

DAVID Y. IGE  
GOVERNOR



KENNETH S. HARA  
MAJOR GENERAL  
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STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
**OFFICE OF THE ADJUTANT GENERAL**  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

NGHI-TAG

XX MONTH 2020

MEMORANDUM FOR Name of Requesting Commander, Unit Name, Unit Address

SUBJECT: Exception to Policy (ETP) Travel Request – Employee Name(s)

1. References.

a. Secretary of Defense Memorandum, “Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions”, 22 May 2020.

b. Secretary of Defense Memorandum, “Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions,” 29 June 2020.

c. Under Secretary of Defense Memorandum, “Force Health Protection Guidance (Supplement 4) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak”, 11 March 2020.

d. Proclamation, Office of the Governor State of Hawai'i, 04 March 2020.

e. Second Supplementary Proclamation, Office of the Governor State of Hawai'i, 21 March 2020.

f. Ninth Supplementary Proclamation, Officer of the Governor State of Hawai'i, 10 June 2020.

g. Tenth Supplementary Proclamation, Officer of the Governor State of Hawai'i, 17 July 2020.

2. In accordance with the above references, the following personnel are authorized to travel between Honolulu, Hawaii and Camp Williams, Utah to compete in the Regional Best Warrior Competition.

Enclosure 1

NGHI-TAG

SUBJECT: Exception to Policy (ETP) Travel Request – Employee Name

<u>Name</u>	<u>Unit</u>	<u>Position</u>
SSG Tommy Tentpeg	JFHQs HIARNG	NCOIC
SGT Susie Winner	JFHQs HIARNG	BWC Competitor

3. Risk Mitigation.

a. Individuals will follow social distancing, masking, and hygiene requirements in accordance with reference 1c above.

b. Upon return to Hawaii individuals will self-quarantine for the required 14-day, self-monitor period in accordance with guidelines contained in reference 1c above, and will return to work upon completion of this quarantine. These personnel will telework in accordance with their established telework agreement and report their health status daily to their supervisor.

c. A copy of this approved ETP will be uploaded into the travelers' authorization in the Defense Travel System (DTS) prior to the approval of the authorizations.

4. Point of contact for any comments or questions concerning this memorandum [pamela.l.ellison10.mil@mail.mil](mailto:pamela.l.ellison10.mil@mail.mil).

KENNETH S. HARA  
Major General, HING  
Adjutant General

CF:  
Appropriate Chain-of-Command Office Symbols