



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
HEADQUARTERS MARINE CORPS, HENDERSON HALL
ARLINGTON, VIRGINIA 22214-5000

1000
CO
APR 29 2021

CO, H&S BN, HQMC, HENDERSON HALL MEMORANDUM 04-21

From: Commanding Officer, Headquarters and Service Battalion, Headquarters
Marine Corps, Henderson Hall
To: Distribution A

Subj: SUPPLEMENTAL GUIDANCE FOR OFFICIAL TRAVEL DURING CONDITIONS-BASED
PHASED APPROACH TO COVID-19

Ref: (a) PAAN 07-20
(b) MARADMIN 333/20
(c) MARADMIN 059/21
(d) OSD MEMO dtd 15 March 2021
(e) OSD MEMO dtd 12 April 2021
(f) MCCATSharePoint
<https://eis.usmc.mil/sites/hqmcppo/MCCAT/Sitepages>
(g) COVID-19 Travel Restrictions Installation Status Update
<https://www.defense.gov/Explore/Spotlight/Coronavirus>
(h) CDC Travel Health Notices (THN)
<https://wwwnc.cdc.gov/travel/noticescovid19>

Encl: (1) RESTRICTION OF MOVEMENT (ROM) GUIDANCE DURING OFFICIAL TRAVEL
(2) STEPS TO BE TAKEN DURING ROM

1. Purpose. This memorandum provides supplemental guidance to the references for service members assigned to H&S Bn, HQMC.

2. Applicability. This policy provides guidance on ROM requirements during **official travel**, as well as requirements for requesting an exception to policy to take leave in conjunction with PCS orders (LICWO).

3. Information. Information contained in this policy letter is derived from the above listed references. Ref (a) provides supplemental guidance on reporting requirements for service members placed into ROM during travel. Ref (b), (c), (d), and (e) provide guidance on travel restrictions during conditions-based approach to COVID-19. IAW these references, unless otherwise directed by the commander, the following are exempt from post travel ROM requirements: service members conducting unrestricted official travel within the US; and service members conducting unrestricted official travel from/through a THN level 1 foreign country to the US. Members conducting official travel from the US to a foreign country will follow ROM procedures as stated in para 8.a of ref (c) and page 8 of ref (e). Ref (f) and (g) identifies all USMC installations and DOD installations, respectively, that have or have not met the criteria for unrestricted travel. Per ref (c), travel through/from a CDC THN level 2, 3, or 4 nation, HPCON C and above installation, or a red state constitutes a mandatory ROM period of 14 days. Current status for individual countries can be found in ref (h). Enclosure (1) provides further clarifying guidance on restricted and unrestricted travel as it pertains to CONUS and OCONUS movement. Enclosure (2) provides detailed steps to be taken during execution of ROM. Ref (f),

Subj: SUPPLEMENTAL GUIDANCE FOR OFFICIAL TRAVEL DURING CONDITIONS-BASED
PHASED APPROACH TO COVID-19

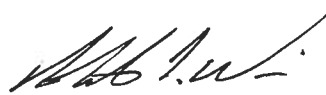
(g), and (h) are subject to change and should be reviewed for updates prior to making travel arrangements.

4. Action. IAW ref (a) and Bn SOP 1050.2S, Marines may only execute ROM within 100 miles of their Primary Duty Station (PDS). Enclosure (1) contains information pertaining to travel entitlements during ROM, which are based on lodging type (cost/no-cost lodging). Inbound service members will adhere to the applicable post travel procedures delineated in enclosures (1) and (2). Per ref (b) and (c), requests for LICWO must be approved by the Battalion Commander via exception to policy (ETP) requests. Outbound service members must enclose gaining commander's concurrence of leave plan to the request. Regardless of requirements, both the OPCON and ADCON chain of commands must maintain full transparency of the service member's travel plans, to include LICWO.

5. Mitigation. IAW ref (c) and (e), service members must conduct a risk assessment and provide a signed attestation to the Consolidated Administration (CONAD) section within 14 days prior to travel. Marines will not execute travel if they exhibit a fever or high temperature, experienced symptoms in the past 14 days, or had contact with a confirmed case prior to travel. Pre- and post- travel screening, to include COVID-19 testing, will be conducted IAW ref (c) and (e). The operational chain of command will determine ROM requirements for their Marines IAW this policy letter and request ROM requirement through the respective company commander. When a 14-day ROM is required, Marines must limit movement outside of their domicile to essential needs, self-monitor for symptoms, socially distance, wear a mask when within six feet of others, and if possible, telework.

6. Exception. Per ref (e), pre- and post- travel ROM is not required for service members who are 14 days post-completion of COVID-19 vaccination with FDA-authorization and meets all of the CDC criteria for the specific vaccine administered. Unless otherwise directed by the Battalion Commander, Company Commander, or Operational OIC, these individuals will not be required to execute ROM regardless of COVID-19 exposures during travel or travel through/from locations which have not met criteria for unrestricted travel. ETP requirements for LICWO and pre- and post- travel screening requirements are still in effect for fully vaccinated service members per ref (b) and (c).

7. The point of contact for this matter is First Lieutenant Justin K. Shin at (703) 693-9393 or email at justin.shin@usmc.mil.



R. L. WISER

ROM Guidance for Official Travel

References :

- (a) PAAN 07-20 REPORTING INSTRUCTIONS FOR PERSONNEL EXECUTING PCS ORDERS AND DIRECTED INTO RESTRICTION OF MOVEMENT (ROM) STATUS UPON ARRIVAL TO NEW PDS
- (b) MARADMIN 333/20 TRANSITION TO CONDITIONS-BASED PHASED APPROACH TO CORONAVIRUS DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS UPDATE
- (c) MARADMIN 059/21 SUPPLEMENTAL MESSAGE TO MARADMIN 333-20 TO INCORPORATE FORCE HEALTH PROTECTION GUIDANCE (SUPPLEMENT 14) DIRECTIONS
- (d) SECDEF MEMO UPDATE TO CONDITIONS-BASED APPROACH TO CORONAVIRUS DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS
- (e) SECDEF MEMO FORCE HEALTH PROTECTION GUIDANCE (SUPPLEMENT 20) - DEPARTMENT OF DEFENSE GUIDANCE FOR PERSONNEL TRAVELING DURING THE CORONAVIRUS DISEASE 2019 PANDEMIC

a. CONUS

Travel within the United States (MARADMIN 059/21 8.c and SECDEF MEMO/15MAR21/)

- i. Conditions for Unrestricted Travel to DOD Installations, Facilities, and Locations
 - 1. Meet installation Criteria (No local travel restrictions, HPCON below Charlie, essential services available, quality assurance in place for movers)
 - a. Contact unit for travel information
 - 2. Consult COVID-19 Travel Restrictions Installation Status Update available on www.defense.gov/explore/spotlight/coronavirus.
- ii. If conditions are not met i.e (Traveling from/through HPCON C installation to HPCON B installation and/or traveling from/through red state to green state based on USMC COVID-19 Transition Placemat)
 - 1. Marine must ROM for 14 days upon arrival at destination IVO (overnight local liberty radius - 100 miles) his/her new PDS.

2. Inform OPCON/ADCON chain of command of date and time of arrival.

b. OCONUS

Travel from/through a foreign country or US territory to the US
(MARADMIN 059/21 8.b)

i. Conditions for Unrestricted Travel

1. CDC THN level for the country you are traveling through or from must not be Level 4, 3, or 2.
2. HPCON for departing installation is below Charlie and not higher than that of destination installation.
3. Approval from gaining command.
4. Refer to [Travel Health Notices | Travelers' Health | CDC](#) and [COVID-19 Travel Recommendations by Destination | CDC](#) for more information on the CDC THN level for the country you are traveling through/from.

ii. If conditions are not met

1. Marine must ROM for 14 days
2. Inform OPCON/ADCON chain of command of date and time of arrival.
3. MARADMIN 059/21 8.b.1.a.3 states "If traveling from, or having traveled through, a foreign country or U.S territory designated as CDC THN Level 4, 3, or 2, the Marine will, upon arrival at his or her destination domicile"
 - a. 8.b.1.a.3.a "ROM for 14 days without testing; or if after an appropriate risk assessment, the first GO/SES in a traveler's chain of command or supervision may decrease to a ROM of 10 days without testing; or ROM of seven days with a test within 48 hours of the end of the seven-day ROM, and end ROM at seven days if the test is negative."

iii. SPECIAL NOTE FOR EXCEPTIONS

1. Individuals who are 14 days post-completion of COVID-19 vaccination with a Food and Drug Administration - authorized vaccine are not required to conduct pre- and post-travel ROM.
2. Students are subject to their school's local policy regarding ROM.

Q/A

Question 1: What are my ROM requirements if I am executing official orders from MCAS Butler to Henderson Hall?

Answer

MCAS Butler and Henderson Hall are both HPCON B. However, MCAS Butler is in Japan, which is designated as CDC THN level 4 Country. You must execute 14 days of ROM upon arrival in vicinity of your new PDS. You must submit an ETP if you are taking leave in conjunction with your orders. Refer to Special note for exceptions (b. iii. 1) if you have been vaccinated.

Question 2: What are my ROM requirements if I am executing official orders from a country that is designated as CDC THN level 1?

Answer

You should check your current installation's HPCON status. If your current installation's HPCON status is below Charlie, you will not be required to ROM. However, carefully check your itinerary as if you are traveling through a level 2, 3, or 4 country during your trip to your new PDS - you will be required to ROM.

Question 3: Once I arrive to CONUS, I plan to execute my ROM at my in-law's residence which is in vicinity of my new PDS. I will still rate travel entitlements correct?

Answer

No. Marines will only rate entitlements if they ROM within a commutable distance from their PDS **AND** no-cost lodging is unavailable. Destination domicile, government housing, and friends/family residence falls under no-cost lodging.

Question 4: I am traveling from a HPCON C installation or through/from a country that is designated CDC THN level 4 and required to ROM. Where am I authorized to ROM?

Answer

IAW Pay and Allowance Advisory Notice 7-20 - Marines are required to ROM in vicinity (overnight local liberty radius - 100 miles) of their new PDS. IAW MARADMIN 059/21 5.d -"In coordination with their commander and/or supervisor, and depending on their specific circumstances and specific purposes, generally consider their ROM location as their official duty location."

Question 5: Am I able to take leave in conjunction with official travel coming from a HPCON Charlie installation or Level 2, 3, 4 country?

Answer

Yes, IAW ref (b) and (c) submit an exception to policy letter to request leave in conjunction with official orders along with your gaining command's approval/concurrence with your leave plans. However, upon completion leave, you will be required to execute ROM in vicinity of your new PDS. According to MARADMIN 333/20 5.a.2., the Marine and dependents, if applicable, will not be officially joined to the command until the day following completion of ROM. This means that the appropriate station allowances will not be run/started by your local IPAC until you finish your physical check-in process.

Question 6: I have received the second dose of my FDA approved vaccination. Am I required to ROM as a result of traveling through or from a CDC THN level 2/3/4 country or an HPCON C installation? What if I came into close contact with a confirmed individual during my travel?

Answer

SECDEF MEMO dated 12 April 2021 - "Unless otherwise required by a more restrictive DoD policy, pre- and post-travel ROM is not required for individuals who are 14 days post-completion of COVID-19 vaccination with a Food and Drug Administration (FDA)-authorized vaccine and meet all of the CDC criteria for the specific vaccine administered. Individuals will continue to adhere to public health measures, such as physical distancing to the greatest extent possible and mask wearing, in accordance with reference (e)"

According to [Interim Public Health Recommendations for Fully Vaccinated People | CDC](#), fully vaccinated individuals are not required to quarantine following a known exposure unless symptomatic.

Steps to Be Taken During ROM

Derived from Force Health Protection Guidance (Supplement 20)

- Observe applicable host nation (HN) requirements in a manner consistent with existing agreements or arrangements if HN ROM requirements are more stringent.
- Restrict movement to their residence or other appropriate domicile as much as possible.
- Maintain a distance of greater than 6 feet from anyone who did not, or will not, travel with them, including family members or roommates; wear masks at all times around individuals and employ hand washing practices in accordance with CDC guidance; avoid crowds; avoid the use of public transportation; and avoid close interaction with pets or other animals. Adhere to strict FHP measures for 14 days after travel even if the ROM period is shorter than 14 days.
- Consider their ROM location as their authorized duty location.
- Self-monitor for subjective fever (that is, feeling feverish) or actual fever ($2:100.4^{\circ}\text{F}$ or $2:38^{\circ}\text{C}$) by taking their temperature twice a day, and self-monitor for cough, difficulty breathing, or other COVID-19 signs and symptoms as described by the CDC at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. If signs or symptoms consistent with COVID-19 develop during the 14-day self-monitoring period, individuals will, to the fullest extent practicable, immediately self-isolate in accordance with CDC guidance, limit contact with others, seek advice by telephone or other authorized communication modalities from an appropriate healthcare provider to determine whether medical evaluation and testing for COVID-19 is needed, and return to work only when cleared by a health care provider to do so.
- For Service members, notify their chain of command or supervision if they or persons in their household develop signs or symptoms consistent with COVID-19. Such health information will be used only for FHP purposes and will be protected in accordance with applicable laws and policy.
- DoD civilian employees should notify supervisors if they develop or have had contact with anyone who exhibits signs or symptoms consistent with COVID-19. Such health

information will be used only for FHP purposes and will be protected in accordance with applicable laws and policy.

- Telework when practicable per direction of their commander and/or supervisor.
- For personnel whose presence is required in the workplace by their supervisor, consider whether and when to return to work during the ROM period in accordance with reference (b).

Additional ROM guidance

- If ROM is conducted prior to travel, travel to and from an Aerial Point of Debarkation/Embarkation (APOE) following ROM completion will, to the maximum extent possible, be conducted in a manner that minimizes the risk of personnel being exposed to or contracting the virus that causes COVID-19 during travel.
- For MILDEP ships and submarines, underway time from port of embarkation/debarkation to port of debarkation/embarkation may be used to meet ROM requirements provided no cases have occurred while underway and there has been no contact with personnel from other vessels (e.g., resupply vessels) that would permit transmission.
- **Exception to ROM:** Unless otherwise required by a more restrictive DoD policy, pre- and post-travel ROM is not required for individuals who are 14 days post-completion of COVID-19 vaccination with a Food and Drug Administration (FDA)-authorized vaccine and meet all of the CDC criteria for the specific vaccine administered. Individuals will continue to adhere to public health measures, such as physical distancing to the greatest extent possible and mask wearing, in accordance with reference (h).