



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)  
LITTLE ROCK AIR FORCE BASE, ARKANSAS

21 July 2020

MEMORANDUM FOR 19 AW MILITARY PERSONNEL

FROM: 19 AW/CC

SUBJECT: Little Rock Air Force Base Local Leave and Pass Guidance for 19 AW Military Personnel

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  
(b) Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection Guidance (Supplement 4) Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak," March 11, 2020  
(c) Team Little Rock Wing Commanders Memorandum, "Little Rock Air Force Base Local Leave and Pass Guidance," 25 June 2020

1. This memorandum rescinds the 25 June 2020 memorandum (Reference c) and all previous memoranda of the same subject. Effective 21 July 2020 leave travel for all **19 AW** military personnel is exempt from COVID-19 travel restrictions pursuant to the additional guidelines below:

a. For the purposes of this policy, the **local area is defined as anything within a 250 mile radius of Little Rock AFB.** Departure and arrival locations are no longer required to meet the conditions-based criteria and be categorized "green" for travel on leave or a pass. Instead, when evaluating leave requests, supervisors and commanders must weigh the risks when the Airman's leave plans include travel in or through emerging hotspots. **It is imperative that all 19 AW military members recognize that ROM comes at a cost to the United States Air Force, and our combined mission of generating Combat Airlift. Unit commanders are to weigh risk to mission against risk to force and make prudent risk-based decisions at their level.**

b. Unit commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for **ALL 19 AW military personnel** requesting pass or leave outside the local area utilizing the attached "**COVID-19 Pre-Departure Risk Exposure Activity Worksheet.**" Unit commanders and supervisors will establish a means of communication with all service members throughout the period of pass or leave and the post-travel process, as well as prescribing actions for their particular circumstances. While on leave or pass, **19 AW military members must comply with both CDC guidelines for non-pharmaceutical interventions (e.g., physical distancing, hand washing, wear of cloth face coverings when unable to maintain appropriate social distancing in public), and with state and local COVID-19 guidance for all locations.**

(1) **Pass travel:** A pass is defined as the time after duty hours before the start of the next duty day, including weekends.

(a) **Squadron commander approval** is required anytime the member does not remain overnight in his/her own residence (e.g., camping at the Buffalo River; spending the night in Hot Springs, AR; spending the night at a friend's house).

***READY WARRIORS!***

- (2) **Leave travel:**
- (a) **Squadron commander approval** is required if the member will be taking leave outside of the 250 mile local area.
  - (b) If a member is taking local leave and remaining in their residence - squadron commander's can delegate this approval down to the direct supervisor.
2. Personnel 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. Additionally, personnel will comply with any DoD, Federal, State, and local restrictions while in a leave status.
- a. After taking leave or a pass, members will contact their supervisor and remain at home if:
    - (1) The member has any signs/symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>);
    - (2) The member had contact (< 6 ft for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19.
3. The COVID-19 Health Assessment Dashboard found at <https://cprobe.army.mil/rsc/covid/> is one of many useful resources readily available to help commanders assess and weigh risk, and decide if the risk posed to force from an individual's travel warrants placing the Airman on restriction of movement (ROM) upon return from leave.
4. This policy cannot cover every scenario related to leave or pass travel. COVID-19 remains a serious threat to our force and our local communities. I ask all 19 AW Military Airmen and their families to exercise sound judgment to minimize situations that increase the risk of COVID-19 transmission. It is the responsibility of commanders and supervisors at all levels to ensure compliance with this instruction. **Members should understand that this policy may be short-lived and will continue to adapt due to the ever-evolving COVID-19 environment.** With that in mind, members should exercise appropriate risk management and precautions when making travel plans that may require short-notice cancellations or adjustments.
5. If your supervisor or unit commander is unable to answer your questions, my point of contact is 19 AW/CCE, DSN 731-1910, or by email at [19AWCCE@us.af.mil](mailto:19AWCCE@us.af.mil)

JOHN M. SCHUTTE, Col, USAF  
Commander

Attachment:  
COVID-19 Pre-Departure Risk Exposure Activity Worksheet

COVID-19 RISK EXPOSURE ACTIVITIES WORKSHEET			DATE
<b>I. INDIVIDUAL DATA INFORMATION</b>			
GRADE/NAME <i>(Last, First, Middle Initial)</i>	AGE	UNIT/OFFICE SYMBOL	DUTY PHONE
LIST POSSIBLE COVID-19 RISK EXPOSURE ACTIVITIES <i>(Travel to include TDY, Leave, Deployment, etc.)</i>			
Have you experienced COVID-19 related symptoms? YES      NO      Don't Know		Do you have essential travel items? (Sanitizing wipes, facial covering, hand sanitizer, etc) YES      NO	
IDENTIFY HOW YOU PLAN TO MINIMIZE YOUR RISK OF EXPOSURE TO COVID-19			
HAZARDS OF COVID-19			
STANDARD GUIDANCE TO REDUCE RISK OF EXPOSURE		LOCATION/AREA WHERE ACTIVITY WILL OCCUR <i>(i.e. business, location, name, address &amp; phone number)</i>	
<b>II. INTERACTIVE DISCUSSION</b>			
<p><b>BRIEFING INSTRUCTIONS.</b> Discuss training, experience, use of PPE, rules, and precautions with personnel participating in activities that increase risk of exposure to COVID-19. This risk assessment is not intended to prohibit personnel from participating in high-risk activities, but to ensure they are familiar with the hazards and illness potential of these activities. Ensure personnel wishing to participate in high-risk activities use appropriate safety measures. The individual must exercise sound judgment and self-discipline and not put wellness, life, or the performance of his or her Air Force duties in jeopardy.</p>			
PRECONDITIONS AGREED UPON DURING BRIEFING <i>(i.e., specific location, special equipment, medical screening)</i>			
DATE <i>(YYYYMMDD)</i>	SIGNATURE OF MEMBER		
DATE <i>(YYYYMMDD)</i>	SIGNATURE OF COMMANDER/DELEGATE		
<b>FOR OFFICIAL USE ONLY</b>			
<p><b>AUTHORITY:</b>  <b>PRINCIPLE PURPOSES:</b> For documentation of COVID-19 risk exposure activities briefing for Force Health Protection.  <b>ROUTINE USES:</b> Used to create a record of briefing on COVID-19 risk exposure activities.</p>			

**ADDITIONAL COMMENTS**

*(reverse)*