



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 23D WING (ACC)
MOODY AIR FORCE BASE GEORGIA**

MEMORANDUM FOR RECORD

FROM: 23 WG/CC

SUBJECT: Updated ROM Requirements for Travel, Leave, and TDY; Version 4

1. On 12 March 2020, I declared a Public Health Emergency for Moody Air Force Base due to Coronavirus Disease 2019 (COVID-19). Pursuant to my authority following a Public Health Emergency declaration, all Moody Air Force Base Active Duty personnel will enter Restriction of Movement (ROM) upon arrival from COVID-19 hotspots located in the U.S. or its territories, as well as Centers for Disease Control Travel Health Notice (THN) designated Level-3 countries.

2. The 23 MDG Public Health Emergency Officer (PHEO) will identify U.S. COVID-19 hotspot locations, including some airports, on a rolling basis and report this hotspot risk matrix. The PHEO will utilize nationally reported metrics based on population density and outbreak velocity. If the U.S. Government identifies an official CONUS hotspot repository or a list of CONUS locations identified as high risk, that information will contribute to the PHEO's analysis.

3. For the purpose of this policy the following terms will be defined as:

a. Quarantine: Those who have been exposed to, but do not show symptoms of, an infectious disease and must sequester from the general population. These individuals must stay in their residence, hospital, or other command approved living locations for 14 days from the period of exposure.

b. Isolation: Those who have symptoms of, with or without laboratory confirmation, an infectious disease and must sequester from the general population. These individuals must stay in their residence, hospital, or other command approved living locations during the period of infectiousness as defined by medical personnel.

c. Restriction of Movement (ROM): Those who traveled from or to high risk locations for contracting an infectious disease and must decrease their exposure to the local population. These individuals may, after approval from their Squadron Commander or First Sergeant, enter grocery stores or gas stations for essential items as long as they wear a mask the entire time and stay no longer than 15 minutes inside the building (restaurants are not considered essential but they may enter the Moody DFAC per the current FSS guidelines for quarantined airmen). These individuals must stay in their residence, hospital, or other command approved living locations for 14 days after returning from the travel location.

4. During HPCON Charlie and HPCON Delta, ROM requirements and/or denial of installation access will apply to the following individuals:

Attack, Rescue, Prevail

a. Active or Reserve Component members assigned, or on duty, to Moody AFB: if you travel from or stay overnight (whether on leave or TDY) in a U.S. COVID-19 hotspot, or THN Level-3 country, you will notify your chain of command and enter ROM for 14 days immediately upon your return/arrival to Moody AFB and the surrounding area. Travel through civilian airports in OCONUS THN Level-3 countries or through identified CONUS hotspot matrix airports will also require a 14-day ROM. If active, Tier 1 screeners will issue you a letter denying access to the base, unless living on base, and your name will be provided to the 23d Security Forces Squadron.

b. Dependents, civilian employees, contractors, or retirees: if you travel from or stay overnight in a U.S. COVID-19 hotspot, or THN Level-3 country you will be denied installation access for 14 days upon returning to Moody AFB or the local area. Traveling through civilian airports in OCONUS THN Level-3 countries or through identified CONUS hotspot matrix airports will also be denied installation access for 14 days upon returning to Moody AFB or the local area.

5. During HPCON Bravo and HPCON Charlie, ROM requirements will be required for the following individuals:

a. Active or Reserve Component members assigned, or on duty, to Moody AFB: if you travel from or stay overnight (whether on leave or TDY) in a U.S. COVID-19 hotspot, or THN Level-3 country, you will notify your chain of command and enter ROM for 14 days immediately upon your return/arrival to Moody AFB and the surrounding area. Traveling through civilian airports in OCONUS THN Level-3 countries or through identified CONUS hotspot matrix airports will also require a 14-day ROM.

b. Civilian employees and contractors: if you travel from or stay overnight (whether on leave or TDY) in a U.S. COVID-19 hotspot, THN Level-3 country, or travel through a civilian airport within a THN Level-3 country, your unit commander will restrict access to any DoD workplace for 14 days upon returning to Moody AFB or the local area.

6. Exceptions to policy include:

a. Active Duty, Reserve Component, or civilian employee personnel flying on military air assets who stop at civilian, Air Force or Joint Use airports for short periods to include fueling, restroom use, eating, minimal maintenance and other mission essential tasks are excluded from this ROM requirement provided no member of the flight crew enters the civilian airport terminals or visits commercial shopping or eating establishments. Furthermore, those who remain overnight (RON) may be exempted if their entire RON plan is reviewed and approved by Public Health.

b. Active Duty, Reserve, civilian employees, and contractors who work at Moody AFB and drive through identified hotspot locations on U.S. interstates, but do not stop, other than for gasoline or drive-thru food, are excluded from this ROM requirement. Their squadron/unit commander will be responsible for adjudicating their travel once they are identified in order to access the installation.

c. All individuals seeking access to Moody AFB traveling through hotspot civilian airports if the airport is specifically assessed and found to be low risk by the PHEO.

d. All individuals seeking access to Moody AFB from hotspots who have ROMd before travel or have other approved mitigation strategies and met PHEO guidelines during travel. Units who support this travel must collect all travel plan information and confer with the PHEO to ensure the plan and travel meet ROM requirements.

e. Active Duty, Reserve, civilian employees, and contractors who would otherwise be denied access to Moody AFB based on the guidance above, but because during their access, will not come into close proximity to any other visitors to Moody AFB, can be authorized access if recommended by the PHEO. This may include, but is not limited to, personnel who perform work in remote areas on base away from others or contractors involved in construction who are able to be distant from team Moody members.

f. Delivery drivers to include, but not limited to, UPS, USPS, FedEx and other logistical deliveries may access Moody AFB despite having recently traveled through a COVID-19 hotspot area, but must only complete their delivery, collect any new outbound packages, then immediately leave base once previously described services conclude.

7. During HPCON Charlie and HPCON Delta, if the Wing Commander limits base access, the 23 MSG will ensure that:

a. The Moody Inn will limit lodging reservations to mission essential travelers to include Active and Reserve Component members, DoD civilian, and contractor personnel on orders (i.e. TDY and PCS) or personnel who are command-directed into self-monitoring or isolation (reference entitlements matrix during COVID-19 on MyPers).

b. Space-A lodging will not be provided while Moody AFB is at HPCON Charlie and Delta. Individuals who are staying at the Moody Inn will be allowed to enter base for the purpose of Isolation, Quarantine or ROM if required.

8. The 23 MDG will ensure that:

a. U.S.-based hotspots are identified in a hotspot risk matrix and updated on a rolling basis through the CUB, and the Tier 1 Screening, if active, is aware of the current hotspot locations.

b. The PHEO, or appropriate representative, will be available to review RON planning for all missions, civilian airport travel as well as pre-travel ROM plans to assess/qualify applicability of exemptions listed above in paragraphs 4.a., 4.c., 4.d. and 4.e.

c. If active, Tier 1 screeners will identify dependents and retirees who have traveled through U.S. COVID-19 hotspots, or THN Level-3 countries and immediately deny access on my behalf.

d. If active, Tier 1 screeners will initially deny access to Active Duty or Reserve Component personnel, civilian employees, or contractors who have traveled through U.S. COVID-19 hotspots or Level-3 countries until their squadron/unit commander can adjudicate their travel. If they meet exceptions listed in paragraph 4 above they may be allowed access to Moody AFB. If

Active Duty members live on base, they will proceed directly to their residence and enter ROM until squadron/unit commander can adjudicate their travel.

9. Squadron/Unit Commanders with personnel stationed at Moody AFB will:

a. Ensure their personnel, as well as any members their unit will host for training at Moody AFB, abide by the ROM restrictions outlined above and have their physical needs (i.e., shelter, food, medical) addressed. If Tier 1 screening is not operational, unit commanders will ensure that individuals working on base are in compliance with this policy by unit-performed screening.

b. During HPCON Charlie and HPCON Delta, ensure exemption adjudications, as listed in paragraph 4, are sent to the Tier 1 POC (usaf.moody.23-mdg.list.pheo@mail.mil) and place "Tier 1" in the subject line. Units with individuals lodging at the Moody Inn who require quarantine, isolation, or ROM must also contact Tier 1 POC to facilitate base access.

c. Ensure Reserve Component personnel on orders (such as Military Personnel Appropriation, Reserve Personnel Appropriation, and Annual Tour) or Inactive Duty Status (such as Unit Training Assembly, Training Period, or Reserve Management Period) comply with ROM requirements when they are either entering or using assets assigned to Moody AFB.

d. In coordination with Public Health and Tier 1 screening, ensure the name of anyone placed in ROM is sent to the 23 MDG Pandemic Cell for tracking. Email the Pandemic Cell (usaf.moody.23-mdg.list.pheo@mail.mil) with the name, date of movement, unit, contact number, and DoD ID placing "ROM" in the subject line.

10. This order is necessary to protect the health and wellbeing of Moody Airmen, our vulnerable populations, and our community as a whole. All prior orders remain in effect to include the Shelter-In-Place and Leave Limitations unless specifically withdrawn.

DANIEL P. WALLS, Colonel, USAF
Commander