

KIRTLAND AIR FORCE BASE
INSTALLATION COMMANDER'S DIRECTIVE

ICD#: 046

DATE: 4 March 2021

TIME: 1300L

SUBJECT: EXECUTION ORDER (EXORD) Supplement 3– Reporting Status of Restriction of Movement (ROM) of Personnel in Support of COVID-19

TASKED ORGANIZATIONS: The following ICD applies to all AF units assigned to Kirtland AFB.

DIRECTIVE:

1. This is an Air and Space Force EXORD to all assigned Unit Commanders/Directors, to include Geographically Separated Units and Tenant Units serviced by your installation. The AF Deputy Director of Staff of the COVID Task Force, on behalf of the AF/A3, **directs all Air and Space Force units to identify any personnel in a Restriction of Movement (ROM) status due to COVID-19 using the Air Force Personnel Accountability and Assessment System (AFPAAS).**
2. Due to procedural ROM requirements imposed by Force Health Protection guidance relating to COVID-19, reporting status of personnel and/or dependents in ROM is directed across the entire Air and Space Force. This includes any personnel completing ROM due to leave, TDY, PCS, or deployment, being COVID positive or identified as a COVID positive contact. **Assigned personnel and/or dependents NOT in a ROM status have no actions to take in AFPAAS.**
3. In accordance with AFI 36-3802, paragraph 2.38.1., the requirement to account for personnel expeditiously as possible after personnel reporting is directed, applies to:
 - 3.a. Assigned military (Active Duty, Guard and Reserve)
 - 3.b. Civilian and Non-appropriated Fund employees
 - 3.c. Defense Enrollment Eligibility Reporting System enrolled family members
 - 3.d. Family members of civilian and Non-appropriated Fund employees (when receiving evacuation entitlements)
 - 3.e. Overseas assigned contractors and their family members

RegAF unit commanders must ensure they are accounting for Individual Mobilization Augmentees and Active Guard Reserve assigned to their units.

4. Definitions:

Quarantined - The separation of an individual or group that has been exposed to a communicable disease, but is not yet ill, from others who have not been so exposed, in such manner and place to prevent the possible spread of the communicable disease. (DoDI 6200.03). **(Note: quarantined status includes self-quarantined due to PCS, TDY, deployment or leave.)**

ROM – Limiting movement of an individual or group to prevent or diminish the transmission of a communicable disease, including limiting ingress and egress to, from, or on a military installation; isolation; quarantine; and conditional release. (DoDI 6200.03).

Isolated - The separation of an individual or group infected or reasonably believed to be infected with a communicable disease from those who are healthy in such a place and manner to prevent the spread of the communicable disease. (DoDI 6200.03).

5. Commanders/Directors (or Designated Representative) will use the DAF COVID-19 Travel Risk Assessment Tool (TRAT) to determine whether the ROM requirement can be waived. If, while using the TRAT, it is determined their personnel need to complete ROM, the individuals will follow the steps outlined in paragraph 6 below to report their ROM. (TRAT is available at <https://mypers.af.mil> under the Coronavirus (COVID-19) guidance.)

5.a. Unit personnel that are **isolated or quarantined** or become isolated or quarantined after release of this message will log into AFPAAS at <https://afpaas.af.mil/> and follow instructions in paragraph 6. Sponsors now have access through certain smart phones to the accountability and assessment features of AFPAAS.

5.b. If **isolated or quarantined** personnel do not have access to a computer or smart phone, the individual should contact their Unit Control Center (UCC) or Commanding Officer Representative (COR) and the UCC/COR will account on the individual's behalf. **Unit commanders will ensure UCC/COR establish procedures to perform this responsibility from displaced locations.**

5.c. UCCs or CORs **unable** to access AFPAAS will provide the names of **isolated or quarantined** personnel and their personnel status to the Installation Personnel Readiness (IPR) office for update.

5.d. If **isolated or quarantined** personnel **do not have access to a computer and are unable to contact their UCC or COR**, they will contact their Installation Personnel Readiness Office for assistance. **Recommend IPRs/PERSCO teams at APOE locations assist transient personnel with updating their own status in AFPAAS.**

5.e. **Unit Commanders/directors will ensure personnel returning from deployment:**
i. Reporting their return from deployment to Installation Personnel Readiness office within 24 hours of arrival at/return to home station

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ii. Comply with local Reintegration procedures and return critical equipment items (i.e., Chem gear, weapons, etc.)

iii. Update their Personnel Status (quarantined or isolated) in AFPAAS (COR can update on individual's behalf)

6. ALL PERSONNEL¹ AND/OR DEPENDENTS², WHO ARE QUARANTINED OR ISOLATED, MUST BE REPORTED IN AFPAAS. This includes any personnel completing ROM due to leave, TDY, PCS, or deployment. Individuals must follow the steps below to update their ROM status.

6.a. Log into AFPAAS <https://afpaas.af.mil>

6.b. Select "My Info" tab

6.c. Select STATUS TRACKER tab from left menu

6.d. Update you and your dependents "Personnel Status" and "Work Status" by selecting "Update" button

6.e. Select Personnel Status that applies

6.f. Select the Work Status that applies

6.g. Update note section with any other pertinent info, including but not limited to, quarantine start/stop dates and location, etc.

6.h. Select "update" button

6.i. Any changes to status will require another update in AFPAAS. Example: coming off quarantine status.

7. Status updates for deployed personnel will be accomplished by servicing PERSCO team via DCAPEs Duty Status update and will not utilize AFPAAS. Status of deployed personnel will be accomplished by the deployed PERSCO team by utilizing Duty Status Code 08 within DCAPEs to identify personnel either isolated or quarantined. This update WILL NOT, repeat NOT, flow into MilPDS and is strictly for PERSCO teams to account for personnel within the area of responsibility.

7.a. The Force Support Squadron (FSS) commander will ensure the IPR establishes procedures to perform their reporting responsibility from a displaced location.

7.b. Upon notification from units, IPR will ensure DCAPEs is updated with the Airman's/Guardian's return.

8. MAJCOMs/FLDCOMs/DRUs/FOAs: Assist subordinate organizations in achieving reporting of **isolated and quarantined** personnel. This will continue until directed to terminate.

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9. Bargaining unit employees may not use AFPAAS to report until local bargaining obligations are met. However, bargaining unit employees will report their status if **isolated or quarantined** IAW established and/or bargaining unit procedures. The UCC or COR will update **isolated or quarantined** bargaining unit employees statuses into AFPAAS when status is reported IAW established and/or bargaining unit procedures.

10. Unit Commanders and/or UCCs will confirm receipt of this ICD by replying back to [377 ABW Crisis Action Team \(377abw.battlestaff@us.af.mil\)](mailto:377ABW.Crisis.Action.Team@us.af.mil).

¹ Reporting requirements shall be IAW collective bargaining unit procedures.

² Personnel required by AFI 36-3802, paragraph 2.38.1. to report, as listed in paragraph 3 of this EXORD Supplement

This ICD Supercedes ICD 037 *Execution Order (EXORD Supplement 2 – Reporting Status of Isolated or Quarantined Personnel in Support of COVID-19)*

Installation Commander

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