



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

22 April 2020

MEMORANDUM FOR ALL SHEPPARD AFB AND ATTACHED PERSONNEL

FROM: 82 TRW/CC

SUBJECT: Restriction of Movement (ROM) and Meal and Incidental Expense Rate Policy

1. **Policy.** Effective immediately, I am implementing a 14-day Restriction of Movement (ROM) for all inbound TDY and PCSing personnel as an additional measure to control the spread of COVID-19 and to preserve the health and safety of the Sheppard AFB population. Gaining Unit Commanders are responsible for providing essential needs (housing, meals and laundry) for all inbound military members as required. After completion of a 14-day ROM, all personnel in ROM status will require clearance by their gaining unit's chain of command (Squadron Commander, 1st Sergeant or Senior National Representative) prior to reporting to class or their new duty positions. Refer to 82 MDG/CC's memo, "Medical Guidelines for COVID-19 Quarantine Command Team and Quarantined Member," for guidelines on how to operate during the 14-day ROM status.

a. **USAF/USA/USMC/USN BMT Direct Students:** ROM is not required. All new Basic Military Training arrivals will be screened by the 82 MDG. Once cleared, these members will be assigned to a dorm and begin class. As these members have been contained and observed at BMT, they pose minimal risk to base personnel.

b. **All inbound PCS/TDY Military Personnel:** ROM is required for 14 days. In an effort to minimize exposure to Airmen in Training, dining facility meals will be available and provided to TDY personnel during ROM status only. Meals are not available to TDY personnel at base dining facilities following ROM status.

(1) All TDY students traveling to Sheppard AFB will be required to purchase all meals commercially and should have locality meal rate approved as part of the authorized per diem, as government meals are not currently available.

(2) Locality meal rate approval is effective as of 7 April 2020.

c. **Inbound PCS/TDY Civilian Personnel:** Inbound PCS/TDY civilians may voluntarily submit to on-base 14-day quarantine. If civilian personnel refuse, access to Sheppard Air Force Base is restricted for the first 14-days after arrival to the local area. Travel allowances are generally not available in these situations, but alternative arrangements like telework or weather and safety-leave may be considered for use. AFPC has established virtual-in-processing procedures for new civilian employees to minimize the need for civilian personnel sections to

have selectees physically present for in-processing. Civilians are also encouraged to review local shelter-in-place requirements prior to traveling. Civilians may be subject to isolation after coordination with the local Center for Disease Control official and local public health agencies.

**d. International students (Officer/Enlisted):** ROM is required for 14 days.

**2. House Hunting.** After completing a complete 14-day ROM period, all military personnel on PCS orders and residing off base are authorized PTDY for house hunting (not to exceed 10 days IAW AFI 36-3003). During the house hunting period, movement around the city will be kept to essential purposes only (i.e., food, housing, essential needs). Civilian personnel travelling to Wichita Falls, Texas, for house hunting purposes will be restricted from entering Sheppard Air Force Base for the first 14-days after their arrival to the local area. Civilian personnel are encouraged to self-quarantine for 14 days prior to beginning their allotted 7 days of house hunting. Civilians are also encouraged to review local shelter-in-place requirements prior to traveling.

**3. Medical Clearance.** At the conclusion of ROM, Unit Commanders, 1st Sergeants or Senior National Representatives must ask all members the following questions:

a. Have you experienced any of the following five symptoms in the past 14 days:

- (1) Fever > 100.4 F
- (2) Sore throat
- (3) Runny nose
- (4) Cough
- (5) Shortness of breath

b. If the answer to any of the above symptoms is yes, the member will contact 82 MDG and address the symptom(s) as appropriate.

c. If the answer is no to all symptoms, members are cleared medically to be released to return to work.

4. Unless rescinded earlier by the Sheppard Air Force Base Installation Commander or higher authority, this policy will expire when the Public Health Emergency is over.

5. I appreciate your understanding and support during this challenging situation. Please direct any questions to Captain Carrie Dumlao, 82 TRW/CCE at DSN 736-7311, commercial (940) 676-7311, or email at [carrie.dumlao@us.af.mil](mailto:carrie.dumlao@us.af.mil).

  
 KENYON K. BELL, Colonel, USAF  
 Installation Commander

This is a protected document. It will not be released (in whole or in part), reproduced, or given additional dissemination (in whole or in part), outside the Inspector General channels without prior approval of the inspector general (SAF/IG) or designee.