



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

March 19, 2020

MEMORANDUM FOR AFIMSC and ALL FSOs

FROM: SAF/FMFSI (AFAFO-F)
1960 1st Street, Bldg 977
JBSA-Randolph, TX 78150

SUBJECT: Hardship Duty Pay Restriction of Movement (HDP-ROM)

Effective 13 March 2020, Service members ordered by their command to restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19 **or** travel to, from, or through a Centers for Disease Control and Prevention (CDC) Level 3 Travel Health Notice country, **and** that are directed to do so at a facility that is neither provided by the U.S. Government nor is their personal residence at the member's permanent duty station (PDS), will be paid \$100 per day not to exceed \$1,500 per month, **if** such members are required to pay for the cost for their lodging without full or partial reimbursement.

Payment of this entitlement can only be processed by DFAS. The member is required to provide their local finance office with the HDP-ROM CC Memo, signed by their commander, stating the member was ordered restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19 and directed to a lodging facility that is neither provided by the U.S. Government nor at their personal residence, and that the member is required to pay for lodging. Member must provide proof of lodging length of stay and payment.

Upon receipt of the memo, finance will create a Case Management System (CMS) case, case type "HDP", attach the memo and request DFAS to process the entitlement for the dates approved for payment. Finance will then refer the CMS case to the "DFAS AC HDP" CMS box to be worked. The payment will process into the member's next available paycheck.

HDP-ROM will be paid \$100 per day not to exceed \$1,500 per month and the combination of HDP-ROM and other assignments and special duty pays may not exceed \$5,000 per month in accordance with the maximum authorized amount prescribed in 37 U.S.C §352.

Any questions on this policy should be addressed to Stephen Rhodes, SAF/FMFSI (AFAFO-F), stephen.w.rhodes.civ@mail.mil, 240-612-5583 or DSN 612-5583.

Eric I. Cuebas
Director, Air Force Accounting
and Finance Office-Finance

Attachments:

1. HDP-ROM CC Memo
2. Assistant Secretary of Defense Manpower and Reserve Affairs Memo