



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS, NATIONAL CAPITAL REGION
U.S. ARMY MILITARY DISTRICT OF WASHINGTON
102 3RD AVENUE, BLDG 39, SUITE 2
FORT LESLEY J. MCNAIR, DC 20319-5031

ANCG

JUN 25 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Travel and Leave Policy in Response to Coronavirus Disease 2019 (COVID-19)

1. REFERENCES.

- a. Army Regulation 600-8-10 (Leaves and Passes), 15 February 2006.
- b. JFHQ-NCR / USAMDW Leave and Pass Policy in Response to Coronavirus Disease 2019 (COVID-19) (Rescinded)
- c. Secretary of Defense Memorandum, subject: Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions – Corrected Copy, 22 May 2020
- d. Secretary of the Army Memorandum, subject: Delegation of Authority to Approve Travel of Army Personnel and Conditions for Return to Unrestricted Travel, 09 June 2020
- e. HQDA EXORD 144-20, Army Wide Preparedness and Response to COVID-19 Outbreak (and subsequent FRAGOSs)
- f. HQDA EXORD 210-20, Coronavirus (COVID-19) Transition Framework (and subsequent FRAGOs)
- g. ALARACT 054/2020, Consolidated Personnel Policy Guidance in Support of Conditions-based Phased Approach to Army-wide Preparedness and Response to Coronavirus Disease 2019 Outbreak, 121849Z Jun 20
- h. FRAGORD 3 (JFHQ-NCR COVID-19 Guidance) to OPORD 20-40: COVID 19 Enhanced Force Health Protection.

2. PURPOSE. To provide **updated** guidance regarding Joint Force Headquarters-National Capital Region/United States Army Military District of Washington (JFHQ-NCR/USAMDW) personnel operating procedures (on and off duty) on the execution of leave and passes in response to COVID-19. This policy supersedes the JFHQ-NCR/ USAMDW leave and pass policy dated 20 March 2020.

ANCG

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3. **APPLICABILITY.** These procedures apply to all service members and civilians assigned or attached to: JFHQ-NCR/USAMDW Headquarters and Major Subordinate Commands. The Major Subordinate Commands includes: The U.S. Army Transportation Agency, 3d U.S. Infantry Regiment (TOG), U.S. Army Aviation Brigade, U.S. Army Band, U.S. Army Field Band, and the separate Military Police Companies assigned to HQs, MDW.

4. **DEFINITIONS.**

a. Exempt Travel. A travel category that does not require a waiver and will be conducted by the most direct means in accordance with (IAW) authorized travel days as outlined in the Joint Travel Regulations. Exempt travel categories that impact our forces:

- Retirements and Separations, or release from active duty (REFRAD)
- Patients, authorized escorts, and attendants for purpose of medical care
- Global Force Management (GFM)
- TDY or PCS to and from PME
- Soldiers, DACs, DAFCs and family members who initiated travel prior to this guidance;
- Intra-post reassignments and transfers
- Low cost and no cost moves (do not involve HHGs)
- TDY travelers return to home station
- Formal, entry-level Civilian accession programs
- Civilian employees complying with overseas tour rotation agreement requirements.

b. Unrestricted Travel. If the origin, destination, and all intermediate stops are designated “unrestricted” locations IAW the Installation Management Command (IMCOM) Placemat and/or SECDEF declaration indicating that the destinations are “unrestricted” (GREEN), then the travel is designated “unrestricted.” If the origin, the destination, or an intermediate stop is restricted, travel cannot proceed without a waiver. Updated information about “unrestricted” and “restricted” locations may be found at the following link at <https://www.defense.gov/Newsroom/Releases/> and select the latest “Travel Restrictions: Green Locations.”

c. Restricted Travel. If any one point of origin, destination, or intermediate stop locations is

ANCG

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designated “restricted” by the IMCOM Placemat and/or SECDEF declaration, then the travel is designated “restricted” and cannot proceed without an approved waiver. Updated information about “unrestricted” and “restricted” locations may be found at the following link at <https://www.defense.gov/Newsroom/Releases/> and select the latest “Travel Restrictions: Green Locations.”

d. Waivered Travel. When travel is determined to be “restricted,” and a Service member receives authorization from an appropriate approval authority to travel, the travel is designated “waivered travel.” Reasons authorizing approval of “waivered travel” include: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship; or (4) when deemed in the best interest of the U.S. Government.

5. GUIDELINES AND PROCEDURES.

a. I am the approval authority for all “waivered travel.”

b. The first O5 in an individual’s chain of command or chain of supervision will determine if travel is “restricted” or “unrestricted,” and ensure that travelers have all documentation necessary before traveling on “exempt” or “unrestricted” travel or requesting approval of a waiver for “restricted travel.”

c. Local Leave. The local area is defined as any location within a 250-mile radius of the duty location. Leave and pass within the local area are not subject to the DoD COVID-19 movement restrictions. The approval authority for all local leave and pass is the first O5 in the individual’s chain of command or chain of supervision.

d. Leave outside the local area. Leave and pass occurring outside the local area will be processed in accordance with reference 1.f. Approval authorization for leave outside of the local area determined to be “unrestricted” is with the first O6 in the individual’s chain of command or chain of supervision. This approval authority may not be further delegated. I am the approval authority for waivers for leave or pass outside of the 250 mile radius that is deemed “restricted.”

e. Permanent Change of Station (PCS) travel. If the PCS travel authorization category is “exempt,” the PCS traveler may proceed to the new duty location as scheduled. The first O5 in an individual’s chain of command or chain of supervision will determine if travel is “restricted” or “unrestricted,” no earlier than 10 days before travel begins. Approval authorization for “unrestricted” PCS travel is with the first O6 in the individual’s chain of command or chain of supervision. When PCS travel is “restricted,” I am the waiver approval authority and an approved waiver is required prior to the commencement of travel.

ANCG

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f. Temporary Duty (TDY) travel that is “exempt” or “unrestricted” may be approved by the first O6 in the individual’s chain of command or chain of supervision. “Restricted” TDY travel requires my approval of a waiver.

5. The point of contact for this policy is the MDW J/G-1, COL LaCher M. Campbell at lacher.m.campbell.mil@mail.mil or (202) 902-0011.

A handwritten signature in black ink, consisting of several large, overlapping loops and a final flourish that extends to the right.

OMAR J. JONES IV
Major General, USA
Commanding

4 Encls

1. TAB X Request Memorandum
2. DA Form 4187
3. Waiver Memorandum
4. HQDA Process Map

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