



**DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND**

MEMORANDUM FOR 301 FIGHTER WING

FROM: Director of Staff, 301 FW

SUBJECT: Weather and Safety Leave (Previously Granted as Administrative Leave) in Response to the Coronavirus Disease 2019 (COVID-19)

1. In accordance with the Administrative Leave Act of 2016 (Act) (section 1138 of Public Law 114-328), I am authorizing Weather and Safety Leave for 301 Fighter Wing (301 FW) personnel at Naval Air Station Fort Worth Joint Reserve Base in response to the COVID-19 pandemic outbreak.
2. This order is being placed in effect to maximize social distancing and prevent the spread of the COVID-19 virus. This allows unit managers to release personnel from duty who, due to the nature of their jobs, cannot telework IAW government policies. Essential operations will continue to be maintained, and Weather and Safety Leave will be distributed among eligible members through scheduling to reduce the staffing footprint within the wing and also ensure we maintain combat readiness. This process of scheduling periods of Weather and Safety Leave among eligible members to reduce the wing's footprint is being called "sequestration."
3. Expectations. Personnel who have been released from duty (sequestered) are expected to telework if eligible. Personnel placed on Weather and Safety Leave are expected to be proactive in their efforts to prevent becoming infected by COVID-19. They should take precautionary measures such as maintaining social distancing, refraining from hand shaking, and regularly cleaning and disinfecting frequently touched surfaces.
6. Accountability. All individuals must regularly account for themselves via their immediate supervisor and/or as directed. All individuals must be ready, able, and willing to work at all times and may be recalled at any time as needed.
3. Effective period. This order goes into effect upon signature and remains in effect until the COVID-19 pandemic outbreak has been contained and all employees are ordered to return to normal duty, or when revoked by me or my designee.

KEVIN M. ZELLER, Col, USAF
Director of Staff