



Manpower & Reserve Affairs COVID-19 Smart Pack

DTG: 30 March 20
1700 EST

Table of Contents

1. Authoritative Documents – Key Points (Update, 30 Mar)
2. [Fact Sheet: COVID-19 Military Personnel, Pay, and Benefits Policy](#) (Update, 30 Mar)
3. Travel and Transportation Questions and Answers
 - a. [Entitlements Quick Look Matrix](#) (Update, 26 Mar)
 - b. [Servicemember's Civil Relief Act Overview](#) (Update, 26 Mar)
 - c. [Helpful Servicemember's Civil Relief Act Links](#) (Update, 26 Mar)
4. Permanent Change of Station Overview, Questions and Answers
 - a. [Exceptions/Exemptions/Travel Guidance](#)
 - b. [Marine Corps Reserve](#)
4. Marine Corps Reserve Frequently Asked Questions
5. Travel Restrictions Frequently Asked Questions
6. Template: AA-Form requesting Exception to Execute CONUS PCS



Authoritative Documents	Highlights (Recommend reading in full)	Table of Contents
MARADMIN 082/20, U.S. MARINE CORPS DISEASE CONTAINMENT PREPAREDNESS PLANNING GUIDANCE FOR 2019 NOVEL CORONAVIRUS Date of release: 12 February	Directs Commanders to: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - HQMC promulgation of 11 March SECDEF memo directing all Marines and their family members traveling to, from, or through CDC THN Level 3 (COVID 19) designated locations to stop movement for the next 60 days (until 11 May). - This includes all forms of official travel, including permanent change of station (PCS), temporary duty (TDY), and government-funded leave. For Marines, this also includes personal leave and other non-official travel. 	
Deputy SECDEF Memo, Stop Movement for all Domestic Travel for DoD Components in Response to Corona virus Disease 2019 Date of release: 13 March	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - HQMC promulgation of 13 March 20 Deputy Secretary of Defense Memorandum directing domestic stop movement; the MARADMIN also defines exemptions from policy and procedures for submitting requests for exceptions. 	



Authoritative Documents	Highlights (Recommend reading in full)	Table of Contents
<p>MARADMIN 192/20, COVID19 SUPPLEMENTAL PERSONNEL GUIDANCE FOR COMMANDERS Date of release: 26 March</p>	<ul style="list-style-type: none"> - 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. 	
<ul style="list-style-type: none"> - 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. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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.



Authoritative Documents	Highlights (Recommend reading in full)	Table of Contents
<p>MARADMIN 193/20, UPDATE #4: DOD OCONUS STOP MOVEMENT Date of release: 26 March</p>	<p>- Provides supplemental guidance MARADMIN 162/20 and 167/20 by updating SECDEF-ordered travel restrictions.</p>	
<p>- Effective 25 March until 24 May 2020, all Marines and Marine Corps civilian personnel and their sponsored family members not under the responsibility of a U.S. Chief of Mission will immediately stop movement for all international travel, including travel to, from, or through a foreign country.</p> <p style="padding-left: 40px;">This stop movement order includes all official travel and movements associated with permanent change of station orders, travel for temporary duty and government funded leave, service member personal leave and SECDEF-ordered fiscal year 2020 global force management allocation plan activities.</p> <p>- Scheduled deployments/redeployments of U.S. Navy vessels and embarked units and personnel is authorized, provided they are in transit for 14 days and have met the restriction of movement requirements outlined in DoD force health protection guidance.</p> <p>- Domestic travel restrictions and their associated timeframe directed in Deputy SECDEF Memo. Stop Movement for all Domestic Travel for DoD Components in Response to Corona virus Disease 2019 and MARADMIN 162/20 are not affected by this order.</p> <p>- Travel by patients and medical providers for the purpose of medical treatment for Marines and their family members is authorized; approved retirements or separations that fall within this stop movement period are not affected.</p> <p>- Individuals whose temporary duty travel ends while this memorandum is in effect are authorized to return to their home stations. Individual augments to OCONUS operations in a TAD status who have not commenced travel will stop movement during the directed period.</p> <p>Individuals who have already initiated travel (including intermediate stops) are authorized to continue to their final destination.</p> <p>Exceptions to these restrictions may be granted for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship.</p> <p>- Approval authority for exceptions for Global Force Management activities is the Joint Staff Director of Operations (DJ-3). All requests for exceptions to policy must be submitted to the Joint Staff DJ-3 and will be routed through the appropriate CCMD or Marine chain of command to DC PP&O COVID-19 MCCAT for forwarding to the Joint Staff.</p> <p>- Approval authority for other exceptions 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; or the Chief Management Officer for the Office of the Secretary of Defense, Defense Field Activities and Agencies</p> <p>- For service retained personnel, approval authority for exceptions is delegated from the Commandant of the Marine Corps to the first General Officer or member of the Senior Executive Service in the Marine's chain of command.</p>		

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](#)



Authoritative Documents	Highlights (Recommend reading in full)	Table of Contents
<p>MARADMIN 196/20 DELAY OF THE FY21 WARRANT OFFICER AND FY20 GUNNERY SERGEANT SELECTION BOARDS <i>Date of release: 27 March</i></p>	<ul style="list-style-type: none">- 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 and updated board guidance will be released via separate Marine Administrative Messages.	



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

(For more information visit the following [link](#))

[Table of Contents](#)

(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 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



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

(For more information visit the following [link](#))

[Table of
Contents](#)

(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](#))

[Table of
Contents](#)

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](#))

[Table of
Contents](#)

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](#))

[Table of
Contents](#)

(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](#))

[Table of
Contents](#)

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](#))

[Table of
Contents](#)

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.



[Table of Contents](#)

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.



[Table of Contents](#)

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?

[Table of Contents](#)

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?

[Table of Contents](#)

A: You are not authorized travel and transportation allowances.



Entitlements Quick Look Matrix
 (For more information visit the following [\[link\]](#)
 (Requires CAC Authentication))

[Table of Contents](#)

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)

[Table of Contents](#)

(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](#))

[Table of Contents](#)

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 servicemembers from negative consequences as a result of being on active duty, and allows servicemembers 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 or National Guard personnel not in an active-duty status are not covered under the SCRA. Also, the statute does not protect retired personnel. Servicemembers who may fall under the SCRA's protections, may lose those shields due to the servicemember's own misconduct.

Types of Protections

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

Stay of Administrative or Civil Proceedings – A servicemember may request a stay of proceedings to allow the servicemember to appear in and defend a civil cause of action. However, such a stay does not provide immunity from lawsuits or shield servicemembers from civil actions. A judge, magistrate, or hearing officer must issue a stay of at least 90 days upon receiving proper notification from the servicemember. The servicemember 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).



[Table of Contents](#)

Reduced Interest Rate – A servicemember may reduce a financial obligation entered into before active-duty service to six percent, if such active duty materially affects the servicemember’s ability to repay the obligation. The reduced rate applies retroactively to the time the servicemember entered into service, and lasts only while the servicemember 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 servicemember may terminate a lease agreement of a motor vehicle used by the servicemember or dependents. The servicemember must demonstrate either: (1) the servicemember entered into the lease pre-service; (2) the servicemember received PCS orders OCONUS, or from an OCONUS state to a CONUS location; or (3) the servicemember received orders to deploy for not less than 180 days. The SCRA allows a motor-vehicle lease to be terminated without the servicemember being subjected to a termination fee.

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

Termination of Cellular Contracts – A servicemember 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 servicemember to additional penalties or extra fees for exercising such a right under the SCRA.

Invoking Protections

Most protections require the servicemember to request the coverage in a timely manner, and that such request be in writing. Also, some benefits require the servicemember 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 servicemember’s situation.

Servicemembers 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.



Helpful Servicemember's Civil Relief Act Links

[Table of Contents](#)

Military OneSource:

<https://www.militaryonesource.mil/family-relationships/relationships/relationship-challenges-and-divorce/servicemembers-civil-relief-act>

DoD Military Compensation website:

<https://militarypay.defense.gov/Benefits/Servicemembers-Civil-Relief-Act/>

Department of Justice website:

<https://www.justice.gov/servicemembers/servicemembers-civil-relief-act-scra>



Permanent Change of Station Overview, Questions and Answers

(For more information visit the following [link](#))

[Table of Contents](#)

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.



[Table of Contents](#)

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.



Marine Corps Reserve, Frequently Asked Questions

[Table of
Contents](#)

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.



[Table of Contents](#)

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.



[Table of Contents](#)

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](#)

Travel Restrictions, Frequently Asked Questions

(For more information visit the following [link](#))

Who does the domestic travel restriction apply to?

All DoD service members and civilians, and their family members will stop all official travel – such as Permanent Change of Station or Temporary Duty – through May 11. Exceptions may be given 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.

If a Marine is already TDY or a family has departed for their CONUS PCS, what should they do?

Those who have already begun their travel may continue on to their final destination. Individuals whose TDY ends within stop movement period may return home. They should still be mindful of the health protection measures like social distancing and handwashing during their travels.

Can military members still take leave?

Marines may only take leave in the local area. This is being done to limit the spread of and potential exposure to COVID-19. Exceptions may be given 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.

Does leave restriction apply to family members?

The leave restriction applies only to Marines. However, family members are encouraged to follow the guidance provided by their local installation or unit commander and CDC guidance, which may advise limitations on travel.



Template AA-Form: Request for Exception

[Table of Contents](#)

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109 LF 063 3200 UA: 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 originator 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.)