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DEPARTMENT OF DEFENSE
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POLICY DIRECTIVE 2020-05 (**CHANGE 4**)

24 February 2022

SUBJECT: Hawaii National Guard (HING) Travel Policy During Restriction of Movement (ROM) - COVID-19

1. Effective immediately this policy rescinds all previously published versions of Policy Directive 2020-05.
2. Applicability. This policy directive applies to all HING Title 32 Dual-Status Technicians, Title 5 Federal employees, Active Guard Reserve (AGR) Service Members, Active Duty Operational Support (ADOS) Service Members who accrue leave or who travel on government funded official business, and contractor personnel working at HING facilities. This population will henceforth be referred to as “employees”.
3. Purpose. To update the policies and procedures pertaining to requirements for employees to gain access to HING facilities upon return from travel during the COVID-19 pandemic.
4. References.
 - a. Secretary of Defense memorandum (Update to Conditions-based Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions), 15 March 2021
 - b. Under Secretary of Defense memorandum (Force Health Protection Guidance (Supplement 20) – Revision 1 Department of Defense Guidance for Personnel Traveling During the Coronavirus Disease 2019 Pandemic), 6 January 2022
 - c. Under Secretary of Defense memorandum (Updated Coronavirus Disease 2019 Guidance Related to Travel and Meetings), 24 September 2021
 - d. Under Secretary of Defense for Personnel and Readiness (USD(P&R) memorandum (Force Health Protection Guidance (Supplement 23) Revision 3 – Department of Defense Guidance for Coronavirus Disease 2019 Vaccination Attestation, Screening Testing, and Vaccination Verification), 20 December 2021

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e. Proclamation Related to the COVID-19 Emergency, Office of the Governor State of Hawai'i, 4 March 2020

f. Twenty-First Supplementary Proclamation Related to the COVID-19 Emergency, Office of the Governor State of Hawai'i, 7 June 2021

g. Amendment to the Emergency Proclamation Related to the COVID-19 (Omicron Variant), Office of the Governor State of Hawai'i, 5 February 2022

h. National Guard Bureau memorandum (Approval Process for National Guard-Sponsored Travel and Meetings), 8 November 2021

i. State of Hawaii, Department of Accounting and General Services memorandum #2021-13 – Amended (Post-Travel Testing Requirements for State Employees), 6 December 2021, Rescinded 2 February 2022

j. U.S. Department of Defense website, Coronavirus: Latest DOD Guidance, www.defense.gov/Explore/Spotlight/Coronavirus/-DOD-Response/Latest-DOD-Guidance

k. Office of the Governor website, COVID-19 Related Information, <https://governor.hawaii.gov/covid-19/>

l. COVID-19, State of Hawaii Portal, Safe Travels Hawaii Program website, <https://hawaiicovid19.com/travel/travel-overview>

m. The aforementioned state and federal references and policies are subject to change without notice based on the evolution of the virus and scientific discoveries and developments. All employees and supervisors are encouraged to visit the links provided prior to making final decisions.

5. General.

a. During the COVID-19 emergency, this policy has evolved to meet the most current guidelines for travel to stop the spread of the virus to maintain the safety and health protection of personnel in the HING.

b. Due to the changes in travel restrictions across the Department of Defense and State of Hawaii, **effective immediately** all vaccinated HING Federal employees travelling for both official government funded and personal leave, are only restricted by the Safe Travels Program requirements and are no longer required to complete the pre-

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travel approval form nor the 3-5 day post-travel COVID-19 testing requirement as required by Change 3 to this policy.

c. Fully vaccinated individuals as defined at reference 4c above are not restricted from official travel, both domestic and international. However, individuals who are **not fully vaccinated** or who decline to provide information about their vaccine status, are limited to mission-critical official travel, both domestic and international. "Mission-critical" travel for all unvaccinated personnel will be requested for approval from the Vice Chief of the National Guard Bureau before travel is initiated as outlined in reference 4h above.

d. All travel, both official government funded and personal leave, shall be in accordance with restrictions and procedures articulated in references 4a-h and paragraph 5 above. Additional links are provided to facilitate access to emergent federal, state, and county policies as they are published. **Supervisors should still evaluate their employees' travel needs and balance it against risk to the workplace.** The most recent COVID-19 Travel Restrictions Installation Status Update should be consulted prior to the initiation of travel.

6. Policy. It is the policy of this department that requests for exceptions to the guidelines contained herein be approved by the Adjutant General before travel is initiated. Requests for exceptions should focus on the ramifications to operational/mission accomplishment and outline the mitigation factors that will be used in the absence of the requirements outlined above.

7. Proponent. The proponent of this policy directive is the Human Resources Office.

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KENNETH S. HARA
Major General
Hawaii National Guard
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