



NEBRASKA NATIONAL GUARD

JOINT FORCE HEADQUARTERS
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NGNE-COS

2 April 2020

MEMORANDUM FOR All NEARNG Units and Directorates

SUBJECT: Travel and Leave Guidance During COVID-19 Pandemic

References:

- (a) Secretary of Defense Memorandum, "Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019" 11 March 2020
- (b) Deputy Secretary of Defense Memorandum, "Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019" 13 March 2020
- (c) NENG-LCC Memorandum, "NEARNG Travel Restrictions Policy" 26 March 2020
- (d) AR 600-8-10 Leaves and Passes

1. This memo provides updated guidance for two areas; travel and leave, for the NEARNG. Reference (c) local mileage defined as 65 miles is rescinded and updated below.

a. Travel - an exception to policy (ETP) is required to references (a) and (b) for travel either outside the borders of Nebraska or, travel that generates a cost other than mileage only. Soldiers and Civilians are not restricted to a local area of 65 miles for duty related travel. An ETP will only be granted for travel deemed "mission essential" in support of continued operations of mission essential functions, i.e. mobilizing units, travel to ensure we can respond to all federal and state missions. Only those duties or engagements requiring the physical presence of a Soldier or Civilian, and cannot be completed through remote or virtual means, are considered mission essential.

b. Leave/Pass – all decisions on approving Tech, AGR/ADOS, leave remains at the Supervisor level. Soldiers and Civilians are not restricted, during leave, pass, or non-duty hours, to a local area of 65 miles. However, if a Soldier or Civilian travels outside their local commuting distance, approximately 65 miles, while on leave, pass, or non-duty hours, and then is required to quarantine upon return may be required to use personal leave for the duration of the quarantine. A Supervisor cannot deny leave to a Technician/Civilian solely because an employee is traveling outside the local commuting area or to a CDC-designated level 2 or 3 area. A Supervisor can deny or require leave/pass destination adjustment to an AGR/ADOS Soldier in concert with reference (d), AR 600-8-10, Leaves and Passes, and NENG policy. Refer to HRO email dated 2 April 2020 for details and call the HRO with questions.

2. NEARNG leaders will submit a detailed ETP memo and completed a DD 2977 Deliberate Risk Assessment Worksheet, via email, to BG Heng for MSC travel requests or BG Lyons for JFHQ and RRB related travel.
3. The COVID-19 SF 507 Screening Questionnaire will be used to interview the Soldier(s)/Civilian(s) prior to conducting any travel granted via the ETP. This form does not need to be emailed to BG Lyons or BG Heng.
4. POC is undersigned at richard.a.gray38.mil@mail.mil or (402)309-8107.

Encls

1. ETP memo template
2. DD2977 template
3. COVID-19 SF 507
4. Ref (c) – NEARNG Travel Restrictions Policy



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