

SUPPLEMENTAL GUIDANCE TO PERMANENT CHANGE OF STATION ASSIGNMENTS
DUE TO 2019 NOVEL CORONAVIRUS (COVID-19)

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MSGID/GENADMIN/CMC WASHINGTON DC MRA MM//

SUBJ/SUPPLEMENTAL GUIDANCE TO PERMANENT CHANGE OF STATION
ASSIGNMENTS DUE TO 2019 NOVEL CORONAVIRUS (COVID-19)//

REF/A/MSGID: MEMO: SECDEF/20APR20//

REF/B/MSGID: MSG: MARADMIN 198/20//

REF/C/MSGID: MSG: MARADMIN 254/20//

REF/D/MSGID: MSG: MARADMIN 264/20//

REF/E/MSGID: MCO 1300.8//

REF/F/MSGID: ALNAV 049/20//

REF/G/DOC/USD/11MAR20//

NARR/REF (A) IS SECDEF MEMO OSD MEMO, MODIFICATION AND REISSUANCE OF
DOD RESPONSE TO CORONAVIRUS DISEASE 2019 – TRAVEL RESTRICTIONS. REF
(B) IS MARADMIN 198/20 UPDATE TO PEAK MOVING SEASON PREPARATIONS. REF
(C) IS MARADMIN 254/20 UPDATE #7 TO TRAVEL RESTRICTIONS. REF (D) IS
MARADMIN 264/20 UPDATE #1 TO PERSONNEL GUIDANCE. REF (E) IS MARINE
CORPS ORDER 1300.8 PERSONNEL ASSIGNMENT POLICY. REF (F) IS ALNAV 049/20
REISSUANCE OF DON TRAVEL RESTRICTIONS IRT COVID. REF (G) IS UNDER
SECRETARY OF DEFENSE MEMO, FORCE HEALTH PROTECTION GUIDANCE
(SUPPLEMENT 4) – DEPARTMENT OF DEFENSE GUIDANCE FOR PERSONNEL
TRAVEL DURING THE NOVEL CORONAVIRUS OUTBREAK.//

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GENTEXT/REMARKS/1. Pursuant to the references, this MARADMIN provides additional
guidance on the execution of Permanent Change of Station (PCS) orders prior to or upon
conclusion of the SECDEF-directed Stop Move set to expire on 30 June 2020 or as directed by
the Secretary of Defense.

1.a. Background. Following the planned conclusion of the DOD-wide Stop Move on 30 June
2020, USTRANSCOM/Distribution Management Office (DMO) must respond to a 4-month
backlog of household goods (HHG) shipments tied to tens of thousands of delayed PCS moves
spanning the Joint Force. At the same time, USTRANSCOM/DMO must service the demand of
remaining FY20 PCS move requirements. The composite effect of the backlog, combined with
planned future move requirements, is expected to exceed the capacity of the

USTRANSCOM/DMO enterprise. HQMC, Manpower Management Division (MM) and Reserve Affairs Management (RAM) will make adjustments to FY20 PCS assignments to account for this effect.

2. Mission. Beginning 1 July 2020, M&RA will execute a time-phased, tiered PCS sequence while mitigating the anticipated shortfalls in USTRANSCOM/DMO capacity to support Joint Force PCS move requirements from July to November.

3. Execution

3.a. Commander's Intent

3.a.1. Purpose. The purpose of this message is to outline MM/RAM actions that will affect the staffing levels of commands and PCS timelines for Marines in receipt of PCS orders for the remainder of 2020.

3.a.2. Exception to Policy Waivers. Movement requests prior to 30 June 2020 can be executed via an Exception to Policy (ETP) as outlined in ref (c).

3.a.2.a. Approval authority for ETP belongs to: the Combatant Commander if the individual is assigned or allocated to a Combatant Command; the Chairman of the Joint Chiefs of Staff if the individual is assigned to the Joint Staff; the first Marine General Officer or member of the Senior Executive Service for USMC service-retained personnel. By direction or acting signatures will not be accepted. Exceptions to policy can be granted for one of the following reasons: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship. The exception to policy for mission essential billets/personnel must state that concurrence exists between the first General Officer in both the gaining and the losing commands. There is no requirement for two General Officer signatures. Either signature is sufficient for the ETP. The impacted Marine then notifies M&RA (Assignment Monitor) with the signed copy of the ETP to make adjustments to orders.

3.a.2.b. 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 that Stop Move is in effect.

3.a.3. Method. The below listed "Tiers" provide a framework that increases the likelihood that Marines arrive to specified units to meet prioritized mission requirements. The "Tiers" are a decision support tool for M&RA and there will be exceptions made on individual Marine cases. IPACs and DMOs are directed to continue to schedule all PCS processing actions based off the timeline in the official PCS orders produced in the Basic Orders System (BOS). The Tier Framework will not be used for IPAC and DMO purposes. Commands should anticipate that some billet turnovers will occur after a personnel gap. This headquarters considers any training travel leading up to Chief of Mission (Title 22) billets as part of the exemption founded in Service and senior headquarters directives. Exemptions identified in ref (a), (c), (d), and (f) will move when directed and are not specifically delineated in the Tier Framework.

3.a.3.a. Tier 1. Moves that Contribute to Force Generation (July-August 2020) The following types of PCS moves contribute most directly to force generation actions.

3.a.3.a.1. Moves to Global Force Management (GFM) Units with a Lock on Date (LOD) of 1 December 2020 or earlier, excluding Defense Readiness Table (DRT) Contingency Response Force (CRF) units.

3.a.3.a.2. Command Teams (Slated Commanding Officers/Sergeants Major/Master Gunnery Sergeants) inbound to select 04, and 05 level commands and higher.

3.a.3.a.3. Marines inbound to Formal Schools as staff or instructors who are not already moving under exemptions/exceptions to policy.

- 3.a.3.a.4. Marines inbound to, or outbound from, an unaccompanied overseas assignment.
- 3.a.3.a.5. Marine students inbound to or outbound from Resident Schools, Foreign Resident Schools, Naval Post-Graduate School and Fellowships who are not already moving under exceptions to policy.
- 3.a.3.a.6. Marines inbound to Joint billets on the staff of the Office of the Secretary of Defense (OSD) and the staff of the Chairman of the Joint Chiefs of Staff (CJCS).
- 3.a.3.b. Tier 2. Moves that contribute to Institutional Priorities (August-September 2020) The following types of PCS moves contribute most directly to institutional priorities.
 - 3.a.3.b.1. Marines inbound to and from an accompanied overseas assignment.
 - 3.a.3.b.2. Active duty or Active Reserve Marines inbound to an Inspector Instructor staff.
 - 3.a.3.b.3. Marines inbound to squadrons supporting F-35 stand-up.
 - 3.a.3.b.4. Marines inbound to support Individual Mobilization requirements.
 - 3.a.3.b.5. Marines inbound to DRT CRF units with LOD of 1 December 2020 or earlier.
- 3.a.3.c. Tier 3. Moves that contribute to Readiness Generation (September-November 2020) The following types of PCS moves contribute most directly to readiness generation.
 - 3.a.3.c.1. Marines moving to or from non-GFM Fleet Marine Force units in the continental United States (CONUS) to include Hawaii.
 - 3.a.3.c.2. Marines inbound to a CONUS Joint Command.
 - 3.a.3.c.3. Marines inbound to a CONUS Supporting Establishment assignment.
- 3.a.4. End State. The Service retains operational capability while prioritizing PCS moves between July-November 2020 to accommodate the expected insufficient transportation industry capacity.
- 3.b. Permanent Change of Assignment (PCA)/Low-Cost Permanent Change of Station (LCPCS) Orders.
 - 3.b.1. LCPCS orders are reassignment to a new permanent duty station (PDS) within close proximity of each other (within 50 miles or less). A no cost PCA order is a reassignment within the same PDS.
 - 3.b.2. MM will maximize the use of PCA and LCPCS orders when individual career progression and Service needs align to reduce PCS moves and ease the expected shortfall in moving industry capacity.
 - 3.b.3. PCA and LCPCS are exempt from the prioritization levels established in the tiers. Service members in receipt of PCA or LCPCS orders will execute in accordance with the timeline directed on their present orders.
- 3.c. Personally Procured Move (PPM). Marines who utilize a full PPM are able to move on their original timeline, once Stop Move is lifted. Marines are reminded that DOD policy at the time of this MARADMIN allows for individual reimbursement of up to 95% of the commercial HHG movement rate when the service member opts for PPM. An AA Form with confirmation of the PPM will be endorsed by the first O5 or higher in the Marine's chain of command and shall be forwarded to MM/RAM for record.
 - 3.c.1. Partial PPMs do not solve the anticipated shortfall in transportation industry capacity, and so do not serve the same purpose.
 - 3.c.2. Command confirmation must acknowledge that potential billet vacancies may exist until a backfill is eligible to move.
- 3.d. Marines in receipt of orders are directed to schedule their household goods or personally procured move without delay; registering demand in the defense property system provides visibility of the scheduled movement to the transportation industry and provides the greatest

opportunity for the modified permanent change of station season to execute according to the adjusted plan. Of note, HHG pickups routinely occur prior to the detach date of the Service Member. HHG pickups in May or June 2020 followed by later travel by the Marine will ease the anticipated burden on the transportation industry in July and August 2020 once Stop Move is lifted. HHG pickups prior to 30 June must be endorsed by the first O5 or higher in the Marine's chain of command. Commanders are reminded that approval of HHG pickups prior to 30 June may result in additional lodging expenses incurred by the service members, and it is not a justification for additional entitlements of Temporary Lodging Allowance or Temporary Lodging Expense.

3.e. MM/RAM understands that TRANSCOM/DMO capability will vary by location. In the event a move is able to be executed inside existing moving capacity, MM/RAM will consider orders modifications on a case-by-case basis, upon notification by the first O5-level commander in the chain of command and after the stop move/travel restriction is lifted.

3.f. Service members desiring to extend on station should submit a request to HQMC via the chain of command utilizing a command-endorsed AA Form. For OCONUS enlisted Marines, an overseas extension request/ reenlistment or lateral move is submitted via the Total Force Retention System. Requests will be considered on a case-by-case basis, consistent with existing staffing requirements across the force. All incentives for voluntary extensions and consecutive overseas tour extensions remain in effect based on existing directives and guidance.

3.g. Delayed Dependent Travel. Marines are authorized to delay their dependent travel up to 12 months from the execution of their PCS. Requests for a delay in dependent travel must be submitted IAW ref (e) to MMIB-3/RAP.

3.h. There is no currently published directive limiting concurrent travel of dependents. There is no requirement for separate Exemption/Waiver for sponsored/command-sponsored dependents. This headquarters considers members on accompanied orders authorized concurrent travel of dependents without requirement to be added to any exception to policy or specifically delineated with those Marines traveling under an exemption listed in any guidance from this or senior headquarters.

3.i. Marines in receipt of orders requiring member or dependents passports are directed to make application for passport and/or visa without delay following receipt of orders. Due to possible delays in passport and/or visa processing, Marines should apply immediately even if dependents are not scheduled to travel until the fall, or 2021. COVID-19 has already had major impacts on qualifications required for dependent overseas travel. Marines who cannot obtain passports and/or visa prior to required departures should contact their gaining command. Dependents can execute travel to Japan with a tourist passport and should not delay travel if the dependent has one in their possession.

3.j. OCONUS Assignments to Japan. Until further notice, all Marines, Sailors, and Civilians executing assignments to Japan from CONUS are required to utilize government travel via Air Mobility Command – Patriot Express (AMC-PE) as the primary international travel mode. The primary mode of travel for service members and dependents outbound from Japan is AMC-PE. Exceptions to fly commercial must be approved by the first General Officer in the Marines chain of command. Marines and dependents are currently not authorized to PCS to MCI-PAC and USFORJAPAN units via commercial air due to travel restrictions/quarantine complications at intermediate points of transfer by the Ministry of Foreign Affairs for Japan.

3.k. Executing orders from an OCONUS location. Marines that have a designated place are authorized to return to that designated place in order to pick up their dependents and immediately

proceed to their new PDS in the most direct manner. Marines that have an authorized Vehicle Processing Center (VPC) are authorized travel to the VPC and then immediately proceed to their new PDS in the most direct manner.

4. Points of Contact (POC). All Marines shall use their chain of command for queries and requests for information.

4.a.1. Active Duty Military Manpower Management

4.a.1.a. Integration Branch (MMIB): smb.Manpower.mmib1@usmc.mil

4.a.1.b. Integration Branch Entitlements/Waivers (MMIB-3): smb.manpower.mmib3@usmc.mil

4.a.1.c. Officer Assignments (MMOA): smb_mmoa-1@usmc.mil

4.a.1.d. Enlisted Assignments (MMEA): mmea23@usmc.mil

4.a.1.e. Enlisted Retention (MMEA-1): mmeal@usmc.mil

4.a.2. Separations and Retirements Branch (MMSR)

4.a.2.a. Active Duty Officer (MMSR-2O): smb.manpower.mmsr2o@usmc.mil

4.a.2.b. Active Duty Enlisted (MMSR-2E): smb.manpower.mmsr2e@usmc.mil

4.a.3. Active Reserve Manpower Management:

4.a.3.a. Officer/Enlisted Assignments (RAM): joinar@usmc.mil

4.a.3.b. Reserve Affairs Policy (RAP): rap@usmc.mil

4.a.3. Reserve Affairs

4.a.3.a. Active Reserve Manpower (RAM): joinar@usmc.mil

4.a.3.b. Active Reserve Policy (RAP): rap@usmc.mil

5. Command and Signal

5.a. Command. This MARADMIN applies to the Active Component and Active Reserve.

5.b. Signal. This MARADMIN is effective upon release. Ensure widest dissemination.

6. Release authorized by MajGen David A. Ottignon, Director, Manpower Management Division.//