



COVID-19 Frequently Asked Questions

4 August 2020

Q1: Do I need an ETP to PCS?

A1: Yes, unless your PCS fits into an exception outlined in Secretary of the Army Memorandum, Delegation of Authority to Approve Travel of Army Personnel and Conditions for Return to Unrestricted Travel, Dated 14 July 2020. The exceptions most applicable to PCS include (1) PCS to/from Professional Military Education (PME) and (2) PCS from an unrestricted location to an unrestricted location. At this time, Fort Huachuca is still a restricted location.

Q2: How do I initiate an ETP for PCS?

A2: PCS ETPs are only being approved in three situations, where travel is: (1) deemed to be Mission Essential (ME); (2) necessary for humanitarian reasons (as stated in your orders); or (3) warranted due to extreme hardship. ETPs are approved on a case-by-case basis.

Q3: How does the PCS ETP process work?

A3: Mission Essential – The most common PCS ETP request received are for Mission Essential (ME) PCS travel. For ME requests, the GAINING Command initiates the process by deeming the incoming Soldier “Mission Essential” and prepares an ETP requesting the losing installation to initiate a DA 4187 (in Memorandum for Record format) to be submitted to the Commanding General of the gaining installation for approval. Once the CG of the gaining installation approves, the G1 of the gaining installation will send the ETP to the losing installation, requesting initiation of a DA 4187. Once the losing unit completes the DA 4187 and it is approved by the CG of the losing installation, the process is complete and you may proceed with your PCS move. The earlier we receive your ETP request, the better.

Hardship & Humanitarian – Initiate a DA 4187 through your Chain of Command if you believe you qualify for a hardship move or for humanitarian reasons. Your Command will follow through with the DA 4187 to the CG’s office. The first O-6 in your chain of command has disapproval authority.

Q4: How long will it take for my ETP to be approved?

A4: The length of time it will take to get your ETP approved depends on all the facts and circumstances of your particular situation. There is a lot of coordination that must take place between the gaining and losing installations, which necessitates the need to submit PCS ETPs early, in order to allow adequate time for completion and to avoid potential issues. Please work with your S1 for updates and ensure all required information and formatting/grammar is correct.

Q5: What do I need if I’m PCSing to Ft. Huachuca from an “Unrestricted Location?”

A5: Your gaining unit at FHAZ needs to submit a Mission Essential ETP request to the Fort Huachuca Senior Commander (MG Potter) for approval. Once approved, you are authorized to PCS if you are currently in an “unrestricted” location.

Q6: Does my Spouse/dependent need an ETP to travel outside the 120 mile radius?

A6: No, the current travel restrictions only apply to service members, however family members are strongly encouraged to follow the guidelines for travel and social distancing outlined in the most current General Order.

Q7: Where can I find a copy of the most current General Order?

A7: The most current General Order, along with other COVID -19 policies can be found at the installation home page at: <https://home.army.mil/huachuca/index.php>.

Q8: I'm PCSing to Ft. Huachuca with an approved ETP. How is the housing situation since most SMs have not been able to PCS?

A8: Please contact our Housing Services Office: 520-533-3611.

Q9: Can I take leave/pass outside the local area?

A9: Non-local leave/pass requests for locations outside the local area 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. All Soldiers returning to Ft. Huachuca from leave or pass outside the local area will contact the COVID-19 hotline prior to arrival. Soldiers remain bound by the restriction of movement requirements in the current General Order.

Q10: What about child custody/visitation leave and emergency leave?

A10: 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.

Q11: Can Soldiers take leave in conjunction with a PCS Move?

A11: If you are authorized to conduct a PCS move, you do not need an ETP to also take leave in conjunction with a PCS move. Leave in conjunction with a PCS move may be approved at the O-5 level IAW the procedures in AR 600-8-10 as well as HQDA guidance which may restrict PCS leave for OCONUS bound Soldiers.

Q12: When will we move to Phase 2?

A12: We recently decided to take a more flexible approach to our phasing construct, based on positive cases affecting the tenant units on Fort Huachuca at different times. Essentially, what this means, is that we will not make a uniform, base-wide decision on transitioning to Phase 2. Some units on Fort Huachuca may need to revert back to Phase 0, while some units on Fort

Huachuca may feel ready to move to Phase 2 or even to Phase 3. All Soldiers and family members are requested to maintain flexibility as all units on Fort Huachuca interpret this, based on their own circumstances.

Q13: Can I have family travel to visit me if they live outside the local travel area?

A13: Soldiers will require an approved Exception to Policy (ETP) from the Fort Huachuca Senior Commander IOT have family who reside outside the local area come and visit. These ETPs are approved on a case-by-case basis and require a hardship or extenuating circumstance (family support for new born child, summer-time child custody exchanges, Soldier or dependent sick and need additional support from family, etc.).

Q14: Can AIT/MOS-T students leave base, even if it's with a family member?

A14: Currently, all AIT and MOS-T students are restricted to Ft. Huachuca to decrease the risk of exposure.

Q15: When will families be allowed to attend AIT Graduation?

A15: There is no current specific date when graduations will be open to the public.

Q16: Can I come visit my family member who is finishing AIT, even for the day on-post for a picture?

A16: Unfortunately, if you live outside the local travel area, visitor passes are only being approved through an ETP if necessary, due to an extreme hardship (See Q13 above).

Q17: What if I have a medical appointment requiring travel outside of the local area?

A17: There is no restriction on travel by patients and medical providers for the purpose of medical treatment for DoD personnel and their family members. If a SM has a medical appointment outside of the local area, SM will inform their Chain of Command prior to travel, but no ETP is required