



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE AND FORT HUACHUCA
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ATZS-CG

JUL 27 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Huachuca COVID-19 Leave and Pass Policy

1. References:

- a. Secretary of Defense Memorandum, "Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," June 29, 2020.
- b. FRAGO 5 to HQDA EXORD 210-20 Coronavirus (COVID-19) Transition Framework, DTG 2254Z June 2020.
- c. Army Regulation 600-8-10, dated 15 February 2006.
- d. Secretary of Defense Memorandum, "Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Traveling During the novel Coronavirus Outbreak," March 11, 2020.

2. Leave Approval Authority:

- a. Local Leave/Pass: Commanders/directors at the company, battery, and detachment level are authorized to approve leave/pass within 120-mile driving distance from Fort Huachuca for locations within the United States. O5-level commanders and directors and above in the chain of command or supervision may withhold approval authority for local leave as they see fit.
- b. Child custody/visitation and Emergency Leave: O6-level commanders and directors, as well as direct-reporting O5 commanders, are authorized to approve non-local emergency leave requests and non-local leave requests for court-ordered visitation and custody travel.
- c. Non-local leave/pass: All other leave/pass requests for locations beyond the 120-mile driving distance from Fort Huachuca require General Officer approval. Requests for non-local leave from SMs in USAICoE and all tenant units except NETCOM require Senior Commander approval. NETCOM SMs requesting non-local leave must route all requests to the NETCOM Commanding General.

3. Prior to non-local leave/pass travel:

a. All requests for non-local leave and pass must include a risk assessment of the requesting SM's health status and a travel itinerary. There is no such requirement for local leave; leave/pass requests for locations within the local leave area will be processed in accordance with AR 600-8-10.

(1) Health Status: To facilitate risk mitigation efforts, leave and pass approval authorities will ask all SMs requesting leave/pass whether any immediate family member,¹ individual traveling with the SM on leave/pass, or anyone the SM intends to visit at the proposed leave location has a high-risk condition.² Approval authorities will not ask for names of any person or the specific high-risk condition, rather only whether any of the aforementioned persons has any of the listed high-risk conditions.

(2) Travel itinerary: SMs requesting leave will include a detailed travel itinerary specifying the proposed leave destination, proposed mode of travel, planned stops along the route, and details of the activities the SM intends to participate in at the leave destination.

(3) SMs requesting leave will provide the requisite information on health status and travel itinerary using the Non-local Leave/Pass Questionnaire.

b. Leave/pass approval authority guidance

(1) Approval authorities will disapprove leave requests if the requesting SM displays a fever or other symptoms consistent with COVID-19,³ or if they have had close contact with someone who tested positive for COVID-19 within 14 days of the date leave is scheduled to begin.

(2) Approval authorities will consider, at a minimum, the Leave Flow Chart and responses to the questions listed on the Leave/Pass Questionnaire to determine whether to approve leave.

¹ Immediate family member: for purposes of this memorandum, an individual who regularly lives in the same residence as the SM.

² High risk conditions (HQDA EXORD 210-20, FRAGO 5, para. 3.D.7.A.1.): Individuals who are 65 or older, individuals with serious heart conditions, hypertension, diabetes, moderate to severe asthma, cancer, chronic lung disease, kidney conditions requiring dialysis, liver disease, uncontrolled HIV, genetic conditions, patients undergoing chemotherapy or other immune-suppressing treatments, and individuals with a Body Mass Index greater than 40.

³ See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> for a list of symptoms consistent with COVID-19.

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4. After leave/pass travel

a. Non-local travel: All SMs returning to Fort Huachuca from leave or pass outside the local area will contact the COVID-19 hotline prior to arrival. SMs remain bound by the restriction of movement (ROM) requirements in the current General Order.

b. Commanders in the returning SM's chain of command or supervision and COVID-19 hotline personnel are authorized to impose more restrictive measures as required to protect the force or mission.

5. Coordinating instructions

a. All leave approval authorities will maintain tracking mechanisms identifying all personnel on non-local leave/pass, the start and end dates of the leave/pass, leave/pass location, completion of ROM, and any additional comments that may be relevant for later contact tracing.

b. PCS and TDY travel outside the local area still requires an ETP in accordance with established procedures.

c. For all non-local leave requests except for emergency leave and leave associated with court-ordered visitation or custody, O6-level commanders/directors or direct-reporting O5 commanders will sign the DA Form 31 (June 2020) in block 12. The Senior Commander will sign in block 13.

6. This leave policy is conditions-based and subject to change without notice based on COVID-19 trends and mission and force protection requirements.

- 2 Encls
- 1. Questionnaire
- 2. Flow Chart



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