



**DEPARTMENT OF THE AIR FORCE  
47TH FLYING TRAINING WING (AETC)**

25 November 2020

MEMORANDUM FOR 47 FTW PERSONNEL

FROM: 47 FTW/CC

SUBJECT: 2020-2021 Holiday Leave Season Guidance

1. Due to the continued threat of Coronavirus Disease 2019 (COVID-19) and its potential to significantly impact force capabilities and mission readiness, I am establishing guidance on holiday travel. Before approving leave, Unit Commanders will ensure they have sufficient manning for mission accomplishment while accounting for a post leave restriction of movement when members return.
2. If a member of Laughlin returns from personal travel outside the unit's pass/weekend driving area, the default restriction of movement (ROM) is a 7-day in-home quarantine and 7-day working quarantine (7-and-7). Unit Commanders can increase or decrease this default ROM based on their risk assessment. If the Unit Commander waives the 7-and-7 default ROM they will notify Public Health and their Group Commander.
3. If a member of Laughlin has visitors from outside the unit's day pass/weekend driving area it is at the discretion of the Unit Commander what ROM to give the member after completing a risk assessment. Commanders should consider mission impact and risk when making this decision. If a visitor exhibits COVID symptoms the member will not report for duty and will accomplish a 7-and-7 ROM. Members should not report for duty if a visitor has exhibited COVID symptoms until their Unit Commander has consulted with Public Health and cleared them to come to work.
4. Personnel requesting leave will follow the 18 November 2020 Stop Movement and Concurrent Guidance Related to Travel Restrictions due to the Coronavirus Disease 2019, Paragraph 3-L, which requires all leave outside the local area be approved by the unit commander and local leave approval authorized at levels below the unit commander. This guidance can be found at [https://mypers.af.mil/app/answers/detail/a\\_id/46605](https://mypers.af.mil/app/answers/detail/a_id/46605).
5. Please direct all questions to the CAT Director, phone number (830) 298-4716 or [Todd.Arthur@us.af.mil](mailto:Todd.Arthur@us.af.mil).

CRAIG D. PRATHER, Colonel, USAF  
Commander