

HEALTH SAFETY SCREENING REQUIREMENTS TO PROTECT THE  
FORCE/INDUSTRY DURING RELOCATION PROCESS (HOUSEHOLD GOODS MOVES)

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SUBJ/HEALTH SAFETY SCREENING REQUIREMENTS TO PROTECT THE  
FORCE/INDUSTRY DURING RELOCATION PROCESS (HOUSEHOLD GOODS MOVES)//

REF/A/MSGID: DOC/SECDEF MEMO 2020-04-20//

REF/B/MSGID: MSG/SECNAV ALNAV 049-20 222134Z APR 20//

REF/C/MSGID: MSG/MARADMIN 254-20 212257Z APR 20//

REF/D/MSGID: MSG/MARADMIN 218-20 062151Z APR 20//

REF/E/MSGID: DOC/CMC WHITE LETTER 3-20 2020-05-06//

REF/F/MSGID: DOC/USTRANSCOM DP3 COVID-19 CUSTOMER GUIDANCE//

REF/G/MSGID: DOC/USTRANSCOM DP3 TSP CERTIFICATION//

REF/H/MSGID: DOC/QA INSPECTION CHECKLIST COVID-19//

NARR: REF A IS SECDEF MEMORANDUM MODIFICATION AND REISSUANCE OF  
DOD RESPONSE TO CORONAVIRUS DISEASE 2019 – TRAVEL RESTRICTIONS. REF B  
IS ALNAV 049/20 MODIFICATION TO ALNAV 044/20 REISSUANCE OF DEPARTMENT  
OF THE NAVY TRAVEL RESTRICTIONS IN RESPONSE TO CORONAVIRUS DISEASE.  
REF C IS 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. REF D IS MARADMIN  
218/20 UPDATE #5 CLOTH FACE COVERING. REF E IS CMC WHITE LETTER 3-20  
PRESERVING THE FORCE AND EXECUTING PERMANENT CHANGE OF STATION  
MOVES. REF F IS USTRANSCOM COVID-19 CUSTOMER GUIDANCE ON MEASURES  
TO PROTECT YOUR HEALTH WHILE MOVING IN A COVID-19 ENVIRONMENT. REF  
G IS USTRANSCOM TRANSPORTATION SERVICE PROVIDER CERTIFICATION OF  
HEALTH PROTECTION PROTOCOLS. REF (H) IS QUALITY ASSURANCE INSPECTION  
CHECKLIST FOR HHG INSPECTIONS DURING COVID-19.//

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GENTEXT/REMARKS/1. Situation. The COVID-19 pandemic continues to pose a significant  
risk to DoD Service members, employees, their families, and Household Goods (HHG) Industry  
Transportation Service Provider (TSP) representatives who service DoD HHG moves. As the  
Marine Corps and the rest of the Nation seek to safely normalize operations in a COVID-19  
environment, we need to ensure that our Marines, Sailors, and their families can safely execute  
permanent change of station (PCS) orders. While the Marine Corps continues limited moves in

the current Stop Movement period and prepares for increased PCS HHG movement requirements when Stop Movement is lifted or modified, the Marine Corps will implement additional measures to ensure the safety of all involved to deliver a safe, quality moving and storage experience for our Marines and their families and ensure the continued readiness of the force.

2. Mission. Effective immediately, Commanders will oversee the implementation of Health Safety Screening (HSS) actions during the execution of HHG moves in order to reduce risk to the force.

3. Execution.

3.a. Commander's Intent.

3.a.1. Purpose. To protect the health and safety of Marines, their families and TSP Representatives executing HHG operations and to prevent the spread of COVID-19.

3.a.2. Method. Execute a layered defense for health screening of TSP Representatives, Service members, employees, and their families through a combination of Transportation Command directed TSP HSS, Installation commander verification of TSP HSS compliance, and unit commander engagement throughout the process.

3.a.3. End State. 100% screening of all personnel involved in a HHG move so our Marines, Sailors, and family members know their leaders care for them and are ready and willing to help through active Command involvement in their Marine's and Sailor's move. Assurance that we will deliver a safe, quality moving and storage experience.

3.b. Concept of Operations. This is a two phase operation. Phase 1, Immediate Actions, begin now and comprise actions required within the Stop Movement period established by SECDEF in ref (a). Phase 2, Sustained Actions, begins with the lifting of Stop Movement period as Phase 1 actions transition to an enduring requirement. Transition to Phase 2 information will be provided as an update to this MARADMIN based on lessons learned, a more evolved understanding of the threat, and guidance from higher headquarters as appropriate.

3.b.1. Scheme of Maneuver. During Phase 1, the Marine Corps executes a layered defense to minimize the risk to the Service member, family and TSP Representatives while executing a safe move. The defensive plan starts with TRANSCOM and the TSP. TRANSCOM requires each TSP to conduct a prescribed employee health safety screening prior to each daily mission. Installation Commanders will verify TSP compliance with TRANSCOM established health screening requirements prior to contact with the service member. The defensive plan continues with all commanders ensuring that a command representative visits transitioning Marines and Sailors during move-in/move-out periods at their residence. In cases where geographic distance makes this impractical, voice or video contact is acceptable. The purpose of this visit is to ensure an understanding of health safety protocols per ref (e) and remind our Marines, Sailors, and families that if they observe something that is unsafe or unhealthy, they are empowered and encouraged to immediately address the issue and, if necessary, contact their Distribution Management Office and/or the chain of command to resolve the issue to their satisfaction. These requirements are additive to the continued Quality Assurance responsibilities which remain the responsibility of the Distribution Management Offices.

3.c. Tasks.

3.c.1. Deputy Commandant, Installations and Logistics.

3.c.1.a. Coordinate with USTRANSCOM J-9 (TCJ9). Ensure distribution of health safety information to enable compliance with health screening requirements.

3.c.1.b. Provide amplifying guidance when required and update this MARADMIN based on lessons learned, a more evolved understanding of the threat, and guidance from higher

headquarters as appropriate to facilitate transition to Phase 2.

3.c.1.c. Develop and disseminate metrics/assessment tools IOT evaluate the effectiveness of the guidance contained in this MARADMIN.

3.c.2. Deputy Commandant, Manpower and Reserve Affairs.

3.c.2.a. Incorporate guidance in PCS orders for Marines to familiarize themselves with this MARADMIN and to require the service member to notify releasing and receiving commands of scheduled departure, arrival, and associated HHG pickup and delivery dates in order to facilitate ROM scheduling and compliance with this MARADMIN.

3.c.3. Commander, Marine Corps Installations Command.

3.c.3.a. Coordinate installation, MARFOR and tenant organization actions to achieve directed end state and to provide unit commanders with visibility of projected member inbound and outbound movement dates in the most effective manner possible.

3.c.3.b. Establish procedures and organize to verify TSP completion of TCJ9 “Transportation Service Provider Certification of Health Protection Protocols” Health Safety Prescreen document (ref (g)). If not complete, conduct the health screening IAW TCJ9’s guidance.

3.c.3.c. Ensure dissemination of ref (f) to Marines/family members. Documents are available at the link in para 5.A.2 of this MARADMIN.

3.c.3.d. Notify the service member on verification of TSP Health Protection Protocol Certification and confirm service member and family status of COVID-19 items 1-7 in the QA Virtual Checklist (ref (h)) prior to initial contact with the TSP. Documents are available at the link in para 5.A.2 of this MARADMIN.

3.c.3.e. The Installation Distribution Management Officer is responsible for ensuring documentation, to include copies of the daily TSP Health Protection Protocols in ref (g), is matched and filed in the service member’s/employee’s file.

3.c.4. Commanding General, Training and Education Command.

3.c.4.a. Coordinate installation, MARFOR and tenant organization actions to achieve directed end state and to provide unit command visibility of projected member inbound and outbound movement dates in the most effective manner possible.

3.c.4.b. Establish procedures and organize to verify TSP completion of TCJ9 “Transportation Service Provider Certification of Health Protection Protocols” Health Safety Prescreen document (ref (g)). If not complete, conduct the health screening IAW TCJ9’s guidance.

3.c.4.c. Ensure dissemination of ref (f) to Marines/family members. Documents are available at the link in para 5.A.2 of this MARADMIN.

3.c.4.d. Notify the service member on verification of TSP Health Protection Protocol Certification and confirm service member and family status of COVID-19 items 1-7 in the QA Virtual Checklist (ref (h)) prior to initial contact with the TSP. Documents are available at the link in para 5.A.2 of this MARADMIN.

3.c.4.e. The Installation Distribution Management Officer is responsible for ensuring documentation, to include copies of the daily TSP Health Protection Protocols is matched and filed in the service member’s/employee’s file.

3.c.5. Marine Force Commanders, Installation Tenant Commands.

3.c.5.a. Ensure a command representative visits transitioning Marines and Sailors during move-in/move-out periods at their residence. In cases where geographic distance makes this impractical, voice or video contact is acceptable.

3.c.5.b. Ensure service member and families have adequate PPE per ref (f) to support moving requirements.

#### 4. Coordinating Instructions.

4.a. Minimize personnel at the residence/other location where HHG operations are being conducted to prevent unnecessary risk to Marines and other DoD Service members/family members, TSP Representatives, Command representatives and QA Inspectors/Personnel.

4.b. Ref (d) provides current PPE requirement for the use of cloth face coverings and describes the methods used to wear the cloth face coverings. All personnel working in residences/other locations where HHG operations are being performed will comply with ref (d) requirements until further notice.

4.c. A Marine/other DoD Service member/employee may suspend HHG operations at any time if they are uncomfortable with TSP Representatives entering the residence or at any point throughout HHG operations.

4.c.1. In the event that HHG operations are suspended, Marine/other DoD Service member/employee must contact their command and the local Distribution Management Office Quality Assurance section to report the issue and request a rescheduling of the move. Relevant health-care providers should also be immediately notified by the Marine/DoD Service member/employee to ensure any required actions at the residence/other location where HHG operations are being performed are taken.

4.c.2. In the event the Marine/other DoD Service member/employee or resident is ill the day prior, day of or falls ill while HHG Operations are being performed, the Marine/other DoD Service member/employee will request the TSP Representatives leave the residence/other location where HHG operations are being performed, notify the Quality Assurance section in the local Distribution Management Office to reschedule the move and will also notify the Command Representative of the illness. Relevant health-care providers should also be immediately notified by the Marine/DoD Service member/employee to ensure any required actions at the residence/other location where HHG operations are being performed are taken.

4.d. Marines, other DoD Service members, employees and their families **MUST** have and are strongly encouraged to wear the required PPE at all times when in their residence and/or on-site where HHG operations are being performed.

4.e. QA Inspectors and Command Representatives **MUST** wear the correct PPE while on site where HHG operations are being performed.

4.f. TSP Representatives Pre-move Surveyors, Packing, Loading, Driving, Unloading, Unpacking Crewmembers, 3rd Party Appraisers and/or repair personnel and claims representatives **MUST** wear PPE while at the residences/other locations on and off-base where HHG operations are being performed.

#### 5. Administration and Logistics.

##### 5.a. Administration.

5.a.1. The latest Force Health Protection Supplement guidance can be found at <https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

5.a.2. All refs, including the DoD Commitment Document, Health Safety Screening Program, and Customer Guidance on 5 Measures to Protect Your Health While Moving in a COVID-19 Environment, are available for download and use at HQMC (LPD) Public website: <https://www.iandl.marines.mil/Divisions/Logistics-Plans-Policies-Strategic-Mobility-LP/Logistics-Distribution-Policy-Branch-LPD/PCS2/> Then, arrow down to "COVID-19 Documents" and select the document to review and download.

##### 5.b. Logistics.

#### 6. Command and Signal.

- 6.a. Command. This MARADMIN applies to the Total Force.
- 6.a.1. For questions regarding (HSS) requirements contact: Logistics Division, Distribution HQMC (LPD) at USMCPersonalProperty@usmc.mil or POCs listed above.
7. Signal. This MARADMIN is effective upon release. Ensure widest dissemination. Questions related to the basic policy contents of this MARADMIN should be directed to I&L POCs. However, specific questions regarding installation issues should be directed to the MCICOM POCs.
8. This message is approved for release by LtGen C. G. Chiarotti, Deputy Commandant for Installations and Logistics (L).//