

Travis Restriction of Movement Reception Cell (TRRC) Welcome Packet



Travis Air Force Base

Assigned Batch Commander:
Contact Info:
Assigned First Sergeant:
Contact Info:

Welcome to Travis AFB! Please review and maintain this package for the duration of your stay. The information provided throughout this document will be vital for a successful Restriction of Movement (ROM). Failure to adhere to the Rules Of Engagement (ROE) during your pre-deployment ROM will result in **NOT** receiving final certification from the 60 AMW/CC to proceed to the final destination and you will be deemed **non-deployable**. Any violation of the ROEs may subject you to administrative and/or disciplinary action by your home station commander.

ROM PROCESSING TIMELINE

<u>Day -1 & 0</u>	<u>Day 1-6</u>	<u>Day 7-8</u>	<u>Day 9</u>
Initial Arrivals	ROM// Mandatory Briefing	COVID Testing/Results *Subject to Availability* ROM Continued until D-Day	Departure

RULES OF ENGAGEMENT (ROE)

- Deployer is **restricted** to the installation until final departure—No exceptions!
- Co-mingling is **NOT** authorized. All visitors, to include family, are PROHIBITED from entering your living quarters with the following exceptions:
 - Medical Staff for Emergencies
 - Lodging Maintenance (appointment will be scheduled)
- Wear cloth face coverings at all times, when not in assigned lodging room.
- Limit indoor presence to **under 15 minutes** when not in assigned lodging room.
- Limit close contact with others by social distancing at all times.(6 feet or 2 meters)
- Be restricted to assigned lodging room when not:
 - Traveling between meals
 - Working out in designated PT areas
 - Doing laundry (Pick up and Drop off ONLY; fold clothes in your room)
 - Attending Urgent medical appointments; routine care is not available.
- Maintain daily personal accountability with their assigned First Sergeant and/or Batch Commander.
- Complete COVID-19 self-screening twice daily by utilizing the COVID-19 Questionnaire.
 - Report COVID-19 symptoms to the Cohort Commander
 - Cohort Commander will report symptoms to Public Health as needed (see contact list below)
- Will utilize Day (-1 and 0) to pick up any essential items from the Commissary or Base Exchange
- Will remain in the authorized areas from Day 1 until Mission Departure (*Lodging Facility, Authorized PT Area, Authorized Dining Facility*)
- Report any/all issues through Batch CC/Shirts

AUTHORIZED PT AREAS (See Map)

- Duck Pond
- North Gate Track
- Fitness Center Track
- Travis Fitness and Sports Center

UNAUTHORIZED PT AREAS (See Map)

- Nose Dock Gym
- The Jungle
- Unit-Led Gyms

Cloth face coverings are required transitioning to and from the Authorized PT location. Face coverings may be removed when ACTIVELY engaged in cardio.

ROM deployers will have one hour of authorized PT time per day at the fitness center at 0930-1030 or 1400-1500; open on a “first-come, first served” basis to the first 50 members. Deployers are required to wear fitness attire that covers the same amount of skin as the Air Force Physical Training Uniform (i.e. no cut-off shirts/shorts, short-shorts, etc.). It is highly encouraged that deployers bring their own water and a towel.

Public Health has limited the number of authorized personnel in the facility at one time only allowing for 50 members each hour. A roster will be available at the fitness center for members to check in. Deployers are NOT authorized to visit the fitness center outside of those two windows.

Frequently Asked Questions

Q: Can we drink alcoholic beverages during ROM?

A: Yes, if you are of legal age (21+), you may drink in your room. Alcohol cannot be purchased utilizing the AAFES Personal Shopper Program. Please drink responsibly.

Q: Can I get food delivered?

A: Contactless delivery is authorized in the Lobby, however the only authorized on-base food delivery service is Dominos. Outside food services such as Uber Eats, GrubHub, local restaurants etc. do not have access to service the base. Deployers are also able to utilize the AAFES Personal Shopper Program to order snacks and other supplies as needed. The personal shopper program details are available below.

Q: Why are my meals not provided at no cost?

A: Per the Travis APOE Reporting Instructions, “Orders must clarify 7-day ROM requirement including lodging per diem and government meal rate (GMR) per diem.” If your orders state, “Meals will be provided at no cost”, that is in reference to your downrange deployment.

Q: What is the Government Meal Rate?

*A: Government Meal Rate is \$14.05 + \$5 for incidentals, total of \$19.05. For any questions concerning entitlements or per diem, please contact your **home station** Finance office.*

Q: Can the GMR be adjusted because the food at the DFAC is expensive?

A: No. The GMR is set by the JTR (Attachment 1. Table 2-17). Prices at the DFAC are set by the Air Force Services Center. The Air Force Services Center has confirmed there is no locality increase for the GMR.

Q: Can I receive packages during my stay?

A: No. DO NOT have any packages shipped to the base or lodging facility. Unauthorized packages will be Returned to Sender. Please save all orders for your deployed address.

Q: Are there religious services available?

A: Yes, Virtual services are available, via Facebook; please follow Travis AFB Chapel for details and links.

Q: When will I know details for our departing mission?

A: A pre-departure briefing with Batch CCs/Shirts will be provided 2-3 days prior to mission movement.

*****Dates for In-processing and COVID-19 testing are tentative and may change*****

IN-PROCESSING WITH THE IDRC

All Deployers: In-processing date/time/location is 15 October @ 0800, Base Theater, Bldg 437, UOD.

Deployers must bring their CAC, a copy of their CED orders, and COVID vaccination card.

PRE-DEPARTURE COVID-19 TESTING

All Deployers: COVID-19 Testing date/time/location is 21 October @ 0800, Base Theater, Bldg 437, UOD.

Authorized Dining Facilities

- Dining-in is NOT authorized
- All food orders must be taken to go
- Contactless delivery is authorized in the lobby
- Reporting Instructions/CED Orders direct 3x meals available at the Monarch Dining Facility; other options will be at members expense and are not reimbursable

Monarch Dining Facility **No Cash – Card Only******

MEAL	MONDAY-FRIDAY	WEEKENDS & HOLIDAYS
Breakfast	0600-0900	0630-0830
Lunch	1100-1330	1100-1330
Dinner	1630-1930	1630-1930
Grab-n-Go	24/7	24/7

Dominos **All payments acceptable******

STORE HOURS	
SUN- THURS	1030 - 0015
FRI & SAT	1030 - 0115

Order Online: <https://pizza.dominos.com/california/travis-afb/>

Phone: (707) 419-6100

LODGING AMENITIES

- Free Wi-Fi
- Sundry sales are available at the front desk 24/7 ****No Cash – Card Only****
- Exclusive Personal Shopper Program for Quarantined AD (Base Exchange/Military Clothing Sales)

FINAL MISSION DEPARTURE

- Pre-departure briefing will be provided 2-3 calendar days prior to mission movement
- 24 hours prior to mission departure, all deployers will check in their luggage to the PAX terminal.
 - You **MUST** be in uniform, have a copy of their orders ready, and bring all luggage (including their 72 hour bag) You must also have their filled out travel health declaration with them and readily accessible prior to baggage check-in. Failure to bring this form will cause delays.
- Transportation to the PAX terminal will begin 6 hours prior to scheduled departure time. Members will travel in official Uniform.
- Standard TSA rules and regulations apply (i.e. you CANNOT bring in liquids over 3.4 ounces, Gerber tools, weapons, etc.)
- Pre-Deployment Post ROM Certification Letter will be signed by the 60 AMW/CC and provided to the Cohort Commander the day of departure

Exclusive Personal Shopper Program for Quarantined Active Duty

Travis BX and MCS

PSTravisMS@aafes.com

Guidelines:

1. Customer emails PSTravisMS@aafes.com and titles the subject “Personal Shopper Program”
2. The following information will need to be included in the email:

Name Last, First	
Phone #	
Room #	
Item Description	
Item # (if applicable)	
Quantity	
Accepting Substitutes (Y/N)	

3. Items are gathered.
4. A customer service representative then calls the customer to process credit card information over the phone.
 - a. Only debit, credit and Military Star card are accepted.
 - b. The name on the debit, credit or Military Star card must be the person who has placed the order.
 - c. Information cannot be stored for later use.
 - d. Please do not send pictures of ID cards or payment cards.
5. Orders are processed daily, Monday- Saturday.
 - a. All orders received by 15:00 will be delivered the following day by 13:00.
 - b. All orders placed on Saturday after 15:00 and Sunday will be fulfilled on Monday.
6. Orders are delivered and signed for at the reception desk with the applicable POC.
7. Tobacco and alcohol orders cannot fulfilled.

*www.ShopMyExchange.com may be used as a guideline for some items carried in the store.

60th Air Mobility Wing

Legal Office

Legal Assistance Website

The Air Force JAG Corps Legal Assistance Website is designed for active duty and reserve component members, retirees, and dependents. Make your next legal visit as easy as 1-2-3.

- 1.) Go to the legal assistance website at: <https://aflegalassistance.law.af.mil>:
- 2.) Click on “Legal Worksheets.” Fill-out will, power of attorney and/or healthcare worksheets;
- 3.) Upon completion of worksheets, website will generate a ticket number. Call legal office to set up an appointment with your ticket number.

The website was created to increase efficiency and track client satisfaction with the Air Force legal assistance program. Because it is a public site, clients may access the site’s features from the comfort of their homes without a CAC card. The site’s features include:

- **Legal Topics:** Links and short papers about common military legal issues.
- **Legal Worksheets:** Access to online questionnaires for wills, living wills, and powers of attorney. After completing the online worksheet, the website provides each client a unique “ticket number.” Data entered by clients is secure and may be accessed only after clients visit the legal office and provide their ticket numbers to legal office personnel.
- **Online Survey:** Following a visit to the legal office, clients are encouraged to provide feedback concerning the professionalism and helpfulness of our legal professionals.

Many clients have visited a legal office to obtain a will or other legal document, and realize after arriving that they need to gather more information or documents from home. Sometimes a client realizes he needs to speak with his spouse about an issue. Completing an online worksheet will help minimize these multiple visits. By filling out an online worksheet, clients will be able to consider critical issues online prior to visiting the legal office. After receiving a ticket number, a client may take his ticket number to the legal office during walk-in legal assistance hours. An attorney or paralegal will then access a client’s data with the ticket number. This will reduce the amount of information the client needs to bring with him, and allow the legal office to streamline the process to some degree. We do suggest you print out the worksheet for wills generated by the website in case the site is down when you visit the legal office.

<https://aflegalassistance.law.af.mil>

While the website increases convenience for clients, everyone should note the following:

- Information on the website is for educational and informational purposes only. The website cannot replace consultation with your local JAG, and Airmen should never rely solely on the website when making decisions.
- Clients cannot print legal documents (will, power of attorney, etc.) from the website. They need to visit the legal office and provide their ticket numbers to obtain them.
- The website is designed for client convenience, but no one is required to use the website prior to visiting the legal office. We look forward to continuing to serve Team Travis's legal needs, and sincerely hope you find this website helpful. Again, take a look at the website next time a legal need arises, and feel free to visit the legal office during our walk-in legal assistance hours. We value your feedback concerning the website and the services we provide as we continue to look for ways to better serve you.

60th Air Mobility Wing – Legal Office
Commercial (707) 424-3251 or DSN 837-3251
510 Mulheron Street, Bldg 383, Travis AFB, CA 94535

Legal Assistance (Appointments)

Please send an email request to 60AMW.JAG.LegalAssistance@us.af.mil

Wills: (By Appointment Only w. Ticket # for those Deploying, Separating, or Retiring)

Please send an email request to 60AMW.JAG.LegalAssistance@us.af.mil or you may contact us at the number above to schedule an appointment. If you cannot reach us, please leave a voicemail with your name and phone number.

POAs and Notaries

Please send an email request to 60AMW.JAG.LegalAssistance@us.af.mil or you may contact us at the number above to schedule an appointment.

Notaries may also be completed at your local UPS Store or Bank (membership required)

Article 137 (Re-enlistment) Briefing can be completed through ADLS, please send your certificate of completion to Candace Hedin, candace.hedin.2@us.af.mil

Travis Critical Contact List

TRRC Manager	707-639-3774
On Base Emergency	707-424-4911
LE Desk (SFS)	707-424-2800
Command Post	707-424-5517
SARC	707-424-7272 / 707-633-1199
Military Family Life Consultants	424-935-9624 / 510-480-8993
Chaplain (via Command Post)	707-424-5517
Westwind Inn	707-424-8000
Monarch DFAC	707-424-0906
PAX Terminal	707-424-3161 / 4044
Armory (LRS)	707-424-4199 / 4200
Armory (SFS)	707-424-2883
Emergency Department	707-423-3826
Public Health	707-423-5470 (Duty Hours) 707-290-5453 (After Hours)
COVID-19 Testing Tent	707-580-9289

Please ensure you communicate any issues through your ROM Chain of Command (Batch Shirt/Commander) for assistance.