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## 2022 PEAK MOVING SEASON PREPARATIONS

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SUBJ/2022 PEAK MOVING SEASON PREPARATIONS//

REF/A/DOC/DOD FOREIGN CLEARANCE GUIDE DATED 11 FEB 2022//

REF/B/DOCID/USTRANSCOM PERSONAL PROPERTY ADVISORY 21-0012//

REF/C/WEBID/CDC PERSONAL HEALTH PROTECTIONS//

NARR/REF A PROVIDES GUIDANCE AND CLEARANCE REQUIREMENTS FOR AIRCRAFT INTERNATIONAL MISSION PLANNING AND EXECUTION, COVID TESTING AND VACCINATION, AND QUARANTINE. REF B IS US TRANSPORTATION COMMAND (USTRANSCOM) PERSONAL PROPERTY ADVISORY 21-0012 PROTECTING THE FORCE FROM COVID-19. REF C IS CENTER FOR DISEASE CONTROL AND PREVENTION WEBSITE FOR PERSONAL HEALTH PROTECTIONS AND THE LINK IS IN PARAGRAPH 12.C. OF THIS MARADMIN.//

POC/F. D. HYDEN/CIV/LPD-2/TEL: (703) 483-0820/EMAIL: FREDERICK.HYDEN@USMC.MIL//

POC/B. S. IMLER/CIV/LPD-2/TEL: (703) 674-9420/EMAIL: BRIAN.IMLER@USMC.MIL//

GENTEXT/REMARKS/1. The purpose of this MARADMIN is to provide Marines, Civilian Marines, and their families conducting a Permanent Change of Station (PCS) move in a COVID-19 environment during the peak moving season (15 May through 31 August 2022) with direction and information on how to ship and store their personal property, also known as household goods (HHG), unaccompanied baggage (UB), mobile homes and privately owned vehicles (POVs). Included in paragraphs two (2) through six (6) are force health protection requirements in effect on the date of release of this MARADMIN such as wearing a suitable mask while performing pre-move surveys, packing, loading, unloading and unpacking operations inside the residence, using a Personally Procured Move (PPM) to provide more control of the move, risks associated with self-procured storage of



for each shipment made incident to executing the PCS move. Paragraphs seven (7) through ten (10) provide the requirement to conduct medical screening for OCONUS travel as soon as orders are issued, required testing, vaccination and quarantine for all international travel per the references, transportation of pets as members of the Marine family aboard Air Mobility Command-Patriot Express (AMC-PE) flights and the importance of contacting the local Passenger Travel Office (PTO) located within the Distribution Management Office (DMO), or Installation Transportation Office (ITO) at non-Marine Corps installations, to make pet transportation arrangements as early as possible.

## 2. Situation.

2.a. Pursuant to references (a) through (c), all personnel, including Marines, Civilian Marines, their family members (for simplicity, the term Marines encompasses Marines, Civilian Marines, and their families unless otherwise specified in this MARADMIN) and Transportation Service Provider (TSP, the moving company) crewmembers and drivers are required to take effective health protection measures while executing personal property operations, regardless of location, to include the wearing of a proper cloth mask, and continuing to perform other safeguards throughout the move while in the residence. Any Department of Defense (DoD) customer not comfortable with the movers entering their home should work with their chain of command and shipping office to reschedule their pack-out or delivery. Personal Property Shipping Offices (PPSOs) and TSPs shall contact customers to ensure all parties are comfortable with Quality Assurance and commercial moving personnel conducting packing, pickup, or deliveries inside a resident's home. As an additional risk mitigation measure, any family member not required to supervise TSP activities should vacate the residence during the pack-out/delivery process. If this is not possible, customers should prepare a dedicated room where family members must stay while TSP crewmembers and drivers are working. The TSP Certification of Health Protection Protocols document assures DoD customers that industry personnel working in their homes were screened for illness in accordance with Centers for Disease Control (CDC) guidelines and equipped to follow basic health protection protocols. TSPs are required to present the completed TSP Certification of Health Protection Protocols document to the customer BEFORE beginning any work in a residence. These procedures will remain in effect unless/until the DoD issues new policies regarding Force Health Protection Protocols. Refer any questions on Force Health Protection to the local Personal Property Office.

## 2.b. Personal Property Shipment and Storage

Requirements. [www.militaryonesource.mil](http://www.militaryonesource.mil) has replaced [www.move.mil](http://www.move.mil) as the primary source for PCS Move information. Once notification is received that PCS Orders are forthcoming or the Orders are actually in hand, Marines should visit the website [www.militaryonesource.mil](http://www.militaryonesource.mil) and create or update an account in the Defense Personal Property System (DPS). Scroll down the homepage and click on the Moving and Housing block. This link will take the user to the Moving, OCONUS Moves, and Housing area of [militaryonesource.mil](http://militaryonesource.mil), and provides a wide range of subjects and information associated with the shipment and storage of personal property: this is the starting place for Marines to learn how the move process works, locate the supporting Personal Property Office (PPO)/Transportation Office, determine the weight of household goods, receive initial personal property entitlement and allowance information, review POV shipment and storage instructions, review instructions on claim filing, and much more.

2.c. Marines conducting their first move and Marines who are separating or retiring must receive additional counseling from the local PPO prior to submission of their shipment application using DPS.



2.d. POV Shipment and Storage. Marines conducting a PCS move to, from or between locations Outside of the Continental U.S. (OCONUS) may be entitled to move or store one POV at government expense. Contact the local PPO for information regarding POV entitlements based on the OCONUS destination and prepare required documents needed to ship or store the POV. A POV that cannot be shipped OCONUS is authorized storage and may be stored in government contracted facilities or stored by the Marine in self-procured POV storage.

Regardless of the method used, storage must be approved in advance by the PPO.

The reimbursable monthly storage rate for self-procured POV storage is based on the monthly POV storage rate paid by the Government in the Global POV Contract (GPC). Currently, the amount for reimbursement continues to decline and Marines must be prepared to negotiate a lower monthly storage rate or pay the difference out of pocket if they elect to use a self-procured storage option. Marines must use [www.pcsmypov.com](http://www.pcsmypov.com) to make an appointment for POV drop-off or pick-up at government provided storage facilities. During peak season, demand is high for appointments so make them as soon as possible once orders are received. For information on how to prepare a POV for shipment or storage, review the documents Shipping Your POV, Appendix K3 and Storing Your POV, Appendix K4 of the Defense Transportation Regulation, Part IV Personal Property at [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_3.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf) and [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf). Marines must also be able to prove to the Personal Property Office Counselor and the GPC Vehicle Processing Center that all safety recall repairs have been performed on the POV prior to turning in the POV for shipment or storage. Self-procured POV storage businesses may not require the safety recalls to be completed prior to placement in storage, but Marines should complete them upon notification by the manufacturer since the repairs are usually at no cost when they are performed per the instructions in the notification document.

### 3. Counseling

3.a. Marines perform self-counseling in DPS. Marines are encouraged to take notes on entitlements, allowances and procedures during counseling. Upon completion, upload the required documents such as PCS Orders and endorsements, and note any questions not covered by DPS Counseling. Contact or visit the nearest installation Personal Property Office to receive targeted counseling on questions noted during DPS counseling. Submit any additional documents, including documents for a Personally Procured Move (PPM), that are required to complete shipment and/or storage applications.

3.b. The 7 Day Spread for Routine Shipments. Under the new 2022 Defense Personal Property Program (DP3) Business Rules for shipments picking up on or after 15 May 2022, Marines will provide a requested pickup date, which should be the last day the HHG are ready for pickup. The preceding six (6) calendar days before the requested pickup date will be set as the 7 Day Spread. The Marine will then submit a preferred pickup date which must fall within the 7 Day spread. When the shipment is awarded to a TSP, the TSP may select the requested pickup date or the TSP may select any one of the other previous six (6) calendar days (including the preferred pickup date) before the requested pickup date to pick up the shipment. The TSP must provide the confirmed pickup date in writing via email to the Marine within three (3) calendar days from the date the shipment was awarded. The Marine and TSP may negotiate the pickup date; however, the TSP must accommodate a pickup date within the spread-date window.

Once established, the pickup date cannot change without the Marine's approval.

Weekends and holidays may be part of the previous six (6) calendar days but are not normally used for routine shipment pickup dates unless the Marine wants to be picked up on a weekend/holiday date. Weekend/holiday pickup dates must be



approved by the Marine, the TSP and the shipping office that awarded the shipment to the TSP. There may not be Government Quality Assurance personnel available on weekends or holidays so the Marine should confirm support with their local Personal Property Office. If the Marine cannot support the pickup date selected by the TSP, the Marine must immediately contact the shipping office to explain why that date is not supportable and request a different date.

For additional details on the 7 Day Spread for Routine Shipments, Marines are encouraged to contact their local PPO. Note 1: For planning purposes use 5,000 pounds of HHG weight to equal one day of packing. Therefore, 16,500 pounds of HHG weight equals up to four pack days immediately before the confirmed pick up date, unless those days are weekends or a holiday, and packing on those dates must be agreed to by the Marine, the TSP and the Personal Property Shipping Office (PPSO) that awarded the shipment to the TSP. The confirmed pickup date should drive all other dates needed to clear quarters and other requirements to execute the move. Once established, the pickup date should not be changed unless it is absolutely necessary to make a change due to unforeseen circumstances beyond the control of the Marine because new pickup dates may not be available in the peak moving season due to limited capacity. To estimate the weight for each shipment use the authorized weight estimator located at this link: <https://www.ustranscom.mil/dp3/weightestimator.cfm>. Note 2:

Short Fuse, Direct Procurement Method, One Time Only and local move shipments are not eligible for the 7 Day Spread and will be processed per current procedures. Information on the selected TSP is available at this website: <https://www.ustranscom.mil/dp3/index.cfm#tspdetai>. The Marine will provide the four digit Standard Carrier Alpha Code, or SCAC, which is assigned to every TSP to enable the search feature to work properly and will be identified on the email from the PPSO that announces which TSP was awarded the shipment. Select SCAC and enter the TSP's SCAC to search for TSP ratings. Note 3: Since DoD requirements usually exceed over 400,000 moves annually, almost every TSP will have at least one Letter of Warning and/or Letter of Suspension and those will be identified on the TSP Metrics page. When the Marine has questions regarding the selected TSP, contact the PPSO at the phone number/email address provided on the shipment award email.

3.c. Short Fuse shipments. A Short Fuse shipment is a short notice PCS requirement when the Marine receives PCS Orders with limited time between the orders issuance date and the Estimated Departure Date, such as "10 day orders" and orders issued for various schools based on promotion dates, etc., and beyond the control of the Marine. When these short notice situations arise, it is understandable that coordinating all the elements necessary to prepare a PCS move can be overwhelming. There are several checklist tools available for the Marine requiring immediate support. Commanders at all leadership levels are encouraged to allow the Marine the necessary time to make arrangements to complete preparations for the move. Plan the move as soon as possible and complete the counseling process accordingly. In the event circumstances beyond the control of the Marine prevent an early submission of the shipment application, or applications when OCONUS PCS Orders are issued, contact the local Personal Property Office and inform them of the issues associated with the delay in submitting the required application(s). Confirmed pickup date(s) should drive all other dates needed to clear quarters and other requirements to execute the move. Marines must not wait until the last minute to submit their shipment applications since capacity may not be available or lesser quality moving companies may be the only moving companies available for that shipment.

3.d. Extended transit times. Due to supply chain limitations worldwide, TSPs



will be provided additional time to deliver shipments so that Marines will receive information based on current shipment realities. For example, prior to COVID-19, the total transit time to ship household goods from the date of pickup to the required delivery date from North Carolina to Okinawa, Japan was 70 days.

However, for 2022 the transit time has tentatively increased an additional 22 days for a new transit time of 92 days from the pickup date. Marines must plan for these extra days without their HHGs, especially if they are PCS'ing between CONUS and OCONUS or from one OCONUS location to another OCONUS location. For Marines PCS'ing within CONUS, there may also be additional days added to the traditional transit time. U.S. Transportation Command manages the DP3 and is currently still coordinating the additional transit times with the military Services. The final list will be published in March 2022 and links to the transit times will be posted on [www.facebook.com/usmchouseholdgoods](http://www.facebook.com/usmchouseholdgoods) and on the LPD-2 PCS Resources website identified in paragraph 12.a. of this MARADMIN.

3.e. Additional Counseling and Contact Information. The official Marine Corps Facebook Page for Personal Property is located at [www.facebook.com/usmchouseholdgoods](http://www.facebook.com/usmchouseholdgoods). The official Marine Corps Facebook Page for Passenger Travel is located at [www.facebook.com/usmcpassengertravel](http://www.facebook.com/usmcpassengertravel). LPD-2's Public Page for PCS Move Information related to Personal Property Shipment and Storage, Passenger Travel and other critical information is located at the website provided in paragraph 12.a. of this MARADMIN. Sailors assigned to Marine Corps units should also access the Navy Household Goods and Personal Property website at <https://www.navsup.navy.mil/NAVSUP-Household-Goods/Home/> for Navy-specific entitlements, allowances and procedures.

#### 4. Planning, Executing and After the Move

4.a. Planning the Move Dates. Marines MUST complete their DPS counseling and submit their requested pickup date as soon as possible after receipt of their orders but not less than 90 days before their requested pickup date. The most popular peak season pickup dates (the peak of the peak season) immediately follow the Memorial Day weekend through mid-July. HHG moves in this 45 day window are difficult to schedule due to the high demand for shipments, so the sooner an application is submitted, the sooner the requested pickup date can be considered. Also, the first two days and last two days of every month are difficult to schedule as pickup dates due to timing on rental and lease agreements. Requested pickup dates are not confirmed until the TSP representative contacts the Marine in writing via email with the confirmed pickup date per paragraph 3.b. in this MARADMIN for the 7 Day Spread for Routine Shipments. Should unexpected circumstances require a change to the pickup and/or delivery dates, Marines should be aware that new pickup and/or delivery dates that meet their needs may not be available during peak season. Marines MUST contact the Personal Property Shipping Office Outbound Shipment Section/Shipment Management Section immediately to attempt to schedule new pickup and/or delivery dates. Note: PCS'ing Marines with OCONUS orders may have multiple shipments and a different TSP assigned to each shipment. Do not overlap multiple shipment pickup and delivery dates because it increases the risk of the wrong items being packed and placed in the wrong shipment. In the event items are placed in the wrong shipment, these shipment "break-ins" will be charged to the Marine, so to avoid those costs, schedule requested pickup and delivery dates accordingly.

4.b. Move Application Processing and Follow-Up Actions. Marine Corps PPOs are currently Front Office operations and perform duties such as Counseling and Quality Assurance Inspections and are located at most Marine Corps installations. Back Office operations, such as shipment awarding and management, invoice management and selected higher level Quality Assurance



actions, are performed by regional Joint Personal Property Shipping Offices (JPPSOs, also called the shipping office). A shipping office representative may contact the Marine to confirm a certain element or elements of a particular shipment prior to awarding the shipment to a TSP.

4.c. Executing the Move. The residence or other pickup location must be ready for the packers to begin their work. Pre-move preparations are fully explained at this website: <https://www.militaryonesource.mil/moving-housing/moving/moving-resources/>. At origin, Marines may need to contact the origin PPO Quality Assurance Section, the TSP or the TSP's local agent responsible for packing and picking up the shipment, to resolve an issue with the TSP crewmembers, loaders or drivers. At destination, Marines may need to contact the destination PPO Quality Assurance Section. Origin Counselors will annotate the contact phone numbers of the Origin and Destination Quality Assurance Sections in the Remarks Block of the DD1299, Application for Shipment and/or Storage of Personal Property. In the event the DD1299 is misplaced, Marines may use <https://installations.militaryonesource.mil/?looking-for-a=program/program-service=2/focus=program> to locate the nearest Quality Assurance Section phone numbers.

4.d. PPM. BE IN CONTROL OF THE MOVE. There are several benefits to executing a PPM, especially during peak season: (1) Marines can choose who (the Marine, a moving company, friends, family or combination), when and how to move their HHG, (2) no delays in receiving the HHG at destination, (3) Marines are in charge of caring for their own HHG, and (4) potentially more money in the Marine's pocket based on how much they do themselves to keep their costs as low as possible.

Note that Marines can receive 100% of the Government's cost to move the same weight (up to the maximum authorized weight allowance based on rank and with or without dependents) from the authorized origin location to the authorized destination location in the PCS Orders. Marines are authorized storage up to 90 days at a commercial storage facility not to exceed the Government's cost to store the same weight. Marines executing a PPM inside the Continental United States (CONUS) or to Hawaii, Alaska and U.S. territories and possessions MUST be counseled and documents properly prepared BEFORE the move is performed so they know information peculiar to the destination, such as the requirement to use U.S. Flag vessels when the shipment is transiting over ocean. Marines must use their Government Travel Charge Card (GTCC) for all expenses related to a PPM and must notify their AO to change the status of the GTCC to "mission critical" status at least 10 days prior to departure to ensure the Marine has a maximum amount of time to submit and settle their PPM Claim. For those Marines who do not possess a GTCC, an Advance Operating Allowance (AOA) may be authorized as an exception to policy, however Marines who are using only their POV(s) to execute a PPM are not eligible to receive an AOA. Marines must submit their completed PPM Claim to the Marine Corps installation Personal Property Office at destination or when not assigned to a Marine Corps installation, turn in the claim to the nearest Marine Corps installation for review and correction so that office can upload the claim into the Document Tracking Management System to speed up the settlement process. Make a complete copy of the PPM Claim before it is turned over for settlement. Review the PPM Claim settlement website at: <https://www.logcom.marines.mil/Marines/Personally-Procured-Move/> for the latest information on how to prepare and submit a PPM Claim and the estimated processing time and payment dates for settled PPM Claims. Additional information on PPM processes and claims settlement can be accessed using the link provided in paragraph 12.a. of this MARADMIN.

4.e. After the Move (Completing the Customer Satisfaction Survey). Marines MUST complete the Customer Satisfaction Survey within seven (7) calendar days

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after the delivery is complete for each shipment executed during the PCS. The comments and scores given to each TSP directly contributes toward eliminating poor performers from the DP3 and ensures the best moving companies get the most shipments. To improve the quality of EVERY MOVE, Marines must make their voices heard by completing the Customer Satisfaction Survey. It DOES make a difference.

## 5. Claims

5.a. Loss and Damage Claims. For DPS shipment claims, please visit the guide located at <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/file-a-claim-after-your-military-move/>. For non-DPS claims such as contracted moves called Direct Procurement Method moves, or if Marines still have questions on their DPS claims, Marines should contact the Navy Personnel Claims Unit at (888) 897-8217, (757) 440-6315 (DSN 564) or email [NorfolkClaims@us.navy.mil](mailto:NorfolkClaims@us.navy.mil). Marines have up to 180 days from the delivery of each shipment to identify additional loss or damages to the personal property using the AFTER DELIVERY form. The previous time limit was 75 days for all shipments. 180 days passes quickly so Marines are encouraged to complete their check of all delivered items as soon as possible after delivery to ensure every item that is lost or damaged is clearly identified to the delivery TSP within 180 days. The nine months from date of delivery deadline for filing the actual claim in DPS for Full Replacement Value has not changed. This new 180 day reporting time does NOT apply to shipments delivered using the Direct Procurement Method (DPM, also called contracted moves) and local moves. The 75 days from delivery date rule still applies to these shipments. Note that the TSP maximum liability for each HHG shipment is 75,000 dollars, but Military Claims Offices have the ability to make up most of the difference between the TSPs maximum and the depreciated value for the remainder of the shipment items not covered by the TSP maximum. Marines who have high dollar items and/or the overall cost to replace the entire HHGs exceeds the TSP maximum may consider private insurance or verify with their homeowner/rental property policy to determine if it covers HHGs when performing a move. A complete and accurate visual inventory of the Marine's personal property (photographic evidence) is key to submission and settlement of a lost and/or damage claim.

5.b. Inconvenience Claims. When HHG are not picked up or delivered on the agreed upon dates, Marines may qualify to file an Inconvenience Claim with the TSP. Download the latest Inconvenience Claim Information Handout from the claims link identified in paragraph 6.a. of this MARADMIN or from the LPD-2 Public Page website in paragraph 12.a. of this MARADMIN.

5.c. Real Property (Residence) Damage Claims. When a TSP damages the residence in any way, Marines may be able to submit a Real Property Damage Claim. There is a seven (7) calendar day time limit to notify the TSP of the damage to the residence and the TSP must determine repair estimate within 15 days of notification of the damage. Download the latest Real Property Damage Claim Form from the claims link in paragraph 5.a. of this MARADMIN or the LPD-2 Public Page website in paragraph 12.a. of this MARADMIN.

6. Professional Books, Papers and Equipment (Pro Gear). The maximum net weight limit for Pro Gear for Marines regardless of rank is 2,000 pounds. Marines may request an additional weight allowance up to 500 pounds for Spouse Pro Gear required for employment or community service for their spouse. All Pro Gear requests MUST be submitted to the local PPO for consideration BEFORE the move.

Ensure inventory items that are Pro Gear are weighed separately (bathroom scales are acceptable) to obtain a weight on each item. Also, items designated as Pro Gear on the inventory must be marked as M-PRO for the Service member or S-PRO for the spouse of the Service member. See the Defense Transportation



Regulation Part IV, Appendix K1 "It's Your Move" for a list of items that qualify as Pro Gear for Marines and spouses, and Appendix K2 "It's Your Move" for Civilian Marines only since Civilian Marine spouses are not eligible for Pro Gear weight: [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_1.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf) for Marines and [https://www.ustranscom.mil/dtr/prt-iv/dtr\\_part\\_iv\\_app\\_k\\_2.pdf](https://www.ustranscom.mil/dtr/prt-iv/dtr_part_iv_app_k_2.pdf) for Civilian Marines.

#### 7. Overseas Moves.

7.a. Overseas Suitability Screening and OCONUS counseling. Upon receipt of PCS orders to OCONUS locations, each Marine MUST immediately initiate suitability screening through a Military Medical Treatment Facility for all dependents authorized to accompany the Marine to ensure suitability for OCONUS assignments since the process may take an extended time period. In the meantime, Marines should continue to plan to execute their shipment pickup dates while this process is occurring. In the event the orders are modified or canceled, Marines MUST notify the Personal Property Shipping Office immediately for further instructions. Additional OCONUS counseling information is also available at <https://www.militaryonesource.mil/moving-housing/moving-moving-resources/> and the links in paragraph 12.a. of this MARADMIN.

#### 7.b. Marines Traveling Accompanied With Dependents.

7.b.(1). Marine Corps PCS Advocates and LPD's Communications Strategy section have prepared very detailed checklists and videos for Marines executing a PCS to Japan and Hawaii with dependents that covers everything from travel and passports to scheduling moves and settling claims, plus many additional steps needed to execute a PCS. The checklists can be downloaded by visiting the LPD-2 Public Page website listed in paragraph 12.a. of this MARADMIN.

7.b.(2). Coordinate with the receiving command-designated sponsor and the Housing Office to determine availability of on-base housing. For example, the housing modernization project on Okinawa, Japan will impact availability through Fiscal Year 2023. To obtain the latest status of available housing on Okinawa, Japan contact Housing directly at DSN 315-634-0582 or [kadenahousing.customerservice@us.af.mil](mailto:kadenahousing.customerservice@us.af.mil).

7.c. Special Issuance Passports (SIP) may be required for Marines, Civilian Marines, and their dependents whenever they travel to OCONUS locations.

Reference (a) provides the requirements necessary for entry into a particular country and can be accessed for personnel with a Common Access Card (CAC) at link: <https://www.fcg.pentagon.mil/fcg.cfm>. Should SIPs/visas be required, applications must be prepared and submitted as soon as possible after PCS orders are issued due to the 8-11 week application processing period. In the event Marines cannot access ref (a) or have questions regarding information required for a SIP or need to contact a DoD Passport Agent, contact the DMO Passenger Transportation Office or Installation PTO.

8. COVID-19 Testing/Vaccination/Quarantine Requirements for International Travelers. Ref (a) provides specific country guidance for international travelers. Each traveler is responsible to ensure they are in compliance prior to the departure date from the airport for a commercial flight or from the Aerial Port of Embarkation for AMC-PE flights. Marines should maintain all receipts during travel as many expenses are reimbursable. Marines should contact their supporting Installation Personnel Administration Center or Disbursing Office for more information. Civilian Marines should contact their supporting Human Resources Office to confirm reimbursement.

9. Excess Baggage on AMC-PE Flights. Marines often travel with excess baggage and as a result many have to pay out of pocket expenses unless it is authorized in the PCS or TAD orders to have the excess baggage on the same flight. Excess





baggage may also cause the maximum aircraft weight limit to be reached before all the seats are filled. To ensure all passengers can board the aircraft, Marines are normally authorized to have not more than two (2) bags weighing 70 pounds each not to exceed 62 linear inches (sum of length plus width plus height) plus a small carry-on per reserved seat. For further information, contact the local PTO or see the AMC-PE Travel Page identified in paragraph 10.c. below.

#### 10. Transporting Pets

10.a. The key to a successful pet move is early planning and constant follow-through. Marines advised they are being reassigned to, from or between OCONUS locations are encouraged to immediately visit their local PTO located within the DMO to establish transportation requirements for their pets. Be aware it may take up to six months to complete all the requirements for ensuring pet(s) can be imported to an OCONUS location.

10.b. PCS orders are NOT required to submit reservations for pet space (dogs and cats only) on AMC-PE. Because pet reservations will be apportioned on a first come/first served basis, pet transportation needs should be identified to the local PTO as soon as the Marine has a general idea of the required departure month. Reservations will be finalized when USTRANSCOM schedules the flight o/a 90 days prior to the flight departure date. At that time, pet space requests will be submitted by the PTO. However, because limited space on the AMC-PE is available to members of all Services, there is no guarantee of a reservation no matter how early a Marine registers a pet movement requirement. Once the Marine completes the PCS Outbound Interview located in Marine Online (MOL), follow up with the PTO is required to finalize all travel arrangements.

10.c. The government contracted AMC-PE rotator flights offer a discounted rate (ranging from 125 dollars to 375 dollars depending on pet weight) to transport pets. However, the number of pet spaces per flight is very limited. The maximum weight allowed for a combined pet and kennel is 150 pounds. Marines are responsible for obtaining an authorized kennel/carrier bolted with metal nuts/bolts that provides adequate ventilation and ample space for safe pet movement. Soft-sided pet kennels/carriers may be accepted for in-cabin movement only. See the AMC Pet Travel Information Page at <https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/> then click on Pet Travel Brochure 2 August 2021 or later date when updated.

10.d. Emotional Support Animals and Service Animals. On 10 December 2020, the U.S. Department of Transportation (DOT) issued a final ruling to amend the DOT's Air Carrier Access Act, Title 14, Code of Federal Regulations Part 382 on the transport of Service Animals by air. This final rule is intended to ensure that the air transportation system is safe for the traveling public and accessible to individuals with disabilities. The rule defines a Service Animal as a dog that is individually trained to do work or perform tasks for the benefit of a qualified individual with a disability, including certain mental disabilities.

It allows airlines to recognize Emotional Support Animals (ESAs) as pets, rather than Service Animals and permits airlines to limit the number of Service Animals that one passenger can bring onboard an aircraft to two Service Animals.

Finally, it ensures the safety of passengers and crewmembers by allowing carriers to require that Service Animals are harnessed, leashed, or otherwise tethered on board an aircraft. Review the procedures for Service Animals and Emotional Support Animals currently posted on the AMC Travel Page at the link provided in paragraph 10.c. above, or contact the local PTO for the current policy related to ESAs and AMC-PE transportation.

10.e. Other Options for Moving Pets. Options include services offered by regularly scheduled commercial airlines, both US and Foreign Flag-carriers, and



dedicated pet relocation services. Regardless of the method used, all pets traveling to or returning from OCONUS require a health certificate from a certified veterinarian. The animal health screening process may include several visits to the veterinarian, a quarantine period, and shots which may take at least six months prior to the expected travel date to complete. The following website provides helpful information and guidelines to consider when traveling with a pet followed by direct links to each of the City Pair Program's participating airline carrier's pet and service animal policy for your convenience: <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/airfare-rates-city-pairs-programs/resource-library/airline-pet-policy>.

10.f. Okinawa, Japan Information. The following website provides helpful information (to include information concerning pets) for those Marines and Sailors executing PCS travel to Okinawa, Japan:

[www.mccsokinawa.com/welcomeaboard](http://www.mccsokinawa.com/welcomeaboard).

10.g. For pet transportation assistance, contact your local PTO, located in the DMO at Marine Corps installations, and within Installation Transportation Offices DoD-wide, or visit the official Marine Corps Passenger Travel Facebook page at [www.facebook.com/usmcpassengertravel](http://www.facebook.com/usmcpassengertravel) and the LPD-2 Public Page in paragraph 12.a. of this MARADMIN.

11. Questions/concerns from Marines and Civilian Marines not located near Marine Corps installation Personal Property Offices should be addressed to the Navy/Marine Corps Household Goods Helpline at (855) HHG-MOVE, or (855) 444-6683 or send an email to [usmcpersonalproperty@usmc.mil](mailto:usmcpersonalproperty@usmc.mil).

## 12. Critical Links

12.a. All move reference documents, Helpful Links, Marine Minutes and other tutorials supporting PCS Moves, COVID-19 documents, Marine Corps PCS Advocacy Council CONUS and OCONUS Facebook Page links, and Personally Procured Move briefs/links are located on the LPD-2 Public Page at: <https://www.iandl.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/>

12.b. Marine Corps Community Services (MCCS) Information, Referral and Relocation Services connects individuals to military, Department of Defense, and community resources, including health care, personal and family counseling, marital counseling, relocation assistance, housing referral, childcare resources, religious services, recreation services, consumer affairs, child and spouse abuse prevention programs, and other personal and family support programs in both the military and civilian community. MCCS Information, Referral and Relocation Services also coordinate classes for CONUS and OCONUS PCS moves.

Visit their Home Page for installation specific information at: <https://usmc-mccs.org/services/support/information-and-referral/>

12.c. CDC Link to Your Health as ref (c): <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.

13. Keys to Success. Early counseling, planning, preparation, flexibility, and communication are the keys to executing a successful peak season PCS move.

Contact the origin and/or destination Personal Property Office/Passenger Travel Office for additional information, training and support.

14. Release authorized by BGen Adam L. Chalkley, Assistant Deputy Commandant, Installations and Logistics (LP).//