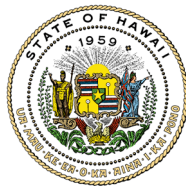


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DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
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POLICY DIRECTIVE 2020-05

13 August 2020

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

1. Effective 13 August 2020.
2. Applicability. This policy directive applies to all 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, and contractor personnel working at HING facilities. This population will henceforth be referred to as “employees”.
3. Purpose. To prescribe the policies and procedures pertaining to requirements for employees to gain access to HING facilities during the COVID-19 emergency while ROM requirements are in place.
4. 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 12) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak”, 06 August 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, Office of the Governor State of Hawai‘i, 10 June 2020.

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

h. Eleventh Supplementary Proclamation, Office of the Governor State of Hawai'i, 06 August 2020.

i. White House Website, Guidelines Opening Up America Again, <https://www.whitehouse.gov/openingamerica/>

j. U.S. Department of Defense Website, Coronavirus: DOD Response, <https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

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

l. Hawaii Tourism Authority Website, COVID-19 (Novel Coronavirus), <https://www.hawaiitourismauthority.org/news/alerts/covid-19-novel-coronavirus/>.

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 establishes guidelines for travel during restriction of movement and quarantine requirements to stop the spread of the virus to maintain the safety and health protection of personnel in the Hawaii National Guard (HING). We are in an unprecedented pandemic, with far reaching repercussions to our State, Nation, and the rest of the world. Commanders at all levels should read and understand these policies and enforce the force health protection measures. We cannot allow a cluster to form within our formations if it can be avoided. DOD, Federal, State and local restrictions will evolve over time.

b. This policy provides requirements and guidance for employees to gain permission for government-funded travel and travel while on leave during ROM and ultimately return to work at HING facilities upon completion of travel outside the state of Hawaii.

6. Policy. It is the policy of this department that requests for Exception to Policy (ETP) from ROM and quarantine requirements for all travel requiring such permission be

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approved by the Director of Hawaii Emergency Management Agency (HI-EMA), before travel is initiated.

7. Government-Funded Travel. In accordance with reference 4a above, all employees will stop movement for travel, both domestically and internationally, unless further directed by policies posted at references i-k above. However, the following circumstances are exempt from these travel restrictions, and no ETP is required:

a. Travel associated with uniformed personnel recruiting and accessions activities, to include accessions, basic training, and advanced military individual training.

b. Travel by patients, as well as their authorized escorts and attendants, for purposes of medical treatment. Travel by medical providers for the purposes of medical treatment for DOD personnel and their families is also authorized.

c. Travel for Global Force Management (GFM) activities (defined as deployments/redeployments ordered in the GFM Allocation Plan and Combatant Command Assigned Force Demand tasking, including Service internal rotations to support, and TDY used to source ordered capabilities). Such travel to execute Operations, Activities, and Investments or Service-related training will be coordinated between the Combatant Command, the Joint Staff and the appropriate Military Department.

d. Travel by authorized travelers who departed their permanent duty station and are awaiting transportation, and by authorized travelers who have already initiated travel (including intermediate stops). Such travelers are authorized to continue travel to their final destination on approved orders.

e. Travel by authorized travelers whose temporary duty travel ends while this directive is in effect. Such travelers are authorized to return/proceed to their permanent duty station.

f. Travel authorized by the Commander, U.S. Transportation Command, to continue execution of the Joint Deployment and Distribution Enterprise as required to project and sustain the Joint Force globally.

g. Travel by military and civilian personnel pending retirement or separation. Specific to Service members, travel is authorized to take transition leave. All other leave not associated with transition leave is governed by existing travel restrictions.

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h. Travel by those under authority of a Chief of Mission and authorized by that Chief of Mission; travel from locations where the Department of State has issued an Ordered Departure; and return travel from safe havens when the Department of State has terminated an Ordered or Authorized Departure.

i. Travel to and from Professional Military Education programs.

j. Travel associated with formal, entry-level civilian accession programs, such as government-funded internships and fellowships.

k. Travel by civilian employees complying with overseas tour rotation agreement requirements.

8. Waived Travel. As set forth below, waivers to the travel restrictions in this policy may be granted in writing in cases where the travel is: 1) determined to be mission-essential; 2) necessary for humanitarian reasons; or 3) warranted due to extreme hardship. These waivers are to be executed on a case-by-case basis and must be determined to be in the best interest of the U.S. Government and HING. Mission essential travel refers to work that must be performed to ensure the continued operations of mission-essential functions. These ETPs will be routed through the employee's chain-of-command to the Director of HI-EMA, as outlined in Sample ETP at Enclosure 1. If the ETP is approved, the signed document will be uploaded as a "substantiating document" into the traveler's Defense Travel System (DTS) travel authorization before the supervisor approves the trip in DTS. For contracted personnel who do not utilize DTS for travel authorization, the HING sponsor will retain a copy of the approved ETP in the traveler's personnel file.

9. Unrestricted Travel. Conditions for Unrestricted Travel rests on two overarching factors: 1) state and/or regional criteria based on the White House's Opening Up America Again guidelines; and 2) installation-level factors based on conditions on and surrounding DOD installations, facilities, and locations. Assessment of locations for Service Member travel under these guidelines will consider the following three criteria: 1) removal of shelter-in-place orders or other travel restrictions; 2) 14-day downward trajectory of flu-like and COVID-19 symptoms; and 3) 14-day downward trajectory of new COVID-19 cases or positive tests.

10. Leave for Personal Travel. In accordance with reference 4b above, if travel does not fit into the above categories, then the following requirements apply:

a. Personal leave for travel outside the local area will be approved at no lower level than the Hawaii Army National Guard (HIARNG) Commander, Hawaii Air National Guard

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(HIANG) Commander, HING Joint Task Force (JTF) Commander, HIARNG Chief of Staff (COS), HIANG Director of Staff (DOS), or HING Director of Joint Staff (DOJS).

b. Commanders and supervisors will conduct a risk assessment of the health status and travel itinerary for employees requesting leave.

d. DOD personnel will comply with any DOD, Federal, State, and local restrictions while on a leave status.

e. Commanders and supervisors will follow the procedures in reference 4c above for all employees traveling on leave.

11. Return from Travel.

a. All supervisors who had employees travel, will identify and track their employees upon arrival. These employees will be required to meet the travel restrictions directed in references 1d-g above pursuant to section 127A-11 HRS, by submitting to the mandatory health screen process identified as the "Travel Rules" and must mandatorily self-quarantine. This period of self-quarantine shall begin from the time of entry into the State and shall last 14 days or the duration of the person's presence in the State, whichever is shorter.

b. If the travel is based on government-funded travel, the current state restrictions are in effect for 14 days of mandatory self-quarantine. The employee should be afforded telework for the 14 days they are required to quarantine. The supervisor should ensure the proper HING Telework Policy documentation is executed and will be uploaded into the "substantiating documents" in the traveler's DTS authorization prior to approving the employee's travel.

c. If the travel is based on personal leave, the current state restrictions are also in effect for 14 days of mandatory self-quarantine. The employee should be afforded use of accrued leave or use of leave without pay for the 14 days. In the event the employee was assigned to telework by the employee's supervisor prior to the leave period, the supervisor may allow the employee to telework for the 14 days. The supervisor should ensure the proper HING Telework Policy documentation is executed prior to travel.

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12. PROPONENT. The proponent of this policy directive is the Human Resources Office.

2 Encls

1. Sample Approved ETP
2. Sample Letter of Justification

STEPHEN F. LOGAN
Colonel, HING
Acting Adjutant General