Manpower & Reserve Affairs COVID-19 Smart Pack

DTG: 24 April 20
1600 EST

Table of Contents

1. Authoritative Documents – Key Points (Update, 22 Apr)
2. Fact Sheet: Military Personnel, Pay, and Benefits Policy (Update, 30 Mar)
3. Military Personnel Guidance (Supplement 1): Pay, Allowances, Benefits Guidance and FAQs (Update, 8 Apr)
4. Active Duty Service Extensions Crossing Fiscal Years: 12 Or 24 Month Extensions for First Term Marines (Update 24 Apr)
5. Guidance on Evaluation of Deployability, Temporary Limited Duty, Readiness Requirements, and Referral to the Disability Evaluation System (DES) During COVID-19 (Update 24 Apr)
6. Travel and Transportation Questions and Answers
   a. Entitlements Quick Look Matrix (Update, 26 Mar)
7. Servicemember's Civil Relief Act Overview & Helpful Links (Update, 26 Mar)
8. Permanent Change of Station Overview, Questions and Answers
   a. Exceptions/Exemptions/Travel Guidance
   b. Marine Corps Reserve
9. Marine Corps Reserve Frequently Asked Questions
10. Template: AA-Form requesting Exception to Execute CONUS PCS
11. COVID-19 Personnel Reporting FAQ (Update, 10 Apr)

Table of Contents

Authoritative Documents	Highlights (Recommend reading in full)
MARADMIN 082/20, U.S. MARINE CORPS DISEASE CONTAINMENT PREPAREDNESS PLANNING GUIDANCE FOR 2019 NOVEL CORONAVIRUS *Date of release: 12 February*	Directs Commanders to: - Review existing disease containment plans and prepare for and respond to a potential occurrence of COVID-19. - Also provides guidance and stipulations for 14-day restriction of movement for service members returning from Level-3 locations.
*MARADMIN 150/20, **UPDATE #1:** COMMANDERS' RISK-BASED MEASURED RESPONSES* *Date of release: 12 February*	Directs Commanders to: - Identify all Marines returning/redeploying from countries under a Center for Disease Control (CDC) travel advisory of level 2 or higher, or who have had close contact with an infected person, and ensure they are screened and monitored for symptoms of COVID-19. - Review all official travel to OCONUS locations declared a public health emergency, or for which a travel advisory has been issued by the CDC; approval granted by a Deputy Commandant, a Marine Force Commander or a Commanding General, Marine Expeditionary Force. - Review leave and liberty plans to ensure personnel are not traveling to locations that have declared a public health emergency.
SECDEF Memo, Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019 *Date of release: 11 March*	- Announcement of travel restrictions for 60 days for service-members, DOD civilians and families traveling to, from, or through Level 3 locations, as designated by the CDC, effective March 13.
*MARADMIN 162/20, **UPDATE #2:** TRAVEL RESTRICTIONS AND PERSONNEL GUIDANCE FOR TRAVEL* *Date of release: 12 March*	**Cancelled.** (Ref MARADMIN 254/20).
Deputy SECDEF Memo, Stop Movement for all Domestic Travel for DoD Components in Response to Corona virus Disease 2019 *Date of release: 13 March*	- Announcement of domestic travel ban (execution of PCS orders and temporary duty) for all service-members until May 11. In addition, Marines will be only authorized local leave for the duration of the travel restrictions.
*MARADMIN 167/20, **UPDATE #3:** STOP MOVEMENT* *Date of release: 14 March*	**Cancelled.** (Ref MARADMIN 254/20).

Table of Contents

Authoritative Documents	Highlights (Recommend reading in full)
MARADMIN 192/20, COVID19 SUPPLEMENTAL PERSONNEL GUIDANCE FOR COMMANDERS *Date of release: 26 March*	- The Marine Corps continues its efforts to mitigate the effects of the novel coronavirus outbreak. - The key points of MARADMIN 192/20, which addresses Marine Corps personnel guidance, are listed below.

- Provides clarifying guidance to MARADMIN 162/20 and 167/20, specific to travel restrictions and authorized departures.
- Travel Restrictions: All travel, inside and outside the United States and its Territories, is stopped through at least 11 May 2020. Exemptions may apply for: separations/retirements; medical treatment; individuals already in transit; Presidential support; and approved high-risk civilians.
- Exceptions: may be granted on a case-by-case basis by the individual's first GO/FO/SES for travel that is mission essential, or warranted by a humanitarian or extreme hardship basis.
    - Drill Instructors, Recruiters, Marine Security Guards, Marine Security Forces, and Marine Combat Instructors are designated as mission essential.
    - HMX-1, Marine Barracks Washington, Marine Corps Embassy Security Group, and the Marine Corps Security Forces Regiment are also deemed mission essential.
- Manpower Management: Provides assignment methodology for Marines within the entry level training pipeline, along with the staffing of excepted commands. Marines in the entry level training pipeline, or between basic training and their first (or subsequent for lateral moves) permanent duty station (PDS) will continue movement to their PDS.
    - Civilian Leave/Liberty: Civilians are strongly encouraged to avoid leave out of the local area. Civilians with a telework agreement may be asked to telework for 14 days after such travel (those without may be granted weather/safety leave).
    - Reserve: Marines currently on active duty will follow the same guidance as active Marines. Local Reserve commanders may allow their Marines to conduct drills via telecommuting.
    - Personnel reporting: Commanders will track Marines affected by COVID-19 using the manpower tracking application, accessible to official G-1s (CAC enabled). Reference: Personnel Administrative Advisory (PAA) 1-20.
- Provides links to Frequently Asked Questions (FAQs) and referrals to helpful resources for personnel affected by travel restrictions.
- Announcement of a forthcoming Pay and Allowance Advisory Notice (PAAN) regarding procedural guidance for disbursing and finance personnel
- Provides guidance for Reserve Component (RC) Marines to include: RC Members Currently Performing Active Duty, rescheduling of Annual Training (AT) and Inactive Duty Training (IDT), Anniversary Years, Telecommuting, Electronic-Based Distributed Learning, and Re-Enlistment Processing
- Announcement of hiring actions for Marine Corps civilian employees.

Q: Can Marines still execute orders to an OCONUS permanent duty station after completing basic training?

A: MARADMIN 192/20 addresses many travel restrictions. Based on current DoD policy Marines in the entry level pipeline between basic training and their first PDS may continue movement to their first PDS; family members can't move with them.

Table of Contents

Authoritative Documents	Highlights (Recommend reading in full)
*MARADMIN 193/20, **UPDATE #4:** DOD OCONUS STOP MOVEMENT* *Date of release: 26 March*	**Cancelled**. (Ref MARADMIN 254/20).
MARADMIN 196/20, DELAY OF THE FY21 WARRANT OFFICER AND FY20 GUNNERY SERGEANT SELECTION BOARDS *Date of release: 27 March*	- Announces the postponement of the convening of the FY21 Enlisted to Warrant Officer Regular Selection Board (scheduled for 5 May) and the FY20 Gunnery Sergeant Selection Board (scheduled for 15 April). These boards will be rescheduled; updated board guidance will be released via separate MARADMIN.
MARADMIN 198/20, UPDATE TO 2020 PEAK MOVING SEASON PREPARATIONS *Date of release: 30 March*	- Provides amplifying guidance for Household Goods (HHG) and Unaccompanied Baggage (UB) storage/shipment requests, including Personally Procured Moves (PPM) and Privately-Owned Vehicles (POV). - **Exceptions** that allow for continuing the process of shipping or storing HHG in conjunction with an approved PCS order includes: - Shipments that have already started the pack out process - Shipments for approved Retirement and Separation - Shipments for Deceased Marines - Shipments for Marines in the accession pipeline (through intermediate training stops to the first Permanent Duty Station). - Shipments when a delegated authority (ref MARADMINs 162/20, 167/20) has approved the Marine to continue the PCS process based on: mission essential designation, necessary for humanitarian reasons, or due to extreme hardship. - Shipment pickups and deliveries supporting local moves from off-base to on-base, on-base to on-base, and on-base to off-base supporting retirement and separation, or local moves directed by installation commanders. - For all other HHG shipments that have been processed, but no physical action has started (i.e. not packed or picked up), Marines are recommended to contact Personal Property Offices to arrange new pickup dates that coincides with removal of the Stop Movement Order. - Exceptions due to unique circumstances directly attributed to COVID-19 Stop Movement orders (including but not limited to the sale of a home or termination of a lease or privatized housing): Detaching Commanders or Officers in Charge (first O-5 or above) are designated as approving officials for the pickup and storage/shipment of HHGs/UB/POV only. Approving officials will provide an endorsement that includes the Marine's justification associated with executing the shipment/storage of HHGs/UB/POV during the Stop Movement period. - The MARADMIN also outlines transportation of pets.

Table of Contents

Authoritative Documents	Highlights (Recommend reading in full)
MARADMIN 203/20, EXTENSION OF DEFENSE LANGUAGE PROFICIENCY TEST (DLPT) SCORES *Date of release: 1 April*	- Marines conducting annual Defense Language Proficiency Test re-certification between 16 March 2020 and 1 June 2020 have been given a 60-day extension. Marines previously authorized to receive Foreign Language Proficiency Bonus entitlements have been extended to match the amended test expiration dates.
MARADMIN 206/20, GUIDANCE FOR REPLACING COMMON ACCESS CARDS EXPIRING IN THE NEXT 60 DAYS *Date of release: 1 April*	- Marine Corps CAC holders with cards expiring on or before 31 May should obtain a new CAC as soon as practical. Site Security Managers and Verifying Officials: CAC holders with cards expiring within 60 days should not be turned away. In order to reduce traffic at RAPIDS sites, CAC card renewal for printed information changes (promotions, name changes) should not be issued.
*MARADMIN 218/20, **UPDATE #5:** MARINE CORPS GUIDANCE ON THE USE OF CLOTH FACE COVERINGS* *Date of release: 6 April*	- Individuals on Marine Corps property, installations, and facilities are required to wear cloth face coverings when they cannot maintain six feet of social distance in public areas or duty locations. Face coverings worn on Marine Corps property by any individual shall be conservative in appearance, not offensive, and conform to CDC guidance. Cloth face covers are a component of non-pharmaceutical interventions (NPIs) to limit transmission of infection; CDC information concerning NPIs and cloth face coverings is available at the following link.

Table of Contents

Authoritative Documents	Highlights (Recommend reading in full)
*MARADMIN 236/20, **UPDATE #6:** PROTECTING PERSONNEL IN WORKPLACES* *Date of release: 16 April*	- This message promulgates guidance announced in the Under Secretary of Defense for Personnel and Readiness 13 April message Force Health Protection Guidance – Supplement 8. - Effective immediately, commanders or workplace supervisors will restrict access to Marine Corps workplaces by individuals whom the CDC recommends not go to work to the fullest extent practical consistent with mission needs. This restriction applies to Service members, civilian employees, and contractor personnel. - Personnel who have symptoms (e.g., fever, cough, or shortness of breath) shall notify their supervisor and self-isolate in accordance with CDC guidelines, as described in MARADMIN 162/20. - Sick personnel shall apply CDC guidance and shall not return to work until the criteria to discontinue home isolation as described in CDC guidance are met. - Asymptomatic personnel with potential exposure to COVID-19, either based upon travel or based upon **close contact** with a person who has a laboratory confirmed or clinically diagnosed or presumptive case, should notify their supervisor and self-isolate as described in MARADMIN 162/20. **Close contact** means a person has spent more than 10 minutes within 6 feet of a COVID-19 infected individual without appropriate protective measures

Commanders or workplace supervisors must, in consultation with the appropriate medical authority, determine that these personnel do not present a threat to the safety of the force before allowing them to return to the workplace.

In cases of mission essential activities, asymptomatic personnel who otherwise would be self-isolating may be granted an exception to continue to work provided they remain asymptomatic and comply with the following key practices for 14 days after the last exposure:

- Daily pre-screening with temperature checks
- Self-monitoring with employer supervision
- Wearing a face covering, and not sharing headsets or other objects used near the face;
- Continuing to social distance at least 6 feet from others as much as possible;
- Cleaning and disinfecting their workspace daily.

This exception may be granted by the first General Officer or member of the Senior Executive Service (or equivalent) in the chain of command/chain of supervision. In states and localities which generally require the public to stay at home, Marines, Sailors and civilian employees are to report to work only as directed by a commander or supervisor.

Table of Contents

Authoritative Documents	Highlights (Recommend reading in full)
Under Secretary of Defense (Personnel and Readiness) *Date of release: 16 April*	**Special Leave Accrual.** On 16 April Under Secretary of Defense for Personnel and Readiness Matthew Donovan signed a department-wide authorization for service members to accrue and retain an additional leave balance of up to 120 days. The department's actions to stem the spread of COVID-19 has significantly limited the ability of service members to take leave during this national emergency, and we know that leave is vital to the health and welfare of our force. M&RA is developing service guidance applicable to SLA; a MARADMIN will be released in the coming days.
MARADMIN: 254/20 ***UPDATE #7:*** *MODIFICATION AND REISSUANCE OF DOD RESPONSE TO COVID-19 TRAVEL RESTRICTIONS* *Date of release: 21 April*	- Extends the ongoing travel restrictions for domestic and international travel to 30 June 2020, consistent with the 20 April SECDEF Memo and ALNAV 044/20 and is applicable to all Marines and Marine Corps civilian personnel and their sponsored family members, not under the responsibility of a U.S. Chief of Mission. - Applies to all official travel, including temporary duty (TDY) travel, government-funded leave travel, permanent duty travel, including Permanent Change of Station (PCS) travel, and travel related to Authorized and Ordered Departures issued by the Department of State. - Exemptions: - Travel associated with recruiting and accessions activities, to include basic training, advanced individual training, and follow-on travel to the first duty station. Accordingly: > Marines within the entry level training pipeline (including enlisted/officer lateral moves) between basic training (e.g., Recruit Training and Officer Candidate School) and their first or subsequent (lateral move) permanent duty station (PDS) will continue movement to their PDS. > Officer students and officer commissioning program Marines in receipt of orders to The Basic School (TBS), schools, or universities will continue movement per their orders. > Marines in direct support of the Accession Supply Chain will continue movement to their accession-related PDS. > Recruiters and others assigned to Marine Corps Recruiting Command; Drill Instructors and Marines assigned to the Marine Corps Recruit Training Regiments; and the instructors and staff at the Schools of Infantry, Officer Candidate School, TBS and Formal Learning Centers. (*Continued on next page*)

Authoritative Documents	Highlights (Recommend reading in full)
(Continued from previous page) *MARADMIN: 254/20* ***UPDATE #7:*** *MODIFICATION AND REISSUANCE OF DOD RESPONSE TO COVID-19 TRAVEL RESTRICTIONS* *Date of release: 21 April*	> Travel by patients, as well as authorized escorts, attendants, and medical providers. > Travel for Global Force Management (GFM) activities (deployments/ redeployments). All GFM scheduled deployments/ redeployments is authorized, provided they are in-transit and have met the 14-day restriction of movement requirements and any applicable subsequent guidance. > Authorized travelers who departed their permanent duty station and are "awaiting transportation," and by authorized travelers who have already initiated travel are authorized to continue travel to their final destination. > Authorized travelers whose TDY ends while this MARADMIN is in effect. > Individuals pending retirement or separation. > Authorized travelers under the authority of a Chief of Mission. - Waivers may be granted in writing in cases where the travel is: (1) **Determined to be mission-essential** (work that must be performed to ensure the continued operations of mission-essential functions, as determined by the responsible authority); (2) **Necessary for humanitarian reasons**; or (3) **Warranted due to extreme hardship**. - Waivers are to be executed on a case-by-case basis, must be determined to be in the best interest of the Service, and shall be coordinated between the gaining and losing commands. Approval authority for waivers belongs to: > The Combatant Commander if the individual is assigned or allocated to a Combatant Command. >The Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff. > The Chief Management Officer for personnel in the Office of the Secretary of Defense, Defense Agencies, DoD Field Activities and any other DoD entities not listed above. > The Commandant of the Marine Corps for service-retained personnel. This authority is delegated to the first General Officer or member of the Senior Executive Service (SES) or equivalent in the Marine's chain of command.

Service Retained Personnel
Military Department forces required to execute Service institutional activities specified in Title 10, USC, are considered "unassigned." The Military Departments are also tasked with providing trained and equipped forces to the Combatant Commanders via the allocation process. These forces are designated as "Service retained."
Joint Publication 5-0, Joint Planning, 16 June 2017

Table of Contents

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

Fact Sheet Subjects
1. Alternate Places Of Duty and Telework
2. Basic Allowance For Subsistence For Enlisted Members
3. Family Separation Housing
4. Family Separation Allowance
5. Per Diem Allowances While Isolated Or Awaiting Travel
6. Household Goods Shipments
7. Hardship Duty Pay – Restriction Of Movement
8. Leave
9. Reserve Specific Guidance
10. Additional Information

(1) ALTERNATE PLACES OF DUTY AND TELEWORK

Q1.1: I am unable to report to duty with my unit because my wife has tested positive for COVID-19, and I was told to stay home. Will I be given leave to care for her?

A1.1: You should discuss this issue with your chain of command, who may be able to provide you with options based upon your specific circumstances. Potential options you may wish to discuss with them include: leave, designation of an alternate place of duty, and telework.

Q1.2: Why haven't all military members been told to stay home instead of coming in for duty?

A1.2: The military must still perform all essential missions, but military commanders have been given guidance to apply leave and liberty policies liberally to the maximum extent while continuing to ensure they can fulfill these missions. Military commanders have broad authority to assign members to alternate places of duty, such as a member's residence or government quarters, which could include allowing members to care for family members. Military commanders can also authorize members to perform duties remotely if possible.

Q1.3: Is telework an option for military members?

A1.3: Yes, telework-ready military members, who can perform appropriate military duties remotely, may be assigned to an alternate duty location in their residence or government quarters. Military commanders will determine those members who can work remotely and assign appropriate duties. Not every military member is able to telework, and it is up to the discretion of each commander to determine how to effectively utilize telework. In certain circumstances, you may be ordered to telework and will not be given the option of reporting for duty at your regular duty location. You should check with chain of command for specific guidance on who is authorized to telework and who must report for duty at the primary duty location.

Q1.4: I am unable to telework from home because my job is to perform maintenance on helicopters. What do I do if I am potentially exposed to COVID-19 and need to stay home?

A1.4: Members who are sick should notify the chain of command and seek medical attention, as appropriate. The commander will make a decision whether or not to order you into restriction of movement for self-monitoring. An inability to perform traditional "telework" is not a barrier to complying with restriction of movement orders. Your commander has authority to assign you to an alternate place of duty, which could include your residence, during a period you are ordered to restriction of movement for self-monitoring.

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

(2) BASIC ALLOWANCE FOR SUBSISTENCE FOR ENLISTED MARINES

Q2.1: Will Basic Allowance for Subsistence (BAS) stop if I start receiving food (room service) from the government dining facility while under self-monitoring?

A2.1: No, your BAS should not stop but you will likely have to pay for those meals under the dining rate rules, unless granted an exception to policy by your commander.

Q2.2: If I am self-monitoring at home, can I get Basic Allowance for Subsistence Level II (BAS II) instead of BAS?

A2.2: Generally, no. BAS II (i.e., twice the monthly rate) may be authorized for those members ordered to lodging that cannot store food, which in turn requires the member to get his or her meals from a commercial source. BAS II may only be authorized for an individual in these circumstances if it is uniformly authorized for all enlisted members in similar situations at the same installation or in the same geographic area.

Q2.3: If I am self-monitoring at my house (or any non-government provided facility such as a hotel) and would normally have my BAS auto-deducted because I eat at a government dining facility, can I stop the auto-deduction?

A2.3: Yes, but only if your meals are not being provided by the government. Isolated members who are given "room service" from the government facility should have those meals deducted from their BAS as they would normally do.

Q2.4: I am an officer, will my Basic Allowance for Subsistence (BAS) change?

A2.4: No, BAS for officers is not changed at this time.

(3) FAMILY SEPARATION HOUSING

Q3.1: If my dependent is not authorized concurrent travel on my PCS orders to my new duty station because of the travel restrictions, am I eligible to receive a second basic allowance for housing allowance?

A3.1: Basic Allowance for Housing (BAH) at the new duty station and Family Separation Housing Allowance (FSH) will be authorized if ALL of the following conditions are met:

- Government quarters are not available at the new duty station,
- The member has obtained private-sector housing, and
- The dependent does not reside at or near the new permanent duty station.

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

Q3.2: How much do I get if I am eligible for Family Separation Housing Allowance (FSH) in the U.S.?

A3.2: You will continue to receive Basic Allowance for Housing (BAH) at the "with-dependent" rate for your dependent's location or the old permanent duty station (whichever is more equitable). Additionally, FSH will be paid in a monthly amount equal to the "without-dependent" BAH rate applicable to your paygrade for the new permanent duty station.

Q3.3: If my dependent visits me at my new duty station, will I continue to receive Family Separation Housing (FSH)?

A3.3: Your FSH will continue uninterrupted while your dependent visits at or near the new duty station, but the visit cannot exceed 90 continuous days. If, for unforeseen reasons, such as illness or another emergency, a visit lasts 91 or more days, FSH stops at the end of the 90-day period. FSH is authorized again on the day the dependent depart from the permanent duty station. If one or more, but not all, dependents visit for longer than 90 days and you are authorized a with-dependent housing allowance on behalf of the dependents who are not visiting or do not reside in the vicinity of your PDS, then FSH will continue uninterrupted.

(4) FAMILY SEPARATION ALLOWANCE (FSA)

Q4.1: I have been hospitalized at a medical facility near my permanent duty station and near where my dependents live. I am unable to see them. Am I eligible for Family Separation Allowance (FSA)?

A4.2: No, unfortunately Family Separation Allowance (FSA) is not authorized in this situation.

Q4.3: My command ordered me into restriction of movement for self-monitoring near my permanent duty station and I am unable to return to be with my family even though we live nearby. Am I eligible for Family Separation Allowance (FSA)?

A4.3: No, unfortunately Family Separation Allowance (FSA) is not authorized in this situation. You may be eligible for other benefits, such as Hardship Duty Pay – Restriction of Movement (HDP-ROM) depending on where you are ordered to self-monitor (see Section 7).

Q4.4: I am away from my family on TDY and not allowed to return because of the stop movement order? I was receiving Family Separation Allowance – Temporary (FSA-T). Will that continue?

A4.4: Yes, FSA-T will continue until the TDY ends, as long as the total length of the separation is 30 days or more.

Q4.5: I am currently in the middle of a permanent change of station (PCS) move. As a result of the stop movement order, I am separated from my dependents and expect to be separated from them for an extended period of time. Am I eligible for FSA?

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

A4.5: Yes. Members who are separated during the PCS process, where a member is at the original or new duty location, but the dependents are at the other, should receive Family Separation Allowance – Restricted (FSA-R) if the directed separation lasts longer than 30 days. If the separation lasts longer than 30 days, FSA-R will start and will apply retroactively.

(5) PER DIEM ALLOWANCES WHILE ISOLATED OR AWAITING TRAVEL

Q5.1: I was ordered in to self-monitoring after I returned from official government travel. What benefits are available to me?

A5.1: The Joint Travel Regulations (JTR) was updated to provide guidance on per diem allowances that are impacted by COVID-19. This website is a helpful source of information: https://www.defensetravel.dod.mil/site/news_Coronavirus.cfm

Q5.2: We are in the middle of a permanent change of station (PCS), but our travel was halted after I checked out of my command. How do I pay for lodging and meals?

A5.2: You will likely be eligible for per diem while awaiting transportation to cover lodging, meals, and incidental expenses. You will want to communicate with both your detaching command and your gaining command about your situation while awaiting travel.

Q5.3: I was ordered to self-isolate while in the middle of temporary duty travel for official duty. What happens when my TDY orders are supposed to end?

A5.3: If you are ordered into restriction of movement for self-monitoring at a TDY location, your command may authorize continued TDY travel and transportation allowances. Your TDY orders should be modified to extend the TDY assignment to cover the period of self-monitoring, allowing your per diem and travel allowances to continue until you can return to your permanent duty station.

(6) HOUSEHOLD GOODS SHIPMENTS

Q6.1: I was supposed to move my household goods next week. Will that still happen?

A6.1: No, if the actual move has not commenced (i.e., HHG has not been packed-out/picked up from the residence), the responsible Personal Property Office will suspend or reschedule the shipment and inform the members their shipment will be rescheduled to a later date.

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

(7) HARDSHIP DUTY PAY – RESTRICTION OF MOVEMENT

Q7.1: I have heard about this new pay called HDP-ROM. What is that?

A7.1: Hardship Duty Pay – Restriction of Movement (HDP-ROM) is a newly-authorized pay that compensates service members for the hardship associated with being ordered to self-monitor in isolation (i.e., restriction of movement) somewhere other than at their home or a government-funded lodging facility. HDP-ROM is only payable in situations in which the member remains assigned to the same permanent duty station; it is not payable when a member is isolated while on official travel or Permanent Change of Station (PCS). For allowances payable while on travel or PCS, see Section 5.

Q7.2: I haven't been feeling well and am worried that I may have Coronavirus. I don't want to infect my family and friends. Can I just isolate myself at a hotel and then request HDP-ROM to defray the cost?

A7.2: No, HDP-ROM may only be paid in the case were your commander (in conjunction with military or civilian health care providers) determines that you are required to self-monitor and orders you to do so away from your existing residence at a location not provided by or funded by the government.

Q7.3: I have been ordered to restriction of movement for self-monitoring because I recently returned home from travel during which I may have come in contact with someone infected by COVID-19. I have spent the past two weeks alone in my personal residence. When will I receive my Hardship Duty Pay – Restriction of Movement (HDP-ROM) payment?

A7.3: Although you have been ordered to restriction of movement for self-monitoring, you have been allowed to do so at home in your personal residence. You receive Basic Allowance for Housing (BAH) for your residence. Therefore, you are not eligible for HDP-ROM.

Q7.4: I am in the middle of a PCS move and just checked out of my old command. But, now I was ordered to stay at my old duty station as a part of the stop-movement. Am I eligible for HDP-ROM?

A7.4: No, however you will likely be eligible to receive per diem while awaiting transportation. See Section 5 or check with your personnel office.

Q7.5: I just returned from a deployment and transited through a CDC THN Level 3 country. I am required to self-monitor but don't want to potentially expose my dependents. Am I eligible for HDP-ROM?

A7.5: Your commander may order you to self-isolate from your family who did not travel to the CDC Level 3 country and are not currently affected by COVID-19.

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

If no on-post government facilities (e.g. barracks, dorms) or government-funded lodging (e.g., government contract off-post hotel rooms) are available and you are required to incur additional costs for lodging, which are neither reimbursed nor defrayed by any other source, you are eligible for Hardship Duty Pay – Restriction of Movement (HDP-ROM). You will receive a taxable payment of $100 per day, not to exceed $1,500 per month. HDP-ROM compensates you for the hardship incurred from being ordered by your command to restrict your movements and self-monitor under conditions where you incur lodging costs.

Q7.6: I just returned from deployment and am not required to self-monitor. However, we think one of my dependents was exposed to COVID-19 while I was gone. If I return to my residence, I will also be exposed. Am I eligible for HDP-ROM?

A7.6: Your commander may order you to restrict your contact with your potentially exposed dependents. If no on-post government facilities (e.g., barracks, dorm) or government-funded lodging (e.g., government contract off-post hotel rooms) are available and you are required to incur additional costs for lodging, which are neither reimbursed nor defrayed by any other source, you are eligible for Hardship Duty Pay – Restriction of Movement (HDP-ROM). You will receive a taxable payment of $100 per day, not to exceed $1,500 per month. HDP-ROM compensates you for the hardship incurred from being ordered by your command to restrict your movements to isolate you from your family under conditions where you incur lodging costs.

(8) LEAVE

Q8.1: Can I still take the ordinary leave that was previously approved?

A8.1: Yes, but only in your local area. Marines who already have leave scheduled are still able to take leave; however, current restrictions limit military members to taking leave in the local area.

Q8.2: If I traveled to a location away from my permanent duty station and am required to self-monitor for 14 days, will I be charged extra leave?

A8.2: Not necessarily. If you become ill or are required to self-monitor, you should alert your chain of command immediately. Depending upon your circumstances, your command may place you in a different leave or duty status for the duration of your illness or period of self-monitoring.

Q8.3: I am worried about exceeding my 60 days of leave and losing it because of this crisis. What can I do?

A8.3: It is too early to determine how long the crisis will last or what the long-term effects on your leave benefits may be. We expect to revisit the limitation on carrying forward more than 60 days of leave toward the end of the summer. In the meantime, your command may still authorize you to take leave in the local area.

Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy

(For more information visit the following link)

Q8.4: Can I take emergency leave to travel and care for my parents or another relative in another state?

A8.4: Possibly, but that will need to be authorized by your chain of command. Except in very limited circumstances, leave may only be taken within your local area. However, exceptions may be authorized in compelling cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship.

(9) RESERVE SPECIFIC GUIDANCE

Q9.1: I am a member of the Marine Corps Reserve. Will my annual training be cancelled?

A9.1: The reserve components have broad discretion to reschedule, cancel, or determine other ways for Reserve members to complete training requirements. Recommend checking with your specific unit or military commander for guidance.

Q9.2: How can reservists continue to perform duty if their units are cancelling unit assemblies and drill weekends?

A9.2: There are options for use of alternate duty locations for performance of some reserve duties in lieu of performing duty at the primary drill location. Where possible, military commanders will issue guidance to continue performing certain Reserve duties via alternate duty locations. In situations that do not allow alternate duty locations, commanders will reschedule Inactive Duty Training (IDT) or grant authorized absences for the period in which drilling is limited. Commanders will need to be mindful of the minimum service requirements each member of the Reserve needs to perform to achieve a creditable year of service toward retirement, and considerate of the anniversary dates for their members.

(10) ADDITIONAL INFORMATION

Q10.1: Where can I go for more information?

A10.1: These websites provide important information on DoD's response to COVID-19:

https://www.defense.gov/Explore/Spotlight/Coronavirus
https://www.militaryonesource.mil/coronavirus
https://www.defensetravel.dod.mil/site/news_Coronavirus.cfm

Service members and their families are encouraged to call Military OneSource at 1-800-342-9647 and consult https://www.militaryonesource.mil/coronavirus for information and referrals to helpful resources.

Military Personnel Guidance (Supplement 1)

Pay, Allowances, And Benefits Guidance

Special and Incentive Pays

As a result of the effects or extended effects of COVID-19, Marines who are receiving special or incentive pays that require the performance of specific duties (e.g., Hazardous Duty Incentive Pay, Aviation Incentive Pay) may be unable to perform the required duties through no fault of their own.

As an exception to policy, for Marines who, but for the effects or extended effects of COVID-19, would otherwise be eligible to receive performance-based special or incentive pays, the Secretary concerned is hereby authorized in the interest of equity to suspend, for a period not to exceed 12 months, the requirement to perform specific duties and allow members to continue to receive their pay. This authority may be delegated no lower than the first general or flag officer, or civilian equivalent, in the chain of command. To the extent that this authority may conflict with broader, more liberal waiver authorities contained in existing policy guidance, existing policy shall take precedence.

Basic Allowance for Subsistence

Marines, both officer and enlisted, who are not entitled to the meals portion of a per diem and who, in response to the spread of COVID-19, are restricted in their movements—for self-monitoring, to protect the health of our personnel and their families, or to assure essential mission function capability— and, as a result of such restriction of movements, are housed in Government quarters (unaccompanied or leased) and subsisted through Government-provided meals (from a Government/appropriated fund dining facility or a Government-contracted vendor), may be authorized by the Secretary concerned (to be delegated no lower than to commanders of installations, bases, stations, or ships), to receive those Government-provided meals without charge during such period of restriction in movement and also continue to receive their pre-existing BAS at the applicable standard monthly rate without automatic deduction.

RESERVE COMPONENT SPECIFIC GUIDANCE

Inactive Duty Training (IDT) at Alternate Place of Duty

DoDI 1215.06, "*Uniform Reserve, Training, and Retirement Categories for the Reserve Component*," dated March 11, 2014 (and incorporating Change 1, effective May 19, 2015), stipulates that "IDT consists of attendance at regularly scheduled unit training periods (regularly scheduled drills), additional IDT periods, and voluntary IDT."

Commanders are granted an exception to the in-person attendance portion of this policy and may use their discretion to authorize the performance of IDT at an alternate place of duty to conduct scheduled training for drills, to include telework. This exception to policy is granted only in cases where warranted due to local conditions from COVID-19. IDT periods will continue to be not less than 4 hours. IDT at alternate places of duty may not be compatible for all units or all members within a unit. Commanders who authorize telework at an alternate place of duty should follow current telework policies. Compensation for IDT will be in accordance with 37 USC § 206.

Military Personnel Guidance (Supplement 1)

Pay, Allowances, And Benefits Guidance

Guidance on the conduct and appropriate compensation for correspondence courses and Electronic-based Distributed Learning can be found in the following references:

- 37 USC § 206(d)
- DoDI 1215.06, "*Uniform Reserve, Training, and Retirement Categories for the Reserve Component*," dated March 11, 2014 (and incorporating Change 1, effective May 19, 2015)
- DoDI 1215.21, "*Reserve Component (RC) Use of Electronic-based Distributed Learning Methods for Training,*" dated October 10, 2014

Servicemembers' Group Life Insurance (SGLI) Coverage for Reserve Component (RC) Members:
Under existing policy, RC members with SGLI, Traumatic SGLI (TSGLI), and/or Family SGLI (FSGLI) coverage do not lose coverage due to non-payment of premiums when RC members do not receive active or inactive duty pay, from which premiums were normally deducted, as a result of previously scheduled IDT, Annual Training (AT), or Active Duty for Training (ADT) being cancelled, suspended, deferred, or excused.

RC members should expect that any missed premiums will be subsequently deducted in a lump sum once IDT, AT, or ADT resumes and they are once again in a pay status.

TRICARE Reserve Select (TRS)
The TRICARE Reserve Select (TRS) health plan is available for purchase by qualified members of the Selected Reserve (SelRes).

Since members must pay monthly premiums that represent 28 percent of the cost of the coverage by law, TRS premiums cannot be waived. However, to address concerns that members of the SelRes may be unable pay the monthly TRS premiums due to the COVID-19 emergency, if the TRICARE contractor is unsuccessful in collecting the premium at the beginning of the month from the member's bank account or credit card on file, the contractor will delay terminating coverage until 90 days after the date the COVID-19 emergency has ended as determined by the Director, Defense Health Agency (DHA).

SelRes members are strongly encouraged to continue to pay their premiums each month, if possible, as unpaid premiums accumulate each month and cannot be waived.

If not fully paid within 90 days after the end date of the COVID-19 emergency period, as determined by the Director, DHA, the TRS coverage will be terminated retroactive to the last premium paid-through date. If any TRICARE payments were made for those uncovered dates of service, the TRICARE contractor will be required to recoup the payments.

OTHER INFORMATION

DoD is providing guidance on the response to COVID-19 at: https://www.defense.gov/Explore/Spotlight/Coronavirus/
This guidance and additional information can also be found at https://www.militaryonesource.mil/coronavirus

Military Personnel Guidance (Supplement 1)

Questions and Answers

Special and Incentive Pays for Hazardous or Other Duties (e.g., Dive, Demolition, Parachute, Aviation Incentive Pays)

Q1. I am eligible for one or more special or incentive pays based on the hazardous or other specific duties I perform in my assignment (e.g., diving, parachuting, or flying). Because of COVID-19, I'm not able to meet the minimum performance requirements for the pay(s). Will my pay(s) stop?

A1. Your command, your Service, and DoD recognize that, as a result of the effects or extended effects of COVID-19, Marines (active and reserve) who are receiving special or incentive pays that require the performance of specific duties (e.g., Hazardous Duty Incentive Pay, Aviation Incentive Pay) may be unable to perform the required duties through no fault of their own. As long as you are otherwise eligible for your special and incentive pay(s), Service Secretaries have the authority to waive performance requirements so you can continue receiving pay(s). This waiver authority is available even for Marines who have just arrived at a unit and have not yet met the initial duty performance requirement(s) for one of these pays. Service Secretaries are authorized to delegate this waiver authority to the first general officer, flag officer, or civilian equivalent in the chain of command (in some cases, depending upon existing policy, delegation may go lower in the chain of command). Contact your chain of command to find out if you qualify for a waiver and whether you need to take action to obtain one.

Q2. I am a "drilling" reservist and receive one or more special or incentive pays based on the hazardous or other specific duties I perform in my Reserve unit (e.g., diving, parachuting, or flying). Right now, some of our drill periods are being cancelled, rescheduled, deferred, or excused, and some are being conducted virtually. If I'm not able to meet the performance requirement(s) for my pay(s), will I be able to qualify for a waiver too?

A2. Yes. Service Secretaries have the same authority (under the same conditions) to waive the performance requirements for Reserve Component (RC) members as they have for active component members. Therefore, as long as RC members are otherwise eligible for their special and incentive pay(s), Service Secretaries have the authority to waive the performance requirements so that RC members can continue to receive their pay(s). Contact your chain of command to find out if you qualify for a waiver and whether you need to take action to obtain one.

Basic Allowance for Subsistence (BAS)

Q1. I was living off-base and receiving BAS without deduction for meals. Now, because of COVID-19, I've been ordered to move on-base, stay in government quarters and eat my meals at the government dining facility. Will I lose my BAS? Are they going to start deducting for meals from my allowance?

A1. Because of the unique and unusual circumstance surrounding the COVID-19 pandemic, effective March 27, 2020, Service Secretaries were authorized to allow Marines (both officers and enlisted) housed in Government quarters and subsisted through Government-provided meals, who are not entitled to the meals portion of a per diem, to receive their meals at no charge, and to continue to receive their BAS (without deduction). This authority was granted because the DoD, the Marine Corps, and your commanders recognize that in response to the spread of COVID-19, personnel are being restricted in their movements to self-monitor, protect theirs and their families' health, or assure mission function capability. Service Secretaries may delegate this authority, but no lower than to commanders of installations, bases, stations, or ships.

Military Personnel Guidance (Supplement 1)

Questions and Answers

Inactive Duty Training at Alternate Place of Duty

Q1. What kind of tasking can be performed at an alternate place of duty?

A1. Tasking will be at the Commander's discretion. Examples of appropriate tasking include preparing for unit training or accomplishing unit administrative tasks. Most tasks requiring access to military hardware will not be appropriate.

Q2. How do I access Common Access Card (CAC)-enabled websites from an alternate place of duty?

A2. Consult your command for available remote access equipment and remote connection options.

Q3. Will IDT at an alternate place of duty, including telework, be authorized after COVID-19?

A3. The Department is considering incorporating this event-specific exception to policy into an update of DoDI 1215.06, *"Uniform Reserve, Training, and Retirement Categories for the Reserve Component."*

Q4: What if my commander determines I'm not eligible to perform IDTs at an alternate place of duty or telework?

A4: As stated in the original guidance, Commanders exercise broad discretion and flexibility to schedule or reschedule IDTs. Such flexibility includes authorizing absences, authorizing equivalent training, or adjusting/rescheduling IDT.

Servicemembers' Group Life Insurance (SGLI)

Q1. I have full time SGLI coverage because I am scheduled to drill at least 12 times a year, but I am unable to drill because of the pandemic. Will I lose my SGLI coverage?

A1. No. Under existing policy, Reserve component (RC) members will not lose their SGLI, Traumatic SGLI (TSGLI), or Family SGLI (FSGLI) coverage because they were unable to drill or perform Annual Training (AT) due to COVID-19 and, therefore, didn't pay their premiums from their inactive or active duty pay. Similar to members whose drills are excused, rescheduled, or grouped together in some months throughout the year, your coverage will continue even in months where you did not earn pay. You should expect, however, that any missed premiums, will be deducted in a lump-sum once you return to a pay status (including being paid for drills you perform at an alternate duty site or via telework).

Q2. Can I change my SGLI coverages without going to my drill site or support office?

A2. Yes! Members with full time coverage can use the SGLI Online Enrollment System (SOES) located at https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/soes to manage their coverage and beneficiaries from any computer.

Military Personnel Guidance (Supplement 1)

Questions and Answers

TRICARE Reserve Select (TRS)

Q1. What is TRICARE Reserve Select?

A1. The TRICARE Reserve Select (TRS) health plan is available for purchase by qualified members of the Selected Reserve (SelRes).

Q2. Are TRS premiums automatically deducted from a Reserve member's monthly service paycheck?

A2. No. TRS premium is NOT taken out of a member's monthly drill pay. The member is required to set up a separate payment method from his or her own bank or credit card. Therefore, non-receipt of drill pay is not directly connected to non-payment of TRS premium.

Q3. Is there the ability for a Reserve member to seek waiver of monthly premiums?

A3. Since members must pay monthly premiums that represent 28 percent of the cost of the coverage by law, TRS premiums cannot be waived. However, to address concerns that members of the SelRes may be unable to pay the monthly TRS premiums due to the COVID-19 emergency, if the TRICARE contractor is unsuccessful in collecting the premium at the beginning of the month from the member's bank account or credit card on file, the contractor will delay terminating coverage until 90 days after the date the COVID-19 emergency has ended, as determined by the Director, Defense Health Agency (DHA).

Q4. What happens if a Reserve member cannot pay the monthly, or accumulated, premiums?

A4. SelRes members are strongly encouraged to continue to pay their premiums each month if possible, as unpaid premiums accumulate each month and cannot be waived. If not fully paid within 90 days after the end date of the COVID-19 emergency period, as determined by the Director, DHA, the TRS coverage will be terminated retroactive to the last premium paid-through date. If any TRICARE payments were made for those uncovered dates of service, the TRICARE contractor will be required to recoup the payments

Active Duty Service Extensions Crossing Fiscal Years: 12 Or 24 Month Extensions for First Term Marines

MARADMIN 213/20 published 6 April 2020, provides Marine in any MOS with an upcoming end of active service (EAS) or retirement date the option of extending their service contract during this fiscal year (FY). Extensions of up to six months provide Marines additional time to complete their transition requirements or carry out separation and retirement plans.

MARADMIN 249/20, published 21 April 2020, announced a short term retention plan that allows First Term Marines the opportunity to extend their service in order to fulfill the manpower needs of the Marine Corps. These extensions, up to 12 or 24 months, are offered to retain eligible, first term enlisted Marines with the goal of building personnel inventory in certain MOSs.

Up to 12 Month Extension

- Can be requested by any active duty, first term Marine in any MOS with an EAS in FY20.
- Marines who apply will be eligible for reenlistment in the FY21 retention campaign.
- Marines who apply will NOT be eligible for promotion until reenlisted and they will NOT be eligible for PCS.
- Marines requesting 12 month extensions must meet all retention prerequisites and cannot have been denied further service by CMC (MMEA) due to misconduct.

Up to 24 Month Extension

- Can be requested by active duty, first term Marines with an EAS in FY20. Limited quotas in the following MOSs are eligible to apply for these extensions:

  0261, 0311, 0313, 0321, 0331, 0341, 0352, 0451, 0481, 0621, 0627, 0631, 0671, 0811, 0842, 0861, 1391, 1721, 1833, 2141, 2147, 2611, 2631, 2641, 2651, 2887, 3043, 3521, 4512, 5524, 5939, 5948, 5951, 5952, 5953, 5954, 5974, 5979, 6113, 6114, 6124, 6132, 6153, 6154, 6173, 6174, 6212, 6216, 6218, 6222, 6252, 6256, 6257, 6258, 6276, 6286, 6287, 6288, 6316, 6323, 6324, 6326, 6332, 6336, 6423, 6432, 6483, 6492, 6499, 7051, 7236, 7242, 7257.

- Marines may accept a 24 month extension so long as new EAS date does not exceed 30 September 2022.
- Marines who accept a 24 month extension will be eligible for reenlistment in the FY22 retention campaign.
- Marines who accept a 24 month extension will remain eligible for promotion and could be authorized to execute PCS orders based on the needs of the Marine Corps.
- Marines currently eligible for a Selective Retention Bonus (SRB) are eligible for a prorated SRB amount in exchange for a 24 month extension.
- Marines requesting a 24 month extension must meet all retention prerequisites and cannot have been denied further service by CMC (MMEA) due to their own misconduct.
- Eligible FY20 first term Marines are still encouraged to seek reenlistment if boatspaces remain in their MOS.

Table of Contents

Guidance on Evaluation of Deployability, Temporary Limited Duty, Readiness Requirements, and Referral to the Disability Evaluation System (DES) during COVID-19

(To view source document visit the following CAC-enabled link)

On 23 April 2020, the Assistant Secretary of Defense (Manpower and Reserve Affairs) released a memorandum, Guidance on Evaluation of Deployability, Temporary Limited Duty, and Referral to the Disability Evaluation System during the COVID-19 Pandemic, providing the following guidance for Marines and Sailors:

- To optimize medical readiness during COVID-19, Marines and medical personnel will be subject to prioritization of assessments, the utilization of telehealth where possible, and potential delaying or extension of assessments.

- Additional periods of temporary limited duty may be required in cases where a Marines care is delayed due to access limitation.

- Integrated Disability Evaluation System (IDES) requires exams within both DoD and VA.

  - Marines unable to schedule/complete their exams may, with the assistance of their Physical Evaluation Board Liaison Officer (PEBLO), request deferment until exams can be performed. This will lengthen the DES process for those Marines affected.

- Retention waivers for Service members who are non-deployable for greater than 12 months will continue to follow the current process (Ref MARADMIN 564/18).

- Due dates for Periodic Health Assessments (PHA) and annual dental exams have been extended by an additional 120 days. Every effort should be made to complete PHAs and dental exams within 90 days of deployment. Also, all routine readiness immunizations and lab tests will be deferred with the exception of seasonal influenza (flu shot).

Manpower Management Division,
Separations and Retirement

Phone: (703) 784-3908/09/21
Email: Smb.manpower.mmsr4@usmc.mil

Travel and Transportation Questions and Answers

(For more information visit the following link)

1. Q: If I am performing a permanent change of station from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to my new permanent duty station, what allowances am I authorized?

A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.

2. Q: If I am performing a permanent change of station from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine at my new permanent duty station, what allowances am I authorized?

A: You are authorized per diem (lodging plus meals and incidental expenses) for the time you are in isolation or quarantine. Once released, you are authorized to receive your Temporary Lodging Expense.

3. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to temporarily return to my old permanent duty station or alternate location, what allowances am I authorized?

A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.

4. Q: If I am on temporary duty to a CDC Alert Level 2 or 3 Location, and am en route when I am ordered to return to my permanent duty station, what allowances am I authorized?

A: You may be authorized standard travel and transportation allowances in accordance with JTR Chapter 2 to return to your permanent duty station.

5. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to permanently return to my old permanent duty station or my orders are amended to name a different permanent duty station, what allowances am I authorized?

A: You are authorized permanent change of station allowances in accordance with JTR par. 051206.

6. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to remain at a port of departure until transportation is available, what allowances am I authorized?

A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.

7. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to travel to an alternate location until transportation is available, what allowances am I authorized?

A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.

8. Q: If I am on temporary duty from a CDC Alert Level 3 Location, and am en route when I am ordered to return to my permanent duty station, what allowances am I authorized?

A: You are authorized standard travel and transportation allowances in accordance with JTR Chapter 2 to return to your permanent duty station.

9. Q: If I am diagnosed with a "quarantinable communicable disease" at a temporary duty location, and am ordered into isolation or quarantine by a public health or medical official at the temporary duty location, what allowances am I authorized?

A: You may be authorized travel and transportation allowances (per diem: lodging, meals, and incidental expenses) and transportation in accordance with JTR Chapter 2. Your temporary duty orders could be amended to extend your temporary duty assignment.

10. Q: If I am performing temporary duty travel, including return from deployment, from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine by a public health or medical official, or DoD official at a port of entry before proceeding to my Permanent Duty Station, what allowances am I authorized?

A: You may be authorized standard travel and transportation allowances in accordance with JTR Chapter 2 while awaiting transportation. Your temporary duty orders could be amended to extend the temporary duty assignment.

11. Q: If I am performing temporary duty travel, including return from deployment, from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine at my Permanent Duty Station, what allowances am I authorized?

A: You may be provided lodging and meals in kind, but you are not authorized any additional travel and transportation allowances. However, if you are placed on a temporary duty order away from your PDS, you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

12. Q: If I am returning from personal leave to my permanent duty station in a CDC Alert Level 3 Location, and transportation is not available or I am ordered not to return to my permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances. However, if you are placed on a temporary duty order away from your PDS, you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

13. Q: If I am a Service member returning from Government funded leave from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to my permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances. However, if you are placed on a temporary duty order, then you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

14. Q: If I am a Service member's dependent returning from Government funded leave from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine at my permanent duty station without lodging and meals provided in kind, what allowances am I authorized?

A: You are not authorized travel and transportation allowances at your permanent duty station.

15. Q: If I am a Service member, returning from Government-funded leave from a CDC Alert Level 3 locations, and ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances. However, if you are placed on a temporary duty order, then you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

16. Q: If I am a Service member's dependent, returning from Government-funded leave from a CDC Alert Level 3 locations, and ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

17. Q: If I am performing dependent student transportation to or from school, and ordered into isolation or quarantine at a port of entry by a public health or medical official before proceeding to the permanent duty station or school, what allowances am I authorized?

A: You may be authorized per diem (lodging, meals and incidental expenses) in accordance with JTR, par. 050816D4, as long as lodging in kind or meals in kind are not provided.

18. Q: If I am a Service member's dependent student and ordered into isolation or quarantine at the permanent duty station or school, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

19. Q: If I am a Service member's dependent and ordered into isolation or quarantine at the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

20. Q: If I am a Service member and ordered into isolation or quarantine at the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

Table of Contents

Entitlements Quick Look Matrix

(For more information visit the following [link]
(Requires CAC Authentication)

Scenario	What does this mean for the Marine?					
	Lodging Per Diem		Meals & Incidental Expenses (M&IE)		Temporary Lodging Expense	Hardship Duty Pay-Restriction of Movement (HDP-ROM)
	Member	Dependent	Member	Dependent		
PCS: Household goods picked up -or- out-processed	Yes (see note 1)	Yes (see note 1)	Yes (see note 2)	Yes (see note 2)	(see note 3)	No
PCS: Departed previous duty station and en-route to new duty station	Yes (see note 1)	Yes (see note 1)	Yes (see note 2)	Yes (see note 2)	(see note 4)	No
PCS: Isolation or Quarantine at previous duty station	Yes (see note 1)	Yes (see note 1,6)	Yes (see note 2)	Yes (see note 2)	No	No
PCS: Isolation or Quarantine at alternate location	Yes (see note 1)	Yes (see note 1,6)	Yes (see note 2)	Yes (see note 2)	No	No
PCS: Isolation or Quarantine at new duty station	Yes (see note 1)	Yes (see note 1,6)	Yes (see note 2)	Yes (see note 2)	No	No
Commander-directed self-monitoring	No	No	No	No	No	Yes (see note 5)
TDY: Directed to quarantine at TDY or alternate location	Yes	No	Yes	No	No	No
Government funded leave: Ordered to self-quarantine before return (see note 7)	Yes	No	Yes	No	No	No
Personal Leave: Directed to Return	Yes	No	Yes	No	No	No
Personal Leave: Directed to Remain	Yes	No	Yes	No	No	No
Note 1 – If Lodging is provided in kind, then per diem is not payable						
Note 2 – If meals are provided in kind, then per diem is not payable						
Note 3 – If occupying temporary lodging prior to stop movement – TLE authority may stop the date stop movement was implemented and resume the date the member is directed to resume travel to the new duty station. TLE may not exceed 10 days total for a CONUS to CONUS move, or 5 days total for a CONUS to OCONUS move.						

(Continued on next page)

Entitlements Quick Look Matrix

(For more information visit the following [link]
(Requires CAC Authentication)

(Continued from previous page)
Note 4 – TLE is authorized at the old or new duty station, not to exceed 10 days total for a CONUS to CONUS move, or 5 days total for a CONUS to OCONUS move. TLE authority may stop the date stop movement was implemented and resume the date the member is directed to resume travel to the new duty station.
Note 5 – HDP-ROM will be authorized when members suspected of exposure to COVID-19 are ordered by command to restrict movement for self-monitoring at a facility that is neither provided by the Government nor is at member's personal residence at the permanent duty station. The pay is only authorized if such members are required to pay for the cost of lodging without full or partial reimbursement. The daily rate of HDP-ROM is $100, not to exceed $1500 per month, and the combination of HDP-ROM and other assignment and special duty pays may not exceed $5,000 per month.
Note 6 – Per diem is only paid to dependents while dependents are in quarantine. If dependents refuse to isolate or quarantine, then per diem is not authorized.
Note 7 – When directed to quarantine before proceeding to the member's duty station, the member may be issued TDY orders authorizing per diem. If lodging or meals are provided, then per diem is not payable.

Servicemember's Civil Relief Act Overview

(For more information visit the following link)

The material in this handout provides educational and general information only – this is not legal advice. Speak with a licensed attorney before relying on any information contained within this handout. It is always best to consult with an attorney regarding your legal rights and responsibilities specific to your particular situation before making a decision or taking action.

Overview

The Servicemembers' Civil Relief Act (SCRA) is a federal statute which protects those who serve on active duty. It seeks to protect Marines from negative consequences as a result of being on active duty, and allows Marines to devote their full attention and energy to their mission. The purpose of the SCRA is to "protect those who have been obliged to drop their own affairs to take up the burdens of the nation."[1]

Persons Entitled to Benefits

The SCRA applies to active-duty members of the Marine Corps, Navy, Army, Air Force, and Coast Guard. Servicemembers of a reserve component of the Armed Forces in an active-duty status may claim protections afforded under the SCRA. Servicemembers' dependents may also seek safeguards under the SCRA in limited circumstances, such as evictions or joint leases.

Persons Not Entitled to Benefits

Reservists not in an active-duty status are not covered under the SCRA. Also, the statute does not protect retired personnel. Marines who may fall under the SCRA's protections, may lose those shields due to misconduct.

Types of Protections

The SCRA provides a variety of protections to Marines, including:

Stay of Administrative or Civil Proceedings – A Marine may request a stay of proceedings to allow the appearance in and defense of a civil cause of action. However, such a stay does not provide immunity from lawsuits or shield Marines from civil actions. A judge, magistrate, or hearing officer must issue a stay of at least 90 days upon receiving proper notification from the Marine. The Marine must demonstrate to the court or administrative agency that such military service materially affects his or her ability to appear for such proceedings. This right does not apply to criminal proceedings.

[1] Boone v. Lightner, 319 U.S. 561, 575 (1943), reh'g denied, 320 U.S. 809 (1943) (referring to the SCRA).

Reduced Interest Rate – A Marine may reduce a financial obligation entered into before active-duty service to six percent, if such active duty materially affects the Marine's ability to repay the obligation. The reduced rate applies retroactively to the time the Marine entered into service, and lasts only while the Marine is on active duty. The reduced rate does not apply to obligations, such as refinancing or credit card balance increases, entered into or accrued while on active duty.

Termination of Vehicle Lease – A Marine may terminate a lease agreement of a motor vehicle used by the Marine or dependents. The Marine must demonstrate either:
(1) They entered into the lease pre-service;
(2) They received PCS orders OCONUS, or from an OCONUS state to a CONUS location; or
(3) They received orders to deploy for not less than 180 days.

The SCRA allows a motor-vehicle lease to be terminated without the Marine being subjected to a termination fee.

Termination of Residential Lease – A Marine may also terminate a lease agreement of an apartment or home. The Marine must demonstrate either:
(1) They entered into the lease pre-service;
(2) They received PCS orders, or
(3) They received orders to deploy for 90 days or more.

The SCRA protects the Marine from termination or cancelation fees.

Helpful Servicemember's Civil Relief Act Links

Military OneSource:

DoD Military Compensation Website

Department of Justice Website

Termination of Cellular Contracts – A Marine who receives orders to deploy OCONUS for not less than 90 days, or PCS orders within CONUS to an unsupported location, may request a termination or suspension of a cellular service contract. The service provider may not subject the Marine to additional penalties or extra fees for exercising such a right under the SCRA.

Invoking Protections

Most protections require the Marine to request the coverage in a timely manner, and that such request be in writing. Also, some benefits require the Marine to demonstrate he or she is materially affected by their status as an active-duty servicemember.

Conclusion

This product outlines some of the provisions and protections of the SCRA, and is not meant to be a conclusive summary of all rights and protections. An attorney is better able to identify additional protections under the SCRA which may apply to the Marine's situation. Marines are encouraged to seek the legal advice provided by an armed-service legal assistance office for more clarification and guidance regarding their rights under the SCRA.

Table of Contents

Permanent Change of Station Overview, Questions and Answers

(For more information visit the following link)

Situation: The World Health Organization declared a public health emergency of international concern for COVID-19 on 30 January 2020. Due to the increased COVID-19 concerns, the Department of Defense (DoD) has temporarily increased travel restrictions to certain locations which may result in travel delays and **non-concurrent** travel for Marine Corps personnel.

Exceptions. The Commandant of the Marine Corps (CMC) has been delegated approval authority for travel exceptions for all Marine Corps personnel and family members assigned to installations, facilities, and surrounding areas in the United States and its territories.

Geographic Combatant Commanders (GCC) have been delegated the authority (may be further delegated) for travel exceptions for Marine Corps personnel and family Members assigned to combatant commands.

As stated in MARADMIN 167/20 exceptions may be granted in writing to these restrictions for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship.

Concurrent travel refers to having family members travel with their sponsor. Currently, families will not be able to accompany their sponsor to Level-2 overseas locations; their travel will be deferred for 60 days. The Center for Disease Control maintains a listing of COVID-19 travel recommendations by country.

Exemptions. Travel for retirements or separations are exempt from DoD travel restrictions related to COVID-19. Additionally, travel by patients and medical providers for the purpose of medical treatment for DoD personnel and their family members is authorized.

Travel Guidance

Marines and their family members that signed out of a CONUS installation en route to a CONUS location prior to release of the stop movement directive (MARADMIN 167/20, 14 March 20) will continue PCS movement.

Marines and their family members that have signed out of a CONUS command or installation en route to an OCONUS Level-3 command or installation, but have not initiated overseas travel, will not continue PCS movement without approval from the first General Officer in their chain of command.

Marines and their family members who have not signed out of the losing installation will stop movement subject to the approval of approval from the first General Officer in their chain of command. Marines currently on leave in CONUS can return overseas to a Level 2 country they are stationed in. Unfortunately, Marines currently on leave in CONUS from a Level 3 country cannot, unless granted an exception.

Marine Corps Reserve

Unfortunately, Marines Reservists who are currently deployed to a CDC Level 3 location will not be permitted to redeploy to CONUS, unless granted an exception. Reservists who are deployed to a CDC Level 2 location may return to CONUS and begin restriction of movement protocol.

Household Goods

My household goods have been picked up but I haven't departed my location. What should I do?

Each situation is different. Individuals will need to contact their shipping office to determine if their household goods are still in the local area and whether or not they may have access to them.

What about my POV? I have an upcoming appointment to drop my car off at the Vehicle Processing Center (VPC). What should I do?

If you are unsure if the stop movement order applies to you, contact your chain of command. If the stop movement order does not apply to your PCS—or your chain of command has approved an exception to the order—proceed to the VPC as planned.

I've already dropped my POV off, but my PCS has been delayed. Can I get my car back?

If you're interested in retrieving your vehicle, contact the VPC immediately. VPCs are postured to assist customers with changing appointments, vehicle retrieval, and answering any other POV-related questions you have.

Table of Contents

Marine Corps Reserve, Frequently Asked Questions

Q: Do I still need to perform Annual Training (AT) and Inactive Duty Training (IDT)?
A: Yes. Reservists must still report for AT and IDT as directed by your Commander to maintain mobilization readiness. However, Commands are encouraged to provide their reservists with maximum flexibility, while balancing operational readiness with exposure risk. Such flexibility includes authorizing absences, authorizing equivalent training, adjusting/rescheduling IDT, or rescheduling AT. Rescheduling IDT is encouraged in areas that have exhibited a significant number of cases, for units or reserve activities that would require significant travel by unit members, or if a commander determines there is an unacceptable risk of exposure or suspected exposure to COVID-19. If rescheduled, commanders should provide as much advanced notice as possible for future IDT dates and consider impacts to their Marine's anniversary year retirement point requirements. However, if you are ordered to report for duty by a cognizant authority, you must do so.

Q: I live in an area experiencing sustained community transmission. Do I have to come in and train?
A: Yes, if you have been ordered to report for duty by your Commander. However, Commands have the authority to excuse or reschedule Reserve training, especially if their assigned members are coming from areas that are not currently experiencing sustained community transmission into an area that is experiencing those impacts. Communicate with your supervisor to determine if your training is still required or can be rescheduled. Failure to report for duty without prior authorization will be viewed as an unexcused absence.

Q: My unit is in an area experiencing sustained community transmission, but I live in an area without sustained community transmission. Can I train at another location?
A: Communicate with your supervisor to determine if your training can be rescheduled, completed remotely, or shifted to another location.

Q: May I change, reschedule, or cancel IDT?
A: Yes, upon command approval. Communicate with your command as early as possible if your ability to perform duty is impacted. Commands may change, reschedule, or cancel IDT for Reserve members before the originally scheduled date. Commands may also excuse IDT drills. If you do not perform the drills, they do not count toward meeting a member's annual Selected Reserve participation requirements or anniversary year retirement point calculation as outlined the MCRAMM. However, they may be rescheduled at a later date.

Q: What impact will excusing or rescheduling ADT or IDT have on my ability to get a "good year" for retirement?
A: Reserve retirement points are only provided when duty is performed. ADT or IDT (or any other Call to Duty Orders) that are excused or delayed could impact an individual's ability to accumulate the 50 retirement points needed for a qualifying year toward Reserve retirement. COVID-19 has and will continue to alter RC training plans throughout the Total Force. It is incumbent on both individual Marines and Commanders to identify manpower issues resulting from these disruptions. Specifically, some Marines with an upcoming anniversary date may be relying on the scheduled drills and AT in order to meet their point requirements for a satisfactory year for non-regular retirement purposes (not to be confused with minimum participation requirements). Commanders have broad discretion and flexibility to enable Marines to meet satisfactory year retirement point requirements IAW the parameters outlined here and in other current guidance.

Q: Will I be counted as "unexcused" if I fail to attend a scheduled drill without prior authorization?
A: Yes. Reservists who are absent from a scheduled drill without prior authorization from their Commands may have their drill reported as unexcused. Reservists must promptly update their command about any factor that would immediately affect their availability for inactive or active duty.

Q: What current guidance is available to me and where can I find it?
A: Reservists should strictly adhere to overarching guidance provided in all COVID-19 MARADMINS.

Q: As a Command do my reservists need to come in and train?
A: Commands should exercise maximum flexibility in scheduling Reserve duty. Commands have the authority to excuse or reschedule Reserve training and should balance operational readiness with exposure risk, especially when reservists are required to travel to, from, or through areas experiencing sustained community transmission.

Q: I am a RC Marine who is currently on Active Duty Orders impacted by COVID-19, what should I know?

RC Members Currently performing Active Duty. RC members performing active duty shall adhere to all DoD travel and force health protection guidance. Active duty order durations will remain the same unless an appropriate commander determines it necessary to modify them in accordance with the guidance herein and promulgated to the Total Force. If a commander determines it appropriate to institute restriction of movement for self-monitoring of an RC member currently performing active duty or any other modification of active duty orders in response to COVID-19, they may consider:

(a) Extending the current orders for those RC members on involuntary order authorities and whose orders would not violate any mobilization duration limits as specified in law.

(b) Consider reissuing voluntary orders pursuant to 10 U.S.C. § 12301(d) or 10 U.S.C. § 12301(h) for those members on an involuntary order authority and whose orders would violate any mobilization duration limits as specified in law.

(c) Extending the current orders for those members on a voluntary order authority. Orders placing RC members under voluntary authorities such as 10 U.S.C. § 12301(d) or 10 U.S.C. § 12301(h) may only be issued upon the member's consent.

(d) RC members who are scheduled to come on orders that involve travel should coordinate with their chain of command. Authorization to travel, absent specific published guidance, will be approved by the first GO/SES in gaining force Chain of Command.

(e) All ADOS AC/RC related questions to include extensions for a 14 day quarantine, requests for ADOS AC/RC funding in direct support of the COVID-19 efforts, or RA waivers should be directed to RAP-3. Points of contact are Mr. Scott Bullard at scott.bullard@usmc.mil or Ms. Amy Harper at Amy.r.romero@usmc.mil. Office: 703-784-9141 or after hours: 703-789-4963.

Q: I am a Reservist who is pending ADOS orders, can I still be activated?
A: Maybe. If you live within commuting distance and your Commander believes it advisable to bring you on orders then you may be activated. If you are outside a commuting distance or require a PCS move, then your Command must get an appropriate approval as defined in the latest COVID-19 related MARADMIN.

Q: I am a Reservist who is pending ADOS orders, can I voluntarily decline the orders?
A: Yes, all ADOS orders are voluntary, however a Marine must provide their gaining commands with notice of declination in accordance with MCO 1001.59A.

Q: How do I process Re-Enlistments during that are being impacted by COVID-19:
A: TFRS Message R65908 provides additional guidance stating that Commanders are authorized to utilize a local command authority (LCA) extension to adjust the RECC of SMCR/IRR/IMA Marines that desire retention in the Ready Reserves who have an RECC between 16 March 2020 and 1 June 2020. The authorized length of the Extension will be for 3 months ONLY. Commanders are NOT authorized to use this local command authority (LCA) extension if the result of the extension of enlistment would exceed the following in the case of the individual Marine:

(a) Service Limits for current grade.
(b) A total of 48 months of extensions or enlistments on current contract.
(c) 30 years of total federal service.

Table of Contents

Template AA-Form:
Request for Exception

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109 LF 063 3200 U/I: PADS OF 100

1. ACTION NO.
2. SSIC/FILE NO. 1300
3. DATE 2020 03 19

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)
RANK FIRST M LASTNAME, DODID NUMBER/PMOS USMC

5. ORGANIZATION AND STATION (Complete address)
PARENT COMMAND

6. VIA (As required)
(1) Battalion Commander (2) Regimental Commander
(3) Division./Wing/MLG Commanding General

7.
TO: COMMANDING GENERAL
1ST MARINE DIVISION
CAMP PENDLETON CA

8. NATURE OF ACTION/SUBJECT
REQUEST FOR EXCEPTION: PERMANENT CHANGE OF STATION ASSIGNMENT IN THE CASE OF RANK FIRST M LASTNAME, DODID NUMBER/PMOS USMC

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (If applicable)
(a) Deputy SECDEF Memo, Stop Movement for all Domestic Travel for DoD Components in Response to Corona virus Disease 2019
(b) MARADMIN 167/20
(c) MCO 1300.8

11. ENCLOSURES (If any)
(1) PCS Orders

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording, type name of orginator and sign 3 lines below text)

1. In accordance with references (a) through (c) I request an exception from the stop movement directive. The justification for my request is as follows.....[basis for request, see next paragraph].

Guidance from SecDef Memo: "A travel exception may be granted in writing to the guidance contained herein for compelling cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship."

2. For further information or discussion in the matter I can be reached at the following points of contact: first.lastname@gmail.com or by phone at (c): 123-456-7890. Thank you for your consideration in the matter.

F. M. LASTNAME

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

COVID-19
Personnel Reporting FAQ

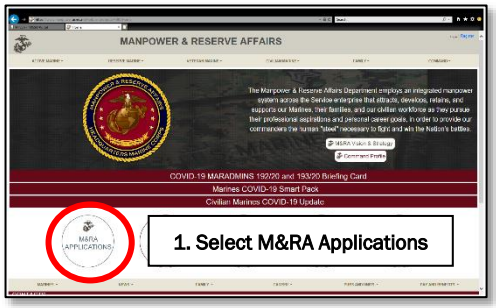
Table of Contents

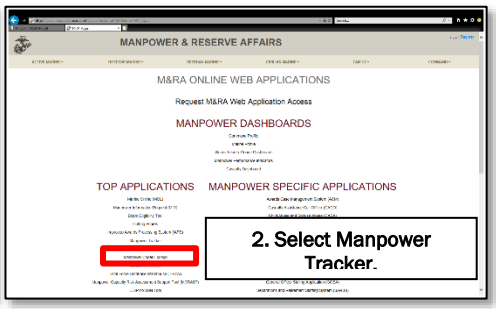
Q1. Why did M&RA generate a COVID-19-specific reporting application?
A1: Commands throughout the Marine Corps currently use Unit Management Status Report (USMR) in Marine Online (MoL) to account for personnel. Unfortunately, UMSR does not provide a historical record or "archive" of personnel accountability. Additionally, the existing duty statuses in USMR do not effectively account for the personnel statuses required for COVID-19 reporting. Therefore, the application was developed as a means to record each impacted Marine for the purposes of accountability, substantiation of COVID-related pay and entitlements, if eligible, and the performance of future financial audits.

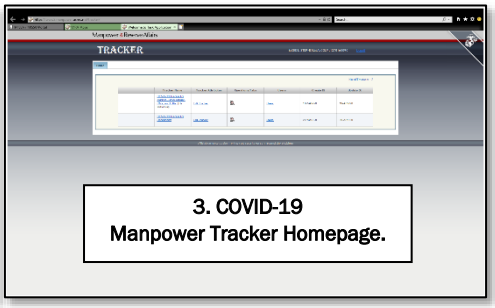
Q2. Couldn't MoL USMR have been modified to account for COVID-19-specific reporting?
A2. Yes, but appropriate system modifications could not be developed within a reasonable timeframe required to effectively respond to the COVID-19 event. In the interests of rapidly developing an intermediate solution for personnel accountability, the M&RA personnel accountability tracker was developed.

Q3. Where is the application? Is it CAC-enabled?

A3. The application is available at the Manpower portal at: https://www.manpower.usmc.mil. A CAC card is needed to access the application. To access the application follow the steps listed below.







Q4. Who has access to the reporting application? Who grants permissions to use the personnel tracker?

A4. Access has been granted to the 01xx SNCO and Officer community, along with select Civilian Marine personnel in senior billets across the Marine Corps. Assistant Chief of Staff (AC/S) G-1 at Marine Expeditionary Forces, Marine Corps Installation Commands; Training and Education Command, and Marine Corps Recruiting Command were granted permissions upon implementation of the personnel tracker. AC/S G-1 personnel may delegate permissions to subordinate units or commands.

Q5. Who can be reported?
A5. Marines, Sailors, civilian Marines, contractors, and other service personnel - if they have been joined in Marine Corps Total Force System (MCTFS). Civilian Marines include both General Schedule (GS) employees and Non-Appropriated Fund (NAF) employees. Dependents statuses can also be reported in the COVID-19 tracker. Other service personnel includes all U.S. Army, U.S. Navy, U.S. Air Force, U.S. Coast Guard, National Guard, and Other Foreign Service personnel. Guidance on joining other service personnel is available at the following [link].

Q6. Should Marines who use the personnel tracker be concerned about the sensitivity of the information they have access to?

A6. Yes, however this is not a new responsibility for those in Manpower and Personnel Administration. Every day Marine Corps administrators have access to sensitive personnel information that, if not used appropriately, may have significant negative consequences for Marines and dependents across the force. Personnel with access to the COVID-19 personnel tracking application have a professional responsibility to safeguard sensitive manpower information and the obligation to protect personally-identifiable information and protected health information, in accordance with law, policy, and regulation, including the Privacy Act of 1974 (5 U.S.C. § 552a). Additional information about the HIPAA Privacy Rule and sharing of information during a nationwide public health emergency can be found at the following link.

Table of Contents

Q7. How many COVID-19 reporting requirements are commands responsible for?

A7: Personnel accountability during the COVID-19 pandemic demands numerous forms of reporting, as detailed below. While the reporting requirements are extensive – the Secretariat is working with PP&O to consolidate and reconcile personnel reporting with OPREP-3/SIR requirements - each reporting mechanism provides HQMC and the Joint Staff with critical information

	UMSR ("Morning Report")	M&RA Personnel Tracker	OPREP-3/ SIR	Personnel Casualty Report
Reference	MCO 5000.14D	MARADMIN 192/20, PAA 1-20, and PAA 2-20	MCO 3504.2A	MCO 3040.4
End User	Unit Commander/ Unit Higher Headquarters	M&RA (Manpower Management)	PP&O/ Joint Staff	M&RA (Marine & Family Division, M&RA), Next of Kin
Initiation/ Occurrence	Daily	Upon Determination Of Reportable Category	Upon Determination Of COVID-19 (Confirmed Case)	When status meets reporting criteria (SI/VSI) as determined by Competent Medical Authority
Reporting System	Marine Online	M&RA Applications (Manpower.usmc.mil)	Voice Report, SIPR	Defense Casualty Information Processing System

Q8. What is the difference between restriction of movement, quarantine, and isolation?

A8. The table below defines* and demonstrates the differences between the three terms.

Restriction of Movement (ROM)	Quarantine	Isolation
The limitation of movement of an individual or group to prevent or diminish the transmission of a communicable disease, including limiting ingress and egress to, from, or on a military installation, isolation; quarantine; and conditional release.	The separation of an individual or group that has been exposed to a communicable disease, but is not yet ill, from others who have not yet been so exposed, in such a manner and place to prevent the possible spread of a communicable disease.	The separation of an individual or group infected or reasonable believed to be infected with a communicable disease from those who are healthy in such a place and manner to prevent the spread of the communicable disease.
For the purposes of personnel accountability, ROM would be an appropriate status for **Marines who are not symptomatic**.	For the purposes of personnel accountability, the term quarantine would be an appropriate status for **Marines who are symptomatic of COVID-19.**	For the purposes of personnel accountability, the term isolation will include **Marines who have tested positive for COVID-19.**
Example: A Marine has no symptoms and was not exposed, but is limiting movement as a force health protection measure and to avoid the transmission of a communicable disease would be reported in a ROM status.	Example: A Marine returning from a level 3 country, and is required to be restricted in movement for fourteen (14) days to assess potential exposure to COVID-19, would be reported in a quarantine status, regardless of whether they exhibit symptoms of COVID-19.	Example: A Marine that has tested positive for COVID-19 and has been isolated at their residence, temporary lodging, or medical treatment facility would be reported in an isolation status.
*Ref: DoDI 6200.03		

Q9. How many statuses can be reported?

A9. The table on the following page describes the various statuses associated with COVID-19. Though the distinction seems somewhat complex, the differentiation of each status is critical, as members are potentially eligible for COVID-19-related reimbursement based upon the status in which they are placed.

##	STATUS	DESCRIPTION	EXAMPLE	TABLE OF CONTENTS
1	**SELF IMPOSED ROM AT RESIDENCE**	Personnel are in a ROM status at their place of residence.	A Marine, concerned he/she may have been exposed to someone with COVID, is approved to go into a self-imposed ROM, conducting work responsibilities remotely from their residence.	
2	**SELF IMPOSED ROM AT TEMPORARY LODGING FACILITY (TLF)**	Personnel are in a self-imposed ROM at a TLF while in a PCS/TAD status.	A Camp Pendleton Marine, concerned he/she may have been exposed to someone with COVID, restricts themselves to their quarters in the Bachelor Enlisted Barracks while aboard Marine Air-Ground Combat Center Twenty-nine Palms attending a Noncommissioned Officer Course (TAD from parent command).	
3	**COMMAND DIRECTED ROM AT RESIDENCE**	A Commander directs personnel into a ROM status at their residence.	A Camp Pendleton Marine is directed by their Commanding Officer into a ROM status in off-base housing in Oceanside, California as a means to prevent or diminish the transmission of a communicable disease.	
4	**COMMAND DIRECTED ROM AT TLF**	A Commander directs personnel into a ROM status at a TLF while in a PCS/TAD status.	A Camp Pendleton Marine is directed to reside in Pacific Views, a TLF aboard Camp Pendleton, to prevent the potential infection of family members who reside in off-base housing in Oceanside, California.	
5	**MEDICALLY DIRECTED ROM AT RESIDENCE**	A competent medical authority (CMA) directs personnel into a ROM status at their residence.	A Camp Pendleton Marine is directed by a Medical Officer into a ROM status in off-base housing in Oceanside, California as a means to prevent or diminish the transmission of a communicable disease.	
6	**MEDICALLY DIRECTED ROM AT TLF**	A CMA directs personnel into a ROM status at a TLF while in a PCS/TAD status.	A Camp Pendleton Marine is directed by a Medical Officer into a ROM status in a TLF aboard Marine Air-Ground Combat Center Twenty-nine Palms, while attending a Noncommissioned Officer Course (TAD from parent command).	
7	**COMMAND DIRECTED QUARANTINE AT APPROVED LOCATION**	A Commander directs personnel into quarantine at an approved quarantine location.	A Marine assigned to Marine Corps Base Quantico, who may or may not live on base, is directed by their Commanding Officer into Liversedge Hall, a designated quarantine location aboard the installation.	
8	**MEDICALLY QUARANTINED AT MEDICAL TREATMENT FACILITY (MTF)/HOSPITAL**	A CMA directs personnel into quarantine at a MTF/hospital.	A Marine assigned to Marine Corps Base Quantico, who may or may not live on the installation, is directed into a medically quarantined status at Fort Belvoir Community Hospital.	
9	**SELF IMPOSED ROM COMPLETE - RETURN TO FULL DUTY**	Personnel complete self-imposed ROM and return to appointed place of duty in a full duty status.	A Marine assigned to Marine Corps Base Quantico, who may or may not live on the installation, completes self-imposed ROM and returns to full duty. As a precautionary measure, the Marine's Commanding Officer may subsequently direct them to perform work from their residence.	
10	**COMMAND DIRECTED ROM, QUARANTINE COMPLETE - RETURN TO FULL DUTY**	Personnel complete Command-directed medical quarantine and return to a full duty status.	A Marine assigned to Marine Corps Base Quantico, who may or may not live on base, and was directed by their Commanding Officer into Liversedge Hall, a designated quarantine location aboard the installation, is returned to a full duty status. As a precautionary measure, the Marine's Commanding Officer may subsequently direct them to perform work from their residence.	
11	**MEDICALLY ISOLATED AT RESIDENCE**	A CMA directs personnel into an isolation status at their residence.	A Marine assigned to Marine Corps Base Quantico who has a positive confirmed test, and who may or may not live on the installation, is directed into isolation at their place of residence.	
12	**MEDICALLY ISOLATED AT TLF**	A CMA directs personnel into an isolation status at a TLF while in a PCS/TAD status.	A Marine assigned to Marine Corps Base Quantico who has a positive confirmed test, and who may or may not live on base, is directed to reside in Liversedge Hall, a designated isolation location.	
13	**MEDICALLY ISOLATED AT MTF /HOSPITAL**	A CMA has directs personnel into an isolation status at a MTF/hospital.	A Marine assigned to Marine Corps Base Quantico, who may or may not live on the installation, is directed into isolation at Fort Belvoir Community Hospital.	
14	**MEDICALLY CLEARED - RETURN TO FULL DUTY**	Appropriate when personnel have completed required medical quarantine and have been returned to full duty.	A Marine assigned to Marine Corps Base Quantico, who may or may not live on the installation, is medically cleared to return to full duty. As a precautionary measure, the Marine's Commanding Officer may direct them to perform work from their residence.	
15	**DECEASED, MEDICAL COMPLICATIONS**	Appropriate when personnel decease due to medical complications related to COVID-19.	A Marine assigned to Marine Corps Base Quantico, previously directed into a quarantine or isolation status at Fort Belvoir Community Hospital, dies due to COVID-19-related illness.	