
REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS, HOUSING, AND QUARANTINE- LEVEL - RESTRICTION OF MOVEMENT (ROM) ASSOCIATED WITH PERMANENT CHANGE OF STATION MOVES TO JAPAN

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SUBJ/REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS,
HOUSING, AND QUARANTINE-LEVEL - RESTRICTION OF MOVEMENT (ROM) ASSOCIATED
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REF/A/MEMO: SECDEF/12 JUNE 2020//

REF/B/LETTER: MOFA/9 APR 2020//

REF/C/FHPO: COMUSFJ/10 JUN 2020//

REF/D/MSGID: CMC WASHINGTON DC MRA MM/ R 112120Z MAY 20//

REF/E/MSGID: CMC WASHINGTON DC MRA/ R 052305Z JUN 20//

REF/F/III MEF/MCIPAC-MCBBBUL/ 12 JUN 2020//

REF/G/SECDEF/22 MAY 20//

REF/H/DOC: DOD PER DIEM, TRAVEL, AND TRANSPORTATION ALLOWANCE
COMMITTEE/JUNE 2020//

NARR/REF A IS TRAVEL RESTRICTION: GREEN LOCATIONS. REF A WILL BE RE-
RELEASED BY OSD ON A RECURRING BASIS AS CONDITIONS CHANGE. REF B IS BORDER

ENFORCEMENT MEASURES TO PREVENT THE SPREAD OF NOVEL CORONAVIRUS (COVID-19). REF C IS JAPAN FORCE PUBLIC HEALTH ORDER. REF D IS MARADMIN 285/20 SUPPLEMENTAL GUIDANCE TO PERMANENT CHANGE OF STATION ASSIGNMENTS DUE TO 2019 NOVEL CORONAVIRUS (COVID-19). REF E IS MARADMIN 333/20 TRANSITION TO CONDITIONS-BASED PHASED APPROACH TO CORONAVIRUS DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS UPDATE. REF F IS III MEF/MCIPAC-MCBBBUL 1754 SUPPLEMENTAL GUIDANCE TO PERSONNEL SPONSORSHIP PROGRAM IAW COVID-19 PREVENTATIVE MEASURES. REF G IS OSD MEMO, TRANSITION TO CONDITIONS-BASED PHASED APPROACH TO CORONAVIRUS DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS. REF H IS THE JOINT TRAVEL REGULATIONS.//

POCS/SEE PARAGRAPH 7//

GENTEXT/REMARKS/1. Purpose. Within the context of the ongoing Novel Coronavirus 2019 (COVID-19) pandemic, this message reinforces existing guidance for Marines regarding transportation, pets, housing, and restriction of movement (ROM) associated with permanent change of station orders (PCSO) to Japan. This message does not apply to those personnel executing orders under Chief of Mission authorities, who should contact their gaining chain of command to ensure travel is being conducted by authorized means.

2. Background. Per refs (b) and (c), the Government of Japan Ministry of Foreign Affairs (MOFA) and Commander, United States Forces Japan (COMUSJF) may continue to require that all persons traveling from a location identified as restricted, to include the United States undergo 14 days of ROM. This requirement applies to all Marine Corps personnel (Marines, USMC Civilians, and their family members), and is not waivable. The requirement to house inbound personnel and family members for 14 days of ROM will stress Marine Corps temporary and permanent housing inventories across Japan. Thus, strict adherence to this message and precise communication between sponsors and inbound personnel is essential.

3. Action. In addition to the requirements articulated in the references, Marine Corps personnel executing orders to III MEF and MCIPAC commands within Japan are required to accomplish the following before traveling:

3.a. Arrange Transportation. In accordance with references (d) and (e), the Air Mobility Command (AMC) Patriot Express (PE) is the only authorized means for transportation from the Continental United States (CONUS) to Japan. This is due to travel restrictions/ROM complications at intermediate points of transfer. Using commercial air is expressly prohibited and will result in all personnel being forced to ROM at one of Japan's major ports of entry for at least 14 days.

3.a.1. Personnel with orders to Japan must immediately reserve AMC-PE seats by contacting their local Distribution Management Passenger Travel Office (PTO) or another service's Installation PTO when not aboard a Marine Corps installation. Transportation Officers will ensure that PTO personnel register seat requirements in USTRANSCOM's Global Air Transportation Execution System (GATES).

3.a.1.a. If PTO has previously booked commercial tickets, personnel must cancel the tickets and re-submit for AMC-PE seats. Multiple flights are being added to accommodate the requirement.

3.a.2. Personnel with a point of origin outside of CONUS should register their travel requirements with PTO and contact their sponsor for alternative travel arrangements within Japan. This process will be executed on a case-by-case basis and as an exception when no alternative methods of transport are available.

3.a.3. Movement of pets.

3.a.3.a. All current pet quarantine and health requirements established by the GOJ remain.

3.a.3.b. Sponsors must be notified if pets are traveling with the member, due to potential changes in housing requirements and ROM considerations.

3.a.3.c. The requirement to transport pets must be provided to PTO as soon as possible due to extremely limited capacity. PTO will provide weight, size, and quality limitations for kennels both in the designated pet spaces and as in-flight cabin space. Do not attempt to bring a pet with a kennel that exceeds required limits as personnel may be removed from their scheduled flight.

3.a.3.c.1. Shipping pets via commercial cargo is a personal option. In many cases, the cost can range from \$2,500 to \$7,000, and there may be limitations on size and breed. Members are reminded that transportation of pets is not an entitlement per Reference (h) and no reimbursement is authorized.

3.b. Registering Housing Requirements.

3.b.1. Immediately upon receipt of orders, accompanied Marines reporting to Okinawa-based commands are directed to apply for family type housing by submitting DD Form 1746 to the Kadena Military Housing Office; Email: kadenahousing.customerservice@us.af.mil; DSN: 315-634-0582/3.

3.b.2. Immediately upon receipt of orders, accompanied Marines reporting to Iwakuni-based commands are directed to apply for family type housing by submitting DD Form 1746 to the Iwakuni Family Housing Office; Email: iwknfamilyhousing@usmc.mil; DSN: 315-253-5541

3.b.3. Unaccompanied Marines will be assigned government quarters upon

arrival.

4. Expectations. Arriving personnel should expect the following:

4.a. 14 Days of ROM. Upon arrival, all personnel should expect to be received and moved directly to a designated ROM facility. These facilities are a mix of commercial hotels, government owned lodging facilities, military family housing, and military bachelor housing. While in ROM, personnel will be restricted to their ROM facility under lawful order and will sign an acknowledgement as such. Access to pharmacies, restaurants, grocery stores, commissaries, exchanges, and other retail locations both on- and off-base will be prohibited. As a result, travelers must ensure that they will have access to required medications, unique dietary supplements, and other personal necessities during their ROM period.

4.a.1. In order to support families during this time of ROM, Command Sponsors will be a key component to success, expected to provide an active role during the ROM period and beyond. This obligation will be more demanding than during a standard PCS season. Commanders will ensure that their appointed Command Sponsors are given sufficient time to ensure both prior to and after arrival, that their sponsored personnel are properly supported, and that needs are anticipated, and issues are mitigated. Detailed instructions for Sponsors can be found in reference (f).

4.a.2. Personnel are recommended to travel with sufficient cash and/or commissary and exchange gift cards to defray subsistence costs. Cash and/or exchange/commissary gift cards may be given to the travelers' sponsors to obtain necessary items.

4.a.3. Approximately 20 percent of arriving accompanied members, and all families arriving with pets will go directly to on-base permanently assigned family housing as occupancy levels allow. In addition to the requirements stated in para 3 of this message, Commands of those moving directly to family housing must ensure that the sponsors obtain cookware, groceries, and other required household items.

5. Clarification of Allowances and Entitlements.

5.a. Inbound (Unaccompanied).

5.a.1. Marines in the rank of Sergeant or below, will either be placed in ROM in the Joint Reception Center (JRC) Barracks or designated unit barracks. Staff Noncommissioned Officers and Officers will be assigned to an appropriate designated ROM BOQ/BEQ facility. If no space is available in the identified quarters, members will be authorized to reside upon one of the designated ROM Temporary Lodging Facilities (TLF).

5.a.2. Members assigned to quarters identified in paragraph 5.a.1 will

be required to complete the ROM period upon arrival as required by the base/station. The ROM period will NOT be annotated on their travel claim. The member will be entitled to their Permanent Duty Station (PDS) allowances after being joined, which will be the day after the report date.

5.b. Inbound (Accompanied) conducting ROM in a TLF.

5.b.1. ROM period will be captured when the member completes their Permanent Change of Station (PCS) travel claim. During this period the member is entitled to: travel allowances, i.e., per diem, for themselves and their dependents.

5.b.2. Additionally, since the Marines will remain in a travel (i.e., transient) status, they will continue to rate housing allowances based upon their previous PDS.

5.b.3. Upon completion of ROM, members are required to check into IPAC the next working day to complete their audit and travel claim. Also, for Okinawa, they are required to check into the Kadena Housing Office to receive their housing brief and the Installation Housing Office for their Temporary Lodging Allowance (TLA) brief.

5.b.4. TLA will begin upon completion of the ROM period. The process and entitlements for TLA remain unchanged.

5.b.5. The join date for these members will be the day after completing ROM, per reference (e).

5.c. Inbound (Accompanied) conducting ROM in permanently assigned family housing.

5.c.1. Members will be required to complete the ROM period upon arrival as required by the base/station. The ROM period will NOT be annotated on their travel claim.

5.c.2. Upon completion of ROM, members are required to check into IPAC the next working day to complete their audit and travel claim.

5.d. Inbound (Accompanied) conducting ROM in temporarily assigned Contingency Housing.

5.d.1. These members will complete the required ROM period as required by the base/station in Contingency Housing. The ROM period will be captured on the travel claim when the member completes their Permanent Change of Station (PCS) travel claim. During this period the member is entitled to: Meals and Incidental Expenses portions of per diem for themselves and their dependents.

5.d.2. Additionally, since the Marines are still in a travel status, they will continue to rate housing allowances based upon their previous PDS.

5.d.3. Upon completion of ROM, members are required to check into IPAC

the next working day to complete their audit and travel claim. Also, they are required to check into the Kadena Housing Office to receive their housing brief and the Installation Housing Office for their Temporary Lodging Allowance (TLA) brief.

5.d.4. TLA will begin the day after their ROM period is complete. The process and entitlements for TLA remain unchanged.

5.d.5. The join date for these members will be the day after completion of ROM, per reference (e).

6. Helpful Information

6.a. Kadena Air Base website

6.a.1. The Kadena Air Base website is a tremendous resource, providing information about what to expect when arriving on island, occupancy reports, pet information, and housing policies. The website is available at https://www.kadena.af.mil/Kadena_Housing_Office. Similar information concerning PCS moves to Marine Corps Air Station Iwakuni can be found at <https://www.mcasiwakuni.marines.mil/PCS-to-Iwakuni/>. Additional information about PCSO to Okinawa during COVID-19 is also available at <https://www.mcipac.marines.mil/PCS-during-COVID-19/>. As an additional measure, an organizational mailbox and phone contact will be available 24/7 through the remainder of the PCS season: Task Force PCS Coordination Cell: DSN 315-645-0284; Japan local 080-8592-8042; international +81-80-8592-8042; or email taskforcepcs@usmc.mil.

7. Points of Contact. All personnel shall use their chain of command and/or their sponsor for queries and requests for information. The following POCs should be used after all other resources have been queried specific to personnel policy, pays, and benefits. The POCs are available to assist Marines with problems that they may encounter in order to not become "frustrated" travelers.

7.a. Active Duty Military Manpower Management.

7.a.1. Integration Branch: smb.manpower.mmib1@usmc.mil

7.a.2. Officers Assignments: smb_mmoa-1@usmc.mil

7.a.3. Enlisted Assignments: mmea23@usmc.mil

7.a.4. Enlisted Retention: mmea1@usmc.mil

7.a.5. Active Reserve and Selected Reserve Marines: 703-784-0528/9100; joinar@usmc.mil

7.a.6. Manpower Military Personnel Policy: 703-784-9386/9387/9388; mpo@usmc.mil

7.a.7. Civilian Employees: 703-784-9385/703-432-9428; michelle.delmedico@usmc.mil; francis.burt@usmc.mil

7.a.8. Secretariat/Manpower information:

dc.mra.secretariat.office@usmc.mil

7.a.9. Programs and Resources (RFF): paul.w.evans@usmc.mil

7.a.10. LP Division (DC, I&L (LP): 703-695-7765;

USMCPASSENGERTRAVEL@usmc.mil

8. This MARADMIN applies to the Total Force.

9. This is a coordinated Marine Forces Japan, Marine Corps Installations Command, Installations and Logistics, and Manpower Reserve Affairs message. Released approved by (SES) Mr. Patrick N. Kelleher, Assistant Deputy Commandant (LP) (Acting).