



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY

24 August 2020

MEMORANDUM FOR HQ USAFA

FROM: HQ USAFA/CSS

Subject: Leave Policy for Travel Outside of 250 Miles

1. This guidance specifies how HQ USAFA military members will implement DOD, CSAF, and USAFA/CC guidance for leave outside the local area (currently defined as a 250-mile radius from USAFA).
2. All leave outside of the local area must be approved by HQ USAFA Section Commander per the Superintendent's updated stop movement order dated 30 June 2020 (Attachment 1). Any change to the Superintendent's guidance, or guidance from higher headquarters, will take precedence over this memorandum.
3. The procedure for leave is as follows (example in Attachment 8):
 - a. Supervisors will verify that members requesting leave: 1) do not have a fever or other symptoms consistent with COVID-19; 2) have not had contact with someone who has tested positive in the last 14 days (less than 6 feet for more than 15 minutes); 3) are familiar with how to self-monitor and what actions to take if ill; will comply with DoD, federal, state, and local guidelines while on leave; 4) have a reliable means of contact during their leave; and 5) have read, understand, and will comply with all applicable guidance from 10 ABW, USAFA/CC, CSAF, and the Secretary of Defense (Attachments 1-7). Furthermore, supervisors will verify that the member is not taking leave to state that is restricted by checking https://mypers.af.mil/app/answers/detail/a_id/47788.
 - b. Supervisor emails director verifying completion and approval. Supervisors will also include a brief description of the member's plan for leave. This is to ensure planned activities will comply with guidance to maintain social distancing and other precautions.
 - c. Director forwards to HQ USAFA Section Commander and copies css.hq@usafa.edu with verification of approval.
 - d. HQ USAFA/CSS approves or seeks further information.

4. If you have any questions please contact me at nathaniel.roesler@usafa.edu or 334-549-5542.



NATHANIEL W. ROESLER, Capt, USAF
HQ USAFA Section Commander

8 Attachments

1. 20200630 CC Updated Stop Movement Leave Policy
2. USAFA Restriction of Movement
3. USAFA Guidance on Restriction of Movement for Inbound Personnel
4. Updated Stop Movement Order - Local Area Intent, Radius, and Waivers
5. Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions
6. Exemption of Authorized Leave for Department of Defense Service Members from Corona virus Disease 2019 Personnel Movement and Travel Restrictions
7. ROM and QI Flowcharts
8. Example Email Chain for Leave Approval