



DEPARTMENT OF THE ARMY  
HEADQUARTERS, US ARMY TRAINING CENTER AND FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

ATZJ-CG

AUG 27 2020

MEMORANDUM FOR All Subordinate Commands and Tenant Units

SUBJECT: U.S. Army Training Center and Fort Jackson (USATC&FJ) Restriction of Movement

1. References:

- a. ALARACT 029/2020, Army Guidance for Filing Permanent Change of Station (PCS) And Temporary Duty (TDY) Travel Claim for Service Members (SMs) Impacted By Corona Virus 2019 (COVID-19) and Military Pay and Allowances Flowchart, 31 March 2020.
- b. ALARACT 053/2020, Consolidated Entitlement Guidance in Support of Army-Wide Preparedness and Response to the Coronavirus Disease 2019 Outbreak, 12 June 2020.
- c. ALARACT 054/2020, Consolidated Personnel Policy Guidance in Support of Conditions-Based Phased Approach to Army-Wide Preparedness and Response to Coronavirus Disease 2019 Outbreak, 12 June 2020.
- d. Department of Defense (DoD) Travel Restrictions: Green locations, 29 June 2020.
- e. USATC&FJ General Order #2, 12 June 2020.
- f. USATC&FJ Operation Order 20-05-001 (Operation Victory Phoenix - Fort Jackson return to steady state).

2. This memorandum defines the control measures Fort Jackson will employ to protect Service Members, Civilians, and Family members who work, support, and live on Fort Jackson. This memorandum outlines the parameters and actions commanders will take to allow Service Members (SMs) to conduct permanent change of station to and from the United States Army Training Center and Fort Jackson (USATC&FJ), transition from outside continental United States (OCONUS) assignments, train at the USATC&FJ, return from TDY, or take leave, or pass. The best protection against COVID-19 remains the strict wearing of face coverings when social distancing cannot be strictly followed.

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3. Due to the COVID-19 threat, the USATC&FJ Senior Commander directed that SMs PCSing to Fort Jackson adjust their timeline by approximately 14 days to facilitate restriction of movement (ROM) in order to mitigate the spread of COVID-19. SMs who develop COVID-19 symptoms before or during the ROM will call the Tricare nurse advice line at 1-800-874-2273 for guidance. If a medical emergency arises, contact 911.

4. This memorandum outlines the requirements for four categories of movement:

- a. Reporting to Fort Jackson as a result of a PCS.
- b. Reporting for TDY schools.
- c. Taking leave or pass.
- d. Returning from TDY.

5. Guidance for SMs who are reporting to Fort Jackson as a result of a PCS:

a. Single SMs who require a barracks room: Prior to their arrival, the SM will contact their sponsor and/or their gaining unit (if known), and notify them of their arrival. The sponsor will assign the SM barracks space and the SM will begin their 14-day ROM.

b. Single SMs living off-post: Prior to their arrival to Fort Jackson, the SM will contact their sponsor and/or unit of assignment (if known) and will notify them of their arrival and billeting location, and will begin their 14-day ROM.

c. Married SMs, SMs with dependents, and Civilians: Prior to their arrival to FJ, the SM/Civilian will notify their sponsor and/or unit of assignment (if known) and will notify them of their arrival and billeting location. The SMs, Family members, and Civilians will begin their 14-day ROM if residing on Fort Jackson. If residing off-post, the SM will begin their 14-day ROM.

d. SMs reporting to Fort Jackson from OCONUS assignments to transition from the Army (retirement, expiration of term of service (ETS), or separation) will contact the Headquarters and Headquarters Battalion staff duty prior to arrival and again upon arrival at (803) 751-3721, Building 3225, Magruder Avenue, and will begin their 14-day ROM.

6. Additional Guidance for ROM:

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a. SMs required to self-quarantine due to ROM upon reporting to Fort Jackson, South Carolina, will be reimbursed lodging (receipts required) and meals for the entire 14-day period. However, they cannot sign into the installation until after the ROM period. The Department of the Army (DA) Form 31 will reflect that the reporting date was extended 14 days due to COVID-19 ROM. Reimbursement will be paid as part of the PCS travel settlement claim. Supporting documentation will include a DD Form 1610 supplied by the SM's unit S-1 which will include the dates of the 14-day ROM period. The DD Form 1610 template is provided in ALARACT 029/2020, which requires Block 9 to state "COVID-19 Quarantine." Block 11 will reflect the PCS orders number, date of order, and date departed previous duty station. Block 16 will reflect the period of time delayed, location and will state if lodging/meals were available. The company commander must sign the DD Form 1610 in Block 18. Following the 14-day ROM, SMs are entitled to use the balance of their temporary lodging expense (TLE) allowance, up to the 10-day limit.

b. SMs are not authorized to inprocess the installation until completion of a 14-day ROM. SMs must provide a memorandum signed by the company commander of their gaining unit confirming the completion of their ROM prior to reporting to the Strom Thurmond Building to start inprocessing.

c. The gaining unit will maintain accountability and ensure compliance and completion of the SM's 14-day ROM. This will include daily checks, assistance with acquiring necessities such as food, maintaining a unit tracker, and providing a memorandum of completion signed by the company commander. Unit/organizations must maintain copies of the unit tracker for each SM for at least one year.

d. Fort Jackson protective measure guidance will be strictly followed. All personnel on Fort Jackson will wear face coverings when inside any public facility, to include but not limited to, the PX, commissary, and shoppette. In addition, face coverings will be worn inside all facilities when moving from one location to the next. Social distancing protocol, defined as staying at least six feet away from people who do not reside in your household, will be followed at all times. Face coverings must be worn at all times when proper social distancing protocol cannot be maintained, regardless of location. Face coverings must be worn over the nose and mouth.

7. Guidance for SMs reporting to Fort Jackson in a TDY/school status: SMs reporting for schooling and/or training must contact the school/training command prior to their arrival on Fort Jackson and follow the ROM requirements of the respective school/training command.

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8. Guidance for SMs assigned to Fort Jackson taking leave, pass or going TDY: All SMs returning from leave, pass or TDY away from their domicile will undergo a 14-day ROM at their local domicile in accordance with this memorandum. SMs undergoing ROM under this paragraph will be part of the telework force or the reserve force.

9. The point of contact for this memorandum is the USATC&FJ G-1 Office at (803) 751-5613 or [usarmy.jackson.93-sig-bde.list.g1-distribution-list@mail.mil](mailto:usarmy.jackson.93-sig-bde.list.g1-distribution-list@mail.mil).

2 Encls

1. DHR, Inprocessing checklist
2. Graphic Training Aid (GTA)



MILFORD H. BEAGLE, JR.  
Brigadier General, U.S. Army  
Commanding