

COVID19 SUPPLEMENTAL PERSONNEL GUIDANCE FOR COMMANDERS

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NARR/REF A IS MARADMIN 082/20, U.S. MARINE CORPS CONTAINMENT PREPAREDNESS
PLANNING GUIDANCE FOR 2019 NOVEL CORONAVIRUS. REF B IS MARADMIN 150/20, UPDATE
#1: U.S. MARINE CORPS DISEASE CONTAINMENT PREPAREDNESS PLANNING GUIDANCE FOR
2019 NOVEL CORONAVIRUS (COVID-19); COMMANDERS' RISK-BASED MEASURED RESPONSES.
REF C IS OSD MEMO, TRAVEL RESTRICTIONS FOR DOD COMPONENTS IN RESPONSE TO
CORONAVIRUS DISEASE 2019. REF D IS ALNAV 025/20, VECTOR 15 FORCE HEALTH
PROTECTION GUIDANCE FOR DEPARTMENT OF THE NAVY. REF E IS MARADMIN 162/20, UPDATE
#2: U.S. MARINE CORPS DISEASE CONTAINMENT PREPAREDNESS PLANNING GUIDANCE FOR

FOR TRAVEL. REF F IS OSD MEMO, STOP MOVEMENT FOR ALL DOMESTIC TRAVEL FOR DOD COMPONENTS IN RESPONSE TO CORONAVIRUS DISEASE 2019. REF G IS MARADMIN 167/20, UPDATE #3: U.S. MARINE CORPS DISEASE CONTAINMENT PREPAREDNESS PLANNING GUIDANCE FOR 2019 NOVEL CORONAVIRUS (COVID-19); STOP MOVEMENT. REF H IS OSD MEMORANDUM, MILITARY PERSONNEL GUIDANCE FOR DOD COMPONENTS IN RESPONDING TO CORONAVIRUS DISEASE 2019. REF I IS MARINE CORPS ORDER 5320.12H, PRECEDENCE LEVELS FOR MANNING AND STAFFING, WITH ADMIN CHANGE. REF J IS MARINE CORPS ORDER 1001R.1L, MARINE CORPS RESERVE ADMINISTRATIVE MANAGEMENT MANUAL (MCRAMM), WITH CHANGE 1. REF K IS OSD MEMORANDUM, AUTHORIZED DEPARTURE - INDIVIDUALS AT HIGHER RISK FROM COVID-19. REF L IS DSD MEMORANDUM, EXEMPTION - STOP MOVEMENT FOR TRAVEL FOR DOD COMPONENTS IN RESPONSE TO CORONAVIRUS DISEASE 2019. REF M IS MARINE CORPS ORDER 12271.1, TELEWORK FOR CIVILIAN MARINES. REF N IS ASN (MRA) MEMORANDUM, MAINTAINING AND PROTECTING DEPARTMENT OF THE NAVY ACCESSIONS SUPPLY CHAIN. REF O IS JOINT STAFF (J3) MOD 01 TO REVISION 01 TO DOD RESPONSE TO CORONAVIRUS-2019.// POC/See Paragraph 4/

GENTEXT/REMARKS/1. Purpose. This MARADMIN:

- a. Applies to Marines and civilian employees, and their family members.
 - b. Provides supplemental military personnel guidance to commanders for the administration of personnel policies, pay, and benefits in the context of the response to limit the spread of COVID-19.
 - c. Provides clarification to MARADMINs 162/20 and 167/20, and updates to specific travel restrictions, per ref (h), (k), (l), (n), and (o).
2. Travel Restrictions. Department of Defense (DoD) travel restrictions are provided in refs (f) and (c) as modified by (o). DoD travel restrictions also apply to Service member leave.
- a. Travel solely within the United States and its Territories.
 - (1) All Permanent Change of Station (PCS) travel is stopped.
 - (2) All non-mission essential Non-PCS Official Travel (i.e., Temporary Duty (TDY), government-funded leave, government-funded travel) is stopped.
 - (3) These restrictions are effective through 11 May 2020.
 - b. All travel to, from, or through locations outside of the United States and its territories is stopped.
 - (1) These restrictions are effective through at least 11 May 2020.
 - (2) These restrictions do not apply to personnel under the responsibility of a U.S. Chief of Mission (CoM).
 - c. Automatic Exemptions to Travel Restrictions
 - (1) Personnel pending retirement or separation through 11 May 2020 are exempt.
 - (2) Travel by patients and medical providers for the purposes of medical treatment for DoD personnel and their family members is authorized.
 - (3) Individuals who have already initiated travel (i.e., detached from their prior command, including intermediate stops) are authorized to continue to their final destination. Individuals who are already TDY, and the TDY ends within this time period, may return to their Permanent Duty Station (PDS).
 - (4) DoD personnel and units:
 - (a) Performing Presidential support duties as determined by the Director, White House Military Office.
 - (b) Providing support to the U.S. Secret Service in accordance with the Presidential Protection Assistance Act of 1976 and DoD Directive 3025.13.
 - (5) Authorized Departure. Per ref (k), DoD eligible family members (EFMs) and civilian employees, assigned outside of the United States or its territories, who have determined they are at higher risk of a poor health outcome if exposed to COVID-19 or who have requested departure based on a commensurate justification in foreign areas - as well as a civilian employee

and/or other EFM's who may need to accompany them - are authorized to depart their current duty station.

(a) DoD civilian employees occupying emergency positions who wish to depart their duty station must consult with their supervisor.

(b) The designated safe-haven for departing DoD EFM's is the United States. The designated safe-haven for departing DoD civilian employees is Arlington, Virginia.

(c) Authorized departures are only permitted when appropriate transportation, screening, and reception procedures are in place. See paragraph 2.e., below.

d. Requests for Exceptions to Travel Restrictions. Exceptions may be granted in writing for compelling cases where the travel is: determined to be mission essential; necessary for humanitarian reasons; or warranted due to extreme hardship. These exceptions are to be done on a case-by-case basis, shall be limited in number, and shall be coordinated between the gaining and losing organizations, as appropriate. Upon approval of a PCS travel exception (in naval letter format), the command shall provide a copy to the impacted Marine, and will forward the approval to CMC (MM/RA) for appropriate PCS orders modification.

(1) Marines and Civilian Employees Assigned to a Combatant Command. Approval authority belongs to the Combatant Commander, which may be delegated by the Combatant Commander to a level no lower than the first GO/FO/SES in the traveler's chain of command or supervision.

(2) All Other Marines and Civilian Employees. Approval authority belongs to the first GO/FO/SES in the traveler's chain of command or supervision.

e. Commanders will ensure that all authorized travelers adhere to the travel screening and reception procedures enumerated in ref (e) and later guidance, if any.

3. Coordinating Instructions.

a. DoD has determined that CDC THN Levels (e.g., Level 3) do not apply to the United States and its territories.

b. Mission essential travel refers to work that must be performed to ensure the continued operations of mission essential functions as determined by the Marine Corps.

c. The DoD has provided supplemental military personnel guidance in responding to COVID-19 in ref (h), which will be posted at: <https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

This supplemental guidance is intended for use by commanders to identify personnel policies, pay, benefits, and flexibilities to help minimize risk to Marine Corps personnel and their families, respond to evolving situations, and ensure the readiness of our force. Commanders must review this guidance. Topics addressed in this guidance include the following:

- (1) Alternate Place of Duty;
- (2) Telework;
- (3) Basic Allowance for Subsistence (BAS);
- (4) Housing Allowances;
- (5) Family Separation Allowance (FSA);
- (6) Travel and Transportation Allowances;
- (7) Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA);
- (8) Hardship Duty Pay - Restriction of Movement (HDP-ROM);
- (9) Leave;
- (10) Reserve Component Specific Guidance.

d. Pay and Allowances. Most pay and benefits for Marines continue and are unaffected by the effects of COVID-19, and, unless addressed by supplemental guidance, will continue to be paid in accordance with existing laws, regulations, policies, and procedures. Consistent with ref (h), further clarifying guidance is provided below.

(1) Commanders should make every effort to ensure there is no duplication of payments relative to the authorities discussed, other than those specifically authorized by ref (h) (e.g., concurrent receipt of BAS and government provided meals at no cost).

(2) The following may apply while in a travel status:

(a) Per Diem for those ordered into isolation by a competent authority.

(b) TLE.

(c) TLA.

(d) FSA-T.

(3) The following may apply while in a non-travel status:

(a) FSA-R.

(b) HDP-ROM.

(c) Concurrent receipt of BAS and government provided meals at no cost.

(d) Special authorization of BAS at the BAS II rate.

(e) Family Separation Housing-BAH Based Location (FSH-B).

(f) Family Separation Housing-OHA Based Location (FSH-O).

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

(5) Commanders who authorize HDP-ROM or BAS-II for a Marine relative to COVID-19 response under the authorities listed in ref (h) must submit a copy of the written order directing the Marine into a Restriction of Movement to the appropriate Personnel Administration Center or unit administration indicating the authorizations for that Marine along with justifications.

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

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

(c) Commanders already have reporting capability for TLA, TLE, FSA, FSH-B, FSH-O, and BAS. No NAVMC 11116 is required.

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

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

(8) Additional procedural guidance for administrative personnel will be provided via a Personnel Administrative Advisory (PAA) obtainable at: <https://www.manpower.usmc.mil/webcenter/portal/Finance>.

(slash)(slash)eis.usmc.mil/sites/missa/SitePages/paa.aspx.

e. Manpower Management Execution.

(1) In accordance with ref (n), Marines within the entry level training pipeline (including enlisted/officer lateral moves) between basic training (Recruit Training and Officer Candidate School) and their first or subsequent (lateral move) PDS will continue movement to their PDS. Through 11 May 2020, no delays en route are authorized.

(a) Marines within the entry level pipeline between basic training and their first PDS will continue movement to their first PDS.

(b) Lieutenants in receipt of orders to The Basic School (TBS) to commence Basic Officer Course will continue movement to TBS as slated.

(c) MECEP Marines in receipt of orders to schools and universities will continue movement.

(2) If an individual Marine detached from their PDS prior to the stop movement effective date (i.e., 16 March 2020 for travel solely within the United States and its territories, and 24 March 2020 for travel to/from other countries), that Marine is considered to have initiated travel for the purposes of this guidance and is authorized to continue to the Marine's final destination.

(3) Service determined mission essential categories are defined as Drill Instructors, Recruiters, Marine Security Guards, Marine Security Forces, and Marine Combat Instructors.

(4) Additionally, Excepted Staffing Precedence commands, as defined by ref (i), are mission essential. The specific Excepted Staffing Precedence commands for this MARADMIN are Marine Corps Recruiting Command, HMX-1, Marine Barracks Washington, Marine Corps Embassy Security Group, and the Marine Corps Security Forces Regiment.

f. Leave, Liberty and Other Non-Official Travel (Marines).

(1) For liberty and annual leave that is not related to illness, potential exposure, or extended effects of COVID-19, commanders may authorize leave and liberty consistent with command policy and the travel restrictions provided in paragraph 2, above.

(2) For those Marines who were on leave prior to this policy change, commanders are authorized to terminate leave early or allow completion of leave as authorized based on location, duration, and risk to personnel.

(3) The application of leave and liberty policies depends on the specific circumstances and the location of individual Marines (e.g., whether the Marine was in a travel status immediately prior to the restriction of travel, whether the Marine was or may have been exposed to the virus, etc.).

Commanders, under the advice and direction of medical health care professionals, should authorize convalescent leave for Marines who are sick and have symptoms of COVID-19. A Marine who is quarantined is not necessarily sick and therefore convalescent leave may not apply. For situations, other than actual sickness of a Marine, created by extended effects of COVID-19 on Marines or family members (e.g., care for a family member, placed in restriction of movement as a precaution, etc.), commanders should apply policies liberally and exercise their authority to assign an alternate place of duty for Marines and may authorize relevant work to be performed remotely.

g. Leave, Liberty, and Other Non-Official Travel (Civilian Employees).

Marine Corps civilian employees are strongly encouraged to avoid personal leave outside the local area. Upon return from approved leave, civilian employees who are telework eligible may be asked to telework for 14 days to ensure they have not been exposed to the virus. Civilian employees who are not telework eligible may be granted weather and safety leave in accordance with OPM guidance.

h. Hiring Actions (Civilian Employees). Hiring actions and onboarding of civilians will only occur for civilians within the local commuting area.

i. Manpower Tracking Application. Manpower and Reserve Affairs (MRA) has released a manpower tracking application in the MRA Portal. Commanders will utilize the application to report the personnel status of Marines, Sailors, civilian employees, contractors, dependents, and other Service personnel affected by COVID-19. Permissions to the application have been provided to the G-1's at Marine Forces; Marine Expeditionary Forces; Marine Corps Installation Commands; Training and Education Command; and Marine Corps Recruiting Command level. Coordinating guidance and detailed reporting instructions have been disseminated to the G-1 community via PAA 1-20, Reporting of COVID-19 Personnel Status.

j. Commanders are authorized to allow Marines to work from home within the criteria applied to civilian employees approved for telework under ref (m).

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

(1) RC Members Currently Performing Active Duty. RC members performing active duty shall adhere to current DoD travel and force health protection guidance. Active duty order durations will remain the same unless an appropriate commander determines it necessary to modify them in accordance with the guidance herein and promulgated to the total force. If a commander determines it appropriate to institute restriction of movement for self-monitoring of an RC member currently performing active duty or any other modification of active duty orders in response to COVID-19, they may consider:

(a) Extending the current orders for those RC members on involuntary order authorities and whose orders would not violate any mobilization duration limits as specified in law.

(b) Consider reissuing voluntary orders pursuant to 10 U.S.C 12301(d) or requesting 10 U.S.C. 12301(h) for those members on an involuntary order authority and whose orders would violate any mobilization duration limits as specified in law.

(c) Extending the current orders for those members on a voluntary order authority. Orders placing RC members under voluntary authorities such as 10 U.S.C. 12301(d) or 10 U.S.C. 12301(h) may only be issued upon the member's consent.

(d) RC members who are scheduled to come on orders that involve travel should coordinate with their chain of command. Authorization to travel, absent specific published guidance, will be approved by the first GO/SES in gaining force chain of command.

(e) All ADOS AC/RC related questions to include extensions for a 14 day quarantine, requests for ADOS AC/RC funding in direct support of the COVID-19 efforts, or RA waivers should be directed to RAP-3. Points of contact are Mr. Scott Bullard at scott.bullard@usmc.mil or Ms. Amy Harper at amy.r.romero@usmc.mil. Office: 703-784-9141 or after hours: 703-789-4963.

(2) Rescheduling Annual Training (AT) and Inactive Duty Training (IDT). In order to mitigate impacts to Marines attaining satisfactory years towards minimum participation and retirement, commanders exercise broad discretion and flexibility to schedule or reschedule AT and IDT (also known as "drill"). Such flexibility includes authorizing absences, authorizing equivalent training, adjusting/rescheduling IDT, or rescheduling AT. Rescheduling IDT is encouraged

in areas that have exhibited a significant number of cases, for units or reserve activities that would require travel by unit members, or if a commander determines there is an unacceptable risk of exposure or suspected exposure to COVID-19. If rescheduled, commanders should provide as much advanced notice as possible for future IDT dates and consider impacts to their Marine's anniversary year retirement point requirements.

(3) Anniversary Years. COVID-19 has and will continue to alter RC training plans throughout the total force. It is incumbent on both individual Marines and commanders to identify manpower issues resulting from these disruptions. Specifically, some Marines with an upcoming anniversary date may be relying on the scheduled drills and AT in order to meet their point requirements for a satisfactory year for non-regular retirement purposes (not to be confused with minimum participation requirements). Commanders have broad discretion and flexibility to enable Marines to meet satisfactory year retirement point requirements in accordance with the parameters outlined here and in other current guidance.

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

(5) Electronic-Based Distributed Learning (EBDL). EBDL is a system of Marine Corps correspondence courses and is one of many methods available for Marines to complete training and accrue retirement points during this time. Correspondence courses that are eligible for reserve retirement points are published on the Manpower and Reserve Affairs website within the Reserve Affairs section (RAP-1) under Electronic Based Distance Learning (EBDL). If a course is not listed on the course lists, it may be submitted, with a command endorsement, to Reserve Affairs via email to rap@usmc.mil for consideration to be added to the approved list.

(6) Re-Enlistment Processing. TFRS message R65908 provides additional guidance stating that commanders are authorized to utilize a Local Command Authority (LCA) extension to adjust the RECC of SMCR/IRR/IMA Marines that desire retention in the Ready Reserves who have an RECC between 16 March 2020 and 1 June 2020. The authorized length of the extension will be for 3 months only. Commanders are not authorized to use this LCA extension if the result of the extension of enlistment would exceed the following in the case of the individual Marine:

(a) Service limits for current grade.

(b) A total of 48 months of extensions or enlistments on current contract.

(c) 30 years of total federal service.

1. Frequently Asked Questions (FAQs) regarding travel restrictions are available at: <https://www.defense.gov/Explore/Spotlight/Coronavirus/>.

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

n. Military OneSource information and referrals to helpful resources are

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

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

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

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

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

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

t. Psychological Health Outreach Program (PHOP). Provides Reservists and their families' full access to appropriate psychological health care services. Contact your local PHOP region for assistance at 1-866-578-PHOP(7467) or visit: <https://www.marforres.marines.mil/General-Special-Staff/Health-Services-Support/Psychological-Health-Outreach-Program/>.

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

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

4. Points of Contact (POC). All Marines shall use their chain of command for queries and requests for information. The following POCs should be used after all other resources have been queried.

a. Active Duty Military Manpower Management

(1) Integration Branch: SMB.Manpower.MMIB1@usmc.mil

(2) Officer Assignments: Smb_mmoa-1@usmc.mil

(3) Enlisted Assignments: mmea23@usmc.mil

(4) Enlisted Retention: mmea1@usmc.mil

b. Separations and Retirements Branch

(1) Active duty officer: SMB.Manpower.MMSR20@usmc.mil

(2) Active duty enlisted: SMB.Manpower.MMSR2E@usmc.mil

(3) Inactive Reserve: SMB.Manpower.MMSR5@usmc.mil

(4) Disability Separations, Retirement and Limited Duty:

SMB.Manpower.MMSR4@usmc.mil

(5) Retired Services and Pay: SMB.Manpower.MMSR6@usmc.mil

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

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

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- e. Civilian Employees: 703-784-9385/703-432-9428;
michelle.delmedico@usmc.mil; frances.burt@usmc.mil
 - f. Marine and Family Programs:
 - (1) EFMP: hqmc.efmp@usmc.mil
 - (2) Child and Youth Programs: hqmccyp@usmc.mil
 - (3) Transition Readiness Seminar: joline.miller@usmc.mil
 - (4) Skillbridge and Credentialing: deon.boyce@usmc.mil
 - g. Secretariat/Manpower Information: dc.mra.secretariat.office@usmc.mil
 - h. Programs and Resources (RFF): paul.w.evans@usmc.mil
5. This MARADMIN is applicable to the Total Force.
6. Release authorized by Lieutenant General M. A. Rocco, Deputy Commandant for Manpower and Reserve Affairs.//