



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 49TH WING (AETC)  
HOLLOMAN AIR FORCE BASE, NEW MEXICO

25 June 2020

MEMORANDUM FOR 49TH WING PERSONNEL AND HOLLOMAN MISSION PARTNERS

FROM: 49 WG/CC

SUBJECT: Travel Guidance

1. OSD and HAF have released guidance regarding conditions for unrestricted travel. This memorandum defines the execution of unrestricted pass, leave and TDY travel for 49th Wing personnel and Holloman mission partners. Permanent change of station (PCS) travel will proceed in accordance with Air Force Personnel Center (AFPC) guidance.

2. Unrestricted travel is authorized when both the point of departure and destination are “green.” Green states, territories and host nations are defined by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). Green installations, facilities and locations are defined by the owning service secretary. Both lists are consolidated on myPers and published weekly at [https://mypers.af.mil/app/answers/detail/a\\_id/47788](https://mypers.af.mil/app/answers/detail/a_id/47788). They will also be updated on the Wing SharePoint ([https://usaf.dps.mil:/f:/r/sites/aetc-hmn/49\\_WGSTAFF/Shared%20Documents/0.%20COVID-19%20Information?csf=1&web=1&e=EbFRLv](https://usaf.dps.mil:/f:/r/sites/aetc-hmn/49_WGSTAFF/Shared%20Documents/0.%20COVID-19%20Information?csf=1&web=1&e=EbFRLv)) in the resources tab.

3. When the conditions for unrestricted travel in paragraph 2 are not met, travel is only permissible under an exemption category or waiver by the appropriate waiver authority. For a full list of exemptions and waiver criteria, reference the stop movement execution guidance on myPers at [https://mypers.af.mil/app/answers/detail/a\\_id/46605](https://mypers.af.mil/app/answers/detail/a_id/46605).

4. When conditions for unrestricted travel in paragraph 2 are met, travel outside of the local area may be authorized by the Sq/CC. Normal approval mechanisms (i.e. LeaveWeb, DTS, etc.) are also required. **Sq/CC approval is required for all travel outside of New Mexico.** Exception: individuals whose primary residence is outside of New Mexico are permitted to travel to their residence and the surrounding areas.

a. The local area is defined as a 375 statute mile radius of the Holloman AFB Visitor Center.

b. Members with, or supporting dependent medical appointments outside of New Mexico are permitted to travel, but must inform their Sq/CC and Public Health prior to departure.

c. For travel outside New Mexico or the local area, the requesting member must provide an itinerary to include, but not limited to: departure date, departure location, mode of travel, overnight stops, arrival date, and arrival location (attachment 1).

(1) 49th Medical Group (49 MDG) Public Health (DSN 572-4887 or +1 (575) 572-4887) will publish a travel assessment tool on the 49 WG SharePoint (see hyperlink in paragraph 2). Members will plan itineraries to minimize risk to the maximum extent practical. Sq/CCs will adhere to “Recommended Actions” in the travel assessment tool, or place the traveler(s) in restriction of movement (ROM) upon

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arrival at HAFB after travelling. Required ROM/mitigation measures will be annotated on the signed travel itinerary and reviewed within 7 days of departure for changing conditions.

(2) The travel itinerary letter signed by the unit commander or 49 MDG Public Health will serve as an approval to access the base. This approval extends only to travelers/visitors listed on the itinerary. 49 MDG Public Health will only sign itinerary letters for individuals who do not have an active duty, guard, or reserve sponsor or unit commander. Members who deviated from the approved itinerary will coordinate with Sq/CC and/or Public Health prior to accessing the base.

5. For TDY travel, the commander should consider the temporary duty location's local policies (i.e. ROM requirement, mission impacts of travel duration, etc.) prior to approving a travel itinerary.

6. Dependents travelling outside of New Mexico who are not on an existing travel itinerary are encouraged to pre-coordinate their itinerary with public health (use attachment 1).

7. On-base residents will not be denied access to base, but ROM/mitigation measures may be required if they are returning from out of state without an approved itinerary IAW paragraph 4. Off-base residents returning from out of state without an approved itinerary may be denied base access.

8. New visitors are allowed on base. Visitors travelling from out of state must provide an itinerary signed by the sponsor's Sq/CC (attachment 1) or receive Public Health screening/approval prior to receiving a visitor's pass. This is not the trusted traveler program, which is suspended until further notice.

9. During travel, all members must comply with CDC guidelines for non-pharmaceutical interventions (e.g., social distancing, hand washing, wear of cloth face covering) and comply with state and local COVID-19 guidance for all locations while travelling.

10. These travel restrictions apply to all active and reserve component military members in a duty status for leave and TDY travel. They also apply to DoD civilian official travel. DoD civilians are not restricted from taking leave outside of New Mexico or the local area.

11. Violations of this order may result in adverse administrative action or punishment under Article 92 of the Uniform Code of Military Justice (UCMJ), to include trial by court-martial.

RYAN P. KEENEY, Colonel, USAF  
Commander

3 Attachments:

1 – COVID-19 Travel Itinerary

2 – 49th Wing Pass, Leave & TDY Decision Tree

3 – 375mi Arc