



1 July 2020

502 ABW Teammates,

On 29 June 2020, the Secretary of Defense modified his 22 May 2020 Personnel Movement and Travel Restrictions guidance and permitted service secretaries to authorize service member leave outside the local area to be approved at a level no lower than the unit commander or equivalent. On 30 June 2020, Headquarters United States Air Force issued guidance authorizing unit commanders or equivalent to approve service member leave outside the local area.

Effective immediately, exceptions to policy requests are no longer required for 502 ABW service member leave requests outside the local area. The local area remains defined as a 150-mile radius from the center of San Antonio, not including Mexico. Leave requests outside the local area are no longer limited only to mission critical, humanitarian, or extreme hardship conditions however, must be approved by Unit commander or equivalent, 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 all DoD, Federal, State, and local restrictions while on leave status.
- B. Commanders risk assessments will, 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:
 - 1) Does the member have any signs/symptoms of COVID-19?
 - 2) Has the member had contact with anyone who has had signs and symptoms of COVID-19?
 - 3) 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 and the post-travel process.

Leave within the local area may be approved at levels below the unit commander or equivalent.

With the increase in COVID-19 cases both on and off the installation, we cannot afford to relax our posture when it comes to wearing masks, physical 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/ for updates. In addition, please follow us on Joint Base San Antonio Facebook at <https://www.facebook.com/JointBaseSanAntonio/>

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