



MANPOWER AND
RESERVE AFFAIRS

ASSISTANT SECRETARY OF DEFENSE
1500 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-1500

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Exception to Policy in Response to the COVID-19 Pandemic Extending the
Deadline to Request Adoption Reimbursement

In response to the COVID-19 pandemic and pursuant to my authority under Department of Defense Directive 5124.10, "Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)), I am granting an exception to policy to extend the period of eligibility for adoption reimbursement pursuant to paragraph 3.2.a. of DoDI 1341.09, "DoD Adoption Reimbursement Policy," beyond two years after the adoption is finalized in certain cases.

Applications for adoption reimbursement may be accepted past the two-year deadline if the following criteria are met:

- The adoption was finalized between March 1, 2018 and December 31, 2019.
- For adoption of foreign children, the certificate of U.S. citizenship was issued between March 1, 2018 and December 31, 2019.
- The application for reimbursement must be provided to the designated Military Service point of contact no later than February 28, 2022.

This exception to policy is effective immediately. For questions or additional information, please contact Ms. Patti Dybdahl at patti.a.dybdahl.civ@mail.mil or (571) 372-5315.

Virginia S. Penrod
Acting

cc:
USD (Comptroller)