

## ENCLOSURE 2

### (Amended Leave Checklist and Instructions)

NGOH-HRZ

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

#### Required Documents and Instructions for Requesting Leave outside the Local Area:

1. **\*Leave Request Memorandum:** All service members must use Enclosure 3 (Request Memo Template) to **HRO policy # 20-028**, to request leave travel outside the local area. The request must include the full address and county of the requested leave location, in order for the approval authority and the medical reviewer to analyze the available COVID-19 data, associated with that location, in order to assess the risk effectively. This memo contains standard requirements that each requesting service member must acknowledge by signing the memo. The memo is fillable, with instructions prepopulated in the required and optional fields.

2. **\*DD Form 2297 (Deliberate Risk Assessment Worksheet):** All service members must prepare a DD Form 2297 and sign in block 3i, as the Preparer. A leader in the service member's command or supervisory chain must approve (or disapprove) and sign in block 12 of the form. All DD Forms 2297 will list the "Mission/Task Description" in block 1 as, "*Military Leave (personal travel) outside the local area during the COVID-19 pandemic.*" Additionally, for blocks 4 through 9 of the DD Form 2297, requesters must assess and mitigate (at a minimum) the risks associated with the following subtasks / sub-steps of traveling outside the local area:

a. Traveling from home of record to the leave location: Must include mode of travel (e.g. privately owned vehicle; commercial air; bus; train; etc.) and must include any pertinent subtasks of the travel (e.g. rest stops / refueling stops / hotel stops; airport layovers; etc.).

b. Activities at leave location: If requesting travel to a location that is experiencing a higher rate of COVID-19 transmission, identify that fact as the hazard and indicate the controls you will implement to mitigate the risk. Also include and assess the risks of subtasks / activities, in which you'll engage, while at the leave location (e.g. swimming, beach-going, sightseeing, restaurant dining, camping, hiking, etc.).

c. Traveling from the leave location to home of record: Must include mode of travel (e.g. privately owned vehicle; commercial air; bus; train; etc.) and must include any pertinent subtasks of the travel (e.g. rest stops / refueling stops / hotel stops; airport layovers; etc.).

d. Post-Leave activities: In this context, the main hazard is spreading COVID-19 to your fellow Ohio National Guard workforce members and to your local community. Assess the risk level associated with this hazard and identify the controls you will implement to mitigate the risk (e.g. self-isolate [including teleworking] for an appropriate period of time, continuing to practice required non-pharmaceutical inventions, such as social distancing, wearing face coverings, etc.).

e. Other pertinent subtasks: The subtasks listed in 2a thru 2d are the minimum required to assess and mitigate. Requesters should include any additional subtasks that apply to his or her individual requested leave location and circumstances.

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3. **\*COVID-19 Military Leave Pre-screen Questionnaire (Amended)**: All commanders and supervisors must ensure that service members, requesting travel outside the local area, while in a leave/pass status, complete and include this pre-screen questionnaire (to include military medical provider recommendation) in his or her leave request documents. **NOTE**: If the leave is approved, all service members must complete an additional (separate) COVID-19 Pre-Screen Questionnaire within 72 hours of the leave-travel start date (unless the original questionnaire meets this criteria). This requirement is a result of the rapidly changing nature of this pandemic: i.e. if the risks associated with either the service member's health status or his/her travel itinerary (or both) increase significantly between the time that the leave was approved and the leave-travel start date (particularly within 72 hours of the start date), the leave may have to be cancelled for force-protection reasons. **Additional Staffing Requirement**: If the military medical provider recommends disapproval / cancellation of the leave, after reviewing this final COVID-19 Pre-Screen Questionnaire, the approval authority must be notified immediately, in order to decide whether the previous leave approval should remain in effect or be cancelled / disapproved.

a. **OHNG Restriction on Movement (ROM) Guidance Chart**: When reviewing the leave requester's health status, military medical providers, their authorized representatives, and all commanders and supervisors are encouraged to refer to enclosure 7 to HRO policy # 20-028. This chart can be a useful tool to assist reviewers and approval authorities, when deciding whether to recommend approval and—ultimately—whether to approve the requests. The chart can also be used to determine whether a traveler requires self-isolation or quarantine after traveling outside the local area.

b. **Military Medical Providers' Authorized Representatives**: The office of the Joint Surgeon and/or the ANG Wing Medical Group Commanders will determine who may perform the aforesaid analysis on behalf of OHNG military medical providers. Some examples of authorized representatives may include ARNG MSC / BDE Medical Readiness NCOs, Senior Medical NCOs of the Wing Medical Groups, etc. The office of the Joint Surgeon and Medical Group commanders will ensure that any of their authorized representatives are trained and knowledgeable, regarding the proper and consistent use of this data, before making approval or disapproval recommendations, regarding requests for leave travel outside the local area.

4. **\*JFHQ-OH Form 5-R-E (Staffing Sheet)**: This staffing sheet will be used as the cover sheet for the rest of the required documents. It will be used to provide brief background details (block 6) about the request and will provide a venue for the requester's command / supervisory chain and the reviewing military medical provider (or authorized representative) to document their recommendations and to provide any pertinent remarks that the approval authority may use to help him/her make the decision to approve or disapprove the request. The subject (block 1 of the form) should read, "Request leave travel outside the local area (Rank & Name of requester)." The requester will populate block 9 of the form with applicable members of his/her command / supervisory chain and the military medical provider (or rep), who will review the request. The approval authority's rank, name, and title will be typed into block 10 of the form, where the approval authority will document his/her approval or disapproval of the request. The staffing sheet is fillable, with instructions prepopulated in the required and optional fields.

**NOTE**: Due to widespread teleworking, this and all other required forms are designed and intended to be completed and staffed electronically, through the requester's chain of command or supervision, to the applicable approval authority. There is no requirement for requests to be staffed to or through the AGR management office or the Human Resources Office.

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5. **Coronavirus 2019 (COVID-19) Trend Data**: IAW reference c of HRO policy # 20-028, when commanders, supervisors, leave-approval authorities, and military medical providers (or their authorized representatives) are conducting their analysis of requests for leave travel outside the local area, they will review and analyze available COVID-19 trend data, for the requested leave locations, which is available via OHNG Surgeon-approved online resources. Pertinent data to review in this analysis includes—but is not limited to: Known cases; Confirmed cases per capita cases (e.g. cases per 100K persons); Number of Deaths; and the current average of daily confirmed cases (*i.e. to determine if COVID-19 transmission is increasing, stable, or decreasing in the requested leave location*). The following **link provides** such data, down to the county level, and has been reviewed and recommended for use by the OHNG Office of the Joint Surgeon. Any questions regarding how to use the data, found at **this link**, should be directed to MAJ Cameron Evans or CPT Derek Dunnigan, of the Office of the Joint Surgeon:

a. Johns Hopkins University of Medicine: <https://coronavirus.jhu.edu/us-map>

b. **COVID-19 Data Trend Resources**: When analyzing the data resources found at these public, online websites, commanders, supervisors, and military medical providers (or their authorized representatives) are encouraged to use the data resource site, with which they are most comfortable: e.g. they may use one of the data resources, all of them, or any combination thereof. To reiterate, for questions regarding how best to leverage this data, please contact the OHNG subject-matter experts: i.e. the aforementioned representatives of the OHNG Office of the Joint Surgeon.

6. **Documentation & Filing Requirements**: Each of the aforementioned documents must be uploaded into the applicable automated military leave tracking and approval system (i.e. "Leave Tracker" for ARNG members and "Leave Web" for ANG members). These documents are required for audit purposes (i.e., to demonstrate compliance with DoD requirements for approving leave travel outside the local area, during the COVID-19 pandemic) and should be retained for two years from their respective filing dates. For questions and/or assistance in uploading these documents, service members should contact the OHNG AGR Management Office or their respective military personnel office (e.g. Force Support Squadron [ANG] or MSC S1 section [ARNG]).

*\*All of the above items, annotated with red asterisks, denote required **documents** (and completion instructions) for the request packets / packages. While the other items contain instructions for required actions, only the items annotated with asterisks denote the actual documents that are required for reviewing the requests, and which must be filed electronically and maintained for two years.*