



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237  
APO AP 96271-5327

DEC 14 2020

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MEMORANDUM FOR USFK Service Members, Family Members, Civilian Employees, and Contractors

SUBJECT: Policy for USFK Personnel Taking Leave Off-Peninsula or Receiving Visitors from Off-Peninsula

1. References. See Enclosure 1.

2. Background.

a. In March 2020, as a result of the Coronavirus Disease 2019 pandemic, the Department of Defense (DoD) imposed restrictions on travel and I declared a public health emergency (PHE). In April 2020, the Government of the Republic of Korea (ROK) required entrants to the ROK to conduct quarantine immediately upon arrival in the ROK and remain in quarantine for a period of fourteen (14) days. As a result of these actions, all members of United States Forces Korea (USFK) who return to Korea after a period of leave, and any arriving visitors of DoD personnel residing in Korea, must quarantine for fourteen (14) days.

b. USFK's priority remains force health protection. However, as the DoD lifts travel limitations and transitions to unrestricted travel in the United States, there has been an increase in travelers arriving to Korea from the United States who test positive for COVID-19. Nevertheless, the ability to take leave is critical to the resilience of the force.

3. Intent. The intent of this policy is to facilitate personal off-peninsula leave, maximize force health protection, and provide guidance on receiving visitors from off-peninsula.

4. Authority. This policy is issued under emergency health powers stated in granted under Reference 1, my authority as the Commander, USFK, and my authority as the Senior U.S. Military Officer assigned to Republic of Korea.

5. Leave policy.

a. In order to ensure USFK is ready to "Fight Tonight," units may not allow any more than 10% of their military force off peninsula at any one time.

b. In order to gain and maintain access to USFK installations, all personnel arriving to the ROK after a period of off-peninsula leave shall conduct a fourteen (14) day quarantine period and have two negative COVID-19 tests.

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c. USFK personnel shall have an approved quarantine action plan prior to taking leave and shall follow the approved quarantine action plan upon return.

d. While conducting unofficial travel, USFK personnel shall comply with restrictions and guidance imposed by the Centers for Disease Control as well as state and local governments. Commanders and supervisors shall conduct a risk assessment of the health status of the leave location and travel itinerary for the Service Members requesting leave.

e. Leave approval procedures for Service Members will be set by the Service Components except for Service Members assigned to Headquarters, USFK. The leave approval process for Service Members assigned to Headquarters, USFK, will be set by the USFK Chief of Staff.

f. Service Components will ensure units manage and prioritize off-peninsula travel according to their allocated quarantine space.

g. Units shall ensure the itinerary for personnel returning to Korea is entered into the USFK International Arrival Travel Tracker at: [https://pacom.deps.mil/cmds/usfk-fkj3/j33/Lists/SPOTREP\\_International\\_Arrivals/](https://pacom.deps.mil/cmds/usfk-fkj3/j33/Lists/SPOTREP_International_Arrivals/). Failure to register itinerary may result in delayed ground transportation to initial COVID test and quarantine facility.

#### 6. Quarantine options for USFK personnel returning from leave

a. **Definition – quarantine.** Separation of an individual or group who may have been exposed to a communicable disease from others who have not been so exposed, in such a manner and place to prevent the possible spread of the communicable disease.

b. **Options for quarantine.** USFK personnel returning to the ROK shall elect to quarantine in one of the following manners:

(1) *Option 1* – Quarantine in independent living quarters when there are no other roommates or Family members in living quarters.

(2) Individuals who share living quarters (family, roommate, visitors, etc), have two additional options:

(a) *Option 2* – Entire household quarantines as a single group in shared living quarters.

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(b) *Option 3* – Non-travelling Service Members or Civilians separate themselves at an independent lodging facility. Traveler and any cohabitant remaining at the local quarters will quarantine on-site. Non-traveling member(s) of the household lodges at a location separate from the location of the non-traveling member(s) during the quarantine period. Expenses incurred as a result of this option are personal in nature.

(3) *Option 4* – *For contractors and civilians without a Common Access Card, A-3 Visa/Immigration Card, or SOFA Verification Stamp.* Follow ROK government procedures. These individuals will complete COVID testing and quarantine in accordance with ROK guidelines.

(4) *Option 5* – Quarantine in a USFK Designated Quarantine Facility.

c. **Start and end date.** Quarantine begins the day the traveler arrives in the ROK and ends fourteen (14) days later, provided the traveler displays no symptoms and receives two negative COVID-19 tests.

d. **Quarantine planning and additional guidance.** Personal quarantine planning and additional guidance for Service Members and Civilians are outlined in Enclosure 2 and 3, respectively. A quarantine action plan template can be found at Enclosure 4.

e. **Management of quarantine facilities.** USFK quarantine facilities are managed by the Service Component of the installation on which they are located. Service Components will publish guidelines and allocate available spaces for their respective quarantine facilities.

f. **Guidebook.** A quarantine guidebook is located on the 2d Infantry Division home page (<https://www.2id.korea.army.mil/>).

#### 7. Policy for visitors who quarantine in the personal residence of USFK-personnel

a. USFK Service Members, Civilian employees, contractors, and dependents (USFK personnel) shall disclose to their supervisor or their sponsor's supervisor any visitors from off-peninsula who will quarantine in their personal residence.

b. USFK personnel who permit visitors to quarantine in their personal residence shall develop a quarantine action plan for themselves and have the quarantine action plan approved by their supervisor or their sponsor's supervisor prior to receiving visitors.

c. Before a DoD personnel visitor arriving from off-peninsula can gain access to a USFK installation, he or she shall conduct quarantine for a period of fourteen (14) days and have two negative COVID-19 tests.

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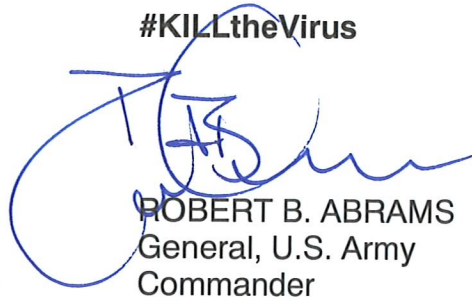
d. Reference 14 establishes who is eligible to enter USFK dedicated quarantine facilities and receive quarantine-related services.

8. This memorandum is punitive for Service Members. Failure to follow mandates and restrictions established by this memorandum may constitute a violation of Article 92 of the Uniform Code of Military Justice. These mandates and restrictions also apply to the U.S. and Korean National Civilian employees, dependents, and contractors. U.S. and Korean National Civilian employees, dependents, and contractors who fail to comply these restrictions may face administrative consequences, such as being barred from entering military installations.

9. These measures are designed to ensure our USFK Service Members, Civilians, contractors, Family members and installations remain safe and free from COVID-19. We've been highly successful so far in keeping the virus out of our formations and off our installations. Everyone must fight complacency and stay disciplined and vigilant to stop the spread and kill the virus. We must continue to protect the force to protect the mission.

10. The point of contact for this policy is Colonel Jason L. Knight, Assistant Chief of Staff, J1, at [jason.l.knight10.mil@mail.mil](mailto:jason.l.knight10.mil@mail.mil).

**#KILLtheVirus**



ROBERT B. ABRAMS  
General, U.S. Army  
Commander

- 4 Encls
- 1. References
- 2. Additional Guidance for Service Members
- 3. Additional Guidance for Civilians
- 4. Quarantine Action Plan Template

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### Enclosure 1 References

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1. Department of Defense Instruction 6200.03, *Public Health Emergency Management (PHEM) Within the DoD* (28 March 2019).
2. Secretary of Defense Memorandum, "Transition to Conditions-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions," (22 May 2020)(provides guidance for DoD travel by DoD personnel with an emphasis on government-funded travel)
3. Secretary of Defense Memorandum, "Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions" (29 June 2020)(authorizes DoD Service Members to take leave outside local area)
4. Secretary of Defense Memorandum, "Delegation of Waiver Approval Authority for Coronavirus Disease 2019 Personnel Movement and Travel Restrictions" (5 October 2020)(SecDef authorizes Combatant Commanders to delegate approval of waivers required by 22 May 2020 Memorandum)
5. Office of the Under Secretary of Defense for Personnel and Readiness Memorandum, "Force Health Protection (FHP) Guidance (Supplement 12) Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak" (6 August 2020)(provides pre-and post- travel guidance for purposes of force health protection)
6. United States Pacific Command Instruction 0530.1, *Command Relationships in U.S. Pacific Command* (14 January 2018)
7. Commander United States Indo-Pacific Command Concept Plan for Pandemic and Emerging Infectious Disease (PEID) (1 February 2019)
8. U.S. Indo-Pacific Command Memorandum, "USINDOPACM Delegation of Authority to USINDOPACOM Sub-Unified Commands and Component Commands to Waive 14-Day Restriction of Movement (ROM) for Unofficial Travel from U.S. Centers for Disease (CDC) Travel Health Notice (THN) Level-3 Countries in the USINDOPACOM AOR to the United States" (23 October 2020)(INDOPACOM authorizes USFK to waive 14-day restriction of movement for unofficial travel from ROK required by FHP Guidance (Supplement 12))

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9. United States Forces Korea Regulation 190-7, "Military Access Control," (27 September 2017)
10. United States Forces Korea Operation Order 20-19, "USFK Novel Coronavirus [COVID-19] Response"
11. United States Forces Korea Tasking Order 20-38, "Debarment Processing of Non-US Service Member for Violations of PHE HPCON Measures" (1 April 2020) (prescribes process for debarring individuals from USFK installations for not complying with USFK health protection condition measures)
12. United States Forces Korea Memorandum, "Delegation of Authority to Approve Exception to DoD Travel Restrictions – Coronavirus Disease 2019" (20 October 2020) (USFK delegates approval of waivers required by Sec Def 22 May 2020 Memorandum to the O-6 level)
13. United States Forces Korea Memorandum, "Waiver of 14-Day Restriction of Movement (ROM) for Unofficial Travel from the Republic of Korea (ROK) to the United States for Service Members Assigned to the ROK," (24 November 2020) (USFK waives 14-day restriction of movement for unofficial travel from ROK required by FHP Guidance (Supplement 12))
14. United States Forces Korea Memorandum, "Policy to Establish Eligibility for United States Forces Korea (USFK) Quarantine Facilities and Quarantine-Related Services" (USFK establishes individuals eligible to receive and enter USFK dedicated quarantine facilities and quarantine receive quarantine-related services)
15. United States Forces Korea Memorandum, "USFK Commander's Leave & Personal Travel Guidance" (27 July 2020) (rescinded)

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## Enclosure 2

### **Quarantine Planning and Additional Guidance for Service Members**

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1. General guidance.

a. Service Members who depart the ROK shall complete a 14-quarantine upon return.

b. Service Members are subject to their service leave policies during leave and quarantine period. Service Members shall seek guidance from their chain of command to determine if quarantine periods are considered chargeable leave.

2. Quarantine planning. Prior to initiating off-peninsula travel, Service Members shall have an approved quarantine action plan.

3. Approval authorities for quarantine action plan.

a. **Approval of requests for space at dedicated quarantine facilities.**

(1) *Requests for Space at Seventh Air Force (7 AF) quarantine facilities.* Any member requiring the use of a quarantine facility on a 7 AF installation, regardless of Service or unit of assignment, must have their quarantine action plan approved in accordance with guidance published by 7 AF.

(2) *Eighth Army Soldier requests for space at Eighth Army quarantine facilities.* Any Service Member assigned to Eighth United States Army (8A) requiring the use of a quarantine facility on an 8A installation must have their quarantine action plan approved in accordance with guidance published by 8A.

(3) *Other Service Members requesting space at Eighth Army quarantine facilities.* Other Service Members requiring the use of a quarantine facility on an 8A installation, regardless of their Service or unit of assignment, must have their request for dedicated quarantine facilities approved by the USFK Chief of Staff. The USFK JOC will manage this approval process. Requests shall be sent to the following organization email: ***indopacom.humphreys.usfk.mbx.joc@mail.mil***.

b. **Approval of requests to quarantine at personal quarters.** O-6, or civilian equivalent, holding the position of Commander, Division Chief, or Staff Director, are responsible for approving requests to quarantine at personal quarters, except a request to quarantine at an on-post quarters may only be approved if supported by the installation commander.

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### Enclosure 3

#### **Quarantine Planning and Additional Guidance for Civilians**

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1. Applicability. This enclosure applies to Department of Defense Civilian employees, invited contractors, and dependents of Service Members, Department of Defense Civilian employees, and invited contractors.
2. General guidance. Civilians who depart the ROK shall complete a 14-day quarantine upon return.
3. Quarantine planning. In order to maintain continued access to USFK installations, civilians shall have an approved quarantine action plan prior to initiating off-peninsula travel.
4. Approval authorities for quarantine action plan.

**a. Approval of requests for space at dedicated quarantine facilities.**

(1) *Requests for space at Seventh Air Force (7 AF) quarantine facilities.* Authorized civilians requesting the use of a quarantine facility on a 7 AF installation, regardless of unit of assignment, must have their quarantine action plan approved in accordance with guidance published by 7 AF.

(2) *Department of the Army (DA) Civilian requests for space at Eighth Army quarantine facilities.* Authorized DA Civilians requesting the use of a quarantine facility on an 8A installation must have their quarantine action plan approved in accordance with guidance published by 8A.

(3) *Other civilians requesting space at Eighth Army quarantine facilities.* Other civilians requiring the use of a quarantine facility on an 8A installation, regardless of unit of assignment, must have their request for dedicated quarantine facilities approved by the USFK Chief of Staff. The USFK JOC will manage this approval process. Requests shall be sent to the following organization email:  
***indopacom.humphreys.usfk.mbx.joc@mail.mil.***

**b. Approval of requests to quarantine at personal quarters.** O-6, or civilian equivalent, holding the position of Commander, Division Chief, or Staff Director, are responsible for approving requests to quarantine at personal quarters, except a request to quarantine at an on-post quarters may only be approved if supported by the installation commander.

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c. USFK civilians who fail to establish a quarantine action plan prior to travel may be required to use ROK quarantine facilities at personal expense.

5. Specific Guidance for Department of Defense (DoD) Civilian Employees.

a. DoD civilians are subject to their agency leave policies during the quarantine period. DoD civilians shall coordinate with their Human Resource representatives to receive clarity on their work status while in quarantine.

b. Supervisors may approve telework operations during the quarantine period, in accordance with the employees service/agency guidelines.



DEPARTMENT LETTERHEAD  
ORGANIZATIONAL NAME/TITLE  
STANDARDIZED STREET ADDRESS  
CITY STATE 12345-1234

Office Symbol

Date

MEMORANDUM FOR Commander/Director of Organization, Address

SUBJECT: Quarantine Action Plan

1. References.

a. United States Forces Korea Operation Order 20-19, "USFK Novel Coronavirus [COVID-19] Response"

b. United States Forces Korea Memorandum, "USFK Commander's Leave & Personal Travel Guidance," XX November 2020

2. Quarantine Requirement.

a. The purpose of quarantine is to ensure inbound personnel do not have the COVID-19 virus. Members in quarantine must closely monitor their health and immediately report any and all symptoms to the appropriate medical system. These symptoms include symptoms the member may otherwise attribute to pre-existing medical conditions (e.g. stuffy nose thought to be caused by allergies). At a minimum, all members will receive at least two COVID-19 tests during their quarantine period. The first test will be administered upon initial entry into quarantine and the second test will be administered two days prior to exit from quarantine.

b. Quarantine is considered 100% restricted movement for 14 consecutive days. All persons affiliated with USFK, to include individuals who desire access to USFK installations, are restricted from leaving the quarantine location designated in this memorandum for the entirety of their quarantine period. Travelers may not leave the immediate vicinity of their specified off-post quarantine location (i.e. front or back yard), except for authorized Life/Health/Safety issues (i.e. a reasonable concern for a medical emergency including potential threats to life, limb, or eyesight). Incidents of noncompliance by others will be referred to Headquarters, USFK, to determine if administrative action is warranted to include debarment from USFK installations.

2. Quarantine Options

a. Select the quarantine option member(s) will utilize from USFK Commander's Leave Guidance:

☐ **Option 1 – Designated quarantine facility:** 14-day quarantine will occur in a dedicated quarantine facility at a location determined by the military installation.

Enclosure 4

**Office Symbol**

SUBJECT: Quarantine Action Plan

☐ **Option 2 – Travelers with independent quarters (no roommates or family) in Korea:** Travelers with independent quarters on USFK installations may quarantine at residence if supported by the installation. Traveler is not permitted to leave the residence/quarters for the duration of the quarantine.

☐ **Option 3 – Travelers with shared quarters (family, roommate, or visitors) in Korea:** Entire household quarantines as a single group and will have a designated sponsor to support the household identified in advance of arrival. The traveler shall develop a support plan for approval. Telecommuting options may be available with proper coordination by supervisor or chain of command. The entire household shall not leave the quarters for the duration of the traveler's quarantine. Non-travelling Service members or Civilian employees of the household may join traveling members of the household in quarantine, but must obtain permission prior to entering quarantine.

☐ **Option 4 – Travelers with shared quarters (family, roommate, or visitors) in Korea:** Traveling member(s) of the household quarantines at a location separate from the location of the non-traveling member(s) of the household during the quarantine period. Traveler(s) are not permitted to leave the quarters for the duration of the traveler's quarantine. The non-traveling members of the household, whether Service member or civilian, must separate themselves at an independent lodging facility.

☐ **Option 5 – Contractors and civilians without entitlements to on base healthcare (TRICARE) and/or without one of the following documents: CAC, A-3 Visa/Immigration Card, SOFA verification Stamp:** Follow ROK government procedures on arrival. These individuals will complete COVID testing and quarantine in ROK facilities and coordinate with sponsors for pick-up on completion.

3. General Quarantine Information (required for all quarantine options):

a. Quarantine Start Date: [Day 1 is Date of Arrival in Korea]

b. Quarantine End Date:

c. Name and Contact Information of Unit Sponsor:

d. Quarantined Members of Household:

Rank/Prefix	Name

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SUBJECT: Quarantine Action Plan

4. Specific Quarantine Information (only required for options 2 - 5):

a. *Quarantine Location:*

(1) Physical Address of Quarantine Location:

(2) Name(s) and relationships of any personnel at quarantine location not associated with travel:

b. *Movement Plan to Quarantine Location.*

☐ Sponsor drops off or pre-stages privately owned vehicle.

☐ Family member picks up and conducts quarantine with new arrival. Name of Family Member: **[Identify who is picking you up after initial screening]**

☐ Other (*explain*):

c. *Quarantine Support Plan.*

(1) Plan for how necessities will be provided during the quarantine period (i.e., food, linens, crib, WiFi set up, frequency of check in and resupply etc.): **[Explain how you will receive basic necessities while in quarantine.]**

(2) POC for daily medical checks: **[Include name and Phone Number]**

d. *Release Test.*

(1) Medical facility:

(2) Location:

(3) Test Date:

(4) Movement plan to medical facility conducting release test: **[How will you get to the medical facility?]**

e. *Name of the unit/organization's representative that will sign for the release of the individual(s) in quarantine.*

(1) Name of Representative:

(2) Name of Unit/Organization:

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SUBJECT: Quarantine Action Plan

5. I will notify my chain of command immediately if any information presented in this memorandum changes and understand all deviations from the Quarantine Action Plan must be approved before executed. I will closely monitor our health and immediately report any and all symptoms to the appropriate military medical system.

6. I understand failure to adhere to the proposed Quarantine Action Plan may subject to me to adverse administrative action, to include possible debarment from USFK installations.

7. The point of contact for this memorandum is the unit/organization's representative at ###-###-#### or emailaddress@mail.mil.

REQUESTER'S NAME

Position

I approve / disapprove the following personnel to quarantine as explained in the Quarantine Action Plan presented above.

If this plan changes or you have any issues during quarantine, you can contact Name, Phone Number, and Email Address.

COMMMANDER/DIRECTOR

Rank, XX

Position