



**DEPARTMENT OF THE AIR FORCE  
6TH AIR REFUELING WING (AMC)  
MACDILL AIR FORCE BASE, FLORIDA**

16 July 2020

MEMORANDUM FOR ALL 6 ARW ACTIVE DUTY SERVICE MEMBERS

FROM: 6 ARW/CC

SUBJECT: Second Updated Restriction on Personal Leave and Non-Official Travel Outside the Local Area

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", 29 June 2020  
(b) AF/A1 Memorandum, "Definition of Local Area for Leave Taken During Coronavirus Disease 2019 (COVID-19) Response", 18 March 2020  
(c) 6 ARW/CC Memorandum, "Updated Restriction on Personal Leave and Non-Official Travel Outside the Local Area", 12 June 2020 (hereby superseded)

1. This memorandum supersedes the previous Updated Restriction on Personal Leave and Non-Official Travel Outside the Local Area Memorandum, dated 12 June 2020. In accordance with References (a) – (b), all 6 ARW active duty Service members' personal leave and non-official travel is no longer restricted to the local area. For the purposes of COVID-19 personal leave and non-official travel, the local area is now defined as 2 hours driving distance of MacDill AFB.
2. Personal leave and non-official travel in the local area can be approved by Service members' Supervisor. CONUS personal leave and non-official travel outside the local area will be approved by Service members' Group Commander who may delegate approval authority no lower than a Squadron Commander. OCONUS personal leave and non-official travel will be approved by 6 ARW/CC who may delegate approval authority no lower than a Group Commander.
3. Prior to approving any travel request, Commanders must perform a risk assessment of the health status and travel itinerary of Service members, IAW attached slide. Commanders and supervisors will establish a means of communication with all 6 ARW Service members throughout the period of travel. Any 6 ARW Service member who fails to follow this order and its restrictions may be subject to disciplinary action under the Uniform Code of Military Justice.

BENJAMIN S. ROBINS, Colonel, USAF  
Commander

Attachment  
Active Duty Leave and Non-Official (Pass) Travel Guidance Slide

**MISSION FOCUSED...VALUED AIRMEN**

# 6th Air Refueling Wing

## Active Duty Leave and Non-Official (Pass) Travel Guidance

**Local Travel:**  
The local area for COVID-19 travel purposes is 2 hours driving distance from MacDill AFB.

**Non-Local CONUS Travel:**  
Authorization for CONUS travel approvals MAY be delegated by the Group Commander no lower than Squadron Commander level.

**OCONUS Travel:**  
Authorization for CONUS travel approvals MAY be delegated by the Wing Commander no lower than Group Commander level.

Supervisor Approval

Submit request via LeaveWeb

Group Commander Approval

Squadron/CC Approval

Conduct Risk Assessment

If the CC approves travel to the location, **then** the supervisor may approve the member's leave via LeaveWeb

Wing Commander Approval

Group/CC Approval

Conduct Risk Assessment

If CC approves travel to the location, **then** the Sq/CC may approve the member's leave via LeaveWeb

- NOTES:**
- ❖ **Requests:** All requests for leave or non-official (pass) travel must be submitted via email through your Chain of Command to the appropriate approval authority and include the following; name, leave location, means of travel, travel distance (miles), departure/return dates, and reason/justification.
  - ❖ **Risk Assessment of Health Status:** Does the member have any signs/symptoms of COVID-19? Has the member had contact (< 6 ft for more than 15 minutes) with anyone who has had signs and symptoms of COVID-19 within the last 14 days? Is the member familiar with how to self-monitor and actions to take if ill?
  - ❖ **Risk Assessment of Travel Itinerary:** Review status of COVID-19 cases at the destination and means of travel. Resources—<https://covid-status.data.mil/#/> or <https://www.cdc.gov/covid-data-tracker/index.html#cases>
  - ❖ **Restrictions:** Personnel will comply with any DoD, Federal, State, and local restrictions while at the destination.
  - ❖ **Communication:** Supervisors must have a means of communication with all service members throughout the period of travel and the post-travel process.