



14 MAR 2020  
FM: CHDIRAUX  
TO: ALAUX  
ALAUX 002/20

Subj: COVID-19 TRAVEL AND LEAVE POLICY (ALCOAST 084/20)

Ref: ALCOAST 084/20

1. The following ALCOAST message was recently issued to provide updated foreign/domestic travel and leave guidance for Coast Guard personnel in light of COVID-19 concerns. Although its references are not accessible through normal internet access, its provisions are applicable. Paragraphs 2.b.2, 3.b.2, and 5.f specifically include Auxiliary interests. Additional guidance regarding Auxiliary C-schools will be issued through the Chief Director's office (CG-BSX-1).

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FM COMDT COGARD WASHINGTON DC//CG-1//  
TO ALCOAST  
UNCLAS//N06200//  
ALCOAST 084/20  
COMDTNOTE 6200  
SUBJ: COVID-19 TRAVEL AND LEAVE POLICY  
A. COMDT COGARD WASHINGTON DC 061306 MAR 20/ALCOAST 071/20  
B. DHS Deputy Under Secretary for Management Memorandum 2 March 2020  
C. Novel Coronavirus Planning Order v.3 March 2020  
D. DOD Foreign Clearance Guide

1. This ALCOAST provides Coast Guard (CG) members with updated travel and leave policy guidance as it relates to the 2019 Novel Coronavirus (COVID-19) and supersedes REF (A) regarding leave and travel only.
2. Foreign Travel. The Center for Disease Control (CDC) is issuing Travel Health Notices (THNs) for locations affected by COVID-19. A list of THNs can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/>
  - a. Official Foreign Travel. IAW REF (B), CG official travel to locations for which

the CDC has issued a Level 3 or Level 2 THN is restricted to only mission essential, time-sensitive work that cannot be handled via distance or remote means. For any foreign travel, Commanding Officers/Commanders should assess the risk to mission using the Risk Assessment Tool located in Enclosure (1) of REF (C). Personnel who are permanently stationed in a foreign country shall follow the guidance of the cognizant Department of Defense/Combatant Command (DOD/CCMD) or Department of State (DOS) Chief of Mission (COM), as applicable.

b. Leave/Leisure Travel.

(1) Military Personnel including Reservists on Active Duty. Leave travel to or through foreign countries or territories affected by a Level 3 or Level 2 THN is prohibited, to include leave that was previously approved. In extenuating circumstances, members may request a waiver, with final approval authority at the first Flag Officer/SES in their chain of command. For personnel stationed overseas, and within a location for which the CDC has issued a COVID-19 THN, follow the guidance of the cognizant DOD/CCMD or DOS/COM, as applicable.

(2) Civilian Personnel/Dependents/Auxiliarists/Non-Appropriate Funded Personnel. Leave or leisure travel to or through foreign countries or territories affected by Level 3 or Level 2 THN is highly discouraged. Consult the CDC and DOS travel advisory websites prior to making any decision.

(3) Reservists not on orders are highly discouraged from traveling to or through foreign countries or territories affected by Level 3 or Level 2 THN.

c. Requirements. Commands and personnel are reminded to strictly adhere to the requirements of REF (D) in requesting and approving any foreign travel.

d. Contractors. Contract personnel that have travelled to, or plan to travel to or through foreign countries or territories affected by Level 3 or Level 2 THN are required to notify their Contracting Officer's Representative.

3. Domestic Travel. For domestic travel consideration, members must be aware of areas experiencing "sustained community transmissions" when making travel decisions. The best way to access that information at this time is through the state, local, tribal, or territorial public health authorities; in conjunction with contacting your local USCG senior medical executive. In addition, we are looking for ways to provide greater clarity on "sustained community transmissions" which will be provided in a future update.

a. Official Travel.

(1) Official travel within the U.S., including territories, to areas experiencing sustained community transmission of COVID-19 should only be performed if it is mission-essential, time-sensitive work that cannot be handled via distance or remote means. At this time, all scheduled CONUS training opportunities designed to provide advanced skills and knowledge to perform a task required by a specific job is considered mission-essential for purposes of traveling domestically. Currently all CG "A" schools are fully

operating. “A” and “C” School Training and Travel Guidance will be sent by FORCECOM via ALCOAST. All “C” school convening questions should be directed to ETQC

<https://cg.portal.uscg.mil/units/forcecom/ETQC/TrainingPage/SitePages/Home.aspx>.

(2) Official domestic travel to areas not experiencing sustained community transmission is authorized.

(3) SELRES and IRR members will continue to report for ADT and IDT as directed by cognizant authority. However, Commands are encouraged to provide maximum flexibility to their Reserve members, while balancing operational readiness with exposure risk, especially those Reservists who travel from outside of the reasonable commuting distance to their units in order to minimize exposure and maximize readiness if activation is required.

b. Leave/Leisure Travel.

(1) Military Personnel, including Reservists on Active Duty. Leave travel within the U.S., including territories, to areas experiencing sustained community transmission is prohibited, including leave that was previously approved. In extenuating circumstances, members may request a waiver, with approval authority at the first Flag Officer/SES in their chain of command.

(2) Civilian Personnel/Dependents/Auxiliarists/Contractors/Non-Appropriate Funded Personnel. Leave travel within the U.S., including territories, to areas experiencing sustained community transmission is highly discouraged.

(3) Reserve members not on orders are highly discouraged from traveling within the U.S., including territories, traveling to areas experiencing sustained community transmission.

c. Contractors. Contract personnel that have travelled to, or plan to a travel, within the U.S., including territories, to areas experiencing sustained community transmission are required to notify their Contracting Officer’s Representative.

d. State, local, tribal, and territorial health officials determine if a location is considered an area of “sustained community transmission” for COVID-19. Operational commanders are to consult with their Senior Medical Executive or the CG’s designated Public Health Emergency Officer, CAPT Shane Steiner (CG-1121), if they have questions about the status of a particular locale. The CG is looking at ways to consolidate a list of areas that qualify as “sustained community transmission.”

4. Permanent Change of Station (PCS) Travel. The CG, along with the other Services are weighing the risks and consequences of continuing to PCS members both internationally and domestically. Further guidance will be provided as soon as possible.

5. Returning from foreign travel. IAW REF (B), CG personnel, including personnel detailed to the CG, returning to the U.S. from any country or territory, or who traveled

through any county or territory (including transportation hubs), that the CDC has issued a Level 3 THN shall not return to a CG workspace until 14 days have passed since leaving that location. This also applies to CG personnel who live with someone who is subject to self-monitoring due to travel or exposure history. In any case, CG personnel who are advised during airport screening to self-monitor shall not return to their CG workspace and shall consult with their supervisor.

a. CG civilian employees who fall under this policy and are returning from official travel, and are not able to telework, may be granted Weather and Safety Leave during this period.

b. CG military and civilian employees who fall under this policy and are returning from leave or leisure travel, from or through a location under a Level 3 THN, are expected to telework or take personal leave if they are subject to quarantine or self-monitoring.

c. CG military and civilian employees will practice social distancing by remaining 6-foot way from people outside of the home, not traveling, not visiting public/crowded areas, not using public transportation, and avoiding interaction with pets and other animals.

d. CG military and civilian employees who reside in CG owned housing, who fall under this policy, are to remain in their home or quarters, per CDC government-wide guidelines and 5 U.S.C. 7106 (a)(2)(D). During the 14-day interval CG military personnel are subject to a Restriction Of Movement (ROM) and:

(1) Will be assessed daily for fever and symptoms by cognizant CG medical staff via phone consultation, coordinated through the nearest CG clinic. Members will not come into clinics.

(2) Will self-monitor for the onset of fever, cough, and/or trouble breathing. If these symptoms develop, CG military personnel are to contact their unit leadership and the cognizant CG medical staff by phone for further direction. Members who are experiencing a medical emergency should always contact a medical authority first (e.g., 911).

(3) Will separate themselves from other people in the home/quarters if residing with roommates/family members and avoid sharing personal items.

(4) Separate lodging will be coordinated by the cognizant chain of command to span the 14-day ROM. For individuals that live in Unaccompanied Personnel Housing (UPH), open bay settings, or CG provided rooms with shared bathrooms and/or kitchen facilities, or aboard a vessel (e.g., those who do not live in individual hotel-style rooms/apartments, or individual housing). The CG senior medical executive is available to advise in these scenarios.

e. Dependents of CG personnel and guests. Members whose dependents reside in CG owned housing must notify the local housing officer/authority if their dependents or guests return from a location that the CDC has issued a Level 3 THN.

f. Auxiliary. Auxiliary members returning from personal travel from or through a location that the CDC has issued a Level 3 THN are prohibited from participating in CG activities or visiting CG units during a period of 14-days following the return from travel. Auxiliary members are authorized to participate in CG activities and visit CG units after 14 days, only if symptom free.

6. The CG maintains a website with authoritative documents, frequently asked questions, and a link to submit your questions. This site is updated continuously and should be referenced first, and often <https://www.uscg.mil/Coronavirus/>.

7. RADM J. M. Nunan, Assistant Commandant for Human Resources (CG-1), sends.

8. Internet release is authorized.

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**\*\*\*For many reasons including the value of keeping communication lines clear and open as well as facilitating access to training and educational tools, all Auxiliaries are urged to have their own email address and to keep it updated in AUXDATA.\*\*\***

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If you have a question regarding this ALAUX, please seek resolution within your Chain of Leadership and Management (COLM) including up to your servicing District Director of Auxiliary (DIRAUX). If your question still cannot be resolved after that, then please email [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil).