



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

27 March 2020

MEMORANDUM FOR ALL KADENA AIR BASE PERSONNEL

FROM: 18 WG/CC

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

1. The purpose of this policy letter is to define current Kadena Air Base ROM policies with respect to the ongoing COVID-19 response effort. This document supersedes the Kadena Air Base ROM Policy, dated 18 March 2020. Except as noted below, this updated policy applies to all travel into Okinawa Prefecture in the 14 days prior to the date of this letter and thereafter and is supplemental to any direction from U.S. Forces, Japan (USFJ) or other higher headquarters. Violations of this policy by military personnel could subject them to punishment under Article 92, UCMJ. Failure to comply by U.S. civilian employees may result in disciplinary and/or administrative action and/or a determination that the employee has failed to adjust to the overseas environment. Violations by dependents may result in administrative sanctions, up to and including loss of command sponsorship and an early return of dependents.

2. For DoD military members and members of the civilian component, in addition to their SOFA dependents, ROM is defined as being restricted to their residence or other appropriate domicile until cleared by medical authorities. For all contractors, Master Labor Contract, Mariners Contract, and Indirect Hire Agreement employees, ROM status restricts them from entering into a facility or area under Kadena Air Base authority, unless they are also a SOFA dependent living on Kadena Air Base, to which the restriction to residence requirements would apply. Residence or domicile refers to all living quarters and includes buildings such as homes (single, duplex, multiplex), dormitories, apartments, and lodging. Personnel in ROM status requiring restriction to their place of residence or domicile will be permitted to briefly exit their place of residence or domicile only to do activities of short duration such as laundry (with appropriate sanitization of any shared surfaces afterwards), or wellness breaks taken in the yard immediately surrounding their residence or domicile. Personnel in ROM must maintain social distancing at all times and avoid any close physical contact while performing these aforementioned activities outside of their place of residence/domicile building. 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 must avoid social gatherings and all public locations (e.g., commissary, exchange, gymnasium, or other locations reasonably expected to have other people present).

3. As of the date of this letter, 18th Wing policy is that any DoD military member, Master Labor Contract (MLC) employee, civilian employee, contractor, and/or SOFA dependents (who live or work on Kadena Air Base) that travel into Okinawa Prefecture:

- **From a CDC Level 3 country** – will enter into 14 days of ROM with calculation of the 14 days beginning from when they arrived in Japan.
 - **From a CDC Level 2 country** – will enter into 14 days of ROM with calculation of the 14 days beginning from when they arrived in Japan.
 - **From the United States, to include Alaska, Hawaii, and US territories** – will enter into 14 days of ROM with calculation of the 14 days beginning from when they arrived in Japan. Note that the passage of 14 days of time should be taken into account and will take precedence over the date when the International Date Line is crossed.
 - **From within Japan** – will enter into 14 days of ROM with calculation of the 14 days beginning from when they arrive in Okinawa Prefecture. If a traveler entered into Japan from another country and was subject to ROM at another USFJ facility pursuant to Government of Japan requirements, their ROM calculation is not reset if they take military air from that USFJ facility to a military installation on Okinawa. This updated portion of the policy will apply to all travel from mainland Japan to Okinawa Prefecture starting on or after the date of this letter. Any requests for deviation from this directive will be determined at the Group Command level. Deviation requests from those not under the traditional AF Group Structure will be determined by the 18 WG/CV. The first O-6 of the non-traditional AF unit will email request to the 18 WG/CV, 18wg.cv@us.af.mil.
4. Travel within Okinawa Prefecture does not require a 14-day ROM unless the traveler returns to the island of Okinawa from a neighboring island within Okinawa Prefecture not reachable by driving a privately-owned vehicle. All personnel should practice social distancing while traveling within Okinawa Prefecture
 5. Travelers into Okinawa Prefecture who require ROM and have no household members will do so at their place of residence or other designated location.
 6. If a traveler arrives into Okinawa Prefecture and requires ROM, but their household members do not otherwise qualify for ROM status as detailed above, then three options apply:

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:

- a. 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 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), and direct physical contact. Close contact does not include activities such as briefly walking by a person or sitting across a room.

b. 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.

Option 2: ROM member residing elsewhere. (Limited resource – subject to availability).

The traveler that is subject to ROM can be approved to move into contingency housing for the ROM period. This ensures that the non-traveling household members can remain in their household without entering ROM status.

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

7. 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.

8. If you have any questions, please contact your unit's Unit Control Center (UCC) or the 18 WG's Emergency Operations Center at 634-2734/2741.

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JOEL L. CAREY
Brigadier General, USAF
Commander, 18th Wing

I, _____, agree to abide by all requirements of the Kadena ROM Policy memorandum dated 27 March 2020. If paragraph 6 applies to me, I select Option 1/2/3 (circle one).

Acknowledgment: _____

Date: _____