



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 375TH AIR MOBILITY WING (AMC)**

24 June 20

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](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.

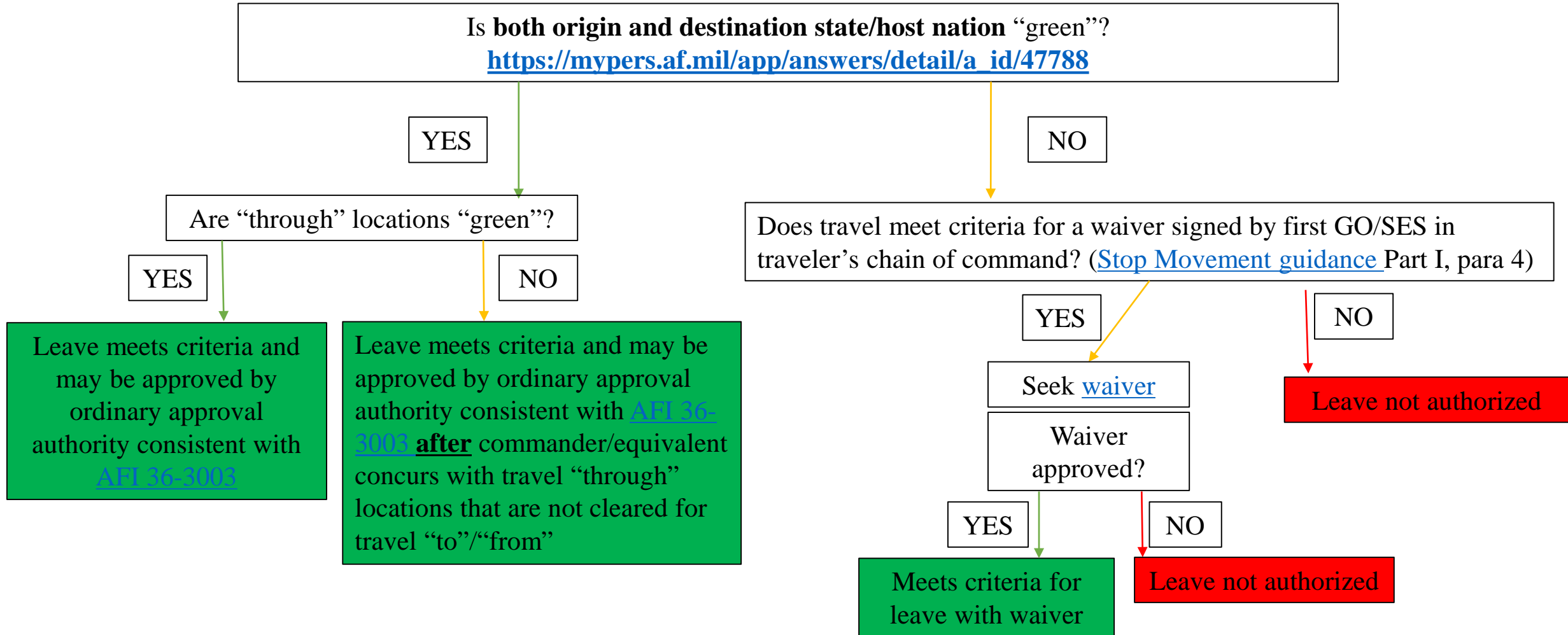
JEREMIAH S. HEATHMAN, Colonel, USAF  
Commander

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.*



- 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.

# CIVILIAN PCS/TDY

AFPC/DP3C

Current A/O 12 Jun 20

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

Is travel exempted? \*

[myPers article 46583](#)

YES

NO

Are travel “through” locations green?

YES

NO

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

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

Meets criteria for exempted  
travel\*\*

Does travel meet criteria for  
waiver?  
(Hardship/Mission  
Essential/Humanitarian)

YES

NO

Seek waiver

Waiver  
approved?

NO

Travel not  
authorized

YES

Meets criteria for waiver  
travel\*\*

\* 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.

# Civilian Leave

AFPC/DP3C  
Current A/O 12 Jun 20

REQUEST FOR LEAVE APPROVED?

YES

NO

Employees must comply with FHP Guidance\*

Able to return to work after leave ends?

YES

NO

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 \*\*

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

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.

\*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.