



MANPOWER AND  
RESERVE AFFAIRS

## OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

1500 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-1500

MAR 25 2020

19 March 2020

MEMORANDUM FOR ASSISTANT SECRETARY OF THE ARMY  
(MANPOWER AND RESERVE AFFAIRS)  
ASSISTANT SECRETARY OF THE NAVY  
(MANPOWER AND RESERVE AFFAIRS)  
ASSISTANT SECRETARY OF THE AIR FORCE  
(MANPOWER AND RESERVE AFFAIRS)

SUBJECT: Guidance for FY2020 Innovative Readiness Training Missions in Response to  
Coronavirus Disease 2019

References: (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in  
Response to Coronavirus Disease 2019" March 11, 2020  
(b) Deputy Secretary of Defense Memorandum, "Stop Movement for all Domestic  
Travel for DoD Components in Response to Coronavirus Disease 2019" March  
13, 2020

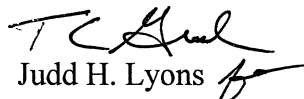
Immediate modifications to IRT missions and activities are required to ensure the health and wellness of military personnel and community partners, support current Novel Coronavirus (COVID-19) response efforts, and comply with SecDef guidance to stop on all non-essential travel through 11 May 20. Service Components must notify the Deputy Assistant Secretary of Defense for Reserve Integration, DASD(RI), of their decision to postpone, cancel, or continue IRT missions as scheduled.

For missions occurring within the DepSecDef's travel restriction memorandum period (16 Mar to 11 May 20), Service components will be required to provide a written statement declaring the training is mission essential. This statement must be issued by the appropriate authority level indicated in the memo (minimum General Officer level within participant's chain of command) and provided by 30 Mar 20. For missions already in progress or scheduled to commence before 30 Mar 20, the mission essential declaration will need to be made before the IRT mission begins or resumes.

Planning meetings occurring during the travel restriction period will need to be postponed or accomplished via virtual teleconference (VTC).

Throughout this process continue to collaborate between Service Components, IRT asset management, and community partners to communicate decisions, develop plans and clarify action steps. Our understanding of COVID-19 and its impact is rapidly evolving. Continue to exercise precautions to safeguard your Service members, their families, as well as our mission capability

and readiness. Please forward any questions or declarations of mission essential training to Colonel J.D. "Jay" Scott, IRT Director, at [jamar.d.scott.mil@mail.mil](mailto:jamar.d.scott.mil@mail.mil), or 703-692-5663.



Judd H. Lyons  
Deputy Assistant Secretary of Defense  
for Reserve Integration

Attachment (s):  
FY20 Mission Snap Shot

cc:  
Chief, National Guard Bureau  
Director, Reserve and Military Personnel Coast Guard  
Director, Army National Guard  
Chief of Army Reserve  
Director, Air National Guard  
Chief of Air Force Reserve  
Chief of Navy Reserve  
Commander, Marine Forces Reserve