



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 51ST FIGHTER WING (PACAF)**  
**UNIT 2067**  
**APO AP 96278-2067**

4 Aug 20

MEMORANDUM FOR ALL TEAM OSAN PERSONNEL

FROM: 51 FW/CC

SUBJECT: 51 FW Commander's Leave Guidance

References: (a) USFK Commander's Leave Guidance (Update to 26 March 2020) (27 July 2020)  
(b) 7 AF Travel Delegation in Support of Department of Defense and Department of the Air Force Leave Policy and United States Forces Korea (USFK) Leave Policy and Guidance  
(c) Department of the Air Force Travel Guidance, myPers Article ID 46605 (7 July 2020)

1. In accordance with references (a), (b) and (c), the following policy has been established for all leave travel (non-PCS) outside the Republic of Korea (ROK) for all Osan Air Base and 51<sup>st</sup> Fighter Wing (51 FW) personnel. Leave approval authority for tenant units will fall under their respective Chains of Command; however, the quarantine and isolation policies, personnel tracking requirements, COVID-19 testing procedures and maximum capacity limitations for personnel authorized off-pen leave described herein apply to all Team Osan personnel.

2. Mission essential, humanitarian and extreme hardship travel will take priority over ordinary leave requests. Personnel are permitted to request ordinary leave with the understanding that personnel who return to Osan AB and subsequently test positive for COVID-19 may require an extended Restriction of Movement (ROM) timeline.

3. Roles and Responsibilities

a. All Osan AB Commanders

(1) Each Commander must maintain accountability of their member's travel and quarantine plans, when applicable.

(2) Commanders will establish a plan for how they will prioritize and manage leave in order to ensure no more than 5% of their assigned force is either on leave or individual TDY outside the Republic of Korea (ROK) at any given time.

(3) Unit commanders must account for the 14-day quarantine requirements for all personnel that travel outside the ROK, to include the use of the COVID-19 Command Center's (CCC-19) Inbound and Outbound Personnel Tracker on the SharePoint. Additionally, it is the unit's responsibility to ensure the care and feeding of returning personnel throughout the duration of his or her quarantine.

b. 51 FW Commanders

(1) Leave approval is delegated to the Squadron Commander for locations where the state, installation and/or country (as applicable to travel itinerary) meet the DoD's criteria for unrestricted travel. This may not be delegated lower. The most recent stoplight chart can be found at

<https://www.defense.gov/Newsroom/Releases/Release/Article/2246504/covid-19-travel-restrictions-installation-status-update-july-2-2020/> or <https://covid-status.data.mil>, and Air Force guidance can be found on MyPers at [https://mypers.af.mil/app/answers/detail/a\\_id/46624](https://mypers.af.mil/app/answers/detail/a_id/46624). A General Officer Exception to Policy remains a requirement for travel that does not meet the aforementioned, unrestricted travel criteria.

(2) Squadron Commanders may limit ordinary, off-peninsula leave to less than 30 days based on a number of factors to include mission requirements, the number of personnel on leave at a time and the number of personnel within their unit desiring off-peninsula leave.

(3) When applicable, state/country-required quarantine conducted at the location of leave will be considered chargeable. It is imperative that all personnel are aware of the additional leave costs should they choose to travel to a location which requires a quarantine period.

(4) Quarantine days conducted upon return from leave will NOT be considered as chargeable leave. Member's quarantine location on Osan AB will be considered an alternate duty location. It is the responsibility of the unit and member to establish a telework plan.

c. All Osan DoD Personnel (Military and Civilian)

(1) All leave requests will require approved travel plans which demonstrate that the state, installation or country they wish to travel to is "green" or unrestricted. Travel approval is stated in paragraph 3.a.(1) and members must notify their chain of command with any changes or deviations to the approved plan. Prior to their departure, personnel will monitor the location they wish to travel to in order to ensure it remains an unrestricted location and pursue an exception to policy if the status changes.

(2) All personnel will ensure that all CDC guidelines and USFK policies are being followed to prevent the spread of COVID-19.

(3) All personnel will quarantine for 14 days upon re-entering the ROK and must meet all USFK COVID-testing criteria before being released.

(4) Dorm Personnel with shared bathrooms will coordinate with CCC-19 prior to procuring travel to ensure there is quarantine space available for the duration of the ROM period. Lodging costs will be covered under COVID-19 expenses through the CPTS line of accounting.

4. All Team Osan members are encouraged to take leave, either off- or on-peninsula; however, we have to be very deliberate in our approach in order to maintain the health of the force and execute our mission.

5. This policy will remain in effect until rescinded or superseded by an appropriate authority. Please contact your chain of command for any questions in regards to this leave policy.

JOHN F. GONZALES, Colonel, USAF  
Commander