



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 10TH AIR BASE WING
USAF ACADEMY COLORADO

24 November 2020

MEMORANDUM FOR ALL USAFA PERSONNEL

FROM: 10 ABW/CC

SUBJECT: Updated USAFA Travel Guidance

References:

- (a) Secretary of the Air Force Memorandum "Travel Restriction Delegations of Authority," 26 October 2020
- (b) Headquarters USAF Academy Memorandum, "Updated Stop Movement Order - Local Area Intent, Radius, and Leave Approval," 30 June 20
- (c) Secretary of Defense Memorandum, "Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," June 29, 2020
- (d) Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," May 22, 2020 (modified by reference (c))
- (e) Headquarters USAF Academy Memorandum, "USAFA Guidance on Restriction of Movement," 9 June 2020
- (f) 10 ABW Memorandum, "USAFA Guidance on Restriction of Movement for Inbound Personnel," 6 June 2020
- (g) Secretary of the Air Force Memorandum "Waiver of Requirement for 14-day Restriction of Movement (ROM) for Travel from a Foreign Country to the United States," 10 November 2020

1. This memo supersedes reference (b) as installation command authority on this matter is delegated to the 10 ABW/CC from USAFA/CC.

2. All Travel. Military personnel will not travel if they have tested positive for COVID-19, display a fever or other symptoms consistent with COVID-19, or if they have had close contact (within 6 feet for 15 minutes or greater) with someone who has tested positive for COVID-19 within the past 14 days. Members will also be familiar with COVID-19 symptoms, self-monitoring and actions to take if they become ill. For COVID-19 symptoms and self-monitoring, visit the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). Additionally, all travel risk assessments should, at a minimum, include a review of departure and arrival state and local restrictions and pre- and post-travel health status assessment and travel screening. Civilian personnel are highly encouraged to follow this travel guidance.

3. Military Leave Travel. In accordance with reference (c), leave travel for DoD Service members (Regular AF and Reserve Component members in an active duty status) is exempt from COVID-19-related travel restrictions. However, commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for personnel requesting leave outside of the local area, and will follow guidance in paragraph 4 of this memorandum. DoD personnel will comply with any DoD, federal, state, and local restrictions while in a leave status.

- a. The local area for the purposes of leave remains within a 250-mile travel distance from USAFA or alternate duty location, concurrent with reference (b). Approval authority for military members requesting leave *outside* the local area is the unit commander or equivalent (may not be delegated). Approval authority for military members requesting leave *within* the local area may be delegated below the unit commander. Any personnel departing the local area will be subject to a restriction of movement period upon and during their return as outlined in references (e), (f), and (g).

4. Government Funded TDY and/or PCS Travel. For any proposed TDY and/or PCS travel, Commanders and supervisors will conduct an assessment to ensure the travel meets restrictions imposed by reference (d). Additionally, the travel assessment will include the Stop Movement Dashboard and the Travel Decision Tree (https://mypers.af.mil/app/answers/detail/a_id/46605). Per reference (a), the waiver authority to these restrictions for any Department of the Air Force military or civilian member, or family member thereof, is delegated to the first appropriate O-6 or civilian equivalent in the individual's chain of command or supervision. Waivers previously approved remain in effect.

- a. In accordance with reference (a), when required, individual waivers will be accomplished on a case-by-case basis; must be in the best interest of the U.S. Government; shall be coordinated between the gaining and losing organizations; and shall be documented in writing and signed by the authority granting the waiver. Documentation of the waivers must include the determination whether travel is mission essential; necessary for humanitarian reasons; or warranted due to hardship. The waiver can be found as Attachment 12 on AFPC's Stop Movement page (https://mypers.af.mil/app/answers/detail/a_id/46605). Individual travel orders must also document any waiver that is granted for the traveler. Waiver authorities may also approve a single case-by-case waiver for multiple members under their command or supervision as long as the above requirements are met, the members are similarly situated, and the waiver justification is the same for all members.

5. For civilian-specific guidance, to include stop movement, recruiting actions, telework, leave, and duty status, refer to https://mypers.af.mil/app/answers/detail/a_id/46583 or contact the 10 FSS/FSCA Civilian Personnel Section or 10FSS/FSCN NAF HR Office.

6. For Air National Guard specific guidance, contact the ANG Command Center at DSN: 612-6001 or commercial (240) 612-6001.

7. For all Air Force Reserve member 24 hour support/inquiries, refer to <https://www.afrc.af.mil/COVID-19/> or contact AFRC Force Generation Center/Battlewatch at DSN: 497-1234 or commercial (478) 327-1234. After hours contact DSN: 497-0680 or

commercial (478) 327-0680. For specific Reserve AGR assignment guidance, contact ARPC/DPAA at DSN: 847-1704 or commercial (720) 847-1740 or via myPers: <https://mypers.af.mil>. For IMA personnel contact your RIO detachment or contact HQ RIO at 720-847-3266.

8. The point of contact for this memo is Colonel Ramon Yambo-Arias who can be reached at 719-332-6239 or e-mail at ramon.yamboarias.mil@mail.mil.

BRIAN S. HARTLESS, Colonel, USAF
Commander