

**DEPARTMENT OF THE AIR FORCE
31 ST FIGHTER WING (USAFE)**



20 Aug 2020

MEMORANDUM FOR INBOUND DORM RESIDENTS WITH ROM REQUIREMENT

FROM: 31 CES/CC

SUBJECT: Dormitory Protocol for Inbound Airmen on Restriction of Movement (ROM)

1. For the safety of our Airmen Dorm Leader (ADL) staff, campus residents, and the local community, we are restricting exposure to/from inbound Airmen in ROM status. This letter establishes expectations for the unit, sponsor, and the inbound Airmen.
2. In-processing:
 - a. Sponsors must secure a room for inbound Airmen prior to arrival on station. This includes reporting to the ADL office at least five business days prior to the new member's arrival, providing the inbound member's orders and DoD ID number, and obtaining a room key and linen from ADL staff.
 - b. Inbound Airmen will not report to the ADL office while they are on ROM status; the sponsor must take them straight to their room.
 - c. Ensure a means of communication is established between the sponsor and member before the member arrives (i.e. ask the members to unlock their phone before PCSing, purchase a mobile hot spot device, ensure their laptop has an Ethernet cable for the internet port, or establish specific day/times when the sponsor will physically contact to drop off food, supplies, and check-up on the member).
 - d. Sponsors must familiarize themselves with 31 FW/CC instructions regarding ROM; reference the 31 FW ROM policy and provide this information to inbound Airmen.
3. Education for inbound Airmen on hygiene and cleanliness requirements. The unit and sponsor are responsible for providing basic information and supplies to their members to ensure sanitary measures are being practiced. This includes, but is not limited to:
 - a. Providing members with basic supplies to support cleaning requirements (i.e. disinfectant cleaning spray, disposable paper towels, sealable trash bags, rubber gloves).
 - b. Establishing a trash collection system with the member (i.e. trash will be contained in a bag and placed outside of the door, collected by the sponsor when conducting check-ups).
4. Common area amenities:

“Return With Honor”

a. Building 1428 includes a kitchen, patio, and laundry appliances in the common area. Behind each individual room door is the scheduled day/time slots for when members can utilize these areas to ensure physical distancing is maintained.

b. Members must clean and sanitize the areas after each use.

5. Sponsor check-ups:

a. If feasible, sponsors should reach out to members ahead of time via electronic methods to coordinate activities (i.e. obtain grocery list or other necessary errands). If that is not possible, sponsors should abide by the specific day/time established with the new members for when to visit the dorms. Physical distancing rules must apply (i.e. knock on the member's door, and step back at least 2 meters to comply with both the Italian Decree and 31FW standards).

b. Sponsors will check-up on members to ensure they are receiving food (allergies considered) and other basic supplies at least one time per day.

c. If a member is having any issues in his/her dorm room, contact the ADL office staff at DSN 632-3676 during duty hours, or at +39 335-183-7928 during after-hours.

6. Check-out procedures:

a. Within five days of the ROM period ending, sponsors should prepare for the members to transition to a permanent room and obtain a room and key from the ADL office.

b. On the ROM room termination date, members must ensure that they have thoroughly emptied, cleaned, and sanitized the room before departing. They must return the key to the ADL office to inform their official termination of that room. The ADL office will conduct a termination inspection to ensure all criteria were met.

7. For questions or concerns regarding this policy letter, please contact the ADL office at 632-3676 or email the org box at 31fw.dormmanagers@us.af.mil.

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