



**DEPARTMENT OF THE AIR FORCE**  
**354TH FIGHTER WING**

31 August 2020

MEMORANDUM FOR ALL TRANSIENT PERSONNEL

FROM: 354 FW/CC

SUBJECT: HPCON Procedures for All Transient Personnel and Aircrew, Version 5

1. First off, thank you for continuing to conduct mission essential DoD missions and for following these HPCON procedures to help me protect Eielson AFB and the surrounding community. Despite all the active HPCON precautions, the 354 FW still **has a mission to accomplish to maintain our nation's readiness...it matters!** We will continue to support the Alaskan NORAD Region mission, execute advanced flying training operations, and build F-35 combat capability. We can, and will, accomplish the mission while also effectively fighting Coronavirus.

2. By definition, HPCON conditions indicate a threat of disease to personnel. COVID-19 is a persistent threat. Accordingly, we are taking additional measures to protect our Airmen and families, safeguard our mission, and support our community as we respond to this challenge.

3. While at Eielson AFB, you are under Restriction of Movement (ROM/quarantine) and will adhere to the procedures below.

- **Maintain ROM status inside your lodging room.**
- **Do not enter ANY public facilities.** (Base Ops, Food Court, Shoppette, Lodging Main Office, Fitness Center, etc.).
- **Designate a single "runner" for your crew/flight/section. That single person will be allowed to enter the following four places:**
  1. **Lodging Main Office (in order to accomplish lodging check in/out procedures)**
  2. **DFAC (in order to pick up pre-ordered or take-out meals)**
  3. **Base Ops (to file flight plans, obtain weather briefings, etc)**
  4. **Vehicle Ops (to obtain a U-Drive-It if required/warranted)**
- **Stay in your vehicle, assigned lodging room, or designated work location unless you are the designated runner for your crew/flight/section.**
- You may conduct individual PT outside but are restricted from interacting with other base personnel or entering any facilities.
- Contact the DFAC at 377-2563 to order flight/to-go meals.
- Non-essential items (toiletries, snacks, etc.) cannot be obtained at Eielson AFB, and should be brought from home station as required.
- If necessary, contact the 354th Operations Group First Sergeant to obtain essential items, MSgt Jeffery Marino at 907-750-1827.

4. Any exceptions to the guidance/policies above (ETPs) will be granted on a case-by-case basis by the 354 FW/CC. For personnel supporting the Alaska NORAD Region (ANR) missions, please coordinate ETP requests through the 168th Mission Director, at DSN 317-377-8883. All other TDY or transient personnel will coordinate ETP requests through the 354 OG/CCE at DSN 317-377-3639.

5. To further limit the spread of COVID-19, all personnel are required to practice social distancing (minimum of 6 feet), no gathering in excess of 25 people (mission permitting), wear cloth face coverings when 6 feet distancing cannot be maintained, consistent hand washing, no handshakes or hugging, and limit touching of your face. DoD directed surveillance testing for COVID-19 may be directed at any time during your stay at Eielson AFB. **Contact the Medical Group Immediately if you have COVID-19 symptoms (fever, cough, or other flu-like symptoms) at 907-377-1847.**

6. If your stay at Eielson AFB has exceeded 14 days and no member of your TDY unit has developed signs/symptoms of COVID-19, you are authorized to operate under current base guidance and directives. Off base travel and use of the base gym is authorized.

<https://www.eielson.af.mil/Info/COVID-19-UPDATES/COVID-19-HANDOUTS/>

7. These procedures shall remain in effect until further notice. Violators of the procedures, protocols, provisions, and/or orders detailed in this memorandum may be subject to disciplinary action or UCMJ punishment. Mission-related questions may be addressed to the 354 OSS/OSA, SMSgt Dalton at DSN 377-7050 or SMSgt Polesky at DSN 377-2686. Welfare-related questions may be addressed to 354 OG/CCF, MSgt JeffMarino at (317) 377-2579 or (907) 750-1827.

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Commander