MEMORANDUM FOR DFAS DATE

FROM: UNIT

SUBJECT: Hardship Duty Pay – Restriction of Movement (HDP-ROM) Due to COVID-19

In accordance with title 37, United States Code, section 352 (37 U.S.C. §352), Department of Defense Instruction 1340.26, “Assignment and Special Duty Pay,” Change 1 effective January 11, 2019 and Secretary of Defense memorandum effective March 13, 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), **if** such members are required to pay for the cost for their lodging without full or partial reimbursement.

Pursuant to my authority, I approve HDP-ROM for the following individual:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Name** | **SSN** | **Dates** |
| E-7 | Last, First MI | xxx-xx-xxx | 13 Mar 20 – 27 Mar 20 |

I certify the above service member was ordered restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19 and was directed to a lodging facility that is provided neither by the U.S. Government nor at their personal residence, and that they are required to pay for lodging.

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.

My point of contact for this matter is …..

Commander’s Signature block