



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 034-20

Procedure Update: **PCS RESTRICTION OF MOVEMENT (ROM) COVID-19 ACCOUNTABILITY**

Release Date: 7/2/2020 Effective Date: 7/2/2020

BLUF: How to account for Restriction of Movement (ROM) during a Permanent Change of Station (PCS).

DISCUSSION:

Below are scenarios in regards to PCS ROM that may help you in determining when and how to charge ROM period on the activity gain module. While there may be other scenarios, these are the most common you will encounter:

Scenario #1 – Sailor reports to command physically for duty (ACC 100 or 350); Command places Sailor in ROM after physically reporting.

✚ *No period of ROM is reported on activity gain. Use report date and start all pay and allowances effective this date.*

Scenario #2 – Permanent Change of Station (PCS) orders or authorizing official letter has Sailor reporting to a location other than Permanent Duty Station (PDS) as an 'I' stop (ACC OTHER THAN 100) for ROM, then service member reports to PDS for duty (ACC 100).

✚ *ROM period is reported as TDY on panel 4 of activity gain (Using 'I' stop UIC). Use PDS report date to start all pay and allowances effective this date.*

Scenario #3 – PCS orders directs Sailor to report to PDS for duty (ACC 100). Sailor arrives in geo-location of PDS and informs command via telcon/text msg of arrival but member did not physically report. PDS command informs Sailor to ROM prior to reporting. Sailor physically reports to PDS command after a period of ROM.

✚ *Service member ROM period will be account as AD on panel 4. ROM period is reported as TT/AD NTE 14 days of ROM unless extended in writing. Gain Sailor on date he/she physically reports onboard. Use report date to start all pay and allowances effective this date.*

WHAT THIS MEANS TO YOU:

- The letter authorizing ROM period is an official modification of PCS orders, therefore, must be included with activity gain package. The letter must be signed by Commanding Officer or BYDIRCO official. This letter is only to account for ROM period. Otherwise, ROM period will be reported as leave on the post-audit process.
- Ensure all Key Supporting Documents (KSD) are submitted IAW all policies and procedures for activity gains set forth in SOP's, NAVADMINs, and instructions.
- Continue working with servicing commands to ensure members are gained expeditiously and correctly.

******Disseminate to all tenant commands and CPPA's under your AOR******

POC:

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