MEMORANDUM FOR SCOTT AIR FORCE BASE

FROM: 375 AMW/CC

SUBJECT: Leave Outside the Local Area

1. On 13 March 2020, the Deputy Secretary of Defense issued a Stop Movement order for Domestic Travel. In that order, he restricted all DoD funded travel outside of the local area and all military members from leaving the local area unless granted an exception to the Stop Movement order. That order was re-issued on 22 May 2020.

2. On 23 June 2020, AF/A1 provided clarification on military leave outside the local area (see Attachment). Leave/Travel to ‘non-green’ states are still subject to the ETP process as currently being executed. The attached flowchart, and the installation gating criteria are living documents, so continue to reference the myPers COVID-19 guidance (https://mypers.af.mil/app/answers/detail/a_id/46624). 375 AMW subordinate units and all tenant commands, retain the right to further restrict movement based upon organizational mission requirements.

3. This change in policy comes with restrictions. Most importantly, all Airmen must continue to adhere to all Centers for Disease Control Guidance for social distancing and use of face masks when they are unable, or not expected to be able, to maintain a 6-foot distance from the next person (e.g., inside places of business). Furthermore, Airmen should avoid large gatherings at any leave or off-duty location, but especially in high density cities or metropolitan areas which could increase their risk of exposure to COVID-19. Finally, Airmen must comply with all state and local orders concerning travel, health, and safety.

JEREMIAH S. HEATHMAN, Colonel, USAF
Commander

2 Attachments
1. Updated Military Leave Decision Flowchart, 23 June 2020
2. Civilian Travel and Leave Decision Chart, 12 June 2020
**Military Leave Outside the Local Area (Updated 23 June 2020)**

**SUMMARY OF CHANGE:** Status of “installation-level” conditions-based assessment is removed from decision matrix. 

*Additional travel guidance may be imposed by traveler’s chain of command.*

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<tr>
<th>Is both origin and destination state/host nation “green”?</th>
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<tr>
<td><img src="https://mypers.af.mil/app/answers/detail/a_id/47788" alt="Image" /></td>
<td><img src="https://mypers.af.mil/app/answers/detail/a_id/47788" alt="Image" /></td>
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**Are “through” locations “green”?**

<table>
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<tr>
<th>YES</th>
<th>NO</th>
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**Leave meets criteria and may be approved by ordinary approval authority consistent with AFI 36-3003**

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<th>YES</th>
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**Does travel meet criteria for a waiver signed by first GO/SES in traveler’s chain of command? (Stop Movement guidance Part I, para 4)**

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<th>YES</th>
<th>NO</th>
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**Seek waiver**

**Waiver approved?**

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<th>YES</th>
<th>NO</th>
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**Meets criteria for leave with waiver**

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<th>YES</th>
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**Leave not authorized**

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- State/Nation assessments are available at [https://mypers.af.mil/app/answers/detail/a_id/47788](https://mypers.af.mil/app/answers/detail/a_id/47788) and will be updated weekly with DoD-provided status information.
- Military members taking leave must comply with CDC guidelines for non-pharmaceutical interventions (e.g., physical distancing, hand washing, wear of cloth face coverings), and comply with state and local COVID-19 guidance for all locations while on leave. When applicable, ROM will be accomplished upon return to home station.
Are both **origin AND destination state or host nation** “green”? 

**myPers article 46583**

- **YES**
- **NO**

Are both **gaining AND losing installations** “green”?*

**myPers article 46583**

- **YES**
- **NO**

Are travel “through” locations green?

- **YES**

  
  - **Meets criteria for conditions-based unrestricted travel**

- **NO**

  
  - **Meets criteria for conditions-based travel with restrictions**
  
  - **Non-AF employees**: Gaining Commander
  
  - **Current AF employees**: Losing Commander
  
  - May authorize travel “through” locations not cleared for travel get to the gaining location

Is travel exempted? *

**myPers article 46583**

- **YES**
- **NO**

  
  - **Meets criteria for exempted travel**

Does travel meet criteria for waiver? 

(Hardship/Mission Essential/Humanitarian)

- **YES**
  
  - Seek waiver

- **NO**

  - Travel not authorized

  
  - **Waiver approved?**

  - **YES**

  - **Meets criteria for waiver travel**

  - **NO**

* When information on local assessments is available, it will be located at same link as the green state/nation listing. If an origin or destination location is not assessed locally (e.g., due to size or an embassy/detachment more than 50 miles away from a DoD installation), apply the “green” DoD state or host nation assessment.

** If a location is reclassified with additional restrictions while an employee is enroute to that location, the gaining commander will review the situation and is authorized to permit continued movement.
REQUEST FOR LEAVE APPROVED?

YES

Employees must comply with FHP Guidance*

Able to return to work after leave ends?

YES

Employee is asymptomatic and is not ordered by public health official to self-isolate
Employee returns to workplace or Supervisor may approve telework, if applicable

Employee is symptomatic
Sick or annual leave or other paid time off (i.e., comp time, credit hours, time off award, FFRCA)
Weather and safety leave is not authorized **

NO

Leave when traveling outside local commuting area may only be denied based on mission requirements. Leave may not be denied solely because an employee is traveling outside local commuting area or to a CDC-designated level 2 or 3 area. Leave approving officials may take into account and should discuss the requirement to self-isolate upon return from known hazardous locations as the additional time away from work could impact mission capabilities.

Employee is asymptomatic and ordered by public health official to self-isolate and is not telework eligible, Supervisor may approve telework or Weather and Safety Leave if not telework ready

NO

*Must meet conditions for travel, such as pre-and post- health screenings and all requirements (IAW Force Health Protection Guidance)

** Contact your servicing Civilian Personnel Section for advisory support.