



**DEPARTMENT OF THE AIR FORCE  
PACIFIC AIR FORCES**

**7 September 2020**

MEMORANDUM FOR ALL YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC

SUBJECT: Yokota Air Base Restriction of Movement (ROM) Policy

- References:
- (a) Office of the Under Secretary of Defense, 6 August 2020, *Force Health Protection Guidance (Supplement 12) – Department of Defense Guidance for Personnel Traveling During the Novel Coronavirus Outbreak*
  - (b) Office of the Secretary of Defense, 29 June 2020, *Exemption of Authorized Leave for Department of Defense Service Members from Coronavirus Disease 2019 Personnel Movement and Travel Restrictions***
  - (c) United States Indo-Pacific Command (USINDOPACOM), 28 May 2020, *Revision USINDOPACOM Travel Guidance – Genadmin in Response to 2019 Coronavirus Disease (COVID-19)*
  - (d) United States Forces Japan (USFJ), 10 June 2020, *Force Public Health Order 20-002*
  - (e) USFJ, 10 July 2020, *FRAGORD 001 to Force Public Health Order 20-002*
  - (f) USFJ, 23 July 2020, *FRAGORD 002 to Force Public Health Order 20-002*
  - (g) USFJ, 11 August 2020, *FRAGORD 003 to Force Public Health-Order 20-002*

1. This policy establishes **mandatory** guidance for any person accessing this installation. This policy is supplemental to any orders or guidance from U.S. Forces, Japan (USFJ) or other higher headquarters. This policy applies to all travel from outside Japan. Additionally, this policy applies for SOFA-status members of the civilian component, SOFA-status contractors, and SOFA dependents for any personal travel outside the defined local area. **The local area is defined as the country of Japan excluding the Tokyo metropolitan area and the island of Okinawa which are prohibited. Areas in downtown Tokyo (for example Shibuya, Shinjuku, and Roppongi) are NOT considered part of the local area. Maps that define the local area can be found at <https://www.yokota.af.mil/COVID-19/> and attached to this policy.** This policy does not apply to transient aircrew who are covered under a separate policy. Violations of this policy by military personnel could subject them to punishment under Article 92, UCMJ. Failure to comply by SOFA-status members of the civilian component and SOFA dependents may result in disciplinary/administrative action and/or a determination that the employee has failed to adjust to the overseas environment. Violations by SOFA-status civilian personnel, to include contractors and dependents, may result in administrative sanctions, up to and including loss of command sponsorship, an early return of dependents, or debarment.

## 2. ROM Defined:

a. **SOFA Status Personnel:** ROM for SOFA status personnel is defined as being restricted to their residence or other appropriate domicile for 14 days after arrival in Japan, 14 days after arrival back in the local area from personal travel, **14 days after arrival back in the local area from TDY when TDY travel intermingles with CONUS travelers**, or until cleared by medical authorities. **Personal, non-mission essential travel within Japan but outside the local area may be exempted from ROM requirements if the trip is pre-approved in writing by the first O-6 in the sponsor's chain of command. Commanders and supervisors are required to conduct a risk assessment for any member taking leave per references (a) and (b) cited above.** SOFA status personnel include but are not limited to U.S. military members, U.S. civilian employees, SOFA-status contractors, and dependents of any SOFA-status personnel stationed in Japan. Residence or domicile refers to all living quarters and includes buildings such as homes (single, duplex, multiplex), on-base dormitories, apartments, and on-base lodging. Personnel are prohibited from conducting a ROM in a dormitory with a shared bathroom. Off-base lodging for ROM is prohibited.

b. **Non-SOFA Status Personnel:** ROM for non-SOFA status personnel is defined as being denied entry to the installation for a period of 14 days after arrival in Japan, 14 days after arrival back in the local area from personal travel, **14 days after arrival back in the local area from TDY when TDY travel intermingles with CONUS travelers**, or until cleared by medical authorities. Non-SOFA status personnel include but are not limited to DoD retirees and Host-Nation (HN) employees. Non-SOFA status personnel are prohibited from accessing the installation while in ROM status. Non-SOFA status personnel that reside on Yokota Air Base (e.g. JASDF) are authorized to ROM at their on-base residence.

c. **Calculating/Starting ROM:** ROM begins the day the person arrives in Japan. For travel outside the local area, ROM begins the day the person arrives back in the local area. For personnel that live in Japan outside the local area, personal leave taken at Yokota Air Base will require a ROM and begins on the day the person arrives in the local area. The personal leave rule does not apply to personnel whose permanent duty station is Yokota Air Base, but live outside the local area. Personnel subject to ROM will proceed directly from their port of entry or from their arrival back in the local area to their residence or domicile. Any transportation upon entry must be via a USFJ vehicle, to include SOFA-status personnel POV when approved by Sq/CC or equivalent or as authorized by paragraph 3.e. below, to the residence or domicile. No stops or detours are authorized. Once at the residence or domicile, personnel are prohibited from exiting unless an exception in paragraph 3 applies.

3. **Exceptions to ROM:** ROM, when properly done, is the most effective measure to preventing community spread of the COVID-19 virus. Personnel will not leave their residence or domicile while in ROM except for the following reasons:

- a. A brief exit of their residence or domicile to do an activity of short duration such as laundry either in or immediately near their residence or domicile (any shared facility should be appropriately sanitized and cleaned after use);

- b. To take a pet for a short walk near their residence or domicile;
- c. A wellness break taken in the yard immediately surrounding their residence or domicile (this does not include use of any community playgrounds or on-base shopping facilities);
- d. To conduct an end-of-ROM COVID-19 test;
- e. For personnel with a Permanent Duty Station (PDS) of other than Yokota Air Base, personnel may transport to either another USFJ facility, residence, or domicile via a USFJ vehicle or to the Yokota Air Base passenger terminal solely when anticipating military or military contracted airlift to another USFJ facility; or
- f. In the case of a medical emergency or fire in the residence/domicile.

**Strict social distancing (6 feet of distance from all other personnel) will be maintained whenever any activity is undertaken outside of the residence or domicile.** The CDC defines *social distancing* as "remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others ....". Personnel in ROM are prohibited from accessing all public locations (e.g., commissary, exchange, shoppettes, gymnasium, or other locations reasonably expected to have other people present).

**4. Self-Monitoring During ROM:** During ROM personnel will self-monitor for COVID-19 symptoms. This includes, where able, taking their temperature twice a day to check for fever, and remain alert for cough or difficulty breathing. If you feel feverish or develop a fever (>100.4 Fahrenheit or 38 Celsius), cough, or difficulty breathing, you should self-isolate and contact a healthcare provider as detailed in paragraph 9. **Do not** report to a medical treatment facility if experiencing COVID-19 symptoms.

**5. End-of-ROM Testing:** Between day 10 and 14 of ROM, SOFA-status personnel will undergo a test for COVID-19 administered by medical personnel or personnel trained to administer the test. Details of the test will be provided to you during the period of ROM. No personnel will exit ROM status until the full 14-day ROM has been met and a COVID-19 test is negative. A negative test by Government of Japan personnel does not qualify as a negative test for these purposes. For military members, failure to comply may result in disciplinary actions. For non-military members, failure to comply may result in denial of continued installation access.

**6. Reporting ROM:** Yokota Air Base has a 100% ROM tracking policy. You must ensure your sponsor or a base representative reports your ROM status in accordance with USFJ and base policy. Failure to report ROM status may result in an extended ROM period or other disciplinary or administrative action. For transient personnel or contractor personnel with no known sponsor or point of contact, report your arrival and ROM status to the front desk of the Kanto Lodge. Upon receipt of this policy, you are required to indorse it, and if you have household members, select a ROM option as discussed in paragraph 7.

7. **ROM Options for Families (For personnel assigned at Yokota):** If a traveler arrives into Yokota Air Base and requires ROM, but their household members do not otherwise qualify for ROM status as detailed above, then three options apply. Military members and SOFA-status members of the civilian component should consult with their supervision or chain of command prior to selecting an option as it may impact their duty or leave status. The three options are as follows:

a. **Option 1: Residing together without ROM for non-traveling members:** The traveler in ROM status and the non-traveling household members may stay in their residence together with non-traveling members practicing self-observation, rather than adhering to ROM, only if the following criteria are continuously met since the return of any travelers:

(1). Non-traveling household members must separate themselves and avoid close contact (6 feet or 2 meters) from any traveler. They must ensure there is no close physical contact between travelers and non-traveling household members, including pets, and avoid situations having a high likelihood of direct contact. Examples include kissing or embracing, sharing eating or drinking utensils, close conversation (within 6 feet or 2 meters), sleeping in the same bed, and direct physical contact. Close physical contact does not include activities such as briefly walking by a person or sitting across a room.

(2) Travelers and non-traveling household members must utilize a separate bathroom and must not share personal items. Travelers will disinfect shared surfaces after use, particularly the kitchen.

**(3) Sq/CC (or civilian equivalent) approval is required IOT utilize Option 1.**

b. **Option 2: ROM member residing elsewhere.** (Limited resource - subject to availability). The traveler that is subject to ROM can be approved for alternative housing/lodging options for the ROM period. This ensures that the non-traveling household members can remain in their household without entering ROM status.

c. **Option 3: All members in ROM status.** Both travelers and non-traveling household members enter into a ROM status if staying in the same residence/domicile.

Personnel must adhere to their chosen option during the full period of ROM. Personnel are prohibited from changing options during the ROM period.

8. Units will coordinate with individuals in ROM status to ensure they have an adequate food and water supply and other necessary items. This includes supplies to clean frequently-used surfaces and maintain household hygiene, such as regular multi-surface cleaner, paper towels, toilet bowl cleaner with brush, laundry detergent, dish soap and sponge, etc. It also includes personal hygiene items, in addition to items to reduce the spread of the virus and monitor for infection, all of which are subject to availability.

9. If you and/or your dependents develop further symptoms while in ROM status notify medical professionals immediately. Further symptoms include fever, cough, or shortness of breath. Do

not go to a medical clinic or hospital unless directed to do so by a medical professional. Instead contact the medical group response line by calling DSN 225-8864 option 7 or 042-552-2510 extension 58864 option 7.

10. If you have any questions, please contact your squadron commander for further guidance.

ANDREW J. CAMPBELL, Colonel, USAF  
Commander, 374th Airlift Wing

Attachment:

Yokota AB – Local Area Limits maps 9 September 2020

**1st Ind., Yokota Air Base Restriction of Movement (ROM) Policy, dated 9 September 2020**

FROM: Recipient

I, \_\_\_\_\_, agree to abide by all requirements of the Yokota Air Base ROM Policy memorandum dated 9 September 2020. If I have dependents in the local area and paragraph 5 applies to me, I select (circle one):

Option 1

Option 2

Option 3

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Date of end-of-ROM test (project 10 days from start of ROM): \_\_\_\_\_

Lodging or Residence Number/Address: \_\_\_\_\_

Name of Sponsor (if known): \_\_\_\_\_

**2nd Ind., Yokota Air Base Restriction of Movement (ROM) Policy, dated 9 September 2020**

I approve/disapprove (circle one) the Option 1 ROM of the above named recipient.

Sq/CC Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Sq/CC Name (Printed): \_\_\_\_\_