



COVID Travel & Leave Business Rules Smart Card

**LEISURE TRAVEL: PERSONAL LEAVE AND PASS**

ALARACT 054/2020 and FRAGO 5 to HQDA EXORD 210-20 in Response to COVID-19, the following applies:

- Effective on 29 June 2020, the approval authorities for leaves and passes are listed below:
- O-3 CDRs can approve local leave and passes (≤150 miles) (overnight requires 7-day RM).
- O-5 CDRs can approve non-local leave (>150 miles) to and through green states within CONUS (requires 7-day RM).
- O-6 CDRs can approve non-local (>150 miles) leave to and through restricted installations/red states and Kansas Department of Health and Environment (KDHE) states to include CONUS commercial travel. SMs will incur 14-day quarantine at the conclusion of travel.
- 11D CG is the approval authority for all OCONUS travel. SMs will incur 14-day quarantine at the conclusion of travel.
- The next higher commander from the leave/pass approval authority can approve ROM ETPs for mission essential personnel (e.g. CG is approval authority for ROM ETPs where the SM takes non-local leave to green or red states approved by the BDE CDR).

**Leave/Pass Authorization Table**

Type	CO	BN	BDE	CG
Duty Day Pass and local leave (travel under 150 mile radius from FRKS) <sup>(1)</sup>	X			
Non-local leave / Pass outside 150 mile radius CONUS to green states/unrestricted installations <sup>(1)</sup>		X		
Non-Local Leave / Pass (travel over 150 miles radius of FRKS) to or through restricted installations/red states to include KDHE and CONUS commercial air <sup>(1)(2)(3)</sup>			X	
All OCONUS Travel <sup>(3)</sup>				X

1. 7-day RM if away from residence overnight (camping overnight does not require RM). If state becomes restricted, the SM will incur a 14-day quarantine.
2. If a Soldier is on leave in red state or if the location becomes restricted, the SM will incur a 14-day quarantine upon return.
3. Air travel requires a 14-day quarantine

**Leave/Pass Travel Guidelines Matrix**

Distance	Approved Day Trip	Approved Overnight Trip
Travel within 150 miles	No ROM	7 Day RM
Travel outside 150 miles to locations not designated as High Risk	No ROM	7 Day RM
Travel to High Risk Areas*/ International Travel	14 Day Quarantine	14 Day Quarantine
*High Risk Areas include: Refer to page 3 (KDHE & DOD Red States Table). DOD Restricted States can be found under "COVID19 Travel Restrictions Installation Status Update" - <a href="https://www.defense.gov/Explore/Spotlight/Coronavirus/">https://www.defense.gov/Explore/Spotlight/Coronavirus/</a> KDHE Restricted States can be found under "Travel Related Quarantine Table"- <a href="https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran">https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran</a>		** The Joint Federal Travel Regulation Limits approval for day trips to 350 round trip miles.



## 11D &amp; Fort Riley, KS

## COVID Travel &amp; Leave Business Rules Smart Card

**PCS POLICY AND EXCEPTIONS TO POLICY (ETP)**

ALARACT 054/2020 and FRAGO 32 to FORSCOM EXORD in Response to COVID-19, the following applies:

- The **30 June restriction of movement is no longer in effect**. It's "**indefinite**" as long as **a) state and regional criteria** based on the White House "Guidelines Opening Up America Again" and **b) installation-level criteria** based on conditions in and around surrounding DoD installations, facilities, and locations (at both the losing and gaining installations), **all movement will be authorized/unrestricted**.

**TRAVEL EXCEPTIONS AND EXEMPTIONS GUIDANCE**

All PCS moves fall into three travel authorization categories:

**Exempt.** Does not require a waiver. The following conditions are exempt from travel restrictions: retirement, separation, release from Active Duty, patients and authorized escorts/attendants, GFM activities, PME, reclassification, Initial Military Training, SOF Force Generational Activities, intra-post moves, and low/no cost moves. SM on assignment instructions to Korea will continue PCS movement and will report on their report date with 7 days early reporting authorized. Note: Exempt travel should be conducted by the most direct means. The exemption will be indicated on orders or on a memorandum in the traveler's possession.

**Unrestricted.** Does not require a waiver. If a Service Member's duty station is certified unrestricted, SM is authorized to travel from, to, and through locations that are also unrestricted. No ETP Required. The MPD will verify the unrestricted status no earlier than 10 days before the Soldier's departure (upon picking up clearing papers). If the status of any locations changes to restricted, the Soldier may not proceed without an approved waiver. If both the origin and destination are unrestricted, CDR's at all levels are authorized to approve leave and travel without an ETP. *Note: No documentation is required except for DA Form 31 for unrestricted travel however it's strongly encouraged that SMs carry source documentation for exemption.*

**Restricted.** Requires a waiver (DA Form 4187 & DA Form 31). The SM must submit a DA Form 4187 and obtain GO approval if the origin or destination is restricted (**The CG maintains this authority due to PCS resourcing requirements – HHGs, etc**). Additionally, travel through an area that is a red state/restricted should be handled in a risk reduction counseling conversation - not ETP - with the SM prior to leave or travel approval. The SM may not proceed without an approved waiver. A waiver may be requested in cases of extreme hardship, humanitarian reasons, or if a SM is considered mission essential by the gaining unit. If a waiver is approved, no other consideration of restricted or unrestricted travel is required and the SM may proceed. A copy of the approved waiver must be in the traveler's possession during out-processing and travel. A SM may also request a deletion or deferment in lieu of assignment orders.

- Leave in conjunction with PCS will normally be limited to the authorized travel days as outlined in the JTR signed by the BN CDR. In cases of hardship, BDE CDRs may approve up to 9 days of leave to include JTR travel days but not exceed 9 days of leave; PCS leaves of 10 or more days require CG approval.
- CDR's will use the DA Transition Framework guidance in determining whether their installation is restricted or unrestricted.
- IMCOM COVID-19 Placemat to determine installation restricted/unrestricted status and assessment for U.S. States and territories and host nations:  
[https://army.deps.mil/army/cmds/imcom\\_G3/CAT/Corona\\_Virus/SitePages/NewHome.aspx](https://army.deps.mil/army/cmds/imcom_G3/CAT/Corona_Virus/SitePages/NewHome.aspx)
- Any request for a deletion or deferment must follow procedures in AR 600-8-11 and must include a desired new report date.
- If the travel authorization category changes to unrestricted in time to execute travel IAW orders and special instructions, then the travel may proceed.

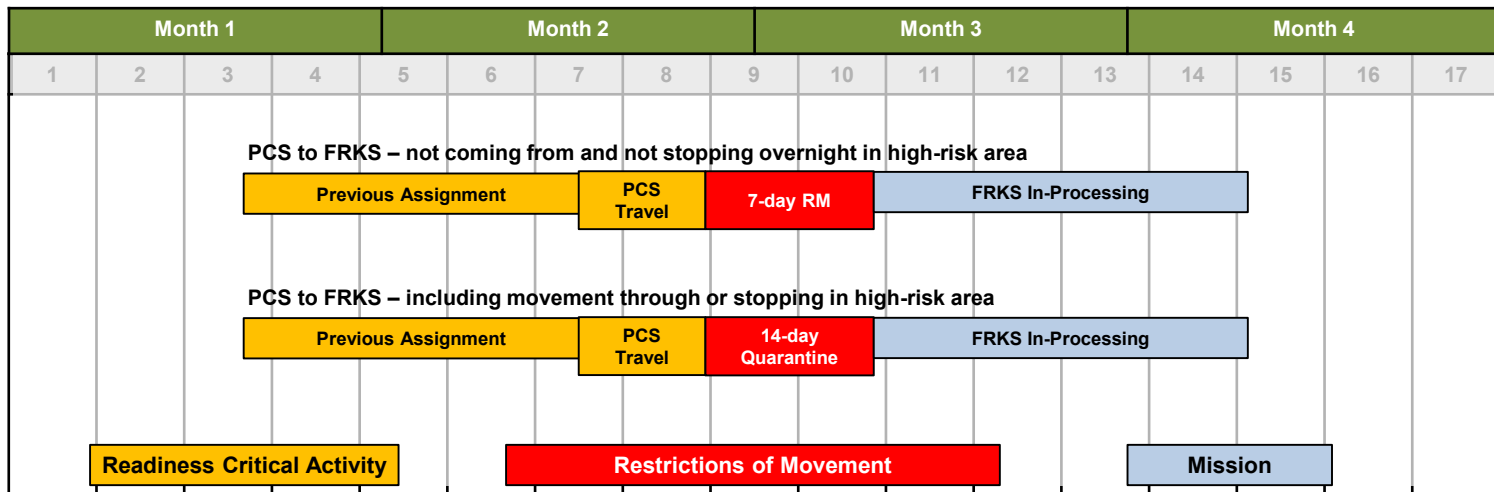


# 11D & Fort Riley, KS COVID Travel & Leave Business Rules Smart Card

## OFFICIAL TRAVEL: PCS AND TDY

### PCS Requires Quarantine

1. PCS to Fort Riley from a green state **(7-day RM)**  
**Example: PCS from Fort Campbell, KY without travelling through Alabama or Arkansas**
2. Travel from or stopping overnight in a High Risk Restricted State/Installation **(14-day quarantine)**  
**Refer below for specific restricted locations**
3. Travel from OCONUS (including Alaska and Hawaii) via commercial or rotator flight; travel via POV from Alaska **(14-day quarantine)**  
**Examples: PCS from Japan; TDY trip to Poland**
4. Movement from communal living area (such as AIT/IET barracks) if no pre-movement restriction/quarantine coming from a restricted installation **(14-day quarantine)**  
**Example: Arrival at Fort Riley, KS from a Center of Excellence on a restricted installation without being under a restriction of movement prior to departure from the losing installation**



### KDHE & DOD Red States Travel-Related Mandatory 14-Day Quarantine Areas – As of 20JUL20

Type	Effective Date	Location
Domestic Travel	On or after June 17	Arizona
	On or after June 29	Florida
	DOD Red States	California, Florida
International Travel	On or after July 14	Traveled on or after July 14 to countries with a CDC Level 3 Travel Health Notice and restrictions on entry into the United States, including China, Iran, European Schengen area, United Kingdom, Republic of Ireland, Brazil, Bahrain, and French Guiana. International travelers must follow CDC guidance and protocols.
Cruises	On or after March 15	All cruises ships and river cruises

### Restrictions of Movement Waiver

Any exceptions to this policy for Mission Essential personnel are submitted through to the **next higher echelon commander**. Waivers must include the background circumstances necessitating RM or quarantine, waiver justification, and contact information for both the requesting Commander and the SM.