

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRZ

9 September 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: **Amended** Military Leave, Outside the Local Area – Approval Guidance and Procedures (HRO Policy # 20-028) — *(rescinds and replaces HRO Policy # 20-026)*

1. **References:** See enclosure 1.
2. **Cancellation:** This policy updates, rescinds, and replaces HRO Policy # 20-026, dated 15 July 2020.
3. **Summary of Changes:** Further delegates approval authority to a lower level of command / supervision; updates and amends the COVID-19 Pre-Screen Questionnaire (enclosure 5); and adds an approval process map (enclosure 8). Changes are indicated below in **red font**.
2. **Purpose:** This policy provides Human Resources guidance to all Ohio National Guard (OHNG) commanders and supervisors, regarding the requirements and procedures for approving military leave (personal travel) outside the local area, as defined in reference **g** of this memorandum. This policy also mandates the actions that all members must take when they attain approval to travel outside the local area, in a military leave status or any other form of authorized absence.
3. **Applicability:** This policy applies to all military members of the Ohio National Guard (OHNG), performing Full-Time National Guard Duty (FTNGD), which includes members ordered to Active Guard Reserve (AGR) duty or any other form of FTNGD (e.g. Operational Support duty, Counter-Drug duty, FEMA MA duty, etc.), as authorized under 32 U.S.C. § 502(f).
4. **Background:** In accordance with reference a, of Enclosure 1, the Secretary of Defense (SecDef) has exempted leave travel for military service members, from the coronavirus 2019 (COVID-19) travel restrictions, imposed by reference b. It is important to note, however, that the SecDef imposed the following controls on the aforesaid exemption:
 - a. Authorization to travel outside the local area shall not be made below a certain level of command (defined further below and by references **h**, **i**, and **l**).
 - b. Commanders and supervisors are required to conduct risk assessments of the health status and travel itinerary for each service member requesting leave travel outside the local area.
 - c. Commanders and supervisors shall follow the procedures of reference c for all service members traveling outside the local area, while in a leave status.

NGOH-HRZ

SUBJECT: Military Leave, Outside the Local Area – Approval Guidance and Procedures (HRO Policy # 20-028) — *(rescinds and replaces HRO Policy # 20-026)*

5. **Policy:** All Ohio National Guard (OHNG) commanders and supervisors shall comply with and ensure the adherence to the requirements and procedures, set forth below, before approving and authorizing military members—who are performing any form of FTNGD—to travel outside the local area, as defined by reference **g**, while in a military leave status or other period of authorized absence (e.g. regular or special pass). **The requirements and procedures, set forth below, do not apply to transition leave (aka "terminal leave"), when military members are pending retirement, separation, or release from active federal service.**

6. **Approval Authorities:** In accordance with references **h**, **i**, and **l**, approval authorities for granting leave (or other authorized absence), outside the local area, to military members, performing FTNGD follow:

a. For Ohio Air National Guard (OHANG) Airmen (excluding exemptions noted below), the authorities are: **O-5 (LTC)–Level commanders**, and the OHANG Director of Staff at the Joint Force Headquarters (JFHQ). Further delegation of this authority is not authorized.

b. For Ohio Army National Guard (OHARNG) Soldiers (excluding exemptions noted below), the authorities are: **Full-time Administrative Officers** of the six OHARNG Major Subordinate Commands (MSCs); **JFHQ Directors (serving in O-6 and GS-14 positions)** for members of the Primary, Personal, and Special Staff Directorates of the JFHQ; **and the Recruiting and Retention Battalion Commander for all Soldiers assigned to the Recruiting and Retention Battalion.** Further delegation of this authority is not authorized.

c. For all OHNG Soldiers and Airmen performing FTNGD under a Federal Emergency Management Agency (FEMA) Mission Assignment (MA) in support of Operation Steady Resolve, the approval authorities follow:

(1) **For leave requests outside the local area—as defined by reference **g**—where the leave location is the military member's Home of Record (HOR), normal leave approval requirements and procedures apply: i.e. military members need only follow the requirements and procedures outlined in their service-specific regulatory guidance (references **d** and **e** respectively). The provisions of this subparagraph apply **ONLY** to service members serving on FTNGD orders, in direct support of Operation Steady Resolve.**

(2) **For leave outside the local area (where the leave location is NOT the service member's Home of Record) that is requested and scheduled to end on or before 17 December 2020, the approval authority is the commander of Joint Task Force (JTF) Fox. The JTF commander may delegate this authority to the JTF Deputy Commanding Officer (DCO). Further delegation below the DCO is not authorized.**

(3) **For leave outside the local area (where the leave location is NOT the service member's Home of Record), which is requested and scheduled to end after 17 December 2020, the approval authorities are those listed in paragraphs 6a and 6b for Airmen and Soldiers respectively. **NOTE:** If the current FEMA MA is extended beyond its current expiration date, the provisions of this paragraph may change: i.e. the JTF commander's authority to approve such leave may be likewise extended beyond 17 December 2020.**

NGOH-HRZ

SUBJECT: Military Leave, Outside the Local Area – Approval Guidance and Procedures (HRO Policy # 20-028) — *(rescinds and replaces HRO Policy # 20-026)*

7. Requirements and Procedures: All OHNG commanders and supervisors (with the exception of the aforesaid exemptions) will adhere to the requirements and procedures, as outlined in the *Leave Checklist and Instructions* (i.e. enclosure 2 of this policy). Adherence to enclosure 2 will ensure our compliance with all SecDef and DoD policies; particularly regarding the SecDef's mandate that commanders and supervisors conduct risk assessments of military members' health statuses and travel itineraries, prior approving their requests for leave travel outside the local area.

8. POCs for this policy are as follows:

a. Administrative (Non-Medical) Guidance: CW3 Pete Toland, OHNG AGR Manager, at (614) 376-5054 or peter.j.toland.mil@mail.mil.

b. Medical-specific Guidance:

(1) MAJ Cameron Evans, at (614) 336-7163 or cameron.s.evans2.mil@mail.mil.

(2) CPT Derek Dunnigan, Deputy State Surgeon-Clinical, at (614) 336-7271 or derek.l.dunnigan.mil@mail.mil.

FOR THE ADJUTANT GENERAL:

Enclosures:

1. References
2. Leave Checklist & Instructions *(Amended)*
3. Leave Request Memo
4. DD Form 2297 (Template / Example)
5. COVID-19 Mil Leave Prescreen *(Amended)*
6. JFHQ-OH Form 5-R-E (Staffing Sheet)
7. OHNG Restriction of Movement Guidance Chart
8. *Approval Process Map & Key Considerations (Added)*

GREGORY J. BETTS
COL, AG, OHARNG
Director of Human Resources

DISTRIBUTION:

A, D