



PUBLIC AFFAIRS

DEPARTMENT OF DEFENSE  
DEFENSE MEDIA ACTIVITY  
DEFENSE INFORMATION SCHOOL  
6500 MAPES ROAD  
FORT MEADE, MD 20755-5620

MEMORANDUM FOR SUPERVISORS AND COMMANDERS OF ALL STUDENTS ATTENDING  
DEFENSE INFORMATION SCHOOL (DINFOS) COURSES

FROM: DINFOS/CG

SUBJECT: Early Report and Restriction of Movement for DINFOS Courses

**READ THIS MEMORANDUM THOROUGHLY. IT CONTAINS CRITICAL REPORTING  
INFORMATION AND IF NOT FOLLOWED PROPERLY COULD RESULT IN BEING  
DISENROLLED FROM YOUR COURSE.**

You are receiving this memorandum as a registered student of: \_\_\_\_\_  
See page 2 for course-specific information.

This memorandum applies to the following students:

1. Any initial accessions/non-prior service students (MOS-I) arriving to Ft. Meade via *non*-sterilized transportation. MOS-I arriving by sterilized transportation are considered safeguarded and do not need to ROM/test and should integrate via their respective detachment's guidance.
2. Prior service/reclassifying (MOS-T) students.
3. All TDY students for any other course to include those scheduled to attend an MCF follow-on course (Broadcast Journalism, Graphic Design, Writing, Visual Documentation) without attending the MCF 108-day core course.

DINFOS has had to adjust operations in response to the COVID-19 pandemic to ensure the health and safety of all our students, staff and faculty. Based on current health conditions, and in coordination with Ft. Meade public health experts, we have instituted a mandatory Restriction of Movement (ROM) for all students. DoD guidelines define three types of ROM: isolation, quarantine and conditional release. DINFOS utilizes the *conditional release* ROM **both before and during course attendance** and reserves isolation only for COVID positive individuals and quarantine for those in close contact with a COVID-positive individual. Once pre-course ROM is complete **all students shall remain under the conditional release ROM for the entire course**. DINFOS *Conditional Release* ROM requirements are as follows:

All students under conditional release ROM must remain sequestered in their quarters, monitor body temperature, and report any symptoms of illness to their Service liaison. Students may leave quarters only to conduct essential tasks, such as grocery shopping, laundry, seeking medical attention, or physical training. Students are required to observe social distancing protocols to include maintaining six feet of separation from others, wearing a mask, and frequently wash their hands during these activities. Students will not dine out or use hotel breakfast buffets. Takeout and delivery options are authorized. Students residing in the barracks may have additional ROM requirements and/or accommodations and will be briefed upon arrival. DINFOS-sanctioned group travel/field trips away from Ft. Meade *for academic purposes, community service activities or professional development* may be authorized by the

Commandant on a case-by-case basis as local conditions permit, but will still observe strict COVID prevention guidelines.

Students' orders must provide sufficient days to report in accordance with the following pre-course ROM and COVID test timelines:

1. All applicable students attending the Mass Communication Foundations (**MCF**) 108-day course and Basic Television Equipment Maintenance Course (**BTVEM**) shall arrive **14 days prior** to the start of their course for initial ROM.
  - a. No COVID test is required for this full-length ROM.
  - b. Arrival day counts as day 1 of the ROM which goes through the end of day 14. Students will start class on day 15.
  - c. Any student arriving less than 14 days out is subject to being dropped from the course due to insufficient time for initial ROM. Further, limited COVID test resources prevent the pre-course testing of MCF/BTVEM students, therefore the 14-day initial ROM is mandatory.
2. **All other students** shall arrive **8 days prior** to the start of their course and will take a COVID test no later than 4 days prior to the start of their course to allow time for test results.
  - a. Arrival day counts as day 1 of the ROM which goes through the end of day 8. Students will start class on day 9.
  - b. Any student arriving less than 8 days out is subject to being disenrolled from the course due to insufficient time for initial ROM and post-travel incubation period before testing.
  - c. Tests will be scheduled upon student's arrival by their respective Directorate/Department NCOIC who will contact them with date/time (See POC list on next page). Students who miss this test for any reason should contact their POC immediately.
  - d. Some courses (but not all) will utilize the initial ROM period to conduct distance learning to economize time. Students will be notified upon arrival if this applies to them.
3. **Vaccinated Students:** Until the efficacy of the COVID vaccine is well established, students who have received either the first or second dose must still abide by guidelines in this memorandum.
4. **Local Students:** All students who reside within 100 miles of Fort Meade will be allowed to ROM at home, but must travel to Ft. Meade to test on the day scheduled by your respective department's NCOIC. It is highly recommended that local students who reside beyond a 30-minute drive from Ft. Meade be allowed to acquire lodging on/near Ft. Meade due to regional traffic creating delays that prolong commutes, which adds burden to students in an already packed academic schedule.

**COVID-19 Testing:** The Kimbrough Ambulatory Care Center will conduct any required COVID-19 testing at no cost to students. Each respective course's Department NCOIC will schedule a COVID test and notify students directly with date/time. Test results can be looked up usually within 24 hours via the Tricare Patient Portal at [www.Tricare.mil](http://www.Tricare.mil) and clicking on the "Find My Login" link in the upper right-hand corner. DoD civilians not under Tricare can still find their results on Tricare.mil via CAC access. Tricare.mil is the fastest way to receive your test results.

Students who test positive for COVID will immediately be placed in isolation and any other students who were in close-contact with the positive individual will be placed in quarantine and possibly re-tested for COVID. DINFOS cannot guarantee that an isolated/quarantined student will be able to remain in the course. However, we make every effort to accommodate students through virtual means where possible. If virtual accommodations are not possible, the student may be administratively dropped from the course and re-enrolled into a future class as practicable.

**Upon arrival**, students shall immediately contact their ROM POC for reporting, and Testing POC to receive their COVID test day/time (if applicable). Students who fail to begin their initial ROM on the established report date may be deregistered from the course and should contact their liaison immediately.

**ROM POCs:**

Navy	Mr. Brad Hodges	410-903-2804	<a href="mailto:bhodes@dinfos.edu">bhodes@dinfos.edu</a>
Air Force	SSgt Timothy Miller	301-677-5053	<a href="mailto:timothy.t.miller18.mil@mail.mil">timothy.t.miller18.mil@mail.mil</a>
	SrA Zeke Dassay	301-677-5053	<a href="mailto:zeke.dassay2.mil@mail.mil">zeke.dassay2.mil@mail.mil</a>
Army	MSG Jason Philip	301-677-4959	<a href="mailto:pacs-rom@dinfos.edu">pacs-rom@dinfos.edu</a>
Marine Corps	GySgt Perez	301-677-7662	<a href="mailto:operez@dinfos.edu">operez@dinfos.edu</a>
	MGySgt Gibson	240-506-4343	<a href="mailto:agibson@dinfos.edu">agibson@dinfos.edu</a>
Coast Guard	SCPO Ryan Doss	860-405-5841	<a href="mailto:rdoss@dinfos.edu">rdoss@dinfos.edu</a>
DoD Civilian	Ms. Renee Coleman	609- 442-8363	<a href="mailto:rcoleman@dinfos.edu">rcoleman@dinfos.edu</a>

**TESTING POCs:**

MCF Vis Doc & Graphic Design Follow-On Courses; Digital Multimedia Course	SCPO Whitman	386-244-4032	<a href="mailto:lwhitman@dinfos.edu">lwhitman@dinfos.edu</a>
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MCF Broadcast Journalism & Writing Follow-On Courses	MSG Farrell	813-758-6586	<a href="mailto:dfarrell@dinfos.edu">dfarrell@dinfos.edu</a>
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All other TDY courses:	MSG Philip	301-677-4959	<a href="mailto:pacs-rom@dinfos.edu">pacs-rom@dinfos.edu</a>
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Any student exhibiting COVID symptoms should immediately self-quarantine and contact both their Service liaison and instructor, as well at the Tricare Nurse Hotline at 1-800-TRICARE (874-2273), option 1 for further guidance.

Service training commands and home station units must identify funding to support the ROM. DINFOS understands the burden a ROM places on the Services and our students. We continuously monitor health conditions and reassess ROM requirements in coordination with Ft. Meade public health experts, and Service directives. We appreciate your cooperation to help prevent the spread of COVID-19. If you have any questions on these requirements, contact Lt Col Eric Simon, 301-677-2173 or [eric.l.simon2.mil@mail.mil](mailto:eric.l.simon2.mil@mail.mil).

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JOHN S. HUTCHESON  
Col, USAF  
Commandant