

**HQDA, DCS G-1 PERSONNEL CONTINGENCY CELL
FREQUENTLY ASKED QUESTIONS
17 JUNE 2020**

Q1. Can Soldiers take leave outside of the local area?

A1. Leave outside of the local area (as defined by the senior commander) to, from, or through a restricted location requires approval of the first GO/SES in the Soldier's chain of command. If the origin, destination, and all intermediate stops are unrestricted, no waiver is required and leave may be approved in accordance with AR 600-8-10. Exemptions for transition leave are available for Soldiers who are retiring, separating, or REFRADing.

Q2. Can Soldiers take leave in conjunction with a PCS Move?

A2. ALARACT 054/2020 rescinded the leave restrictions outlined in ALARACTs 038/2020 and 040/2020. All Soldiers are entitled to the authorized travel days outlined in the Joint Travel Regulations. If your travel will be accomplished within the authorized travel days then you are by definition proceeding direct and therefore intermediate stop considerations do not apply.

Movement restrictions at intermediate stops must be considered if you are taking leave in excess of the authorized travel days, outside of the local area. If the origin, destination, or any intermediate stop is a restricted location, travel cannot proceed without a waiver from the first GO/SES in the traveler's chain of command. If the origin, destination, and all intermediate stops are unrestricted, leave in excess of the authorized travel days, outside of the local area, may be approved in accordance with AR 600-8-10.

Q3. Are there any new restrictions on Department of the Army Civilian (DAC) personal leave?

A3. There are no new travel restrictions for DAC personal leave. Authority to approve or disapprove DAC leave remains with their supervisors. Supervisors are reminded they may deny requests for leave due to mission-related requirements. Under no circumstances may supervisors dictate the location or distance for DAC leave. Supervisors are reminded to document the reasons for denial of any leave. Departments and agencies are encouraged to approve leave and maximize telework flexibility to safeguard the health and safety of the workforce.

Q4. What if the location I am traveling to, though, or from is not listed?

A4. When considering each location, use the list of installations to determine whether the nearest listed installation within a 50-mile radius is restricted. If a travel location is not within 50 miles of any listed installation, but is within a state or host nation designated as unrestricted by the OUSD (P&R) Placemat, it is considered unrestricted for purposes of travel. If the origin, the destination, or an intermediate stop is restricted, travel cannot proceed without a waiver.

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Q5. What if the location I am traveling to, from, or through changes to restricted before I depart for my PCS, TDY, or Leave?

A5. The origin, destination, and intermediate stop travel status should be verified no earlier than 10 days prior to the start of travel (ALARACT 054/2020). If any travel location is restricted then travel cannot proceed unless a waiver is approved by the first GO/SES in the chain of command. Waivers should be initiated using the instructions provided in ALARACT 054/2020. If Soldier will not be able to report within the timeframe specified in the special instructions of PCS orders, then the Soldier should coordinate with the personnel reassignment work center to contact HRC to amend the report date. (Note: Exempt travel may proceed).

Q6. What level of coordination is required with the gaining command when requesting a waiver to PCS to a restricted location?

A6. The Secretary of the Army only mandated GO/SES involvement for final waiver approval by the traveler's chain of command. Gaining commands make their own determination for what level they will staff and coordinate waiver requests. That coordination could be captured via DA Form 4187, email, or memorandum. The intent is to ensure the gaining command and location have adequate support available to receive travelers.

Q7. What additional documentation is required for travel?

A7. If you are traveling under an exemption, then it should be noted in the special instructions on your orders or on a memorandum from your leadership. If you are traveling under an approved waiver, then you should travel with a copy of whatever document the GO/SES signed granting the waiver, such as an approved DA Form 4187 or memo.

If your travel only involves unrestricted locations, then no additional supporting documentation is required. When your command signed you out or authorized movement IAW EXORD 210-20 and ALARACT 054/2020, that certified that the command verified travel was unrestricted and authorized.

Q8. Can the gaining unit request the losing unit initiate a DA Form 4187 for a Soldier deemed mission critical?

A8. Yes. Gaining commands can and should coordinate with losing commands in regards to Soldiers deemed mission essential. PCS moves are considered mission essential and should be initiated by either the Soldier or losing unit and coordinated with the gaining command. During coordination, the gaining command may provide additional mission essential information that may support approval of the waiver request. In limited instances, Soldiers may request stabilization for COVID-19 related hardships as outlined in AR 614-100, AR 614-200 and AR 135-18.

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Common Soldier Travel Scenarios

Scenario 1: I am on orders to PCS from Fort Bragg, NC, to Fort Hood, TX. Can I travel directly without a waiver?

Verify the unrestricted/restricted status of both installations no earlier than 10 days before starting movement. The JTR allows four travel days for this move. If you take four days or less, you are by definition proceeding direct and do not need to consider any intermediate locations. If both Fort Bragg, NC and Fort Hood, TX are listed as unrestricted, then you can proceed without a waiver or any further documentation. If either installation is restricted, you cannot travel without a waiver approved by the first GO/SES in your chain of command.

Scenario 2: I am on orders to PCS from Fort Bragg, NC, to Ft. Hood, TX. I wish to take 10 days of leave to visit my family in Chicago, IL. Can I move without a waiver?

The JTR defines direct travel in this case as four days of authorized travel time or less from Fort Bragg, NC to Fort Hood, TX. Since the leave request exceeds the authorized travel days, you must consider any intermediate stops in addition to your origin and destination. Check the unrestricted/restricted status of both Fort Bragg, NC and Fort Hood, TX. Then, check if there is an installation on the list within 50 miles of Chicago, IL to determine whether that intermediate stop is unrestricted. If there is no installation listed, consult the OSD (P&R) list to determine whether Illinois is unrestricted.

If your origin (Fort Bragg, NC), destination (Fort Hood, TX), and your intermediate stop (Chicago, IL) are unrestricted, you do not need a waiver and you may take leave enroute, subject to your chain of command's approval. If any of the three locations are restricted, you cannot travel without a waiver.

Scenario 3: I am on orders to PCS from NATO Headquarters in Brussels, Belgium, to a recruiting position in Pittsburgh, PA. How do I know if I need a waiver?

First check the installation list to determine if an installation within 50 miles is of the origin (Brussels, Belgium) is listed. If a nearby installation is listed, use that installation's status determination. If no listed installation is within 50 miles, check the OSD (P&R) list and use the unrestricted/restricted status for the host nation (Belgium).

Next, check whether there is an installation within 50 miles of the destination (Pittsburgh). If so, use that installation to determine whether the destination is restricted or unrestricted. If no nearby installation is listed, use the status of the state (Pennsylvania), on the OSD (P&R) list to determine whether the destination is unrestricted or restricted.

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If you are taking leave in excess of the authorized travel days, consult the local installation (or state/nation status, if no local installation) for any intermediate stop. If any of the origin, destination, or intermediate stops are restricted, you cannot travel without a waiver from a GO/SES.

Scenario 4: I currently stationed in Idaho Falls, Idaho. I wish to take leave to visit family in Asheville, NC. Can I take leave without a GO/SES waiver?

If either the origin or destination is restricted, you cannot travel without a waiver.

First, check whether there is an installation on the list within 50 miles of the origin (Idaho Falls, ID). If no installation within 50 miles is on the list, use the status of the state (Idaho), on the OSD (P&R) list to determine whether the origin is unrestricted or restricted.

Next, check whether there is an installation on the list within 50 miles of the destination, (Asheville, NC). If so, use that installation to determine whether the destination is restricted or unrestricted. If no nearby installation is listed, use the status of the state (North Carolina), on the OSD (P&R) list to determine whether the destination is unrestricted or restricted.

Useful Links:

[HQDA DCS, G-3/5/7 COVID Portal](#)

[HQDA DCS, G-1 COVID Portal](#)

[HQDA DCS, G1 Civilian Personnel Portal](#)

[Installation Statuses](#)

[OSD P&R Placemat \(States, Territories, and Host Nations\)](#)