



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

16 March 2020

**MEMORANDUM FOR DISTRIBUTION**

**FROM:** 375 AMW/CC  
101 Heritage Drive  
Scott AFB, IL 62225

**SUBJECT:** Scott Air Force Base COVID-19 Mission Command Guidance

1. In order to align with national, state, and local emergency health proclamations, I have declared a Public Health Emergency at Scott Air Force Base. The base remains in Health Protection Condition Alpha because there is no base community spread of COVID-19 at this time. As a result of this Public Health Emergency, we will enter a status beginning on 17 March 2020 to limit operations to those of a critical nature only. We are doing this in order to limit the spread of COVID-19 in the area.
2. Team Scott Unit Commanders are responsible for identifying military, civilian, and contract personnel who are necessary to support ongoing global operations. Those deemed necessary will be present for duty or working in a telework posture. Unit Commanders should implement telework to maximize social distancing.
3. Unit Commanders should also consider medically high risk personnel, and prioritize such workers for telework. Those civilian members not identified as Mission Critical per OPM Guidance will be placed in an administrative leave status with pay until 30 March 2020 with the possibility of extension.
4. Child Development and Youth Center services will remain open but will be limited to those who are already enrolled and whose sponsors are identified as necessary to be physically present for duty by their Unit Commanders. Base restaurants and dining facilities will remain open but will be limited to take-out only services.
5. Additional guidance and clarification is forthcoming through Command channels. Public Affairs will release and maintain a list of local Frequently Asked Questions to be posted on the Scott Air Force Base Facebook Page and official website at [www.scott.af.mil](http://www.scott.af.mil). Immediate medical related questions regarding COVID-19 should be directed to the Nurse Advice Line at 1-800-TRICARE. All other local COVID-19 concerns can be routed to the 375th Air Mobility Wing Emergency Operations Center at 618-256-4506.
6. Please continue to reference CDC's website at [cdc.gov](http://cdc.gov) for the most up to date information. I appreciate your patience as we implement measures to minimize the impacts of COVID-19 on the Scott AFB community.

A handwritten signature in black ink, appearing to read "Joseph R. Meyer", is positioned above the typed name.

**JOSEPH R. MEYER, Colonel, USAF**  
Commander