
UPDATE #1: COVID-19 SUPPLEMENTAL PERSONNEL GUIDANCE

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REF/K/MSGID: MEMO: ASD(MRA)/23MAR20//
REF/L/MSGID: MEMO: ASD(MRA)/06APR20//
REF/M/MSGID: MCO 1001R.1L (CH 1)/15MAR18//
REF/N/MSGID: MSG: CMC WASHINGTON DC MRA/R032133ZAPR20//
REF/O/MSGID: MCO 1900.16 (CH 2)/15FEB19//
REF/P/MSGID: MCO 1300.8/18SEP14//
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REF/R/MSGID: MCO 12271.1/05SEP18//
REF/S/MSGID: MEMO: SECNAV/22APR20//
NARR/REF A IS OSD MEMO, REISSUANCE OF DOD RESPONSE TO
CORONAVIRUS DISEASE 2019 (COVID-19) TRAVEL RESTRICTIONS. REF B
IS ALNAV 044/20, REISSUANCE OF DEPARTMENT OF THE NAVY TRAVEL
RESTRICTIONS IN RESPONSE TO CORONAVIRUS DISEASE 2019. 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 OSD MEMORANDUM, DELEGATION OF AUTHORITY FOR RESERVE COMPONENT ACTIVATION AUTHORITIES DURING THE COVID-19 RESPONSE. REF E IS OSD MEMORANDUM, SPECIAL LEAVE ACCRUAL. REF F IS MARADMIN 192/20, COVID19 SUPPLEMENTAL PERSONNEL GUIDANCE FOR COMMANDERS. CANCELLED PER THIS MARADMIN. REF G IS MARADMIN 217/20, SUPPLEMENTAL GUIDANCE CONCERNING ACTIVE RESERVE PROGRAM TRANSITIONS. CANCELLED PER THIS MARADMIN. REF H IS OSD MEMORANDUM, AUTHORIZED DEPARTURE – INDIVIDUALS AT HIGHER RISK FROM COVID-19. REF I IS DSD MEMORANDUM, EXEMPTION – STOP MOVEMENT FOR TRAVEL FOR DOD COMPONENTS IN RESPONSE TO CORONAVIRUS DISEASE 2019. REF J IS ASN (MRA) MEMORANDUM, MAINTAINING AND PROTECTING DEPARTMENT OF THE NAVY ACCESSIONS SUPPLY CHAIN. REF K IS OSD MEMORANDUM, MILITARY PERSONNEL GUIDANCE FOR DOD COMPONENTS IN RESPONDING TO CORONAVIRUS DISEASE 2019. REF L IS OSD MEMORANDUM, MILITARY PERSONNEL GUIDANCE (SUPPLEMENT 1) FOR DOD COMPONENTS IN RESPONDING TO CORONAVIRUS DISEASE 2019. REF M IS MARINE CORPS ORDER 1001R.1L, MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL (MCRAMM), WITH CHANGE 1. REF N IS MARADMIN 213/20, EXTENSION OPTIONS IN RESPONSE TO COVID-19. REF O IS MARINE CORPS ORDER 1900.16, SEPARATION AND RETIREMENT MANUAL, WITH CHANGE 2. REF P IS MARINE CORPS ORDER 1300.8, MARINE CORPS PERSONNEL ASSIGNMENT POLICY. REF Q IS MARADMIN 249/20, FISCAL YEAR 2020 ACTIVE COMPONENT MANPOWER CROSS-FY EXTENSIONS UPDATE. REF R IS MARINE CORPS ORDER 12271.1, TELEWORK FOR CIVILIAN MARINES. REF S IS ALNAV 049/20, MODIFICATION TO ALNAV 044/20 REISSUANCE OF DEPARTMENT OF THE NAVY TRAVEL RESTRICTIONS IN RESPONSE TO CORONAVIRUS DISEASE 2019.//

POC/SEE PARAGRAPH 7.//

GENTEXT/REMARKS/1. Purpose. This MARADMIN cancels MARADMINs 192/20 and 217/20 (refs (f) and (g)) and consolidates, republishes, and supplements that guidance in accordance with the other references. It also supplements MARADMIN 254/20. Key topics updated (and the location within this MARADMIN) include:

- 1.A. Additional Travel Restriction Guidance to MARADMIN 254/20:
 - 1.A.1. Authorized and Ordered Departures (see paragraph 2.A.).

1.A.2. Personnel and Units Performing Presidential Support Duties (see paragraph 2.B.).

1.A.3. Low-Cost Move Orders (see paragraph 2.C.).

1.A.4. Prioritization of Exempted or Waived Permanent Change of Station (PCS) Moves (see paragraph 2.D.).

1.B. Authorization for Marines to accumulate annual leave in excess of 60 days (not to exceed 120 days) (see paragraph 3.C.).

1.C. Additional military personnel pay and allowances guidance, to include:

1.C.1. Guidance regarding BAS II (see paragraph 4.K.4.B).

1.C.2. Restriction of Movement (ROM) related pays (e.g., BAS, BAH, Government Housing and Meals) (see paragraph 4.K.6.).

1.C.3. Exception to policy for Marines who receive performance-based special or incentive pays (e.g., Hazardous Duty Incentive Pay, Aviation Incentive Pay) (see paragraph 4.K.7.).

1.D. Guidance specific to the Reserve Component, including new authority to amend activation orders (see paragraph 5.B.).

1.E. Additional administrative guidance, to include:

1.E.1. Update on PCS Plans for Summer Moves (see paragraph 6.A.).

1.E.2. COVID-19 Manpower Tracking Application (see paragraph 6.B.).

1.E.3. Overseas Tour Extensions and Consecutive Overseas Tours (see paragraph 6.C.).

1.E.4. Extension Options (see paragraph 6.D.).

1.E.5. Telework for active component Marines (see paragraph 6.E.).

1.E.6. Transition Readiness Seminars (see paragraph 6.F.).

1.E.7. Sources of Information and Frequently Asked Questions (FAQ). (see paragraph 6.G.).

2. Additional and Clarifying Travel Restriction Guidance.

2.A. Authorized and Ordered Departures. As prescribed by ref (h), eligible DoD family members and non-emergency civilian employees may depart as part of an Authorized or Ordered Departure by waiver only. Travel exemptions apply to those under authority of a Chief of Mission and authorized by that Chief of Mission.

2.B. Personnel and Units Performing Presidential Support Duties. Pursuant to ref (i), the following exemption is added to those listed in paragraph 3.C.3. of MARADMIN 254/20:

2.B.1. DoD personnel and units performing Presidential support duties as determined by the Director, White House Military Office.

2.B.2. DoD personnel and units providing support to the U.S. Secret Service in accordance with the Presidential Protection Assistance Act of 1976 and DoD Directive 3025.13.

2.B.3. This exemption also applies to HMX-1, Marine Barracks Washington, and Marine Corps Security Forces Regiment.

2.C. Low-Cost Move Orders. The following additional guidance is added to paragraph 3.E. of MARADMIN 254/20: Low-Cost move orders are exempt from travel restrictions when Marines are being reassigned between permanent duty stations (PDS) within the local area and a relocation of the Marine's household goods (HHG) is not authorized, or when a Marine is reassigned between MCCs at the same PDS.

2.D. Prioritization of Exempted or Waived PCS Moves. To the maximum extent practicable within operational requirements, pursuant to travel restrictions provided in ref (a), exempted or waived PCS moves for Marines with school-age dependents should be considered for prioritization to minimize school year disruption and education costs, or the member considered for in-place assignment extensions.

3. Leave, Liberty and Other Non-Official Travel (Marines). For liberty and annual leave that is not related to illness, potential exposure, or extended effects of COVID-19, commanders may authorize leave and liberty consistent with command policy and the travel restrictions provided in MARADMIN 254/20.

3.A. For those Marines who were on leave prior to this MARADMIN, commanders are authorized to terminate leave early or allow completion of leave as authorized based on location, duration, and risk to personnel.

3.B. The application of leave and liberty policies depends on the specific circumstances and the location of individual Marines (e.g., whether the Marine was in a travel status immediately prior to the restriction of travel, whether the Marine was or may have been exposed to the virus, etc.). Commanders, under the advice and direction of medical health care professionals, should authorize convalescent leave for Marines who are sick and have symptoms of COVID-19. A Marine who is quarantined is not yet ill and therefore convalescent leave does not apply. For situations, other than actual sickness of a Marine, created by extended effects of COVID-19 on Marines or family members (e.g., care for a family member, placed in ROM as a precaution, etc.), commanders should apply policies liberally and exercise their authority to assign an alternate place of duty for Marines and may authorize relevant work to be performed remotely.

3.C. Marines performing active service (i.e., active duty Marines, Active Reserve Marines, and Reserve Component Marines on active duty orders for greater than 29 days) during the effective period (11 March 2020 through 30 September 2020), are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the Marine's end of month September 2020 Leave and Earnings Statement. Such unused leave may be retained until 30 September 2023. Commanders will continue to encourage Marines to use their leave, in a

manner consistent with MARADMIN 254/20, during the year it is earned.

4. Supplemental Military Personnel Pay and Allowance Guidance. DoD has provided supplemental military personnel guidance in responding to COVID-19 in refs (k) and (l). DoD supplemental military personnel guidance is posted at: <https://www.defense.gov/Explore/Spotlight/Coronavirus/>. This supplemental guidance is intended for use by commanders to identify military personnel policies, pay, benefits, and flexibilities to help mitigate risk to personnel and their families, respond to evolving situations, and ensure the readiness of our force. Commanders must review this guidance. Topics include:

4.A. Alternate Place of Duty.

4.B. Telework.

4.C. Basic Allowance for Subsistence (BAS).

4.D. Housing Allowances.

4.E. Family Separation Allowance (FSA).

4.F. Travel and Transportation Allowances.

4.G. Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA).

4.H. Hardship Duty Pay – Restriction of Movement (HDP-ROM).

4.I. Special and Incentive Pays.

4.J. Reserve Component Specific Guidance.

4.K. Pay and Allowances. Most pay and benefits for Marines continue and are unaffected by the effects of COVID-19, and, unless addressed by supplemental guidance, will continue to be paid in accordance with existing laws, regulations, policies, and procedures. Consistent with refs (k) and (l), further clarifying guidance is provided below. Commanders should make every effort to ensure there is no duplication of payments relative to the authorities discussed, other than those specifically authorized by refs (k) and (l) (e.g., concurrent receipt of BAS and government provided meals at no cost).

4.K.1. The following may apply while in a travel status:

4.K.1.A. Per Diem for those ordered into isolation by a competent authority.

4.K.1.B. TLE.

4.K.1.C. TLA.

4.K.1.D. FSA-T. FSA-T is not authorized for a Marine when their dependent(s) and/or Service member spouse resides in the area of the Marine's permanent duty location.

4.K.2. The following may apply while in a non-travel status:

4.K.2.A. FSA-R. FSA-R is not authorized for a Marine when their dependent(s) and/or Service member spouse resides in the area of the Marine's permanent duty location.

4.K.2.B. HDP-ROM.

- 4.K.2.C. Concurrent receipt of BAS and government provided meals at no cost.
- 4.K.2.D. Special authorization of BAS at the BAS II rate.
- 4.K.2.E. Family Separation Housing-BAH Based Location (FSH-B).
- 4.K.2.F. Family Separation Housing-OHA Based Location (FSH-O).
- 4.K.2.G. Continuation of Hazardous Duty Incentive Pay and Aviation Incentive Pay.

4.K.3. Marines can only receive FSH-B or FSH-O, but not both for the same period of service.

4.K.4. Commanders who authorize HDP-ROM or BAS-II for a Marine relative to COVID-19 response under the authorities listed in refs (k) and (l) must submit a copy of the written order directing the Marine into a Restriction of Movement (ROM) to the appropriate Personnel Administration Center or unit administration indicating the authorizations for that Marine along with justifications. BAS II is only for enlisted Marines. Officers must not be authorized BAS II.

4.K.4.A. In instances in which expenses by the Marine are to be reimbursed (e.g., HDP-ROM) the Marine's lodging receipt must be submitted. In the case of HDP-ROM, the lodging receipt will be utilized solely to establish the number of days of eligibility for reimbursement, as HDP-ROM is a flat rate pay of \$100 per day, not to exceed \$1,500 per month.

4.K.4.B. In instances in which BAS II is approved, the commander must indicate the start and end date of that approval, whether the Marine was required to consume from a commercial source, and whether the Marine's quarters was equipped with adequate food storage and meal preparation facilities. If adequate food storage and preparation facilities are present, BAS II must not be authorized.

4.K.4.C. Commanders already have reporting capability for FSA, FSH-B, FSH-O, and BAS. No NAVMC 11116 is required.

4.K.4.D. Commanders do not have reporting capability for TLA, TLE. NAVMC 11116 is the request for DO/FO for TLA. TLE is paid as a travel entitlement with the DD 1351-2.

4.K.5. Use of the Government Travel Charge Card (GTCC) is authorized for lodging within the vicinity of the PDS incident to HDP-ROM. This does not include meals. Marines will make every effort to keep costs below the daily threshold of \$100 and are responsible for paying the statement balance in full upon receipt. Marines who are authorized HDP-ROM and intend to use the GTCC for lodging should notify the unit's Agency Program Coordinator (APC).

4.K.6. Marines who are ordered into ROM due to exposure or suspected exposure of COVID-19, to protect the health of others, or to assure essential mission function, and housed in the barracks, shall not be charged for government meals and shall receive BAS without deduction for the duration of the order into ROM. Marines will continue to receive their BAH in effect prior to being

ordered into said ROM. Commanders must submit a copy of the written order directing the Marines into ROM with the start and end dates to the appropriate Personnel Administration Center or unit administration. All meals from the mess halls will continue to be issued using the CAC EDIPI as the source document.

4.K.7. Marines receiving Hazardous Duty Incentive Pay (i.e., parachute duty, HALO Duty, demolition duty, diving duty special pay, crew-member flying duty, and flight deck hazardous duty) and Aviation Incentive Pay for operational flying duty, who are unable to complete the performance requirements of these duties through no fault of their own, shall have all performance requirements for these duties suspended effective 01 March 2020. Pay for these duties shall continue without stoppage. This suspension is in effect until 31 August 2020 or until rescinded, whichever occurs first. This suspension is applicable to all Marines who were current or on an authorized waiver on 01 March 2020. Performance requirements missed during this period will not be required to be made up. Additional guidance will be released identifying the date of reinstatement of all performance requirements, and respective timelines for their completion. Commanders must submit a letter as a validating record that the Marine(s) entitled is in an authorized billet to continue the incentive payment for the authorized period to the appropriate Personnel Administration Center or unit administration.

4.K.8. Additional procedural guidance for disbursing and finance personnel will be provided via Pay and Allowance Advisory Notices (PAAN) obtainable at: <https://www.manpower.usmc.mil/webcenter/portal/Finance>.

4.K.9. Additional procedural guidance for administrative personnel will be provided via Personnel Administrative Advisories (PAA) obtainable at: <https://eis.usmc.mil/sites/misssa/SitePages/paa.aspx>.

5. Reserve Component (RC). The following is guidance specific to the management of RC members as it relates to COVID-19. It is intended to provide commanders and operational sponsors the flexibility and support to enable their efforts to ensure RC Marines continue to train, maintain readiness, and meet RC participation requirements. Questions regarding this guidance should be routed via the chain of command to Reserve Affairs at rap@usmc.mil.

5.A. Officer and Enlisted accessions into the Active Reserve Program will execute movement to their PDS as an accession move.

5.B. RC Members Currently Serving on Active Duty Orders. RC members performing active duty shall adhere to current DoD travel and FHP 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 ROM 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:

5.B.1. If the RC member is on involuntary orders:

5.B.1.A. Extending current orders.

5.B.1.B. In accordance with ref (d), if the extension violates a duration limitation (i.e. 365 max days for 10 U.S.C. 12304b) or any other provision of the activation authority, a commander may request to convert the current involuntary activation orders, to orders pursuant to 10 U.S.C 12302.

5.B.1.C. Issue voluntary orders pursuant to 10 U.S.C. 12301(d) Active Duty Operational Support (ADOS) or requesting 10 U.S.C. 12301(h) (MEDICAL HOLD) with member's consent.

5.B.2. If the RC member is on voluntary orders:

5.B.2.A. Extending current orders with member's consent.

5.B.2.B. In accordance with ref (d) request to convert the current voluntary activation orders of their Marines, to involuntary orders pursuant to 10 U.S.C 12302, without the member's consent.

5.C. 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, must be approved by the first GO/SES in the gaining force chain of command.

5.D. 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.

5.E. Rescheduling Annual Training (AT) and Inactive Duty Training (IDT). In order to mitigate impacts to Marines attaining satisfactory years towards minimum participation and retirement, commanders exercise broad discretion and flexibility to schedule or reschedule AT and IDT (also known as "drill"). 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 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.

5.F. Anniversary Years. 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 in accordance with the parameters outlined here and in other current guidance.

5.G. Telecommuting. In light of COVID-19 travel restrictions, the current prohibition on telecommuting is temporarily modified to allow regular IDTs to be completed via telecommuting. Due to the rapid transition to, and unconventional use of telecommuting, a commander or OPSPONSOR may waive requirements to complete a DD Form 2946 or the telecommuting request. At a minimum, a telecommuting log must be completed to account for the work being performed. Commanders and OPSPONSORS have broad latitude to require or waive other administrative requirements contained in ref (m), chapter 7, section 3. Additionally, commanders retain the discretion to grant waivers to participation requirements for RC members unable to participate via remote means.

5.H. Electronic-Based Distributed Learning (EBDL). EBDL is a system of Marine Corps correspondence courses and is one of many methods available for Marines to complete training and accrue retirement points during this time.

Correspondence courses that are eligible for reserve retirement points are published on the MRA website within the Reserve Affairs section (RAP-1) under Electronic Based Distance Learning (EBDL). If a course is not listed on the course lists, it may be submitted, with a command endorsement, to Reserve Affairs via email to rap@usmc.mil for consideration to be added to the approved list.

5.I. Reserve Local Command Authority Extension of Enlistment Processing. In accordance with ref (n), TFRS message R66002 provides additional guidance stating that commanders (O-5 and O-6) are authorized to utilize a Local Command Authority (LCA) extension to adjust the RECC/EAS/ECC as applicable, of AR/SMCR/IRR/IMA Marines to 30 September 2020. This authority does not apply to RC Marines currently serving on active duty orders (ADOS, Mobilization, etc.). Commanders are not authorized to use this LCA extension if the result of the extension of enlistment would exceed the following in the case of the individual Marine:

5.I.1. A total of 48 months of extensions or enlistments on current contract.

5.I.2. 30 years of total federal service.

5.I.3. Career Planners will utilize the Reserve LCA Extension RELM type in TFRS to create and execute this extension in accordance with ref (o). When generating the NAVMC 321a, the purpose will state: "To allow ample contractual time in order to submit a subsequent TFRS retention request in accordance with TFRS

Message R66002".

5.I.4. Prior Service Recruiters are not authorized to utilize this temporary authority.

5.J. Officer and enlisted Marines on active duty operational support (ADOS) orders may request end of active service (EAS) extensions on a case-by-case basis via their chain of command.

5.K. Active Reserve Officers who need an EAS extension due to COVID impacts should contact their monitor. On a case-by-case basis, RAM may approve COVID-related extensions out to 30 September 2020 in accordance with statutory limits. Active Reserve Officers that need an EAS extension past 30 September 2020 due to hardship or other extenuating circumstances must submit an AA Form with GO level endorsement to DC, MRA (RA) for consideration and approval.

6. Additional Administrative Guidance.

6.A. Manpower Management Division (MM). Due to the possibility of limiting and competing resources in the moving industry, HQMC is coordinating with USTRANSCOM to determine how the stop move extension will affect the summer move cycle. Upon receipt of USTRANSCOM's estimate of supportability, MRA will implement a time-phased, tiered PCS sequence that staffs commands relative to staffing prioritization. MM will deliberately evaluate the guidance and make orders modifications where directed. Further guidance will be forthcoming from MM. As always, should Marines have pressing questions or concerns, they should contact their PMOS monitor (email is preferred due to higher than normal volume of correspondence).

6.B. COVID-19 Manpower Tracking Application. DC, MRA has released a manpower tracking application available at the MRA Portal: <https://www2.manpower.usmc.mil/tracker>. Commanders will utilize the application to report the personnel status of Marines, Sailors, civilian employees, contractors, dependents, and other Service personnel affected by COVID-19. Access to the application has been granted to Staff Noncommissioned Officers and Officers in the 01xx community, along with select civilian personnel in key billets at headquarters elements throughout the Marine Corps. Coordinating guidance and detailed reporting instructions have been disseminated to the G-1 community via Personnel Administrative Advisories (PAAs). Messages are posted at: <https://eis.usmc.mil/sites/misssa/SitePages/paa.aspx>.

6.C. Overseas Tour Extensions and Consecutive Overseas Tours. In accordance with ref (p), and particularly during this crisis, commanders are reminded to encourage eligible Marines to voluntarily extend their overseas tours or voluntarily serve consecutive overseas tours, as such actions provide a degree of continuity in the unit, and increase the stability of the Marine and the family,

when accompanied.

6.D. Extension Options. Ref (n) provides initial guidance regarding extensions for Marines impacted by COVID-19 through the end of Fiscal Year 2020. Ref (q) provides further guidance on Cross-Fiscal Year extensions for all Marines.

Marines of any MOS may apply for a Cross-Fiscal Year extension for up to 12 months. Targeted first-term Marines are eligible to select 24-month extensions and applicable Selective Reenlistment Bonus incentives as defined in ref (q).

6.E. Telework. Commanders are authorized to allow Marines to work from home within the criteria applied to civilian employees approved for telework under ref (r).

6.F. Transition Readiness Seminars (TRS). There are no waivers for completion of TRS requirements. In the event Marine Corps installations providing TRS have been placed on restriction or suspension of services, the Transition Readiness staff will provide the Command(s) with modified procedures for completing requirements, with priority of service based on the end of active service date of the transitioning Marine. Depending on available resources, virtual capabilities may be leveraged in order to complete the following requirements: Initial Counseling; Pre-Separation Counseling; TRS Workshop Modules; Capstone Review. If the Unit Transition Coordinator at the command has not received official guidance, they may contact their supporting Marine Corps Transition Office for details on how to assist in completing requirements. Local Transition Offices are located at the following site: <https://usmc-mccs.org/index.cfm/services/career/transition-readiness>.

6.G. Sources of Information and Frequently Asked Questions (FAQ).

6.G.1. DoD COVID-19 information and guidance is posted at: <https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

6.G.2. DC, MRA Smart Packs, MARADMINS, Briefing Cards, and updates are obtainable at: <https://www.manpower.usmc.mil/webcenter/portal/MRAHome>.

6.G.3. FAQs and supplemental policy guidance regarding civilian employees are available at: <https://www.manpower.usmc.mil/webcenter/portal/MPC40>.

6.G.4. FAQs regarding travel are available at: https://www.defensetravel.dod.mil/site/news_Coronavirus.cfm.

6.G.5. Military OneSource information and referrals to helpful resources are available by telephone at 1-800-342-9647 and at: <https://www.militaryonesource.mil>. Military OneSource is available 24/7/365 and is accessible via phone outside the United States at no cost to the caller. See: <https://www.militaryonesource.mil/international-calling-options>.

6.G.6. Centers for Disease Control and Prevention (CDC) Travel Health Notices (THN) Levels are available at: <https://wwwnc.cdc.gov/travel/notices>.

6.G.7. Military Crisis Line. 24/7 confidential and toll-free support for Service members and veterans in crisis. Call 1-800-273-TALK (option 1), text 838255 or visit www.militarycrisisline.net.

6.G.8. Navy Chaplain Care. Communications are 100 percent confidential unless the service member decides otherwise. Call 1-855-NAVY-311 to request chaplain support or visit <https://www.navy.mil/local/chaplaincorps/>.

6.G.9. Psychological Health Resource Center. Free and confidential professional health resource for service members, families and clinicians. Call 1-866-966-1020 or visit: <https://www.realwarriors.net> to speak with a consultant 24/7.

6.G.10. Psychological Health Outreach Program (PHOP). Provides Reservists and their families' full access to appropriate psychological health care services. Contact your local PHOP region for assistance at 1-866-578-PHOP(7467) or visit: <https://www.marforres.marines.mil/General-Special-Staff/Health-Services-Support/Psychological-Health-Outreach-Program/>.

6.G.11. Navy and Marine Corps Public Health Center. Committed to supporting Fleet and Marine Corps readiness and enhancing public health outcomes through products and services. Visit: www.med.navy.mil/sites/nmcphc/health-promotion/Pages/default.aspx.

6.G.12. Navy and Marine Corps Relief Society. Marines and family members who experience financial hardship due to COVID-19, which the entitlements and GOVCC initiatives don't relieve, are encouraged to seek assistance from their local Navy and Marine Corps Relief Society office. A list of locations, points of contact and info can be found at: <https://www.nmcrcs.org>.

7. DC, MRA Points of Contact (POC). All Marines shall use their chain of command for queries and requests for information. The following POCs should be used after all other resources have been queried specific to personnel policy, pays, and benefits.

7.A. Active Duty Military Manpower Management

7.A.1. Integration Branch: smb.manpower.mmib1@usmc.mil

7.A.2. Officer Assignments: smb_mmoa-1@usmc.mil

7.A.3. Enlisted Assignments: mmea23@usmc.mil

7.A.4. Enlisted Retention: mmea1@usmc.mil

7.B. Separations and Retirements Branch

7.B.1. Active Duty Officer: smb.manpower.mmsr2o@usmc.mil

7.B.2. Active Duty Enlisted: smb.manpower.mmsr2e@usmc.mil

7.B.3. Inactive Reserve: smb.manpower.mmsr5@usmc.mil

7.B.4. Disability Separations, Retirement and Limited Duty:
smb.manpower.mmsr4@usmc.mil

7.B.5. Retired Services and Pay: smb.manpower.mmsr6@usmc.mil

7.C. Active Reserve and Selected Reserve Marines: 703-784-0514/9139;
rap@usmc.mil

7.D. Manpower Military Personnel Policy: 703-784-9386/9387/9388;
mpo@usmc.mil

7.E. Civilian Employees: 703-784-9385/703-432-9428;
michelle.delmedico@usmc.mil; frances.burt@usmc.mil

7.F. Marine and Family Programs:

7.F.1. EFMP: hqmc.efmp@usmc.mil

7.F.2. Child and Youth Programs: hqmccyp@usmc.mil

7.F.3. Transition Readiness Seminar: joline.miller@usmc.mil

7.F.4. Skillbridge and Credentialing: deon.boyce@usmc.mil

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8. This MARADMIN applies to the Total Force.

9. This message is approved for release by Lieutenant General M. A. Rocco,
Deputy Commandant for Manpower and Reserve Affairs.//