



**DEPARTMENT OF THE AIR FORCE**  
UNITED STATES SPACE FORCE  
30TH SPACE WING

2 July 2020

MEMORANDUM FOR VANDENBERG AFB PERSONNEL

FROM: 30 SW/CC

SUBJECT: Vandenberg AFB Leave Policy – COVID-19

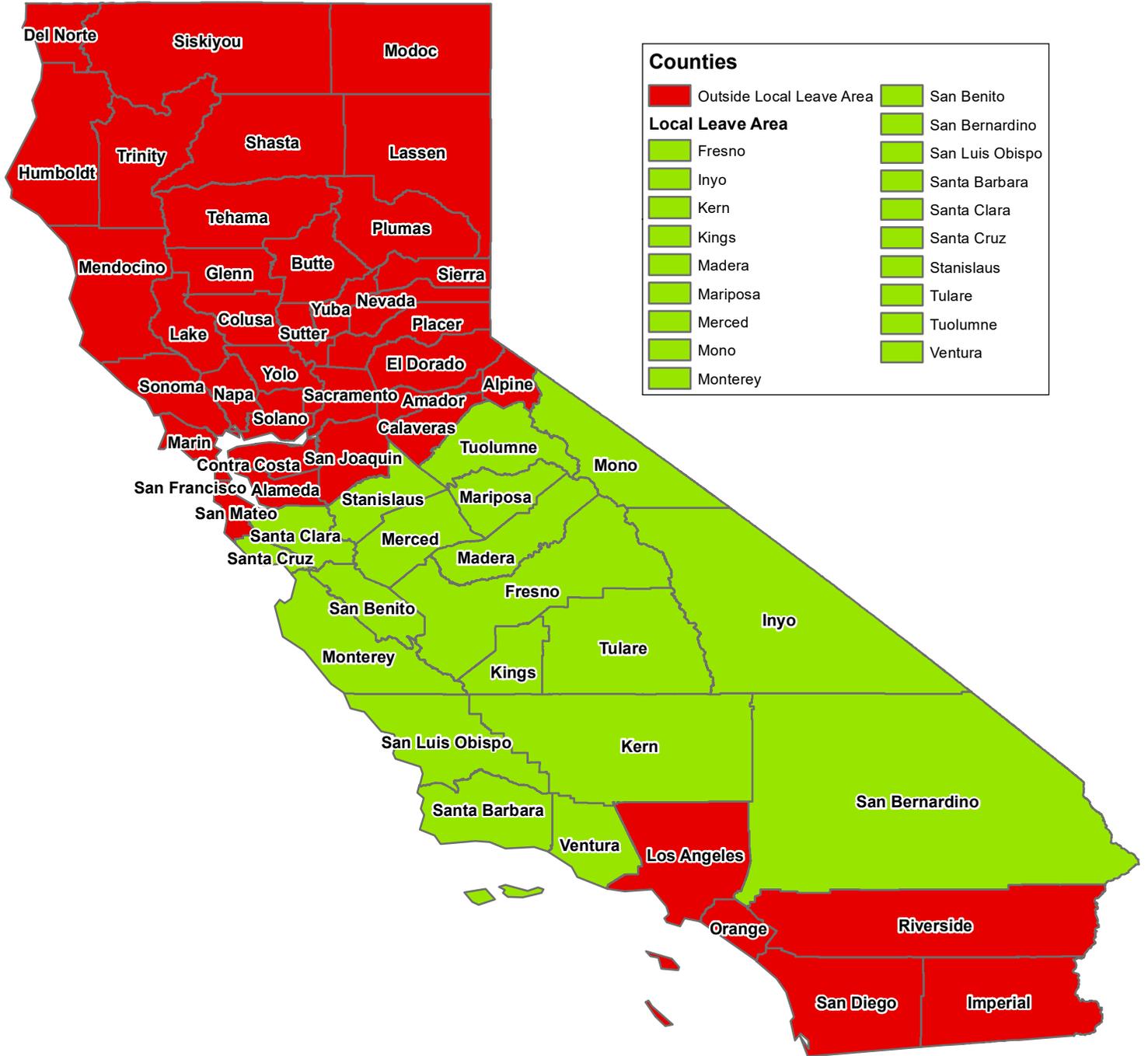
1. On 29 June 2020, the Secretary of Defense (SECDEF) issued *Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions Exemption* (SECDEF Memo), superseding prior guidance on the same subject. Personnel on Vandenberg AFB shall comply with all aspects of the SECDEF order, as it applies to them. This memorandum supersedes *Vandenberg AFB Leave Policy*, dated 20 May 2020, and will remain in effect until rescinded or superseded by higher authority.
2. For DoD service members, the SECDEF Memo prohibits personal leave outside the local area absent approval from the unit commander. Effective immediately, the “local area” for Vandenberg AFB is considered: Central California (defined as Santa Cruz, Santa Clara, Stanislaus, Tuolumne, Mono, Merced, Mariposa, Madera, Monterey, San Benito, Fresno, Kings, Tulare, Inyo, San Luis Obispo, Kern, San Bernardino, Santa Barbara, and Ventura Counties).
3. For any exceptions to this defined local area, I am the approval authority. For leave travel for military members beyond the local area, the SECDEF delegated approval authority to the squadron commander or equivalent in the member’s chain of command or supervision. Any 30 SW member’s request for leave outside of the local area will be forwarded through a member’s chain of command, with indorsements, to their squadron commander for approval. Squadron commanders will conduct a risk assessment of the health status and travel itinerary for military members requesting leave. While leave outside the local area should be granted for humanitarian and/or hardship reasons, commanders must exercise supreme discretion before approving other personal leave requests. Key considerations include the health risks associated with the nature and location of any planned activities while in leave status. Commanders and supervisors must establish a means of communication with all military members throughout the period of leave and the post-travel process.
4. In assessing travel, both official and personal, I encourage all members of Team Vandenberg to consider the nature of the threat we are facing, both to our community and our mission. Any individual, military or civilian, who travels to a highly infected area or fails to take proper precautions and then returns to Vandenberg AFB places the entire community at higher risk of infection. This kind of behavior works against our collective efforts to flatten the curve and keep our community safe. Please make smart choices as responsible members of Team Vandenberg.
5. If you have any questions, please contact Lt Col Ken Peters, 30 CPTS/CC, at [kenneth.peters.2@us.af.mil](mailto:kenneth.peters.2@us.af.mil), or 606-9733.

ANTHONY J. MASTALIR, Colonel, USAF  
Commander

Attachments:

1. Vandenberg AFB Local Leave Area Map
2. Secretary of Defense Memorandum, *Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions* (June 29, 2020)

# Local Leave Area





SECRETARY OF DEFENSE  
1000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1000

JUN 29 2020

MEMORANDUM FOR CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF  
DEFENSE

SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
CHIEF OF THE NATIONAL GUARD BUREAU  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR OF COST ASSESSMENT AND PROGRAM  
EVALUATION  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR OF OPERATIONAL TEST AND EVALUATION  
CHIEF INFORMATION OFFICER OF THE DEPARTMENT OF  
DEFENSE  
ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE  
AFFAIRS  
ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC  
AFFAIRS  
DIRECTOR OF NET ASSESSMENT  
DIRECTORS OF DEFENSE AGENCIES  
DIRECTORS OF DOD FIELD ACTIVITIES

SUBJECT: Exemption of Authorized Leave for Department of Defense Service Members from  
Coronavirus Disease 2019 Personnel Movement and Travel Restrictions

References: (a) Secretary of Defense Memorandum, "Transition to Conditions-based Phased  
Approach to COVID-19 Personnel Movement and Travel Restrictions,"  
May 22, 2020 (hereby modified)  
(b) Office of the Under Secretary of Defense for Personnel and Readiness  
Memorandum, "Force Health Protection Guidance (Supplement 4) –  
Department of Defense Guidance for Personnel Traveling During the Novel  
Coronavirus Outbreak," March 11, 2020

Effective immediately, leave travel for DoD Service members is exempt from the  
coronavirus disease 2019 (COVID-19) travel restrictions in reference (a). Authorized leave  
outside the local area will be approved at a level no lower than the unit commander or  
equivalent.

**Additional Guidance**

- Commanders and supervisors will conduct a risk assessment of the health status and  
travel itinerary for Service members requesting leave. Service members should not  
travel if they display a fever or other symptoms consistent with COVID-19 or if they



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have had close contact with someone who has tested positive for COVID-19 within the past 14 days. DoD personnel will comply with any DoD, Federal, State, and local restrictions while in a leave status.

- Commanders and supervisors will follow the procedures in reference (b) for all Service members traveling on leave. Commanders and supervisors will establish a means of communication with all Service members throughout the period of leave and the post-travel process, as well as prescribing actions for their particular circumstances.
- All other guidance contained in reference (a) remains in effect until further notice.

*Matt. Spa*