stop movement. The unit commander is the approval for COVID-19 DD 1610s. Soldiers will submit the signed DD 1610 as a supporting document when filing their TDY or PCS claim at the end of their travel. Soldiers **may** be eligible to receive per diem if lodging in-kind or meals in-kind are **not** provided. ALARACT 029-2020.
10. Effective April 16, Soldiers are authorized special leave accrual up to 120 days until the end of fiscal 2023.

What if I am scheduled to leave the Army, but I want to stay in?

1. Soldiers who wish to voluntarily extend their ETS date or re-enlist should contact their unit career counselor.
2. Soldiers with an approved retirement requesting a date change that does **not exceed** their RCP must submit a complete requirement request to change their retirement date through the first O-6 in their chain of command to the Retirement Services Office. If approved, HRC will make all necessary changes to the Soldiers' ETS date.
3. Soldiers with an approved retirement requesting a date change that **exceeds** their RCP must submit a complete requirement request to change their retirement date **not to exceed Nov. 1, 2020**, through the first O-6 in their chain of command to the Retirement Services Office. If approved, HRC will make all necessary changes to the Soldiers' ETS date.
4. Soldiers who have been identified for involuntary separation, or who have elected to retire in lieu of PCS or declined attendance at USASMA or CSL will continue to separate as directed.

Visit the Fort Carson website to get up-to-date and accurate information on the 4th Infantry Division COVID-19 response. <https://www.carson.army.mil>

The 24-hour Army Service Call Center number for personnel requiring travel assistance is: 800-582-5552 (select option 5). Visit <http://www.hrc.army.mil> for questions regarding assignments.

Fort Carson S1s with questions about the stop movement policy should contact the 4th Infantry Division Human Resources Operations Center at usarmy.carson.4-id.list.g1-hroc@mail.mil.