



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
850 TICONDEROGA ST STE 100  
PEARL HARBOR HI 96860-5102

10 Feb 21

MEMORANDUM FOR DISTRIBUTION

Subj: EMERGENCY OPERATIONS CENTER DIRECTIVE 20-005D: INSTRUCTIONS  
FOR TEMPORARY LODGING SUPPORT FOR RESTRICTION OF MOVEMENT

Ref: (a) JBPHH COVID-19 Playbook (Series)  
(b) CNO WASHINGTON DC 171541Z APR 20 (NAVADMIN 113/20)  
(c) JBPHH Emergency Operations Directive 20-001 (Series)  
(d) JBPHH Emergency Operations Directive 20-010 (Series)  
(e) ASD (M&RA) memo of 13 Mar 20

Encl: (1) Parent Command Supervised Quarantine Compliance Acknowledgement Letter  
(2) Request for Installation Supervised Quarantine or Isolation

1. Purpose. This directive provides instructions to tenant commands who require temporary lodging support for Restriction of Movement (ROM). ROM procedures and responsibilities are detailed in references (a) and (b). Fillable enclosures and references can be found at :  
<https://www.cnic.navy.mil/regions/cnrh/om/coronavirus-disease-2019/jbphh-emergency-operations-center-directives.html>.

2. Cancellation of Emergency Operations Center Directive 20-005C.

3. Background. ROM refers to a limitation of personal liberty for the purpose of ensuring health, safety and operational readiness.

a. Quarantine. This applies to asymptomatic persons who require ROM due to travel or close contact with a known COVID-19 positive patient. These persons would primarily quarantine at home or in cost temporary lodging facilities.

b. Isolation. This pertains to persons who are medically diagnosed as COVID-19 positive or who present potential COVID-19 symptoms (Person Under Investigation, or PUI)

c. Sequester. This applies to personnel directed by their command to ROM in order to prevent exposure or illness prior to certain unit operations (e.g., deployment, getting underway, etc.). See reference (d) for guidance on requesting the use of temporary lodging for sequester.

4. Type of Orders. Considerations to the type of lodging and services available are based on the person's ROM status and type of orders (i.e. Funded or Unfunded).

a. Funded Orders. Personnel on Permanent Change of Station (PCS) or Temporary Duty Assignment (TDY) orders who are directed to quarantine or isolate should complete ROM, as determined by reference (c), prior to reporting to their Permanent Duty Station (PDS). Eligible patrons on funded orders will be placed in cost temporary lodging and will incur normal lodging

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FOR TEMPORARY LODGING SUPPORT FOR RESTRICTION OF MOVEMENT

rates, meals, and incidental expenses. Upon completion of the directed quarantine, members are to report to their PDS and Temporary Lodging Allowances would start effective that day, if eligible. Inbound Sailors/Airmen who are in a travel status (i.e. PCS or TDY) are required to use their Government Travel Credit Card (GTCC) as the method of payment for lodging.

b. Unfunded Orders. Personnel who are not on travel status and are directed by their command to ROM are on unfunded orders. If a service member is placed in cost lodging, they may be eligible for reduced lodging rates if Restriction of Movement-Hardship Duty Pay (ROM-HDP) is entitled. Reference (e) provides guidance on ROM-HDP eligibility.

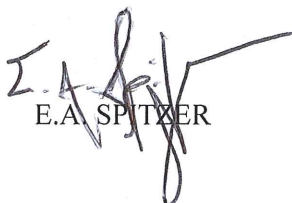
5. Action. Commands should carefully consider whether personnel require temporary lodging for ROM due to an inability to safely quarantine or isolate at their primary residence. When possible, submit all requests at least 48 hours prior to check-in by e-mailing enclosure (1) or (2) to the JBPHH EOC Information Cell at [jbphh-eoc-infocell@navy.mil](mailto:jbphh-eoc-infocell@navy.mil).

a. Parent Command-Supervised Quarantine. For all new personnel reporting to Oahu who are asymptomatic and require quarantine as determined by reference (c), enclosure (1) will be required upon check-in to a temporary lodging facility.

b. Installation-Supervised Quarantine or Isolation. If tenant commands are unable to supervise personnel in quarantine, or if isolation is required, submit enclosure (2) requesting installation support.

6. Commands will be notified of approval/disapproval of their request within 24 hours.

7. For any questions or concerns regarding COVID-19 ROM guidance, please contact the JBPHH EOC at [jbphh-eoc-infocell@navy.mil](mailto:jbphh-eoc-infocell@navy.mil). If unscheduled support is required after working hours, contact the JBPHH Command Duty Officer (CDO) at 808-864-2460.

  
E.A. SPITZER

Date

From: [Requesting Command]

To: Commander, Joint Base Pearl Harbor-Hickam

Subj: PARENT COMMAND SUPERVISED QUARANTINE COMPLIANCE  
ACKNOWLEDGEMENT LETTER

Ref: (a) JBPHH EOC Directive 001 (Series)

(b) CNO WASHINGTON DC 171541Z APR 20 (NAVADMIN 113/20)

(c) JBPHH COVID-19 Playbook (Series)

1. The eligible patrons listed in this letter either require or are directed to quarantine as determined by reference (a) and are in a [*FUNDED* or *UNFUNDED*] status.

2. Member information is:

<u>Last, First Name</u>	<u>Mobile #</u>	<u>Rank/Rate</u>	<u>Requested Check-in Date</u>	<u>No. of Days</u>	<u>Reason for Quarantine</u>
Smith, John	555-531-5555	LT/O3	12 May, 2020	10	Travel Related
Smith, Sharon	555-531-5556	DEP	12 May, 2020	10	Travel Related
Tyler, Jordan	555-531-5557	CIV/GS7	15 May, 2020	14	Close Contact

3. Command Assigned Sponsor:

<u>Last, First Name</u>	<u>Rank/Rate</u>	<u>Work #</u>	<u>Mobile #</u>
Doe, John	E-5	555-555-5555	555-555-5555

4. I acknowledge the command responsibilities required by references (a) through (c) and the below:

- a. To ensure screening and proper supervision of eligible patrons assigned/directed ROM.
- b. To ensure eligible patrons on ROM status comply with references (b) and (c) and to immediately contact the JBPHH Command Duty Officer at 808-864-2460 if at any time any member becomes symptomatic and is considered a Person Under Investigation (PUI).
- c. To assign members directing them to ROM status, and not TAD/TDY to JBPHH.
- d. To assign one sponsor (E-5 or above, fit for full duty) for up to five eligible patrons in ROM status responsible to provide daily support, ensure meal delivery and health and comfort checks.
- e. I will ensure sponsors supporting individuals in ROM status are trained on associated interaction protocols. Close contact is prohibited.

5. I understand that normal lodging rates apply. If member qualifies for Restriction of

Enclosure (1)

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ACKNOWLEDGEMENT LETTER

Movement-Hardship Duty Pay (ROM-HDP), provide a copy of the ROM-HDP letter to  
NGIS/Navy Lodge for a reduced lodging rate of \$100 per night.

6. My point of contact in this matter is [Rank and Name, phone number, email].

F. M. LAST



Date

From: [Requesting Command]

To: Commander, Joint Base Pearl Harbor-Hickam

Subj: REQUEST FOR INSTALLATION SUPERVISED QUARANTINE OR ISOLATION

Ref: (a) JBPHH EOC Directive 001 (Series)

(b) CNO WASHINGTON DC 171541Z APR 20 (NAVADMIN 113/20)

(c) JBPHH COVID-19 Playbook (Series)

1. The eligible patrons listed in this letter either require or are directed to quarantine as determined by reference (a) and are in a *[FUNDED or UNFUNDED]* status.
2. The reason why primary residence is unsuitable is...*[Provide specific justification as to why member is unable to quarantine/isolate at primary residence. Include a statement explaining why separate sleeping and bathroom facilities cannot be arranged.]*

3. Member information is:

<u>Last, First Name</u>	<u>Mobile #</u>	<u>Rank/Rate</u>	<u>Requested Check-in Date</u>	<u>No. of Days</u>	<u>Reason for ROM</u>
Smith, John	555-531-5555	LT/O3	12 May, 2020	14	PUI/Close Contact
Jeff, Smith	555-531-5556	E-5/PO2	12 May, 2020	14	COVID-19 Positive

4. Command Assigned Sponsor:

<u>Last, First Name</u>	<u>Rank/Rate</u>	<u>Work #</u>	<u>Mobile #</u>
Doe, John	E-5	555-555-5555	555-555-5555

5. I acknowledge the command responsibilities required by references (a) through (c) and listed below:

- a. To ensure screening of eligible patrons for quarantine/isolation.
- b. To ensure eligible patrons on quarantine/isolation status comply with references (b) and (c).
- c. To assign members directing them to quarantine/isolation status, and not TAD/TDY to Joint Base Pearl Harbor-Hickam.
- d. To assign one sponsor (E-5 or above and fit for full duty) for up to five eligible patrons in quarantine/isolation status. If needed, my sponsor will be responsible to coordinate messing support, to include food delivery with the base galley (808-449-1666). Otherwise, the sponsor will provide daily support to quarantine/isolation personnel to ensure meal delivery, as well as health and comfort checks.

Enclosure (2)

Subj: REQUEST FOR INSTALLATION SUPERVISED QUARANTINE OR ISOLATION

e. I will ensure sponsors supporting individuals in ROM/isolation status are trained on associated interaction protocols. Close contact is prohibited. PPE is not required.

6. I understand that normal lodging rates apply. If member qualifies for Restriction of Movement-Hardship Duty Pay (ROM-HDP), provide a copy of the ROM-HDP letter for a reduced lodging rate of \$100 per night.

7. My point of contact in this matter is [Rank and Name, phone number, email].

F. M. LAST