

UNIT LETTERHEAD

OFFICE SYMBOL

XX MONTH 2020

MEMORANDUM FOR Director, Hawaii Emergency Management Agency, Major General Kenneth S. Hara, 3949 Diamond Head Road, Honolulu, Hawaii 96816-4495

SUBJECT: Exception to Policy Travel Request – Best Warrior Competition

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.

1. Request an exception to policy (ETP) for mission essential travel outside of Hawaii to attend the 2020 Regional Best Warrior Competition for SGT Susie Winner and SSG Tommy Tentpeg.

2. Duties and responsibilities. SGT Winner will be representing the HIARNG in the Region 7 Best Warrior Competition. SSG Tentpeg is accompanying as her as direct supervisor and trainer. He will support her acclimatization conditioning, due to significant altitude change, the week of 20-26 July 2020 prior to the event and subsequently return to Hawaii immediately upon completion of travel. SGT Winner will depart Salt Lake City, UT on 28 July 2020. Sponsors are not allowed at the event. SGT Winner will subsequently return to Hawaii immediately upon completion of the competition.

Enclosure 2

OFFICE SYMBOL

SUBJECT: Exception to Policy Travel Request

3. Request the exception to policy for the individual(s) below

a. Rank & Name: SGT Susie Winner & SSG Tommy Tentpeg

b. Start date of travel: 20 July 2020 - SGT Winner

c. End date of travel: 26 July 2020 – SSG Tentpeg/28 July 2020 – SGT Winner

d. Start Point: Honolulu, HI

e. Destination: Salt Lake City, UT

f. Purpose of travel: Travel is in accordance with HIARNG guidance to represent the Hawaii Army National Guard in the Region 7 Best Warrior Competition. To comply with UT quarantine policy, individuals will submit to COVID testing within 72 hrs prior to arrival in Salt Lake City, UT. Negative test result documentation will exempt them from UT quarantine requirements.

g. Justification for travel: JFHQs has assessed the risk of travel and quarantine and have determined that the loss of two personnel from this mission will not degrade response capability for the unit within the State of Hawaii. This competition is a significant annual event that the Soldier has been undergoing training for and is expected to be very competitive against others in this competition.

3. Attached is a deliberate risk assessment worksheet, for proposed travel, with an overall residual risk level of medium, but with appropriate force health protection measures can be mitigated to low risk.

4. POC is undersigned at first.last.mil@mail.mil or (xxx) xxx-xxxx.

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