



**DEPARTMENT OF THE NAVY**

COMMANDER, U.S. 7TH FLEET

UNIT 200225 BOX 1

FPO AP 96602-2502

COMSEVENTHFLTNOTE 5000

N01

8 Jun 20

COMMANDER, U.S. 7TH FLEET NOTICE 5000

From: Commander, U.S. 7th Fleet

Subj: U.S. 7TH FLEET RESTRICTION OF MOVEMENT MANAGEMENT POLICY

Ref: (a) Commander, Fleet Activities Yokosuka Quarantine/Isolation Standard Operating Procedures

Encl: (1) ROM Program Manager/ROM Coordinator Letter of Designation  
(2) ROM Essential Items Checklist  
(3) Restriction of Movement Related Definitions  
(4) Foreign Partner National Restriction of Movement Standard Operating Procedures

1. Purpose. To establish and assign responsibilities, and identify requirements for the U.S. 7th Fleet Staff Restriction of Movement (ROM) Policy.

2. Applicability. All inbound personnel (and dependents as applicable) on Permanent Change of Station (PCS) orders to U.S. 7th Fleet, as well as staff members returning from approved Temporary Assigned Duties (TAD) or Leave.

3. Policy

a. During periods where pandemic, infectious diseases impact the methods by which personnel movement in and out of our operations area are executed, it is imperative that a senior leader be formally designated to coordinate across the spectrum of U.S. Military, civilian agency, and host nation entities to maximize the safety of all personnel whose inbound or outbound 7th Fleet personnel movements will require ROM at an on-base lodging facility.

b. When the service member entering ROM status is a new gain, the relationship between the ROM Coordinator and this person in no way relinquishes the current sponsor of the full extent of their command sponsorship duties.

c. The key to successful ROM coordination will be ensuring a thorough understanding of the responsibilities of the following personnel:

(1) ROM Program Manager (PM).

(2) ROM Coordinator.

(3) Sponsorship Coordinator.

(4) Sponsor of the service member entering in ROM status (as applicable).

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(5) The service member entering ROM status.

4. Definitions. See enclosure (3).

5. Responsibilities

a. Chief of Staff (CoS). Oversee all matters pertaining to ROM. Provide formal designations per enclosure (1).

b. Command Leadership. Will ensure personnel who are departing Japan to the U.S. for leave, TAD, or PCS execute ROM according to current policies.

c. ROM Program Manager

(1) Stay current on applicable pandemic health crisis updates via naval messages, DOD/DON memorandums, and regional commander guidance to ensure comprehension of current guidelines.

(2) Oversee functions of the ROM Coordinator. Provide clear and concise guidance regularly to ensure duties are executed per most current guidelines.

(3) Keep CoS and Staff Senior Enlisted Leader/Command Master Chief apprised on all ROM matters.

(4) Ensure this policy remains current. Route policy updates in an expeditious manner.

d. ROM Coordinator

(1) Work with Sponsorship Coordinator and service member's sponsor to ensure all personnel required to enter ROM status are communicated with as soon as feasible, and provided a copy of enclosure (2) and all applicable forms that need to be signed upon arrival. Ensure personnel entering ROM status fully understand the conditions of executing ROM properly.

(2) Ensure logistics are arranged to transfer inbound service member from air debarkation point to designated on-base lodging facility.

(3) Ensure lodging at the appropriate facility is reserved in advance.

(4) Whether Officer or enlisted, report any discovered ROM violations immediately to CoS via the ROM PM. Violations, when validated, could result in nullification and resetting of ROM timeline for the violating service member.

(5) With regards to items such as meals, trash, laundering, and sustenance support of the service member executing ROM, ensure compliance with reference (a) as it pertains to Parent Command Responsibilities. Galley meals will be provided and delivered to personnel by the ROM coordination team. Personnel and ROM coordinator will make arrangements for payment of galley meals. Prices for meals are provided in enclosure (2).

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d. Sponsorship Coordinator. Coordinate with ROM Coordinator and service member's sponsor to ensure all personnel required to enter ROM status are communicated with as soon as feasible, and provided a copy of enclosure (2). Ensure chain of command and sponsor of service member entering ROM status understand that ROM Coordination in no way relinquishes the current sponsor of the full extent of their command sponsorship duties.

e. Sponsor

(1) Execute routine scope of sponsorship duties as assigned, with no regard to ROM Coordinator's engagement as a boundary between the sponsor and the service member entering ROM status.

(2) Share pertinent information with the ROM Coordinator in the course of sponsorship to ensure ROM Coordinator has adequate situational awareness over potential issues with person executing ROM that the ROM Coordinator may be able to assist in.

f. Service Member in ROM Status

(1) Ensure continuous communication with both the ROM Coordinator and designated Sponsor for all matters involving ROM execution and traditional sponsorship coordination to ensure adequate support is received while in ROM status.

(2) Observe all personal movement restrictions and hygiene guidelines provided by the ROM Coordinator.

(3) Take ownership of essentials requirements and prepare in advance to ensure effective ROM execution.

(4) Refrain from contacting ROM coordinator to request superfluous duties that are not essential to the successful completion of ROM. With very few exception, essential food items to sustain reasonable nourishment during ROM for household members is all that should be requested. In all other cases, families should plan in advance of departing the area to fill home with considerable amount of non-perishable items.

6. Daily Accountability. Daily accountability methods will be determined on an individual basis by the ROM coordinator, in consideration of the technological capabilities and limitations of the person executing ROM. Regardless of the methods identified, daily accountability must be completed each work day, and reported to U.S. 7th Fleet N1 Directorate via most official means available.

7. Foreign Partner Nationals (PN). U.S. 7th Fleet PN's will adhere to the same mitigations, per enclosure (4).

8. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5201.1 of January 2012.

9. Cancellation Contingency. This notice remains in effect until superseded by a notice of the same subject or end of ROM procedures.



T. A. REXRODE  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via U.S. 7th Fleet share point Web site located at,  
<https://web.lcc19.navy.mil:8081/C7F/Directorates/N1/SitePages/Administration.aspx>



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COMMANDER, U.S. 7TH FLEET  
UNIT 200225 BOX 1  
FPO AP 96602-2502

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From: Commander, U.S. Seventh Fleet  
To: CPO First MI. Last, USN

Subj: DESIGNATION AS RESTRICTION OF MOVEMENT [COORDINATOR] /  
[PROGRAM MANAGER]

Ref: (a) COMSEVENTHFLTNOTE 5000

1. You are hereby appointed as the Restriction of Movement (ROM) [Coordinator] / [Program Manager] for U.S. 7th Fleet, to execute assigned duties per reference (a) under the following specifications: [INCLUDE FOR THE MANAGER DESIGNATION ONLY]

- a. Stay current on applicable pandemic health crisis updates via naval messages, DOD/DON memorandums, and regional commander guidance.
- b. Oversee functions of the ROM Coordinator. Provide clear and concise guidance regularly to ensure duties are executed per most current guidelines.
- c. Keep Staff chain of command apprised on all ROM matters.
- d. Ensure reference (a) remains current. Route policy updates in an expeditious manner.

[INCLUDE FOR THE COORDINATOR DESIGNATION ONLY]

- a. Serve as on-site ROM coordinator for inbound personnel outlined in reference (a)
  - b. Manage logistics from air debarkation point to designated on-base lodging facility.
  - c. Ensure lodging at the appropriate facility is reserved in advance.
  - d. Report any discovered ROM violations immediately to Chain of Command.
  - e. Ensure compliance with Commander, Fleet Activities Yokosuka policies.
2. This appointment is effective until further notice.

T. A. REXRODE  
Chief of Staff

Enclosure (1)

**ROM Essential Items Checklist**

Recommended 14-Day Minimum Self-Sustainment for Service Member and Dependents

- First Aid Supplies
- Medicine
- Toiletries
- Any Preferred Food Items
- Supplemented Bottled Water
- Extra Cash On Hand ( USD and Yen)

Galley meal prices to be delivered, if requested:

Breakfast - \$3.50

Lunch - \$5.65

Dinner - \$4.90

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**Restriction of Movement Related Definitions**

1. **Close Contact**. Being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; the current recommended threshold is 10 minutes. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case. Can also be defined as direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).
  
2. **Pre-Movement Sequester**. Action taken by an operational commander to reduce risk of introducing a COVID-19 positive, asymptomatic Service Member to a unit by instituting a 14-day ROM period for the Service Members within the unit. This action may be taken for all personnel assigned to a unit prior to deploying, getting underway, or conducting operations. A member of the unit or newly reported member of the unit who has traveled from or through an area where COVID-19 community transmission is widespread or is suspected of having been exposed to COVID-19 should be placed in Quarantine or Isolation and not Sequester.
  
3. **Patient (or Person) Under Investigation (PUI)**. In the case of COVID-19, a PUI is defined as an individual with either a pending COVID-19 test or for whom a test would have been ordered/conducted had one been available.
  
4. **Restriction of Movement (ROM)**. General DoD term referring to the limitation of personal liberty for the purpose of ensuring health, safety and welfare. ROM is inclusive of quarantine and isolation.
  - a. **Quarantine**. Medical term referring to the separation of personnel from others as a result of suspected exposure to a communicable disease.
  
  - b. **Isolation**. Medical term referring to the separation of personnel from others due either to the development of potential COVID-19 symptoms or as a result of a positive COVID-19 test.
  
5. **Self-monitoring**. Process by which personnel monitor themselves for fever by taking their temperatures twice a day and remaining alert for the onset of a cough or difficulty breathing. If an individual feels feverish or develops a measured fever, cough, or difficulty breathing during the self-monitoring period, they should self-isolate, limit contact with others, and seek advice by telephone from a healthcare provider or their local health department to determine whether further medical evaluation is needed.
  
6. **Sequester**. Term used to describe isolating forces to remove or reduce risk of infection degrading a unit.

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Foreign Partner National (PN) Restriction of Movement Standard Operating Procedures.

1. Make contact once PN Prospective Gain (PG) is in country
  - a. Inform PG's of available ROM Coordination Team and contact information.
  - b. Obtain PG's recall information.
  - c. Pass PG's recall information to the gaining Directorate (i.e. ECC, TSC), and U.S. 7th Fleet N1 Directorate
2. FN PG will email/call daily for mustering purposes with the ROM Coordinator.
3. ROM Coordinator will assist in getting PG added to Mission Essential List for base access (if required).
4. Upon PG completion of ROM and during periods when U.S. 7<sup>th</sup> Fleet Staff is deployed from homeport, C7F ROM Coordinator will:
  - a. Facilitate base access in support of Personnel Support Detachment Common Access Card appointment.
  - b. Inform gaining Directorate of ROM completion and any applicable recall changes.
  - c. Facilitate base familiarization.