



**UNITED STATES MARINE CORPS**

U.S. MARINE CORPS FORCES, EUROPE

U.S. MARINE CORPS FORCES, AFRICA

UNIT 30401

APO AE 09154-0401

Canc: May 2021

MARFOREUR/AFBul 1320

G-1

21 May 20

U.S. MARINE CORPS FORCES, EUROPE AND AFRICA BULLETIN 1320

From: Commander, U.S. Marine Corps Forces, Europe and Africa

To: Distribution List

Subj: AMPLIFYING GUIDANCE FOR PERMANENT CHANGE OF STATION DURING COVID-19  
STOP MOVE AND FOLLOWING STOP MOVE ORDER

Ref: (a) OSD Memo dtd 20 Apr 20, Reissuance of DOD Response to Coronavirus Disease 2019 (COVID-19) Travel Restrictions  
(b) ALNAV 044/20, Reissuance of Department of the Navy Travel Restrictions in Response to Coronavirus Disease 2019  
(c) MARADMIN 254/20, Update #7, U.S. Marine Corps Disease Containment Preparedness Planning Guidance for 2019 Novel Coronavirus (COVID-19): Modification and Reissuance of DOD Response to Coronavirus Disease 2019 - Travel Restrictions  
(d) MARADMIN 285/20 - Supplemental Guidance to Permanent Change of Station Assignments due to 2019 Novel Coronavirus (COVID-19)  
(e) CMC White Letter 3-20, Preserving the Force and Executing Permanent Change of Station Moves  
(f) MARADMIN 284/20 - Health Safety Screening Requirements to Protect the Force/Industry during Relocation Process (Household Goods Moves)  
(g) Joint Travel Regulations

Encl: (1) Quick Reference Guide for Entitlements  
(2) Quick Reference Guide for Restriction of Movement  
(3) COVID-19 PCS-In: Quarantine Unit/Sponsor Checklist  
(4) Exception to Policy Forms  
(5) USAG Stuttgart Panzer/Kelly Lodging Quarantine Guidelines  
(6) Requirements by Country for Official Passport (from FCG)

1. Purpose. The purpose of this bulletin is to provide amplifying guidance to all Marines under administrative and operational control of Commander, U.S. Marine Corps Forces, Europe and Africa (COMMARFOREUR/AF) for the permanent change of station (PCS) season during the novel coronavirus 2019 (COVID-19) global epidemic.

2. Background. Reference (a) issued DoD travel guidance and directs a stop move for domestic and international travel until 30 June 2020, in order to limit the continuing spread of COVID-19. SecDef will review this policy every 15 days to determine if travel can resume earlier than 30 June 2020, or if it needs to be extended.

3. Action. COMMARFOREUR/AF will implement the guidance provided in the references to protect the force while continuing the mission of the command, support outlying command missions and personnel, and executing PCS to support Marine Corps requirements.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

a. Tasks

(1) Assistant Chief of Staff, G-1

(a) Coordinate PCS actions in accordance with the references and this Bulletin.

(b) Ensure personnel are paid Restriction of Movement (ROM) entitlements in accordance with reference (g) and enclosure (1).

(c) Regional Personnel Administration Center (RPAC) will document within promulgated PCS orders all exemptions or exceptions waiver authority.

(d) Coordinate all approved Exceptions to Policy (ETPs) with Manpower and Reserve Affairs (M&RA) Manpower Management (MM). Ensure orders modifications are completed as required.

(e) Track updated orders modifications and coordinate with appropriate personnel who require said information for incoming and outbound personnel.

(f) RPAC will ensure outbound personnel have travel itineraries that support current Transportation Command (TRANSCOM) and Marine Corps restrictions that are in place by geographic location.

(2) Force Surgeon/Health Services Section. Establish pre and post-travel screening processes and clearing of ROM procedures for personnel inbound and outbound as appropriate. Ensure all assigned, allocated, and attached Marine and Navy personnel have procedures to properly screen for COVID-19 to ensure proper protection of the force.

(3) Assistant Chief of Staff, G-8

(a) Track and report costs incurred and savings realized due to guidance contained in reference (c) to DC, P&R through established weekly reports.

(b) Provide line(s) of accounting for ROM requirements for personnel not covered under HQMC PCS orders.

(4) Company Commander, Headquarters Company, MARFOREUR/AF

(a) In accordance with references (e) and (f), coordinate with Assistant Chiefs of Staff, officers in charge (OICs), and senior leadership of all incoming and outgoing personnel, to include outliers, to ensure they are visiting transitioning Marines and Sailors during household goods (HHG) moves. Provide a minimum checklist to leadership personnel who are conducting visits to ensure they meet the Commandant of the Marine Corps' intent to protect both the health of the force (and families) and the transportation service provider (TSP).

(b) Coordinate with USAG Stuttgart Distribution Management Office (DMO) to find out what minimum standards they are enforcing on TSPs and ensure that leadership conducting visits in the local Stuttgart area are provided with this knowledge as part of their checklist.

(5) Assistant Chiefs of Staff, Officers in Charge (OICs), and senior leadership.

(a) Supervise sponsors of inbound personnel to ensure there is a support plan during inbound Marines and their families' for their ROM period upon arrival in country(s).

(b) In accordance with references (e) and (f), visit transitioning Marines and Sailors during move-in/move-out periods at their residence. In cases where geographic distance makes this impractical, telephone contact is acceptable, or coordination with an OIC or other leadership locally to represent this HQ on your behalf that may serve as your representative. Ensure Marines/Sailors and their families understand health and safety protocols and if they observe anything unsafe or unhealthy they should immediately address it or contact their Distribution Management Office and/or you assist them in resolving through their chain of command to their satisfaction.

(6) Sponsors of MARFOREUR/AF Personnel and outlying personnel

(a) Coordinate with inbound Marines and their families prior to arrival to ensure you have complete details of arrival information. Whenever possible, ensure Marines arrive at the closest airport to destination to avoid further travel requirements and sponsor's greater exposure to COVID-19.

(b) Sponsors will ensure that they wear masks and maintain social distancing to the greatest extent possible when picking up their inbound Marine and family. Additionally, they will ensure the inbound Marine and family have masks and are wearing them while being transported to their local hotel upon arrival to prevent the potential further spread of COVID-19.

(c) Ensure there is a support plan for inbound personnel for which you are a sponsor during their ROM period upon arrival in country (food, basic supplies, etc.). Refer to enclosure (2) which is the updated ROM requirements per country to which MARFOREUR/AF personnel will PCS. ROM may extend beyond the 30 June stop move date, depending on country of origin or final destination. Enclosure (2) will be posted on the COVID-19 SharePoint Page and the G-1 Manpower Page. If you do not have access to the MARFOREUR/AF SharePoint site for the most-up-to-date version, please contact the MARFOREUR/AF Manpower SMB at [MARFOREURAFG1MANPOWER@usmc.mil](mailto:MARFOREURAFG1MANPOWER@usmc.mil). For personnel that are being lodged in Stuttgart's Panzer and/or Kelly Hotels, sponsors will utilize enclosure (3) to ensure they meet the requirements of sponsorship to support their inbounds during the ROM period.

(d) Sponsors are responsible for updating the "Sponsorship Tracker" on the Manpower SharePoint page found here: <https://eis.usmc.mil/sites/mfea/g1/manpower/Lists/Inbound%20Personnel%20Tracker/Inbound.aspx>. The tracker is also available as a quick link (green box) labeled "Sponsorship" in the center of the G-1 Manpower Site. Sponsors will update the tracker with the inbound flight itinerary, anticipated arrival date, and ROM plan upon arrival. If a member from MARFOREUR/AF does not have access to the Sponsorship Tracker for editing purposes, the member should first request access from the [marforeurafkmsupport@usmc.mil](mailto:marforeurafkmsupport@usmc.mil) and then provide the requested information to the Manpower Branch to update the tracker. Due to the many changes that are occurring this PCS season, Sponsors must be

prepared to update the tracker multiple times to reflect the most up-to-date information.

(e) Coordinate with RPAC at MARFOREUR/AF on behalf of your inbound Marine and his/her family to ensure they are checked in upon arrival and entitlements are started. RPAC contact info is DSN 431-3612 or local (0) 703 115 3612 or the organization mail box [MARFOREURAFG1RPAC@USMC.MIL](mailto:MARFOREURAFG1RPAC@USMC.MIL).

(f) Sponsors will ensure newly arrived personnel receive the updated U.S. Army Garrison (USAG) Stuttgart check-in information to facilitate check-in during their ROM. They will ensure personnel complete USAG Stuttgart's processing checklist provided by MARFOREUR/AF Manpower Branch upon check-in on behalf the Marine.

(g) Sponsors need to ensure inbound personnel are familiar with the information of paragraphs (12) and (13) of the coordinating instructions about limited child care capacity in USAG Stuttgart (for those coming to Stuttgart area) and the preferred use of commercial air travel over rotator for the majority of those traveling to Europe (exception for Naples, Italy - rotator is preferred method).

(h) In the absence of a Marine sponsor (non-MARFOREUR/AF HQ inbound Personnel), the Manpower Branch will assist in updating the MARFOREUR/AF inbound tracker if the sponsor is unable to reach the MARFOREUR/AF SharePoint portal. Coordinate with the Manpower Branch through the SMB account at [MARFOREURAFG1MANPOWER@usmc.mil](mailto:MARFOREURAFG1MANPOWER@usmc.mil).

#### b. Coordinating Instructions

(1) ETPs will be processed in accordance with references (a) and (c). Personnel who fall under combatant command authority may process ETPs through the first U.S. general officer (GO) in their chain of command. For those who do not have delegated authority from their combatant commander may process ETPs through COMMARFOREUR/AF. Utilize the electronic version of enclosure (3) to process ETPs through COMMARFOREUR/AF found on MARFOREUR/AF COVID-19 SharePoint Forms site at: <https://eis.usmc.mil/sites/mfea/C19/SitePages/COVID19.aspx>. ETPs are currently required for anyone moving prior to 30 June 2020. If reference (a) is extended beyond this date, continue to utilize enclosure (3). If reference (a) is canceled before this date, then ETPs will no longer be required unless required by Commander, European Command (COMEUCOM), Commander, Africa Command (COMAFRICOM), or your local installation commander.

(2) Exemptions to policy are established in reference (c) and will be executed by HQMC accordingly. While exemptions do not necessarily require an ETP by Marine Corps standards, because personnel are located on non-Marine bases, SATO and DMO are likely to require paperwork demonstrating an ETP to SecDef guidance. This HQ will provide ETPs as required to support exemptions in accordance with reference (c).

(3) Per reference (c), this headquarters has established a 14-day restriction of movement (ROM) requirement in the form of quarantine for all incoming Marines and their families, and Marine civilians and their families as listed in enclosure (2) by country location. This ROM requirement may extend beyond the SecDef stop move date of 30 June, as this Force Health Protection requirement determined by host nation country requirements.

(a) For personnel staying in Stuttgart on-base lodging (Panzer Hotel or Kelly Hotel), refer to enclosure (4) for requirements levied by these facilities during your ROM period.

(b) The ROM period will not be charged as leave. Personnel in a PCS status will rate entitlements in accordance with reference (g) paragraph 051206.

(4) Per references (d), Marines executing travel under exceptions to policy or who are exempt from stop move/travel restrictions are not authorized leave in conjunction with PCS travel during the time the stop move is in effect. As such, if a Marine is granted an ETP for PCS, a Marine is only authorized travel for the most direct route from the current duty station to the new permanent duty station (PDS).

a. If a Marine is granted an ETP, the family is approved for concurrent travel.

1. If a Marine desires to request an authorized return of dependents (ARD) prior to executing his/her orders, the Marine must submit an AA Form via this HQ to MMIB for approval. AA Forms may be found on MARFOREUR/AF's SharePoint site at <https://eis.usmc.mil/sites/mfea/g1/adj/Personnel%20Request%20Templates/Forms/Public.aspx>.

2. While reference (d) states that personnel are authorized delayed dependent travel up to 12 months, because our personnel are stationed overseas on non-Marine bases, this authorization is dependent on local garrison base authority to remain. If a Marine desires to request Installation Logistics Support to extend his/her dependents in place after they've executed orders, the Marine must submit a request via their local chain of command to their local garrison/base commander for approval. This is not a Marine Corps authority overseas. Once approved for local garrison/base support, then a Marine may submit an AA Form to ask to retain Marine Corps entitlements, such as overseas housing allowance (OHA) and cost of living allowance (COLA).

b. If a Marine who was granted an ETP for PCS has an extreme hardship or a humanitarian reason to request leave en route during PCS, the Marine must request leave on a separate ETP, preferably at the same time as their PCS ETP is submitted. COMMARFOREUR/AF will consider the circumstances, leave location(s), and COVID restrictions/issues in the place of leave before making approval determination.

(5) Per references (c) and (d), Marines desiring to extend on station should submit an AA Form via this HQ to the appropriate section in Manpower Management (MMA/MMEA). HQMC will consider these requests on a case-by-case basis, consistent with existing staffing requirements across the force.

(6) Per reference (d), permanent change of assignment (PCA) moves will continue as scheduled.

(7) Per reference (d), personnel are directed to schedule their household goods move without delay; registering demand in the defense

property system provides the required visibility of the totality of scheduled move requirements to the transportation industry and provides the greatest opportunity for the modified permanent change of station season to execute according to the adjusted plan. Note that early pickup of household goods may result in additional lodging expenses incurred by the service member, and this is not a justification for additional entitlements of Temporary Lodging Allowance. As an outbound member, you must coordinate with your local housing office for approval of appropriate entitlements or appropriate lodging.

(8) Per reference (d), this year's PCS cycle will likely cause gaps in manpower, some potentially significant, and there will not be contact relief for majority of Marine personnel across the force. It is important that this command mitigates the lack of contact relief and turnover.

(9) If personnel are executing consecutive OCONUS tours and rate consecutive overseas travel (COT), but are unable or unwilling to execute due to COVID-19 and will be traveling through CONUS due to new travel restrictions, you must submit a COT waiver via AA Form through this HQ prior to execution of travel to retain your COT incentive.

Note: all going to Japan and Okinawa are required to take the rotator from Seattle, Washington.

(10) Due to COVID-19 shutdowns in CONUS, there is currently a backlog of the State Department's ability to issue Official Passports to personnel traveling overseas. Marines and their families traveling overseas may enter some European countries with orders and DoD ID card. Sponsors need to confirm this through the Foreign Clearance Guide (FCG) and enclosure (5). If the FCG allows members to enter with orders and ID only, recommend members apply for their official passports and have it sent to the passport office of their new duty station after arrival, unless their local DMO states they are arriving in sufficient time before departure date.

a. Personnel arriving in the Stuttgart area may have their passports sent to the following address:

U.S. Army Garrison Stuttgart Passport Office  
Bldg 2915, Room 314  
Unit 30401  
APO AE 09107-0401

b. Personnel arriving in Germany may enter without SOFA for up to 90 days. If personnel have a tourist passport, the garrison Passport/SOFA Office will place a temporary SOFA card into the tourist passport until members receive their official passports. Official guidance for other countries is laid out in enclosure (4).

(11) For inbound personnel who arrive in Stuttgart area, U.S. Army Garrison (USAG) Stuttgart will facilitate the ability to conduct partial check-in via online classes/videos. These videos will be conducted via the USAG Stuttgart website, USAG Stuttgart application, and potentially USAG Stuttgart Facebook page. Inbound personnel's sponsors will provide more information on the check-in process upon arrival as this is still in development by the base.

(12) For inbound personnel to USAG Stuttgart, as of 19 May 2020, the Child Development Center and the School Age Center has limited capacity to

support child care when it reopens on 1 June. It will limited to 1/3rd of its original capacity when it reopens to limit the spread of COVID-19, and it is unknown when it will be able to increase capacity. It is expected that limited capacity will remain in place at least through the summer months, and likely still operate at some reduced capacity into the fall and winter months. Personnel need to plan for these limited capacities when planning to PCS overseas as it will impact the availability of child care. The local economy is not expected to be able to fill this gap as it was already limited access for Americans as priority goes to local Germans and with their reduced capacity due to COVID-19, this will remain an issue.

(13) The recommended method to arrive into most geographic locations is commercial air transportation. Utilization of the rotator should be limited to those who have a flight to their final destination (i.e., Naples, Italy) or those who require the rotator for a pet spot. This action is being coordinated with HQMC (I&L) to facilitate approval for commercial air requests. This will ease the logistical burden on sponsors to provide pick-up at outlying locations that require long driving distances.

4. Administration. The following points of contact are provided to assist both inbound and outbound personnel.

AC/S G-1	LtCol Beth Canepa	<a href="mailto:beth.canepa@usmc.mil">beth.canepa@usmc.mil</a>
Deputy AC/S, G-1	Ms. Marta Moellendick	<a href="mailto:marta.moellendick@usmc.mil">marta.moellendick@usmc.mil</a>
G-1 Chief	MGySgt Brent Sowders	<a href="mailto:brent.sowders@usmc.mil">brent.sowders@usmc.mil</a>
Manpower Officer	Capt Deanna Puddy	<a href="mailto:deanna.puddy@usmc.mil">deanna.puddy@usmc.mil</a>
Asst Manpower Officer	Ms. Tracey Ferguson	<a href="mailto:tracey.ferguson@usmc.mil">tracey.ferguson@usmc.mil</a>
Manpower SMB		<a href="mailto:MARFOREURAFG1MAPOWER@USMC.MIL">MARFOREURAFG1MAPOWER@USMC.MIL</a>
Adjutant	Capt Daniel Roberts	<a href="mailto:daniel.roberts@usmc.mil">daniel.roberts@usmc.mil</a>
Adjutant SMB		<a href="mailto:MARFOREURAFG1ADJ2@USMC.MIL">MARFOREURAFG1ADJ2@USMC.MIL</a>
RPAC Director	CWO4 Joseph Moseley	<a href="mailto:joseph.moseley@usmc.mil">joseph.moseley@usmc.mil</a>
RPAC Chief	GySgt Jorge Paredes	<a href="mailto:jorge.paredes@usmc.mil">jorge.paredes@usmc.mil</a>
RPAC SMB		<a href="mailto:MARFOREURAFG1RPAC@USMC.MIL">MARFOREURAFG1RPAC@USMC.MIL</a>
MARFOREUR/AF Deployment Readiness Coord/FRO		COMM: 011-49-7031-15-3593
USAG Stuttgart Housing Office		COMM: 011-49-7031-15-2230
USAG DMO/TMO		COMM: 011-49-7031-15-3338
USAG VPC		COMM: 011-49-7031-15-2617
Panzer Lodge		COMM: 011-49-7031-15-3490

USAG Stuttgart COVID-19:  
<https://home.army.mil/stuttgart/index.php/Directorates-Support/public-affairs/coronavirus-covid-19>

MARFOREUR/AF COVID-19 SharePoint Site:  
<https://eis.usmc.mil/sites/mfea/C19/SitePages/COVID19.aspx>

AA Forms on MARFOREUR/AF SharePoint Site:  
<https://eis.usmc.mil/sites/mfea/g1/adj/Personnel%20Request%20Templates/Forms/Public.aspx>

5. Reserve Applicability. This Bulletin applies to the total force executing PCS orders to or from MARFOREUR/AF under operational and administrative control of Commander, U.S. Marine Corps Forces, Europe and Africa.

6. Cancellation Contingency. This Bulletin is cancelled effective 1 May 2021, unless sooner withdrawn by a competent authority.



P. J. HERMANN

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