



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON, DC

18 MAR 2020

MEMORANDUM FOR AFCAT

FROM: AF/A1

SUBJECT: Definition of Local Area for Leave Taken During Coronavirus Disease 2019 (COVID-19) Response

During the ongoing response to COVID-19, commanders at all levels are making adjustments to keep our Airmen and Families safe. DepSecDef Memorandum, *Stop Movement for all Domestic Travel for DoD Components in Response to Coronavirus Disease 2019*, dated March 13, 2020, restricts domestic travel and authorizes only local leave for military personnel.

While military members are restricted to leave in the local area due to global and domestic travel restrictions, the local area will continue to be defined as the place where an Airman lives and from which he or she commutes to the duty station. That includes the cities, towns, or installations adjacent or close to each other, which the commuting public travels during normal business hours on a daily basis. In conjunction with existing guidance on local area, commanders have the latitude and flexibility to determine local area and the reasonable time or distance for members to return to base in order to meet local mission requirements. If commanders do set time or distance guidelines, they should bear in mind the purpose of this policy is not only to be postured to meet mission requirements, but also prevent the spread of disease and maintain readiness.

In line with SecAF guidance that over-communication is key to success, please disseminate this information so it is available for all commanders.

A handwritten signature in black ink, appearing to read "B. T. Kelly", is positioned above the printed name.

BRIAN T. KELLY  
Lt Gen, USAF  
DCS, Manpower, Personnel, and Services

Attachment:  
DepSecDef memo, Mar 13, 2020

cc: AFPC/CC