



# How To File for Restriction of Movement

Restriction of Movement (ROM) is a general DoD term referring to the limitation of personal liberty for the purpose of ensuring health, safety and welfare. ROM is inclusive of quarantine and isolation.



If a member is required to quarantine outside of their home due to travel orders they have the ability to claim Hardship Duty Pay (HDP)-ROM.

To claim HDP-ROM, the member's commander must complete and sign a Memorandum For Record (MFR) similar to the example below. The MFR and lodging receipts with the member's name and the total amount paid in full must be listed. Submissions may be submitted through CSP: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

## Leave Restoration

Effective 20 November 2020, Headquarters Air Force has waived any requirements that Air Force military members be charged leave for the duration they were required to Restriction of Movement (ROM).

Members who were charged leave for ROM after 6 August 2020 may be restored to the member. Only the ROM days will be restored, all other days will reflect as chargeable leave. Traveling days will be considered chargeable leave days.

## Steps to Restore Leave:

Eligible members will need a memorandum from their Squadron or Unit Commander supporting the restoral of leave days from ROM.

The memorandum must be sent to the 23d CPTS through CSP.

A blank memorandum may be requested through CSP.



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 93D AIR GROUND OPERATIONS WING (ACC)  
MOODY AIR FORCE BASE GEORGIA

14 November 2020

MEMORANDUM FOR DFAS.

FROM: [REDACTED]

SUBJECT: Hardship Duty Pay -- Restriction of Movement (HDP-ROM) Due to COVID-19

1. In accordance with Title 37, United States Code, section 352 (37 U.S.C. §352), Department of Defense Instruction 1340.26, "Assignment and Special Duty Pay," Change 1 effective January 11, 2019 and Secretary of Defense memorandum effective March 13, 2020, service members ordered by their command to restriction of movement for self monitoring due to exposure or suspected exposure to COVID-19 or travel to, from, or through a Centers for Disease Control and Prevention (CDC) Level 3 Travel Health Notice country, and that are directed to do so at a facility that is neither provided by the U.S. Government nor is their personal residence at the member's permanent duty station (PDS), if such members are required to pay for the cost for their lodging without full or partial reimbursement.

2. Pursuant to my authority, I approve HDP-ROM for the following individual:

GRADE	NAME	SSN	DATES
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. I certify the above service member was ordered restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19 and was directed to a lodging facility that is provided neither by the U.S. Government nor at their personal residence, and that they are required to pay for lodging.

4. HDP-ROM will be paid \$100 per day not to exceed \$1,500 per month and the combination of HDP-ROM and other assignments and special duty pays may not exceed \$5,000 per month in accordance with the maximum authorized amount prescribed in 37 U.S.C. §352.

5. My point of contact for this matter is [REDACTED] who can be reached at [REDACTED] 1716, commercial [REDACTED] or by email at [REDACTED].

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. §552) and/or the Privacy Act of 1974 (5 U.S.C. §552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

If members are required to quarantine en-route during a PCS, the member will contact their First Sergeant requesting a MFR. This MFR is provided to the MPF to generate a Memorandum in Lieu of Orders (MILO). The MILO will need to be included in their PCS package.