



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 ( $\leq 150$  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

**Restrictions of Movement 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)****PCS / TDY TRAVEL EXCEPTIONS AND EXEMPTIONS GUIDANCE**

ALARACT 054/2020, FRAGO 32 to FORSCOM EXORD, and FRAGOs 9 & 10 to HQDA EXORD 210-20 in Response to COVID-19, the following applies:

**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, low/no cost moves and on AI to recruiting units and Korea. No exception to policy is required to submit in order to depart losing organizations. SM on AI 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 LTC commander signed memorandum in the traveler's possession stating the exemption.

**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. DHR 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 moves automatically into the restricted category. *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. 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 IAW AR 600-8-11 and 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.

**BELOW GUIDANCE APPLIES TO ALL THREE TRAVEL AUTHORIZATION CATEGORIES:**

- Approval Authorities for Exempt, Unrestricted, and Restricted travel in conjunction with leave –
  - BN CDR (O-5):** Travel days (per JTR) only. (DA 31 only)
  - BDE CDR (O-6):** Travel days in conjunction with leave not exceeding nine days total. (DA 31 & DA 4187)
  - DIV CDR:** 10 or more days requested, explaining extreme hardship. (DA 31 & DA 4187)

*Note: For OCONUS PCS ONLY, any personal leave beyond what is needed for direct travel must be taken before clearing and conducting the required 14-day ROM.*

- Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for Service members requesting leave. Service members should not travel if they display a fever or other symptoms consistent with COVID-19 or if they have had close contact with someone who has tested positive for COVID-19 within the past 14 days. DoD personnel will comply with any DoD, Federal, State, and local restrictions while in a leave status.
- CDR's will reference HQDA EXORD 210-20 Coronavirus (COVID-19) Transition Framework, 26 May 2020, and associated FRAGOs as guidance. In addition, the IMCOM COVID-19 Placemat will be used to determine installation restricted/unrestricted status for States & 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)
- Per FRAGO 9 to HQDA EXORD 210-20, effective 21 August 2020, Soldiers and family members PCSing or TCSing from the United States to another country will conduct a 14-day ROM and have a negative COVID-19 test result before departing home station. Prior to final sign-out from losing unit, service members must attest that, to the best of their knowledge, their family members have followed the same requirements as those set forth for service members in this guidance in order to prevent the transmission of COVID-19. Note: Any leave must be taken prior to installation clearing and ROM. Upon final installation sign-out, SM and dependents will take direct PCS travel to next overseas assignment station.
- Units are reminded that ALARACT 053/2020, COVID-19 Consolidated Entitlements Guidance, provides commanders with options to manage Soldiers who are suspected to have been exposed to COVID-19. ALARACT 029/2020 provides pay and allowance flow charts to assist the commander to determine appropriate use of entitlements for each Soldier.



# 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**

### OCONUS PCS ROM & COVID-19 Testing Requirements

IAW FRAGO 9 to HQDA EXORD 210-20 COVID-19 Transition Framework, effective 21 Aug 20, Soldiers and dependents who PCS / TCS from CONUS to OCONUS and elect to take leave must do so prior to installation clearing and 14-day ROM. Upon completion of leave (if applicable), Soldiers will pick-up clearing papers 24 days prior to scheduled final out appointment and have 10 business days to clear installation agencies. After clearing Soldiers and dependents will immediately conduct a 14-day ROM and Soldiers' primary care manager (PCM) will schedule COVID-19 testing on Day 11 of ROM for SMs and dependents. Unit PCMs will provide test results via memorandum prior to final out-processing. Any Soldier or dependents that test positive must be medically cleared by the PCM before commencing PCS travel. If cleared for travel, Soldiers and dependents will only be allowed to take travel days and report directly to next duty station.

Sample Timeline - Reporting Month

1 Su	2 Mo	3 Tu	4 We	5 Th	6 Fr	7 Sa	8 Su	9 Mo	10 Tu	11 We	12 Th	13 Fr	14 Sa	15 Su	16 Mo	17 Tu	18 We	19 Th	20 Fr	21 Sa	22 Su	23 Mo	24 Tu	25 We	26 Th	27 Fr	28 Sa	29 Su	30 Mo
Any leave days must be taken prior to FRKS clearing and 14-day ROM	Start Installation Clearing (10 business days) 2 – 12 Sep										14-day ROM 13 – 26 Sep										Report date 30 Sep								
																							COVID19 Test (Day 11 ROM) 23 Sep			Test Results 26 Sep	Final Out 27 Sep	PCS Direct Travel days 28 – 30 Sep	
Leave / Travel Days											Installation Requirements										Restriction of Movement								

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

Type	Effective Date	Location
Domestic Travel	On or after August 11	Traveled to or attended a mass gathering/event outside of Kansas in which 500 or more people attended
	DOD Red States	All US States are Green
International Travel	On or after July 14	Traveled to countries with a CDC Level 3 Travel Health Notice and restrictions on entry into the USA, including China, Iran, European Schengen area, United Kingdom, Ireland, and Brazil. International travelers must follow CDC guidance and protocols.
Cruises	On or after March 15	All cruises ships and river cruises
Other Quarantine Requirements	Between 29 June - 11 August	Anyone subject to a travel-related quarantine for a state or country previously on the travel-related quarantine list must complete their 14-day quarantine period. They include: Florida

### 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.