



DEPARTMENT OF THE ARMY
HEADQUARTERS, 81ST READINESS DIVISION
81 WILDCAT WAY
FORT JACKSON, SC 29207-6833

AFRC-SSC-CG

17 July 2020

MEMORANDUM FOR All Personnel Assigned to or Under the Operational Control of the United States Army Garrison (USAG), Fort Buchanan, Puerto Rico

SUBJECT: Senior Commander Policy on Access Restrictions for Personnel Arriving to Fort Buchanan From Outside of Puerto Rico in Response to Coronavirus Disease 2019

1. References:

a. Office of the Under Secretary of Defense (OSD) for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 11), Department of Defense Guidance for Coronavirus Disease June 11, 2020

b. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum Civilian Duty Status and Use of Weather and Safety Leave during COVID-19 Pandemic March 30, 2020

c. FFCRA, H.R. 6201, Public Law 116-127, Emergency Paid Sick Leave Act (EPSLA) March 18, 2020

d. Office of the Under Secretary of Defense (OSD) for Personnel and Readiness Memorandum, Force Health Protection Guidance (Supplement 4), Department of Defense (DoD) Guidance for Personnel Traveling During the Novel Coronavirus Outbreak March 11, 2020

2. Due to the increased Centers of Disease and Control (CDC) Travel Health Notice (THN), OSD strongly recommends that DoD personnel, contractors, and family members who travel to, through, and from countries with a CDC-THN for COVID-19 follow the guidance of this policy. Personnel whose travel has included THN Level-2 and Level-3 locations should be monitored for fever, cough, or difficulty breathing and should notify their chain of command immediately. (Enclosure1)

3. Effective immediately, this policy letter constitutes an order applicable to all DoD uniformed and DA civilian personnel, contractors, and their sponsored family members traveling to or through Fort Buchanan from outside of Puerto Rico. On arrival to Fort Buchanan all personnel will execute a 14-day Restriction of Movement (ROM). The ROM applies to all forms of official travel; Permanent Change of Station, Temporary Duty, and Government-funded leave. For DoD uniformed personnel, DoD civilians, and

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DA-Civilians this also includes personal leave and other non-official travel. Travel for official business should be limited to mission essential personnel as determined by organizational leadership.

4. Approval authority belongs to the Garrison Commander for all members arriving to or authorized to conduct official business on Fort Buchanan from outside of Puerto Rico. Organizations with mission essential personnel traveling to Fort Buchanan will submit a request to the Garrison Directorate of Plans, Training, Mobilization & Security (DPTMS) for approval of travel no later than 10 days prior to travel. Requests (enclosure 2) will be emailed to usarmy.buchanan.imcom-atlantic.mbx.dptms-ioc@mail.mil and include a Concept of Operations (CONOP) detailing the requirement. Personnel approved for travel will be required to show the approval memorandum to access the installation.

5. In addition to following current CDC guidelines, and local policies, all personnel arriving to Fort Buchanan will be required to adhere to the following requirements:

a. In accordance with the Governor of Puerto Rico's travel policy, all personnel arriving to Puerto Rico will be required to prove they had a negative coronavirus molecular test 72 hours before arriving. If unable to provide a negative molecular test, personnel will be required to do a molecular test at the airport and remain in ROM until the results are published.

b. A properly worn mask (face covering) will be used (worn) at all times regardless of length of stay.

c. Non-permanent party personnel traveling to Fort Buchanan will limit movement to place of lodging and place of work with minimal contact. Permanent party personnel will be limited during their first 14 days after arrival.

d. Non-permanent party personnel traveling to Fort Buchanan will be restricted to grab and go for food at all eating establishments. Permanent party personnel will be limited during their first 14 days after arrival.

e. Non-permanent party personnel traveling to Fort Buchanan will not be allowed to use the gym facilities or any other FMWR activity. Permanent party personnel will be limited during their first 14 days after arrival.

f. All Garrison personnel arriving from off island will be mandated to telework unless granted an exception to policy due to mission essential status.

g. The sponsored organization is responsible to ensure all requirements are observed. Failure to follow the requirements listed herein may result in personnel being denied access to the installation.

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6. These actions give preeminence to the safety and security of our personnel and their families. Our understanding of COVID-19 continues to evolve, and this guidance will be continuously evaluated as conditions warrant. Leaders should ensure this guidance is clearly communicated to those affected by these changes to travel policy.

7. A positive COVID 19 test of any kind excludes access to the installation until a negative molecular COVID 19 test is provided. USAG Fort Buchanan does not have a qualified facility to house isolated or confirmed COVID-19 positive personnel. As such, limiting the travel of personnel to Puerto Rico to 'mission essential' will help ensure the continued safety of the entire community.

8. The point of contact is Mr. Hector M. Moran at 787-707-3521 or email: hector.m.moran.civ@mail.mil.

Encls


KENNETH D. JONES
Major General, USAR
Commanding

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Enclosure1: Quick Reference for Travel during the COVID-19 Outbreak.

CDC THN Level	CDC Definitions	Actions Upon MIL AIR Departure	Actions Upon arrival
3	<ul style="list-style-type: none">• Widespread sustained transmission.• Avoid non-essential travel.• Travelers should stay home for 14 days	Risk Assessment: <ul style="list-style-type: none">• Questionnaire• Temperature checks• Visual assessment for signs and symptoms Medical Team Assessment (If indicated) <ul style="list-style-type: none">• Health evaluation• Transfer to command health authority if needed	<ul style="list-style-type: none">• Stay at home for 14 days• Practice social distancing• Self-monitoring
2	<ul style="list-style-type: none">• Sustained community transmission.• Special precautions for High-Risk Travelers		<ul style="list-style-type: none">• Stay at home for 14 days• Practice social distancing• Self-monitoring
1	<ul style="list-style-type: none">• Risk of limited community transmission.• Practice usual precautions		<ul style="list-style-type: none">• Ensure personnel tracking• Practice social distancing for 14 days• Self-monitoring for 14 days
N/A	<ul style="list-style-type: none">• All other countries and areas		<ul style="list-style-type: none">• Ensure personnel tracking• Practice social distancing for 14 days• Self-monitoring for 14 days

For additional information, please visit the Center for Disease Control and Prevention website at <https://wwwnc.cdc.gov/travel/notices> or <https://www.cdc.gov/>

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Enclosure 2: Sample Request Memorandum

AFRC-ABC-DEF

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MEMORANDUM THRU (at least first 06 in chain of command or civilian equivalent)

FOR Commander, United States Army Garrison Fort Buchanan (ATTN: DPTMS), 390 Double Eagle Drive, Fort Buchanan, Puerto Rico 00934

SUBJECT: Mission Essential Travel Request

1. Request approval for the following personnel to travel to Puerto Rico in accordance with the Senior Commander Policy on Access Restrictions for Personnel Arriving to Fort Buchanan from Outside of Puerto Rico in Response to Coronavirus Disease 2019.

- a. Full Name:
- b. Purpose of Travel:
- c. TDY/AT/BA/Leave/Other:
- d. Inclusive Dates of Travel:
- e. Origin of Travel:
- f. Primary Lodging Location:
- g. Isolated Lodging Location (if necessary):
- h. Verified as Mission Essential by (Commander):

2. Travel is mission essential because of this reason. Personnel will be operating in/around these buildings and locations. If travel does not occur, this will happen.

3. Risk Mitigation: In addition to the measures outlined in Senior Commanders Policy Memorandum, XYZ Organization will ensure personnel are screened each day, maintain social distancing, and whatever additional measures you propose for safety.

4. I acknowledge that all personnel will have a valid molecular COVID 19 test. If personnel test positive, the sponsored organization will provide off-post lodging for isolation and ensure they do not enter the installation.

5. The Point of Contact for this memorandum is Unit S3/G3 at 787-555-1234 or first.last.mil@mail.mil.

IMA BOSS
RANK, BRANCH
Commanding