



**DEPARTMENT OF THE AIR FORCE
8TH FIGHTER WING (PACAF)
KUNSAN AIR BASE, REPUBLIC OF KOREA**

5 May 2021

MEMORANDUM FOR ALL 8 FW PERSONNEL

FROM: 8 FW/CC

SUBJECT: 8 FW Leave Policy

1. The following policy has been established for all 8 FW DoD personnel taking leave travel (non-PCS) outside the Republic of Korea (ROK). This memorandum supersedes the 8 FW Commander's Leave Guidance published 13 December 2020 and is effective immediately.

2. Mission essential, humanitarian and extreme hardship travel will take priority over ordinary leave requests. Personnel requesting off-peninsula leave will be required to a full 14-day quarantine/working quarantine upon arrival. All returnees must receive at least 2 negative COVID tests on days 1 and 12 of quarantine to be considered for release from quarantine/working quarantine. Additionally, if a member resides in a quad-configured dorm or a dorm with a shared bathroom and is not fully vaccinated, they are required to quarantine in the Wolf Pack Lodge. Finally, members must conduct all pre-travel COVID-19 testing requirements IAW the Korean CDC, airlines, and leave destination's regulations. Members should be aware that if they test positive for COVID upon return, they may be transported to isolation care outside of Kunsan AB or restricted to quarters.

3. Roles and Responsibilities

a. Squadron Commanders

(1) Leave approval is delegated to the Squadron Commander for locations where the state, installation, and/or country (as applicable to travel itinerary) meet the criteria for the DoD's unrestricted travel. This approval authority may not be delegated lower. The most recent stoplight chart can be found at <https://www.defense.gov/Explore/Spotlight/Coronavirus/> or <https://covid-status.data.mil>, and Air Force guidance can be found on MyPers at https://mypers.af.mil/app/answers/detail/a_id/46624. Leave to a location that has restricted travel requires an exception to policy memorandum signed by the first O-6 in the member's chain of command.

(2) Each Commander must maintain accountability of their member's travel itinerary, as well as post-travel quarantine plans. It is imperative that unit commanders work closely with their COVID-19 representatives and the member to verify the Public Health Emergency Working Group Wing travel tracker is completed with the most up-to-date information, to include the member's travel times/dates and quarantine location prior to their departure.

(3) Commanders will establish a plan for how they will prioritize and manage leave in order to ensure no more than 10% of the force is either on leave or individual TDY outside the Republic of Korea (ROK) at any given time.

(4) Finally, it is the Squadron Commander's responsibility to ensure care and feeding of their returning personnel throughout the duration of quarantine. This will include but is not limited to periodic check-ins, food delivery, and telework plans when applicable.

b. 8 FW DoD Personnel (Military and Civilian)

(1) All leave requests require approved travel plans that demonstrate that the state, installation, or country they wish to travel to is an unrestricted location. Travel approval is stated in paragraph 3.a.(1), and members must notify their chain of command with any changes or deviations to their plan once approved.

(2) Prior to departure from Kunsan AB, personnel WILL:

(a) All outbound personnel will be required to get an Antigen/PCR COVID testing no more than 3 calendar days prior to departure. Active duty members may obtain this test at the 8 MDG and will present documentation of test results to the WPW driver and at the airport during check-in. Members requesting a test should send an encrypted e-mail to usaf.kunsan.8-mdg.mbx.covid-ops@mail.mil with a copy of orders and travel itinerary and use the subject line "COVID Test for departure on DD MM YY – Print Label." Monitor the travel location to ensure it remains an unrestricted location. If their travel location becomes restricted prior to their departure, members must request an O-6 ETP.

(b) Read, sign, and upload the applicable On- or Off-Base Quarantine ROE MFR to Leave Web when they submit their leave request to their Squadron Commander. This MFR clearly states expectations of personnel in quarantine at Kunsan AB after they return from leave.

(c) Request a quarantine sign from their ADL and place on the outward facing side of their dorm room door with their planned dates of quarantine at Kunsan AB.

(d) Request a brief from their ADL on quarantine procedures covering laundry and trash takeout procedures, routes to get to outdoor time locations, and stairwell use as a minimum.

(3) During travel and upon their return to the ROK, personnel will:

(a) Ensure that all CDC guidelines and USFK's core tenants are being followed to reduce the threat of COVID-19.

(b) Receive a negative PCR test dated within 72 hours of their international leg of travel into the ROK and hand carry their results to board the plane and process through immigration. The member's COVID PCR test results must be written in English and/or Hangul and will include their name as well as an additional verifiable PII item (DOB, DoD ID, Passport ID, etc.).

(4) All personnel will quarantine for 14 days upon re-entering the ROK and must meet all USFK COVID-testing criteria before being released. Personnel with shared bathrooms or quad-configured dorms will secure a reservation in Kunsan AB lodging prior to procuring travel to ensure there is space available for the duration of the quarantine period. Lodging costs will be covered under COVID expenses through the CPTS line of accounting.

4. Quarantine and Chargeable Leave

a. Fully vaccinated personnel are authorized 30 days of leave off peninsula; non-fully-vaccinated members are authorized 21 days of leave off-peninsula.

b. Members traveling from or through a foreign country or US territory designated as a CDC Threat Health Notice (THN) level 4, 3, or 2 will complete a pre-travel screening and adhere to the DoD required Restriction of Movement (ROM) procedures. The ROK is classified a CDC THN level 2 country requiring members to adhere to ROM procedures when traveling to the US on unofficial leave travel. Any guidance that imposes ROM to any off peninsula location will not be chargeable leave but does count towards the member's 21 or 30 days off-peninsula. Members will coordinate with their leadership to be placed in Duty Status 14 during their ROM, quarantine, or isolation period while on leave.

c. Quarantine days conducted upon return from leave will NOT be considered as chargeable leave. Member's mandated to quarantine on Kunsan AB will be considered an alternate duty location. It is the responsibility of the unit and member to establish a telework plan.

5. Although members are encouraged to take leave either off or on-peninsula, it is critical we are very deliberate in our approach in order to maintain the health and the mission of the Wolf Pack.

6. This policy will remain in effect until rescinded or superseded by an appropriate authority. Please contact your chain of command for any questions in regards to this leave policy.

CHRISTOPHER B. HAMMOND, Col, USAF
Commander