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# REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS, HOUSING, AND QUARANTINE- LEVEL - RESTRICTION OF MOVEMENT ASSOCIATED WITH PERMANENT CHANGE OF STATION MOVES TO JAPAN

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SUBJ/REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS, HOUSING,  
AND QUARANTINE-LEVEL - RESTRICTION OF MOVEMENT (ROM) ASSOCIATED WITH PERMANENT  
CHANGE OF STATION MOVES TO JAPAN//

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REF/H/DOC: DOD PER DIEM, TRAVEL, AND TRANSPORTATION ALLOWANCE COMMITTEE/JUNE  
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NARR/REF A IS OSD MEMORANDUM, UPDATE TO CONDITIONS-BASED APPROACH TO CORONAVIRUS  
DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS. REF B IS BORDER  
ENFORCEMENT MEASURES TO PREVENT THE SPREAD OF NOVEL CORONAVIRUS (COVID-19). REF

C IS JAPAN FORCE PUBLIC HEALTH ORDER 21-002 FRAGO 003. REF D IS MARADMIN 285/20 SUPPLEMENTAL GUIDANCE TO PERMANENT CHANGE OF STATION ASSIGNMENTS DUE TO 2019 NOVEL CORONAVIRUS (COVID-19). REF E IS MARADMIN 277/21 UPDATE TO CONDITIONS-BASED APPROACH TO CORONAVIRUS DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS ALONG WITH THE IMPLEMENTATION OF FORCE HEALTH PROTECTION GUIDANCE (SUPPLEMENT 20). REF F IS III MEF/MCIPAC-MCBBBUL 1754 SUPPLEMENTAL GUIDANCE TO PERSONNEL SPONSORSHIP PROGRAM IAW COVID-19 PREVENTATIVE MEASURES. REF G IS OSD MEMO, TRANSITION TO CONDITIONS-BASED PHASED APPROACH TO CORONAVIRUS DISEASE 2019 PERSONNEL MOVEMENT AND TRAVEL RESTRICTIONS. REF H IS THE JOINT TRAVEL REGULATIONS. REF I IS DOD EXECUTIVE AGENT FOR DOD PASSPORTS AND PASSPORT SERVICES MEMORANDUM UPDATING ENTRY REQUIREMENTS FOR GERMANY, JAPAN, SOUTH KOREA, AND ITALY. REF J IS MCIPAC-MCBBBUL 11101 MANDATORY ASSIGNMENT TO BACHELOR HOUSING FOR UNACCOMPANIED MARINE CORPS AND ATTACHED PERSONNEL IN JAPAN AND KOREA. REF K IS 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//POCS/SEE PARAGRAPH 7//

GENTEXT/REMARKS/1. Purpose. This message reinforces existing guidance for Marines regarding transportation, pets, housing, and restriction of movement (ROM) associated with permanent change of station orders (PCSO) to Japan. In accordance with reference (a), this message does not apply to those personnel executing orders under Chief of Mission authorities, who should contact their gaining chain of command to ensure travel is conducted by authorized means.

2. Background. Per references (b) and (c), the Government of Japan Ministry of Foreign Affairs (MOFA) and Commander, United States Forces Japan (COMUSJF) require all persons traveling from a restricted location, to include the United States, undergo up to 14 days of ROM depending on vaccination status. This requirement applies to all Marine Corps personnel under status of forces agreement (SOFA), and is not waivable. The requirement to house inbound personnel and family members during ROM will stress Marine Corps temporary and permanent housing inventories across Japan. Thus, strict adherence to this message and precise communication between sponsors and inbound personnel is essential.

2.a. Travel with a Special Issuance Passport (SIP) is mandatory for DoD Civilians and eligible family members. However, if not in receipt of the SIP prior to departure, the traveler must have on hand a memorandum from a DoD Passport Agent stating the SIP application was submitted. This memorandum must identify each applying applicant, date of submission, country of travel for PCS and VPAS ID. Boarding a flight on official travel status with a Regular (blue tourist) Passport is permissible ONLY with such a memo to be presented, as requested by boarding officials. Personnel initiating PCS travel after 01 July 2021 must have applied for the SIP prior to departure from the U.S. The exception allowing travel on a Regular Passport in lieu of a SIP while on

official travel will expire on 30 September 2021 for DoD personnel currently assigned and transitioning between the U.S. and the PCS country of assignment

3. Action. In addition to the requirements articulated in the references, Marine Corps personnel executing orders to III MEF and MCIPAC commands within Japan are required to accomplish the following before traveling:

3.a. Arrange Transportation. In accordance with references (d) and (e), the Air Mobility Command - Patriot Express (AMC-PE) is the only authorized means for PCS transportation from the Continental United States (CONUS) to Japan. This is due to travel restrictions/ROM complications at intermediate points of transfer. Using commercial air is expressly prohibited without an exception to policy, as identified in paragraph 3.a.3, below. Exceptions to policy should be limited to all but the most unusual circumstances and will result in all personnel being forced to ROM at one of Japan's major ports of entry. The requirements for transportation and exception to policy are outlined below:

3.a.1. Personnel with PCS orders to Japan must immediately apply for a Special Issuance Passport (SIP) for their family members per reference (i) and reserve AMC-PE seats by contacting their local Distribution Management Office Passenger Travel Office (PTO) or another Service's Installation PTO when not aboard a Marine Corps installation. Transportation Officers will ensure that PTO or Travel Management Company personnel register seat requirements in USTRANSCOM's Global Air Transportation Execution System (GATES).

3.a.2. Personnel with a point of origin outside CONUS should register their travel requirements with PTO and contact their sponsor for alternative travel arrangements within Japan. This process will be executed on a case-by-case basis and as an exception when no alternative methods of transport are available.

3.a.3. Exceptions to policy (ETP) for PCS and TAD travel alike, allowing travel by commercial air will be signed by the gaining O-5 or above commander in Japan. For PCS travel, the ETP must state that family members possess a valid SIP and ROM quarters and transportation are available. Commanders in Japan will ensure a ROM facility and transportation to the ROM facility is available. The ITP will also state that this has been coordinated with the host receiving installation commander and list points of contact in Japan.

3.a.3.a. Marines PCSing to MCAS Iwakuni may, with the appropriate ETP, travel via commercial international flights directly into Osaka International Airport, Fukuoka Airport, Hiroshima Airport, and Kansai International Airport.

3.a.3.b. Marines PCSing to Camp Fuji may, with the appropriate ETP, travel via commercial international flights directly into Narita International Airport and Tokyo International Airport (Haneda).

3.a.3.c. ETP for commercial travel to Okinawa, Japan will be signed by a General Officer (GO). Marines PCSing to Okinawa, Japan are not allowed to fly commercial air into Japan without the appropriate ETP. The ETP must specify that family members possess a valid SIP (or a Regular (blue tourist) along with

proof they have applied for a SIP until 30 Sep 2021, and IAW para 2.a. above) and an alternate ROM plan. This authority may not be delegated.

#### 3.a.4. Movement of pets.

3.a.4.a. All current pet quarantine and health requirements established by the GOJ remain.

3.a.4.b. Sponsors must be notified if pets are traveling with the member, due to potential changes in housing requirements and ROM considerations.

3.a.4.c. The requirement to transport pets must be provided to PTO as soon as possible due to extremely limited capacity. PTO will provide weight, size, and quality limitations for kennels both in the designated pet spaces and as in-flight cabin space. Do not attempt to bring a pet with a kennel that exceeds required limits as personnel may be removed from their scheduled flight.

3.a.4.c.1. Shipping pets via commercial cargo is a personal option. In many cases, the cost can range from \$2,500 to \$7,000, and there may be limitations on size and breed. Marines are reminded that transportation of pets is not an entitlement per reference (h) and no reimbursement is authorized. The Navy-Marine Corps Relief Society now offers assistance with pet travel associated with permanent change of station orders to or from an overseas base. An interest-free loan of up to \$5,500 to cover the cost of up to two pets is now available. Service members may apply for this assistance when the Department of Defense is unable to support PCS travel options for pets, which is defined by DoD as a dog or cat. For more information, visit <https://www.nmcrs.org>.

#### 3.b. Registering Housing Requirements.

3.b.1. Immediately upon receipt of orders, accompanied Marines reporting to Okinawa-based commands are directed to apply for family type housing by submitting DD Form 1746 to the Kadena Military Housing Office; Email: [Kadenahousing.customerservice@us.af.mil](mailto:Kadenahousing.customerservice@us.af.mil); DSN: 315-634-0582/3.

3.b.1.a. Immediately upon receipt of orders, accompanied Marines reporting to Iwakuni-based commands are directed to apply for family type housing by submitting DD Form 1746 to the Iwakuni Family Housing Office; Email: [iwknfamilyhousing@usmc.mil](mailto:iwknfamilyhousing@usmc.mil); DSN: 315-253-5541

3.b.1.b. Housing/Billeting aboard Japan Installations for Senior Officers (O6, W5) and SNCOs (E8/E9) on unaccompanied tours is extremely limited. Those who desire on base in geo-type quarters must indicate this to their sponsor ASAP.

3.b.2. Those Senior Officers and SNCOs who desire to reside off-base will submit an AA Form (NAVMC 10274) to MCIPAC (G-F Housing and Billeting Branch) via their gaining chain of command.

3.b.3. Unaccompanied Officers and SNCOs who intend to bring pets will be ineligible to reside on-base. As a reminder, those who request to reside off-base must not be in receipt of CONUS BAH, per reference (j).

3.b.4. Unaccompanied personnel not in the grades described above, not traveling with pets, will be directed to reside in geo-type quarters, except as prescribed

in reference (j).

3.b.5. Unaccompanied Marines will be assigned government quarters upon arrival.

3.c. COVID-19 Testing.

3.c.1. Prior to initiating international air travel to Japan all personnel (military and civilian) must receive a negative PCR test within 72 hours of departure of the international leg of their trip. Negative test results must be available for review prior to boarding and upon arrival into Japan and are the responsibility of the traveler. Effective 15 July, 2021, travelers arriving without a valid negative COVID-19 test, vaccination, waiver, or proof of recovery from COVID-19, as required by their destination, will be denied travel. Reference (e) outlines additional testing information.

3.c.2 Personnel who receive positive test results while awaiting transportation at SEATTLE-TACOMA (SEA-TAC) INTL GATEWAY AMC will be directed to isolate in government-designated facilities on a reimbursable basis and should possess an activated Government Travel Charge Card (GTCC).

4. Expectations. Arriving personnel should expect the following.

4.a. Up to 14 days of ROM depending on vaccination status and host nation restrictions/guidelines. Upon arrival, all personnel should expect to be received and moved directly to a designated ROM facility. These facilities are a mix of government owned lodging facilities, military family housing, and military bachelor housing.

4.a.1. While in ROM, unvaccinated personnel will be restricted to their ROM facility under lawful order and will sign an acknowledgement as such. Access to pharmacies, restaurants, grocery stores, commissaries, exchanges, and other retail locations on- and off-base will be prohibited. As a result, travelers must ensure they have access to required medications, unique dietary supplements, and other personal necessities during their ROM period.

4.a.2. In order to support inbound personnel and their families, Command Sponsors will be a key component to success and play an active role during the ROM period and beyond.

4.a.3. Fully vaccinated personnel will be assigned ROM, with no off-base access, but with access to on-base facilities and amenities during their ROM period.

4.a.4. ROM requirements and processes are subject to short-notice modification, which will be communicated via the chain of command, social media, and/or the Command Sponsor. Commanders will ensure Command Sponsors are given sufficient time to support inbound personnel and their families, prior to and after arrival, anticipating their needs and mitigating issues. Detailed instructions for Sponsors can be found in reference (f).

4.a.5. Personnel are recommended to travel with sufficient cash and/or commissary and exchange gift cards to defray subsistence costs. Cash and/or exchange/commissary gift cards may be given to the travelers' sponsors to obtain necessary items.

4.a.6. Approximately 20 percent of arriving accompanied members and most families arriving with pets will go directly to on-base permanently assigned family housing as occupancy levels allow. In addition to the requirements stated in para 3 of this message, commands of those moving directly to family housing must ensure that the sponsors obtain cookware, groceries, and other required household items.

4.a.7. All personnel will be tested for COVID-19 prior to exiting ROM. Testing will normally occur at day 10 of ROM and will be initiated by the Command Sponsor or Command COVID representative.

## 5. Clarification of Allowances and Entitlements.

### 5.a. Inbound (Unaccompanied).

5.a.1. Sergeants or below will ROM in the Joint Reception Center (JRC) Barracks or designated unit barracks. Staff Noncommissioned Officers and Officers will ROM in an appropriate designated BOQ/BEQ facility.

5.a.2. The local billeting office will provide a certificate of non-availability (CNA) if space is not available in the identified quarters and members will then be authorized to reside at one of the designated ROM Temporary Lodging Facilities (TLF).

5.a.3. Members assigned to quarters identified in paragraph 5.a.1 are required to complete the ROM period upon arrival as required by the base/station. The ROM period will NOT be annotated on their travel claim. The member will be entitled to their Permanent Duty Station (PDS) allowances after being joined, which will be the day after the arrival date. Members assigned to quarters identified in paragraph 5.a.2 will have the ROM period captured on the travel claim when the member completes their Permanent Change of Station (PCS) travel claim and the join date will be the day after completing ROM.

### 5.b. Inbound (Accompanied) conducting ROM in a TLF.

5.b.1. ROM period will be captured when the member completes their Permanent Change of Station (PCS) travel claim. During this period the member is entitled to: travel allowances, e.g., per diem, for themselves and their dependents. Vaccinated members will complete a travel claim upon arrival and a TLA claim via NAVMC 11116 to request per diem entitlements.

5.b.2. Additionally, since the unvaccinated Marines will remain in a travel (i.e., transient) status, they will continue to rate housing allowances based upon their previous PDS.

5.b.3. Upon completion of ROM, unvaccinated members are required to check into IPAC the next working day to complete their audit and travel claim. Also, for Okinawa, they are required to check into the Kadena Housing Office to receive their housing brief and the Installation Housing Office for their Temporary Lodging Allowance (TLA) brief. Vaccinated members are required to check into IPAC on the first business day following their arrival.

5.b.4. TLA will begin upon the join date for unvaccinated members and the arrival date for vaccinated members. TLA may be authorized for up to 45 days

from date of arrival. The process and entitlements for TLA remain unchanged.

5.b.5. The join date for unvaccinated members will be the day after completing ROM, per reference (e). The join date for vaccinated members will be the day after arrival.

5.c. Inbound (Accompanied) conducting ROM in permanently assigned family housing.

5.c.1. Members will be required to complete the ROM period upon arrival as required by the base/station. The ROM period will NOT be annotated on their travel claim.

5.c.2. Upon completion of ROM, members are required to check into IPAC the next working day to complete their audit and travel claim.

5.d. Inbound (Accompanied) conducting ROM in temporarily assigned Contingency Housing.

5.d.1. These members will complete the required ROM period as required by the base/station in Contingency Housing. The ROM period will be captured on the travel claim when the members complete their Permanent Change of Station (PCS) travel claim. During this period the member is entitled to: Meals and Incidental Expenses portions of per diem for themselves and their dependents. Vaccinated members will complete a travel claim upon arrival and a TLA claim via NAVMC 11116 to request per diem entitlements.

5.d.2. Additionally, since the unvaccinated Marines are still in a travel status, they will continue to rate housing allowances based upon their previous PDS.

5.d.3. Upon completion of ROM, members are required to check into IPAC the next working day to complete their audit and travel claim. Also, they are required to check into the Kadena Housing Office to receive their housing brief and the Installation Housing Office for their Temporary Lodging Allowance (TLA) brief.

5.d.4. TLA will begin upon the join date for unvaccinated members and the arrival date for vaccinated members. TLA may be authorized for up to 45 days from date of arrival. The process and entitlements for TLA remain unchanged.

5.d.5. The join date for unvaccinated members will be the day after completing ROM, per reference (e). The join date for vaccinated members will be the day after arrival.

## 6. Helpful Information

### 6.a. Kadena Air Base website

6.a.1. The Kadena Air Base website is a tremendous resource, providing information about what to expect when arriving on island, occupancy reports, pet information, and housing policies. The website is available at [https://www.kadena.af.mil/Kadena\\_Housing\\_Office](https://www.kadena.af.mil/Kadena_Housing_Office). Similar information concerning PCS moves to Marine Corps Air Station Iwakuni can be found at <https://www.mcasiwakuni.marines.mil/PCS-to-Iwakuni/>. Additional information about PCSO to Okinawa during COVID-19 is also available at <https://www.mcipac.marines.mil/PCS-during-COVID-19/>.

6.b. The IPAC, Inbound Branch Website is a resource providing information on general processes and procedures for joins, travel claims, and the temporary lodging allowance. This website is updated as needed to provide the most up-to-date processes and procedures for reimbursements. The website is available at <https://www.mcbbutler.marines.mil/Base-information/IPAC/IPAC-Inbound/>.

7. Points of Contact. All personnel shall use their chain of command and/or their sponsor 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. The POCs are available to assist Marines with problems that they may encounter in order to not become "frustrated" travelers.

7.a. DC IL: mark.a.edwards5@usmc.mil; frederick.hyden@usmc.mil.

7.b. DC MRA, Manpower Military Personnel Policy: mpo@usmc.mil.

7.c. DC MRA, Active Duty Military Manpower Management:  
smb.manpower.mmib1@usmc.mil.

7.d. DC MRA, Active Reserve and Selected Reserve Marines: rap@usmc.mil and joinar@usmc.mil.

7.e. DC MRA, Secretariat/Manpower Information:  
dc.mra.secretariat.office@usmc.mil.

7.f. DC MRA, Civilian Employees: michelle.delmedico@usmc.mil;  
frances.burt@usmc.mil.

7.g. DC AVN: douglas.h.howard@usmc.mil.

7.h. DC PPO, Marine Corps COVID Cell (MCCC): smb\_hqmc\_mccat@usmc.mil;  
mc.cat.ja.fct@usmc.mil.

7.i. DC PR (RFF): paul.w.evans@usmc.mil; hqmc\_P\_R\_RFF@usmc.mil.

7.j. HQMC Health Services: stephen.a.chapman@usmc.mil; alfred.owings@usmc.mil.

8. This MARADMIN provides updates to ref (K) and applies to the Total Force.

9. This is a coordinated Marine Forces Japan, Marine Corps Installations Command, Installations and Logistics, and Manpower Reserve Affairs message.

10. Release Authorized by LtGen Charles G. Chiarotti, Deputy Commandant, Installations and Logistics (I&L).//