



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 100TH AIR REFUELING WING (USAFE)  
ROYAL AIR FORCE MILDENHALL, ENGLAND**

5 November 2020

MEMORANDUM FOR ALL RAF MILDENHALL (RAFM) UNIFORMED PERSONNEL

FROM: 100 ARW/CC

SUBJECT: RAF Mildenhall COVID-19 Leave, Liberty and Pass Policy

1. This memo is applicable to all uniformed members of the 100 ARW. Uniformed members from the 727 AMS, 488 IS, and 95 RS tenant units are encouraged to utilize this guidance in conjunction with their parent-command guidance. Members from the 352 SOW will adhere to guidance from their respective wing. This memorandum supersedes all prior leave, liberty and pass guidance and provides additional guidelines based on updated information and recently- issued Host Nation (HN) Health Protection Regulations. 2019 Novel Coronavirus (COVID-19) continues to remain an important focus as we work with our partners to operate in this environment. As always, the mission and ensuring the safety of our Airmen and families, and the well-being of our local communities, remains our primary effort. **Key changes to this policy are noted in red.**

2. **As an effect of the Lockdown in England, all leave, liberty and pass travel (to include overnight stays and holidays) will be restricted to your primary residence, unless otherwise approved. Any leave travel outside of your residence or off the island of Great Britain for RAFM uniformed members will be approved at a level no lower than the unit commander or equivalent.**

3. **Leave, liberty or pass requests involving travel will be restricted to non-leisure travel that is preapproved by the unit commander. Non-leisure travel could include emergency leave, leave to see a family member who is injured or sick, and leave that falls under essential or hardship justification. Essential and hardship justification should be determined by reviewing reasons to travel under HN legislation applicable during the lockdown and any exceptions that may be granted to US Forces by the HN.**

4. Countries or territories that are not specifically exempted by the UK or do not have an established "air corridor" will incur a 14-day self-isolation period in line with current UK law. The most current list of approved countries and territories should be referenced at: [www.gov.uk/guidance/coronavirus-covid-19-travel-corridors](http://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors), and must be considered when approving leave, liberty and passes. Unit commanders are empowered to find suitable solutions to meet any incurred quarantine requirements. Should conditions change while the member is traveling that are outside of the member's control (i.e. change in country COVID-19 status or development of COVID-19 symptoms) the unit commander has the authority to waive use of personal leave for the 14-day self-isolation period.

5. In accordance with DoD guidance, unit commanders and supervisors will conduct a travel risk assessment pre- and post-travel to determine the need for self-isolation for travelers and ensure communications plans are established for the length of the leave, liberty or pass period. The attached Travel Risk Assessment Tool (T-RAT) for pre- and post-travel is one of many tools available to commanders when assessing leave requests.

6. For members who have approved leave or travel outside their premises, they must be vigilant regarding social distancing and use of face coverings in accordance with the local laws of the country or territory visited. These restrictions and guidelines should be thoroughly reviewed immediately prior to departure during the pre-travel assessment at: <https://ec.europa.eu>. Even if a member obtains travel

approval days or weeks in advance of a trip, if the destination country's status changes prior to departure, the travel **MUST** be reevaluated with the unit commander. The member has a responsibility to check [www.gov.uk/guidance/coronavirus-covid-19-travel-corridors](http://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors) immediately prior to departing to ensure there has not been a change in the status of any approved destination and must notify the approving authority of any changes. Additionally, passports and PCS Orders shall be carried by all personnel traveling outside the UK. The purchasing of travel insurance is highly encouraged.

7. Every scenario cannot be envisioned. Commanders and supervisors are therefore empowered to make well-reasoned decisions and implement missions-specific requirements to meet the intent of this memorandum. This guidance will remain in effect until superseded or rescinded. If there are any questions about this guidance, please contact your supervisors or squadron leadership team for clarifications.

8. Commanders who have questions regarding this policy should contact my front office at 238-0100.



S. TROY PANANON, Colonel, USAF  
Commander

Attachments:  
Travel Risk Assessment Tool