



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

To: Department of Commerce Travelers

From: Stephen Kunze
Deputy Chief Financial Officer
Department of Commerce

Subject: DOC Official Travel Guidance Update

Pursuant to OMB Memorandum M-21-15, Federal employees should adhere strictly to the Centers for Disease Control and Prevention (CDC) guidance for domestic and international travel before, during and after travel. Based on the recent guidance provided by CDC dated June 24, 2021, the Department is allowing unrestricted travel for official travel for employees who are **fully vaccinated** while following all CDC safety guidelines and protocols, destination policies, specific transportation vendors (airlines, trains, etc.) guidance, and each Bureau's travel protocol. If the traveler does not meet the criteria, an exemption or waiver would be required.

Official travel for employees who are **not fully vaccinated** is still limited to mission-critical trips and must adhere to Department's travel guidance under COVID restriction (travel justification). Please follow CDC guideline at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>. Furthermore, travel justification forms and the monthly status reports are no longer required.

In addition, the travel approver should ensure there is a Certification of Authorization for Employee Travel (as stated below) attached or included in the remark section in ETS2 for all travel.

"As [Employee Name]'s supervisor, I affirm that the employee is permitted to be placed on travel orders in accordance with Departmental policy."

The Department employees understand that **restricted travel protocols can be reinstated at any time** due to government lapse in appropriations, safety, security, and any other precautionary reasons such as Transportation Security Administration (TSA) or Department of State (DOS) travel alerts.

If you have any questions, please feel free to contact Cecelia Kizer, Director for Travel Management Division at 202-580-5540 or Julie Tao, Acting Director for Office of Financial Reporting, Internal Controls and Travel (OFRICT) at 202-482-0502. We appreciate your patience and support.