



UNITED STATES MARINE CORPS
III MARINE EXPEDITIONARY FORCE (FMF)
UNIT 35601
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AND:
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

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III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC-
MCB CAMP BUTLER BULLETIN 1754

From: Commanding General, III Marine Expeditionary Force
Commanding General, Marine Corps Installations Pacific-MCB Camp Butler
To: Distribution List

Subj: SUPPLEMENTAL GUIDANCE TO PERSONNEL SPONSORSHIP PROGRAM
(COVID-19 PREVENTATIVE MEASURES)

Ref: (a) III MEF/MCIPAC-MCBBO 1754.1A W/CH 1 Sponsorship Program 7 Oct 2019
(b) MARADMIN 285/20 - Supplemental Guidance to Permanent Change of Station
Assignments due to 2019 Novel Coronavirus (COVID-19)
(c) MARADMIN 396/20 Reinforcing Guidance for Marines Regarding Transportation,
Pets, Housing, and Quarantine-Level Restriction of Movement (ROM) Associated
with Permanent Change of Station Moves to Japan
(d) MCIPAC-MCBBBul 1610 dtd 09 Feb 2021
(e) Joint Travel Regulations dtd 1 Mar 2021
(f) III MEF/MCIPAC-MCBBO 7220.1A
(g) USFJ Force Health Protections Order 21-002 dtd 04 Feb 2021
(h) MARADMIN 075/21 – Marine Corps Guidance on Use of Masks and Other
Containment Measures for 2019 Novel Coronavirus (COVID-19)
(i) III MARINE EXPEDITIONARY FORCE (MEF)/MARINE CORPS FORCES
JAPAN (MARFORJ) NOVEL CORONAVIRUS (COVID-19) OUTBREAK
RESPONSE EXECUTION ORDER (EXORD) 21-001
(j) Department of Defense Financial Management Regulations Volume 7a dtd 21 Feb
2021
(k) MARADMIN 348/21 – Reinforcing Guidance for Marines Regarding Transportation,
Pets, Housing, and Quarantine-Level – Restriction of Movement (ROM) Associated
With Permanent Change of Station Moves to Japan

Encl: (1) Quick Reference Guide for PCS Entitlements
(2) Memorandum for Individuals Subject to ROM (Military)
(3) Memorandum for Individuals Subject to ROM (Civilian)

1. Situation. This Bulletin provides guidance to III Marine Expeditionary Force (MEF) and
Marine Corps Installations Pacific-MCB Camp Butler (MCIPAC-MCBB) Commanders, staffs,

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sponsors, inbound and outbound Status of Forces Agreement (SOFA) members and their dependents executing Permanent Change of Station (PCS) orders and other official and unofficial travel into and out of Okinawa during the Novel Coronavirus 2019 (COVID-19) global pandemic. This Bulletin primarily supplements reference (a) and is in accordance with references (b) – (k).

2. Cancellation. III MEF/MCIPAC-MCBBBul 1754 dtd 12 May 2021.

3. Mission. In accordance with references (b) to (d), all SOFA members and their dependents affiliated with III MEF/MCIPAC-MCBB traveling into Okinawa with a requirement for Restriction of Movement (ROM) will be accounted for, tracked, tested, and released from ROM in compliance with the procedures outlined in this Bulletin.

4. Execution

a. Coordinating Instructions

(1) In accordance with (IAW) reference (b), all inbound and outbound PCS air travel will be conducted via the Patriot Express.

(2) Marine Corps Community Services (MCCS) will manage reservations and designated government temporary lodging facility (TLF) assignments for all inbound and outbound personnel. MCCS staff will ensure social distancing and separation of those required to be placed in ROM. In the event government TLF is unavailable, both inbound and outbound personnel will be required to obtain a certificate of non-availability (CNA) from MCCS Lodging. MCCS Lodging manages the CNA process IAW reference (e).

(3) After vacating leased or government housing, and while awaiting departure, outbound personnel will reside in designated government TLF. Outbound personnel and dependents are not required to conduct ROM in Okinawa however are recommended to continue standard measures to limit the risk of contracting COVID such as routine hand washing, use of hand sanitizer, and wearing masks. COVID testing and vaccination will be conducted in accordance with current requirements at the time of order execution. In accordance with reference (f), outbound personnel are afforded (10) days of TLA.

(4) After their arrival in Okinawa, inbound personnel will be transported to on-base quarters or designated government TLF where they will conduct ROM or a working ROM. In accordance with references (j) and (k), inbound personnel are afforded up to (45) days of TLA. In order to meet the requirements of reference (f), Marines must conduct an aggressive housing search if you are advised by Family Housing personnel that on-base quarters are not available. Members should make use of <https://www.homes.mil> and other online resources to view property options, as well as identify potential neighborhoods and housing agencies to engage with upon completion of base restriction.

(5) III MEF/MCIPAC-MCBB have established a mandatory 14-day ROM requirement per reference (g). Portions of this ROM may include increased access to on-base facilities only,

in accordance with current vaccine and testing guidelines. All personnel are accountable for understanding and adhering to their current ROM status and limitations.

(6) Exchange Curbside Pickup. Exchanges providing curbside pickup are listed at the following website: <https://www.shopmyexchange.com/customer-service/shipping-delivery/curbside-pickup>.

(a) If exchange items are available in store for curbside, ensure you select curbside pickup option in shopping cart before proceeding to checkout. No option for pick up in store is available for items not in stock at the store.

(b) There is an option to list a pickup person, email, and phone number during the checkout process. No special letter or power of attorney (POA) is needed, as long as the name matches the Government Identification Card. To create an account, at top of screen, select: my account > Log in > create new account.

(7) Loan Locker. Accompanied personnel and dependents can borrow kitchen kits and small appliances from loan lockers located at Camps Foster, Courtney, Kinser, and Hansen. Sponsors can obtain items on behalf of the member prior to their arrival in Okinawa. A copy of the member's orders will be needed. Marine and Family Programs (M&FP)-Resource Centers are for accompanied personnel and dependents. Building numbers, phone numbers, hours and loan locker agreements are at the following link: www.mccsokinawa.com/relocation under the "Smooth Move Tool Kit" tab and can be emailed with a copy of the member's orders to: mcbb_reloassist@usmc.mil for processing.

(8) U-Shop Program. While in ROM, contact U-Shop via Messenger on the "Fidelis Rides" Facebook page: <https://www.facebook.com/FidelisRides/>. Personnel in ROM can submit shopping lists with their name and phone number. A Marine volunteer shopper will contact the individual requesting the commissary items. Volunteers may stay in contact with the client via text messages to make sure they pick up the correct items. U-Shop is available for both Kadena Air Base (KAB) and Camp Foster Commissaries. There is a dedicated U-Shop checkout line at the Camp Foster commissary. Customers can pay at the register using a phone provided by the volunteer and the customer's credit card. The sponsor then reports to the commissary, picks up the items, and delivers it to the service member and dependents in on-base quarters or on-base TLF.

(9) Army and Air Force Exchange Service (AAFES) Exchange Restaurant Menus Using the following website newly arrived personnel may order online (for sponsor pick up) or on-base delivery to permanent quarters or on-base TLF: <https://aafesprem.imenu360.com/>

(10) It is recommended that all inbound personnel (E-6 and above) and accompanied service members bring a minimum of \$600 cash for expenses. Service members can request a travel advance to facilitate purchase of food and toiletries during ROM.

(11) Pets

(a) Inbound Pets. Installation veterinarians recommend pets ROM with their owners whenever practical, in either quarters or designated government TLF. Inbound personnel with pets should communicate pet information such as age, breed, and size to their sponsor, KAB Housing, or MCCS Lodging. Due to a limited number of pet spaces in designated government TLF, sponsors may have to assist inbound personnel with their pets as required, up to and including fostering, if possible. Inbound personnel or their sponsors may also coordinate with KAB Karing Kennels: <https://kadenafss.com/karing-kennels/>.

(b) Outbound Pets. MCCS Lodging can assist outbound personnel with designated government TLF that allows pets. Outbound personnel may also schedule kennel care by contacting KAB Karing Kennels, located at the following website: <https://kadenafss.com/karing-kennels/>.

(c) Reimbursable Expenses. Enclosure (1), Quick Reference Guide for PCS Entitlements, provides an overview of reimbursable expenses for personnel arriving in Okinawa.

(12) The Personnel Sponsorship Program is an official government program. Reimbursement can - and should - be made to sponsors for allowable expenses incurred in the performance of sponsorship duties. Expenses such as mileage, tolls, and parking may be reimbursed when sponsors utilize their privately owned vehicles to transport arriving personnel from airport terminals or local pick-up points. Sponsors should request additional guidance from parent commands prior to making expenses associated with their sponsorship duties.

(13) Reimbursement will be funded and approved by the receiving unit's command. Sponsors should request reimbursement by a local voucher through the Defense Travel System and forward it to the appropriate command designated Reviewing and Approving Official(s) in accordance with the established procedures of their respective command.

(14) Inbound service members are authorized up to 45 days temporary lodging allowance (TLA) in accordance with reference (e). Inbound civilians are authorized up to 10 days Temporary Lodging Expense (TLE) while in the Continental United States (CONUS), and up to 90 days Temporary Quarters Subsistence Allowance (TQSA) upon arrival outside the Continental United States (OCONUS), IAW reference (e). Outbound service members are authorized up to 10 days TLA IAW reference (f).

(15) Unvaccinated SOFA service members and their dependents executing mandatory ROM periods are considered to be in a travel status, and will receive all appropriate travel entitlements in accordance with the references. Vaccinated SOFA service members and their dependents will be joined upon arrival and receive appropriate station allowances. Service members should leverage the sponsorship program and technology to meet appropriate requirements for entitlements and allowances.

b. Tasks/Responsibilities

(1) III MEF. Account for inbound and outbound SOFA-status personnel attached to the command throughout the entire orders execution process, including ROM and/or COVID testing as required.

(2) MCIPAC-MCBB

(a) Account for inbound and outbound SOFA-status personnel attached to the command throughout the entire orders execution process, including ROM and/or COVID testing as required.

(b) Develop and supervise a bus transportation plan for arriving III MEF and MCIPAC-MCBB unaccompanied service members the rank of E-5 and below to their ROM locations.

(c) In coordination with Commanders and staff assigned to 18th Wing, United States Air Force, assist in the distribution and management of permanent housing for arriving personnel and their dependents.

(d) As needed, contract additional lodging in support of surge PCS ROM requirements.

(3) Commanding Officers, Officers in Charge, Assistant Chiefs of Staff (AC/S), and Directors

(a) In accordance with reference (a), appoint sponsorship coordinators, notifying MCCS M&FP Information and Referral (I&R)/Relocation Services office of the appointment.

(b) In accordance with reference (a), ensure primary and alternate sponsors are assigned to all inbound PCS personnel. Sponsorship assignment should include considerations such as demographic parity, marital status, family composition, pay grade, pet status, and military occupational specialty.

(c) Ensure assigned sponsors attend sponsorship training conducted by MCCS M&FP I&R/Relocation Services.

(d) Develop and distribute a command "Welcome Aboard" letter for arriving personnel, including information such as COVID-19 preventative measures and other pertinent information about the current restrictions on and off base.

(e) Ensure all arriving SOFA personnel receive a ROM assignment letter, enclosures (2) and (3), which will be provided to all travelers upon arrival to Okinawa. The ROM assignment letter will also be provided to all travelers who incur ROM due to travel as a result of

Temporary Additional Duty (TAD), or leave. Commanders are respectfully reminded that they are the General Courts-Martial convening authority for incoming PCS personnel from the day following their departure from their previous command, and are therefore responsible for good order and discipline during the ROM period.

(f) Ensure sponsors inspect lodging for inbound personnel, and that a viable plan is in place to provide life support for arriving personnel and dependents, including meals and comfort items, during the 14-day post arrival ROM period. Sponsors must be aware of food allergies, dietary restrictions, religious requirements, infant and pet needs and any other unique conditions requested or required by sponsored personnel.

(g) Commands shall ensure personnel incurring ROM due to travel such as leave or TAD have proper support upon their return.

(h) Provide sponsors with the time and resources required to fulfill their sponsorship duties. This includes meal deliveries and support activities.

(i) Ensure all inbound accompanied personnel and their dependents, unaccompanied E-6 and above, and Department of Defense (DoD) civilian employees schedule and complete the mandatory "Newcomers Orientation Welcome Aboard" (NOWA) brief online.

(j) Ensure all personnel expected to incur ROM due to travel are registered into the Task Force Safeguard Combined COVID Database, per their current information management guidelines. COVID database entries will include current contact information, ROM location, sponsor information, dependent information, and testing status until exit from ROM is complete. It is critical that the information provided be accurate as inaccurate or improper contact and location data may result in delayed testing and/or ROM release.

(k) Ensure all outbound travelers are in compliance with COVID vaccine and testing requirements, current as of the time of travel.

(4) Individuals designated as Primary/Alternate Sponsor

(a) Establish and maintain contact with incoming personnel throughout the PCS planning and execution process. Ensure concerns, issues, and needs are addressed and resolved. Ensure COVID-19 preventative measures are addressed, and explain what to expect, particularly in ROM. Sponsor duties continue through the first 45 days following the arrival of the SOFA member and their dependents. During ROM, arriving personnel and dependents will abide by current COVID-19 policy as published by local authorities. As a result, constant support is essential to ensuring all needs are met. It is also recommended that supported service members develop a financial plan to support food/meal or hygiene items plan for ROM period and how funds will be provided to the sponsor for purchases. Consider use of prepaid commissary or AAFES gift cards.

(b) Provide confirmation to your chain of command of arrival of inbound travelers, to include their functioning point of contact (e.g. phone or email), current ROM location, and EDIPI/date of birth for all travelers. If ROM location changes at any point prior to testing, update this information as soon as possible. This will be done via email, phone, or directly into the tracking database per Major Subordinate Command and TF Safeguard policy. Sponsors will maintain regular contact with inbound travelers and assist in daily personnel accountability per unit requirements.

(c) Sponsors are encouraged to recommend arriving personnel and dependents bring (or mail in advance) necessary personal effects. In the case of those moving directly into military family housing, this should include linens and flatware. To enable personal effects to be received in advance of personnel arriving, the sponsor should establish a military postal box on behalf of the inbound member.

(d) After the sponsor has been provided a copy of the member's PCS orders and family data sheet, the sponsor requests an advance housing application and housing checklist from the Kadena Military Housing Office (MHO): Email: kadenahousing.customerservice@us.af.mil; DSN: 315-634-0582/3; Cell: 098-948-1111 (Kadena's operator). The housing application should be completed as soon as possible, and no later than 15 days prior to the arrival of accompanied service members, to ensure availability of housing. Kadena Military Family Housing will allow sponsors to visit, view, photograph/video housing on behalf of the arriving dependents, if available. Sponsors are recommended to provide photos and videos to the dependents, allowing them to gain familiarity with the layout, size, and housing accommodations available.

(e) It is recommend that inbound service members and dependents select a home and request temporary furnishings online through Kadena Housing: <https://www.housing.af.mil/Home/Units/Okinawa/>. Temporary furnishings will be delivered to on-base quarters prior to their arrival. Sponsor will inspect furnishings and accept them if they are serviceable. Sponsor will sign over furnishings to incoming service member upon arrival. Sponsors should also conduct inspection of housing selected by inbound service members to ensure any maintenance or utilities issues are identified and resolved prior to the service member's arrival.

(f) If inbound personnel are not going into permanent or contingency housing, make reservations at designated government TLF or on-base quarters appropriate to the arriving number of service member's dependents, ensuring pet requirements and any special needs the dependents may have are addressed. Personnel arriving with pets are advised to obtain military family housing assigned by Kadena AB's Military Family Housing's Office, if available.

(g) Sponsors will meet arriving personnel and dependents upon arrival. Unaccompanied E-5 and below personnel will be received by the Joint Reception Center (JRC).

There is no requirement for these E-5 and below sponsors to be physically present during arrival.

(h) Sponsors will become familiar with the resources available to support families in ROM such as Marine & Family Programs, online shopping at commissaries and exchanges, on-base food pickup and delivery options, and potential Wi-Fi services. These resources can supplement the sponsorship process, but in no way do they take requirements or responsibility away from command-assigned sponsors.

(i) Internet connectivity is essential to conducting numerous tasks during ROM. Mediatti Broadband Communications (MBC) has pre-wired all service member with dependents quarters for internet access. MBC is offering 14 days of free Wi-Fi during ROM. Sponsors and dependents are recommended to coordinate with MBC prior to arrival. The MBC website is <http://www.mbcokinawa.net/>.

(5) Inbound Personnel and Dependents

(a) Accompanied personnel who have selected and signed for contingency or permanent housing will be transported by their sponsors directly from the Air Mobility Command (AMC) terminal on Kadena Air Base (KAB) to on-base quarters. Service members with dependents and pets are advised to obtain on-base quarters if available. Arriving personnel are recommended to bring, ship, or order via AAFES online (and have sponsors pick up) any items that will be needed to sustain the member and their dependents during the 14-day ROM. These items will include but are not limited to, sufficient bedding for full and twin-sized government-furnished beds, towels, washcloths, medications (for 30 days), toiletries, cleaning supplies, and pet food. Additional information and recommended items can be found in the Frequently Asked Questions tab of the MCCS Welcome Aboard page: <https://www.mccsokinawa.com/welcomeaboard/>.

(b) Arriving personnel who have selected and signed for quarters but whose on-base quarters are not available upon arrival, or those who have not accepted housing will be transported to the designated government TLF via MCCS transportation, and must have reserved via MCCS Lodging prior to arrival. MCCS Lodging Reservations can be made by phone via DSN: 315-645-2455; (from CONUS at: 011-81-98-970-2455), or via email at: fosterlodge@okinawa.usmc-mccs.org. MCCS Lodging will usually respond within 48 hours of receiving an email request. All SOFA-status personnel will conduct ROM on-base.

(c) Unaccompanied SNCO/Officers will conduct the 14-day mandatory ROM in a Bachelor Enlisted Quarters/Bachelor Officer Quarters or a consolidated ROM barracks as designated by their gaining command.

(d) All incoming personnel and their dependents will wear cloth or disposable masks during their travel and upon arrival, in accordance with reference (h). Social distancing is encouraged, to the best of the inbound service-member and their dependents' ability during travel to Okinawa.

(e) All accompanied personnel and their dependents, unaccompanied E-6 and above, and DoD civilian employees must promptly attend the mandatory NOWA Briefing, available online, during ROM. Personnel can sign-up for an online session at the MCCA Relocation Services website: www.mccsokinawa.com/relocation. Personnel cannot obtain a SOFA Driver's License until they are physically in Okinawa, are out of ROM, and have completed the online NOWA brief. All unaccompanied Marines in the grade of E-5 and below will complete their Newcomers Orientation while at the JRC.

(f) Arriving, unaccompanied III MEF/MCIPAC-MCBB E-5 and below, will be met at the KAB AMC Terminal by JRC personnel, who will provide bus transportation to quarters where they will conduct ROM, or to a designated ROM barracks.

(g) Self-monitor for COVID-19 symptoms during travel and upon arrival while in ROM. Inform the sponsor and chain of command in the event you or your dependents become COVID symptomatic.

(h) Be prepared to provide assigned sponsors contact information so they may be contacted while executing ROM. Arriving personnel will notify their sponsor if contact information or ROM locations change for any reason prior to testing.

(i) Within three days of arrival to Okinawa, arriving personnel will initiate TRICARE Prime Overseas enrollment by calling 1-877-678-1208. This phone call will initiate the ROM exit testing process. Personnel will subsequently complete the TRICARE enrollment process following the completion of ROM. Civilian employees who are not eligible for TRICARE will need to contact the Uniform Billing Office at USNHO to coordinate billing for the test, DSN 315-646-7213.

(6) Departing PCS Personnel and Dependents

(a) Departing personnel and families will reserve temporary lodging (through MCCA Lodging) and stay in designated government TLF within established per diem rates. MCCA Lodging Reservations can be contacted at DSN: 315-645-2455; from CONUS Phone: 011-81-98-970-2455; or via email: fosterlodge@okinawa.usmc-mccs.org. MCCA Lodging will usually respond within 48 hours of receiving an email request. In the event that designated government TLF on-base and off-base is not available, MCCA Lodging will provide a CNA.

(b) If able, vacate on-base quarters ten days prior to scheduled detachment to make quarters available for incoming personnel. In accordance with reference (f), outbound personnel are afforded 10 days of TLA.

(7) Marine Corps Community Services (MCCS)

(a) Administer sponsorship training and assist commands/units with training sponsorship coordinators and sponsors, incorporating COVID-19 preventative measures and processes in the training provided.

(b) Maintain close liaison with unit sponsorship coordinators and provide technical assistance, as needed.

(c) Conduct Relocation Assistance Workshops (sponsorship training, NOWA, and Smooth Move Workshops) for inbound and outbound personnel. Implement social distancing or online training when feasible.

(d) Incorporate guidance contained in this Bulletin into the Sponsorship Training.

(e) MCCS Lodging will serve as the single point of contact for all reservations for PCSing inbound and outbound personnel or families. Outbound personnel will be directed to the designated government TLF. In the event designated government TLF is not available, MCCS Lodging will provide a CNA. MCCS will ensure that reservations for inbound personnel and families are sufficient to complete the mandatory 14-day ROM.

(f) Provide loan locker support to inbound personnel and dependents.


(g) Contract off-base lodging to support inbound/outbound personnel, as required.

(h) Ensure the MCCS Welcome Aboard and Relocation COVID information remains current and assistive.

(8) Task Force Safeguard. In order to ensure accurate and timely testing of personnel establish reporting procedures for the submission of information to the Combined COVID Database, as in reference (i).

5. Applicability. This Bulletin is applicable to III MEF and MCIPAC-MCBB personnel assigned to Okinawa. Commanders in other locations within Japan will develop local policies in accordance with the guidance provided in this Bulletin.


W. J. BOWERS


H. S. CLARDY, III

DISTRIBUTION: III MEF List I, II
MCIPAC-MCBB List C

Quick Reference Guide for PCS Entitlements

	What does this mean for the Marine, family, civilian?									
	Lodging Per Diem				Meals & Incidental Expenses (M&IE)				TLE (see note 10)	Haz Duty Pay Restr of Movmt (HDP-ROM)
	Uniformed Member	Member's Dependent	APF Civilian Employee	APF Civilian's Dependent	Uniformed Member	Member's Dependent	APF Civilian Employee	APF Civilian's Dependent		
PCS: Household goods picked up - or-out-processed	Yes (see note 1)	Yes (see note 1)	Yes (see note 11)	Yes (see note 11)	Yes (see note 2)	Yes (see note 2)	Yes (see note 11)	Yes (see note 11)	(see note 3)	No
PCS: Departed PDS and en-route to new duty station	Yes (see note 1)	Yes (see note 1)	Yes (see note 11/14)	Yes (see note 11/14)	Yes (see note 2)	Yes (see note 2)	Yes (see note 11/14)	Yes (see note 11/14)	(see note 4)	No
PCS: Isolation or Quarantine at previous duty station	Yes (see note 1)	Yes (see note 1,6)	Yes (see note 11)	Yes (see note 11)	Yes (see note 2)	Yes (see note 2)	Yes (see note 11)	Yes (see note 11)	No	No
PCS: Isolation or Quarantine at alternate location	Yes (see note 1)	Yes (see note 1,6)	Yes (see note 12)	Yes (see note 12)	Yes (see note 2)	Yes (see note 2)	Yes (see note 12)	Yes (see note 12)	No	No
PCS: Isolation or Quarantine at new duty station	Yes (see note 1)	Yes (see note 1,6)	Yes (see note 12)	Yes (see note 12)	Yes (see note 2)	Yes (see note 2)	Yes (see note 12)	Yes (see note 12)	No	No
Commander-directed self-monitoring	No	No	Yes (see note 13)	Yes (see note 13)	No	No	Yes (see note 13)	Yes (see note 13)	No	Yes (see note 5)
TDY: Directed to quarantine at TDY or alternate location	Yes	No	Yes (see note 14)	No	Yes	No	Yes (see note 14)	No	No	No
Government funded leave: Ordered to self-quarantine before return (see note 7)	Yes	No	No	No	Yes	No	No	No	No	No
Personal Leave: Directed to Return	Yes	No	No	No	Yes	No	No	No	No	No
Personal Leave: Directed to Remain	Yes	No	No	No	Yes	No	No	No	No	No
Dependent student transportation to or from school: Ordered into Isolation or Quarantine	N/A	Yes (see note 8)	No	No	N/A	Yes (see note 8)	No	No	N/A	N/A

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.

Note 4 - Temporary Lodging Expense (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.

Note 8 - May be authorized per diem (lodging, meals and incidental expenses) in accordance with JTR, paragraph 050816D4, as long as lodging or meals are not provided.

Note 9 - Leave will not be charged for mandatory 14-day Restriction of Movement (ROM).

Note 10 - This does not apply to civilian employees.

Note 11 - Lodging and M&IE will be reimbursed in accordance with Department of State Standardized Regulations (DSSR) 240, Foreign Transfer Allowance.

Note 12 - Lodging and M&IE will be reimbursed in accordance with DSSR 120, Temporary Quarters Subsistence Allowances (TQSA).

Note 13 - If Appropriated Fund (APF) Civilian employee is in TQSA status, lodging and M&IE will be reimbursed in accordance with DSSR 120 TQSA.

Note 14 - Traveler will receive lodging and M&IE in accordance with JTR.

Memorandum for Individuals Subject to ROM (Military)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

5800
CO

From: Commanding Officer/General

To: Individual, or Unit Identifying Information

Subj: NOTICE OF RESTRICTION OF MOVEMENT DUE TO TRAVEL

Ref: (a) USFJ Force Public Health Order 21-002

(b) III MARINE EXPEDITIONARY FORCE (MEF)/MARINE CORPS FORCES
JAPAN (MARFORJ) NOVEL CORONAVIRUS (COVID-19) OUTBREAK
RESPONSE EXECUTION ORDER (EXORD) 21-001

1. This is a formal notice that as the Commanding Officer, I am ordering your Restriction of Movement (ROM) due to meeting travel-based requirements per reference (a). I am providing you with the following directions and information regarding your ROM status.

a. [Name, identifying information or other description of the individual, group of individuals or geographic location subject to the order.]

b. You are subject to ROM release when the following conditions are met: no earlier than 1100 on [14th day], negative test results have been resulted for you and all members of your family, and Task Force Safeguard has issued a Notification of Release to your command. Portions of this ROM may include increased access to on-base facilities only, in accordance with current vaccine and testing guidelines as outlined in reference (b). You are accountable for understanding and adhering to your current ROM status and limitations.

c. Based on your ROM status, Task Force SAFEGUARD medical personnel will come to your location and conduct specimen collection for testing in accordance with the reference. This will consist of a nasopharyngeal swab. Every member of your family will need to be tested, regardless of age. You should be contacted within 96 hours of your arrival on Okinawa to confirm your location and contact information; notify your sponsor if this does not occur.

2. Information supporting an exemption such as previous positive test results should be provided to me, or one of my designated representatives. I (or a designated representative) will review the information provided, in consultation with public health, medical, and legal personnel, for a final determination.

3. It is DoD and United States Marine Corps policy that military installations, property, personnel, and other individuals working or residing on military installations will be protected

ENCLOSURE (2)

under applicable legal authorities against communicable diseases of public health concern. Violations of this order issued are punishable under the Uniform Code of Military Justice (UCMJ). Violations by members of the civilian component may be punished in accordance with respective service disciplinary rules. Violations by dependents may result in administrative sanctions up to and including loss of command sponsorship and an early return of dependents.

4. A wide range of professionals are working hard to ensure you receive the highest quality medical care and are released from ROM as soon as possible. These actions are necessary to safeguard the health of your loved ones and ensure the safety of the general public.

I. M. COMMANDER

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only; Protection of Personal Identifiable Information (PII), 08 February 2020. Other requests for this document will be referred to MCIPAC-MCBB, AC/S G-3/5.

By my signature below I acknowledge that I have read this order in its entirety.

[Typed name of individual]

Signature

Date

ENCLOSURE (2)

Memorandum for Individuals Subject to ROM (Civilian)



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC-MCB CAMP BUTLER
UNIT 35001
FPO AP 96373-5001

5800
CO

From: Commanding Officer/General

To: Individual, or Unit Identifying Information

Subj: NOTICE OF RESTRICTION OF MOVEMENT DUE TO TRAVEL

Ref: (a) USFJ Force Public Health Order 21-002

(b) III MARINE EXPEDITIONARY FORCE (MEF)/MARINE CORPS FORCES
JAPAN (MARFORJ) NOVEL CORONAVIRUS (COVID-19) OUTBREAK
RESPONSE EXECUTION ORDER (EXORD) 21-001

1. This is a formal notice that as the Installation Commander, I am ordering your Restriction of Movement (ROM) due to meeting travel-based requirements per reference (a). I am providing you with the following directions and information regarding the ROM.

a. [Name, identifying information or other description of the individual, group of individuals or geographic location subject to the order.]

b. You are subject to ROM release when the following conditions are met: no earlier than 1100 on [14th day], negative test results have been resulted for you and all members of your family, and Task Force Safeguard has issued a Notification of Release to your command. Portions of this ROM may include increased access to on-base facilities only, in accordance with current vaccine and testing guidelines as outlined in reference (b). You are accountable for understanding and adhering to your current ROM status and limitations.

c. Based on your ROM status, Task Force SAFEGUARD medical personnel will come to your location and conduct specimen collection for testing in accordance with the reference. This will consist of a nasopharyngeal swab. Every member of your family will need to be tested, regardless of age. You should be contacted within 96 hours of your arrival on Okinawa to confirm your location and contact information; notify your sponsor if this does not occur.

2. Information supporting an exemption such as previous positive test results should be provided to me, or one of my designated representatives. I (or a designated representative) will review the information provided, in consultation with public health, medical, and legal personnel, for a final determination.

3. It is DoD and United States Marine Corps policy that military installations, property, personnel, and other individuals working or residing on military installations will be protected

ENCLOSURE (3)

under applicable legal authorities against communicable diseases of public health concern. Violations of this order issued are punishable under the Uniform Code of Military Justice (UCMJ). Violations by members of the civilian component may be punished in accordance with respective service disciplinary rules. Violations by dependents may result in administrative sanctions up to and including loss of command sponsorship and an early return of dependents.

4. A wide range of professionals are working hard to ensure you receive the highest quality medical care and are released from ROM as soon as possible. These actions are necessary to safeguard the health of your loved ones and ensure the safety of the general public.

I. M. COMMANDER

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By my signature below I acknowledge that I have read this order in its entirety.

[Typed name of individual]

Signature

Date

ENCLOSURE (3)