



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

8 May 2020

MEMORANDUM FOR AIR FORCE RESERVE COMMANDERS AND DIRECTORS

FROM: HQ USAF/RE
1400 Defense Pentagon
Washington DC 20301

SUBJECT: COVID-19 Response Guidance Memorandum

1. In line with the Air Force Reserve COVID-19 Response Priorities memorandum dated 16 April 2020, the Air Force Reserve will continue mission essential operations and stand ready to execute our wartime tasks. We must accomplish this while minimizing the risk to the health of our Citizen Airmen and their families.
2. This guidance memorandum provides updates regarding key issues such as: leave policy, travel restrictions, and mission essential activities based on Office of the Secretary of Defense and Secretary of the Air Force guidance. This supersedes my 2019 Novel Coronavirus Commander's Intent memorandum, dated 15 March 2020.
3. Please familiarize yourself with the guidance provided in the attachment, as well as previously published guidance. Further information can be found at the Force Generation Center Battle Watch SharePoint site: https://afrc.eim.us.af.mil/sites/fgc/afrc_cat/CurrentCrisis/SitePages/Guidance.aspx.
4. Ensuring clear and timely communication throughout this crisis is vital to our mission success. As this pandemic evolves and further guidance is provided, continue to reach out to the FGC with your concerns and questions. We will continue to support commanders' authority to make sound decisions to care for our Airmen and families while ensuring the AFR continues to generate combat power.
5. For further assistance, contact the FGC Battle Watch at DSN 497-1234, commercial: (478) 327-1234 or fgc.battlewatch@us.af.mil.

RICHARD W. SCOBEE
Lieutenant General, USAF
Chief of Air Force Reserve

Attachment:
HQ USAF/RE COVID-19 Guidance

Attachment 1
HQ USAF/RE COVID-19 Guidance

1. All Reservists (e.g., AGR, IMA) currently in a military duty status (to include travel to/from inactive duty training) are subject to the DOD's 20 Apr 20 Travel Restrictions guidance restricting government funded Domestic Travel and leave within the local area only.
2. Reservists who are NOT in duty status are NOT subject to "Modification and Reissuance of DoD Response to Coronavirus Disease 2019-Travel Restrictions 20 Apr 20." However, if they are dependents of active duty military personnel or DoD civilian personnel, they should follow the guidelines outlined in this memorandum.
3. All DoD civilians and family members are subject to Stop Movement for government funded Domestic Travel. AFRC civilians, to include Air Reserve Technicians (ARTs) in civilian status, are subject to the civilian Stop Movement guidance found at https://mypers.af.mil/app/answers/detail/a_id/47109.
4. Local area definitions are determined at the installation level. Please reach out to your chain of command for further guidance.
5. If an Air Force Reserve member is currently performing military duty (to include travel for inactive duty training), the member's commander will determine if the duty is to be curtailed or completed. Individuals whose temporary duty (TDY) ends while this memorandum is in effect may return to their permanent duty station or home of record (HOR).
6. The current Travel Restrictions guidance allows Selected Reserve members to continue to participate based on mission requirements however, commanders may impose further restrictions based on travel concerns/issues.
7. All scheduled Global Force Management (GFM) activities are defined as mission essential (e.g. Unit Line Number (ULN) / Deliberate Crisis Action Planning and Execution Segments (DCAPES)-tasked) and may proceed with travel. This includes pre-planned missions in support of the Combatant Commanders' enduring operations and required pre-deployment activities (processing, training, etc.).
8. Air Education Training Command (AETC) has declared certain types of training to be mission critical. Reservists assigned, attached or scheduled to attend training at AETC units will contact their student management sections and follow guidance set forth by their training unit. All other non-GFM, non-training missions require an Exception to Policy (ETP) approved by the first general, flag officer, or member of the Senior Executive Service in the member's chain of command or supervision in order to travel.
9. Tools for commander/director consideration on participation options:
 - a. Excusal of IDT
 - b. Rescheduling individual IDT
 - c. Rescheduling the UTAs to a later date
 - d. Create Super UTAs in combination with upcoming UTAs
 - e. Allowing telecommuting in accordance with published guidelines and local procedures
 - f. Allow members to perform duty in the local area, as appropriate.
10. When determining whether to hold the UTA or conduct unit training, commanders should consult the installation Public Health Emergency Officer (PHEO). Special consideration should be given to local health conditions and restrictions, any pre-existing health conditions where risk is elevated due to Coronavirus Disease - 2019, operational mission requirements, quality of training to be accomplished,

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distances members would be required to travel to participate, and members' availability with utmost consideration to their personal situations.

11. For IMAs: The member's attached or assigned chain of command will determine if an individual reservist (IR) is mission essential for duty (approval authority is outlined in the Travel Restriction guidance). Duty that requires travel outside the local area (as defined by your assigned unit policies and your chain of command) will follow the guidance in the 20 Apr 20 OSD Travel Restrictions memorandum.

12. All non-mission essential IRs will work with their immediate assigned or attached supervisor to determine continuation of work in their local area. The assigned unit is responsible for making decisions on travel outside the local area in accordance with the 20 Apr 20 OSD Travel Restrictions memorandum.

13. Detachments are working with IRs on current and future travel orders during this stop movement period. IRs who are concerned about getting a "good year" should work with their assigned/attached supervisors and IR Detachment to determine alternate work arrangements.

14. Regarding PCS movement, OSD 20 Apr 20 "Modification and Reissuance of DoD Response to Coronavirus Disease 2019-Travel Restrictions" message allows Commanders to grant ETPs for mission essential moves. Should this stop movement restriction be lifted, normal PCS operations will resume.