



8 October 2020

502 ABW Teammates,

On 22 May 2020, Secretary of Defense issued guidance transitioning stop-movement restrictions to a conditions-based phased approach which continues to limit all official travel, including TDY, government funded leave, PCS travel and other official travel, until certain criteria, based on national guidance and installation-level conditions, are met. On 29 June, Secretary of Defense exempted leave from this conditions-based approach, authorizing Secretary of the Air Force's 30 June 2020 guidance delegating the authority to approve leave to a level no lower than the unit commander or equivalent.

23 September 2020 updated guidance clarified that requirements for approval for leave outside the local area also applies to other non-official travel, such as non-leave travel during regular (weekend) or special pass situations.

502 ABW service members leave and non-official travel requests outside the local area are not limited only to mission critical, humanitarian, or extreme hardship conditions. Unit commanders or equivalents and delegated no lower are authorized to approve leave and non-official travel requests outside the local area subject to the following guidance:

- A. Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary of personnel requesting leave. 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. Personnel will comply with any DoD, Federal, State, and local restrictions while in a leave status.
- B. Commanders risk assessments should, at a minimum, include a review of State and local restrictions and pre- and post-travel health status assessments and travel screening. The health assessment and travel screening should include the following:
  - a. Does the member have any signs/symptoms of COVID-19?
  - b. Has the member had contact with anyone who has had signs and symptoms of COVID-19?
  - c. Is the member familiar with how to self-monitor and actions to take if ill?
- C. Commanders and supervisors will establish a means of communication with personnel throughout the period of leave or non-official travel and the post-travel process.

AF/A1 defines the local area as “the place where an Airman lives and from which he or she commutes to the duty station. That includes the cities, towns, or installations adjacent or close to each other, which the commuting public travels during normal business hours on a daily basis.”

In accordance with the above guidance, I have defined the local area for 502d ABW service members as 150-mile from the center of San Antonio, not including Mexico. Leave within the local area may be approved at levels below the unit commander or equivalent. During regular and

special passes, service members may request approval for non-official travel beyond the local leave area while not in an official leave status. Unit commanders or equivalents are authorized to approve such requests but must conduct the required risk assessment.

Both on and off installation, COVID-19 cases are declining; however, we cannot afford to relax our posture when it comes to wearing masks, social distancing and following CDC guidance. Thank you for your hard work and continued support in the effort to stop the spread.

Please visit [www.jbsa.mil/coronavirus/](http://www.jbsa.mil/coronavirus/) for updates. In addition, please follow us on Joint Base San Antonio Facebook at <https://www.facebook.com/JointBaseSanAntonio/>

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