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III MARINE EXPEDITIONARY FORCE/MARINE CORPS INSTALLATIONS PACIFIC
BULLETIN 1754

From: Commanding General, III Marine Expeditionary Force and Commanding
General, Marine Corps Installations Pacific
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) OSD Memo dtd 20 Apr 20, Reissuance of DOD Response to Coronavirus Disease 2019 (COVID-19) Travel Restrictions
 - (c) ALNAV 044/20, Reissuance of Department of the Navy Travel Restrictions in Response to Coronavirus Disease 2019
 - (d) MARADMIN 254/20, Update #7, U.S. Marine Corps Disease Containment Preparedness Planning Guidance for 2019 Novel Coronavirus (COVID-19) Modification and Reissuance of DOD Response to Coronavirus Disease 2019 Travel Restrictions
 - (e) MARADMIN 285/20 - Supplemental Guidance to Permanent Change of Station Assignments due to 2019 Novel Coronavirus (COVID-19)
 - (f) CMC White Letter 3-20, Preserving the Force and Execution of Permanent Change of Station Moves
 - (g) MARADMIN 284/20 - Health Safety Screening Requirements to Protect the Force/Industry during Relocation Process (Household Goods Moves)
 - (h) Joint Travel Regulations
 - (i) MCIPAC EXECUTION ORDER 01-20 COVID-19 Response
 - (j) SECDEF Memo dtd 13 Mar 20, Stop Movement for all Domestic Travel for DoD Components in response to Coronavirus Disease 2019
 - (k) SECDEF Memo dtd 22 May 20, Transition to Condition-based Phased Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restriction
 - (l) USINDOPACOM EXORD P-963 Response to Novel Corona Virus
 - (m) MOD 2 to III MEF Novel Coronavirus (COVID-19) Force Health Protection Requirements and Considerations
 - (n) SECDEF Memo dtd 8 Apr 20, Force Health Protection Guidance (Supplement 7)
 - (o) III MEF/MCIPAC-MCBBO 722.1A

- Encl: (1) Quick Reference Guide for Entitlements
(2) Quick Reference Guide for Restriction of Movement (ROM)
(3) In-bound PCS Flowchart
(4) Out-bound PCS Flowchart
(5) PCS Timeline
(6) Arrival to Okinawa Vignettes
(7) Inbound Fact Sheet
(8) Checklist for ROM Supplies and Comfort Items
(9) Memorandum for Individuals Subject to ROM
(10) Resources
(11) Sponsorship Checklist
(12) Sponsor/Service Member Checklist for Military Family Housing

1. Purpose. Provide guidance to III Marine Expeditionary Force (MEF) and Marine Corps Installations Command Pacific (MCIPAC) Commanders, staffs, sponsors, inbound and outbound Status of Forces Agreement (SOFA) members and their dependents executing Permanent Change of Station (PCS) moves into and out of Okinawa during the Novel Coronavirus 2019 (COVID-19) global pandemic. This bulletin supplements reference (a), and provides specific guidance for the sponsorship, reception, and support of arriving and departing Marines, Sailors, and their dependents.

2. Background. As a result of COVID-19, a stop movement order for the entire Department of Defense (DoD) has created a four-month backlog in PCS movement of personnel and household goods (HHGs). The Stop Movement Order is conditional and based on the local conditions. The Joint community on Okinawa will experience a dramatic increase in both incoming and outgoing PCS movements that will stress existing resources and peak in July and August.

3. Action. III MEF/MCIPAC will implement the guidance provided in this bulletin and the references to protect the force and execute PCS moves in support of service requirements.

a. Tasks/Responsibilities

(1) III MEF/MARFORJ. Track inbound and outbound personnel, synchronizing and overseeing support for the reception and movement of arriving personnel.

(2) MCIPAC

(a) Develop and supervise a bus transportation plan for arriving III MEF and MCIPAC SOFA members, unaccompanied E-5 and below, to their Restriction of Movement (ROM) locations.

(b) In coordination with 18th Wing, manage housing for arriving personnel and their dependents.

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

(a) In accordance with reference (a), appoint a sponsorship coordinator in writing. Notify Marine Corps Community Services (MCCS) Marine and Family Programs (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 personnel. Demographic parity, marital status, family composition, pay grade, pet status, and military occupational specialty are to be considered when selection and assignments are made.

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

(d) Develop and send the Command Welcome Aboard letters to arriving personnel. The letter must include COVID-19 preventative measures and information about the current restrictions on and off base.

(e) Ensure sponsors inspect lodging for inbound personnel and have a viable plan to provide life support for arriving personnel and dependents, including meals and comfort items, during the 14-day post arrival Restriction of Movement (ROM) period. Sponsors must be aware of food allergies, dietary restrictions, religious requirements, infant, pet, and other unique conditions.

(f) Ensure sponsors receive and assist arriving personnel. Note: 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.

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

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

(i) Ensure outbound personnel complete the Smooth Move Workshop online, no later than 90 days prior to departure.

(j) Ensure Sponsorship Coordinators submit data outlined in enclosure (7) to the following Organizational Mail Box g1_basepersonnel@usmc.mil

(4) Individuals assigned 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 you address COVID-19 preventative measures and explain what to expect, particularly in Restriction of Movement (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 be restricted to their temporary lodging facility (TLF) or quarters and constant support is essential. Recommend supported service member develops 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) Recommend arriving dependents bring (or mail in advance) sufficient personal effects to support themselves. In the case of those moving directly into military family housing, this should include linens and flatware. The sponsor can also setup a P.O. Box in advance for the inbound member to allow mail to be forwarded prior to arrival.

(c) As soon as the sponsor has official orders and the family data sheet, contact Kadena Military Housing Office (MHO): Email: kadenahousing.customerservice@us.af.mil; DSN: 315-634-0582/3; Cell: 098-948-1111 (Kadena's operator) and ask for a completed advance housing application package for forwarding to new inbound Marine. Housing selection should be conducted as soon as possible to ensure availability of housing but must be completed no later than 15 days prior to the arrival of accompanied service members. Contact Kadena Military Family Housing <https://www.housing.af.mil/Home/Units/Okinawa/> to visit, view, photograph/video no less than three on-base quarters for the arriving dependents, if available. Provide photos and videos to the dependents. See enclosure (12) for housing checklist.

(d) Recommend inbound service members with dependents select a home and sign for temporary furnishings online through Kadena Housing. Sponsor should conduct inspection of housing selected by inbound service members to ensure any maintenance or utilities issues are identified and resolved prior to service member arrival and subsequent ROM. 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.

(e) Arrange for and reserve designated government TLF or on-base quarters appropriate to the arriving number of service member's dependents. Pay particular attention to pet requirements and any special needs the dependents may have. Note that personnel arriving with pets are advised to obtain military family housing assigned by Kadena AB's Military Family Housing's Office, if available.

(f) Sponsors will meet arriving personnel and dependents upon arrival.
Note: 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.

(g) Familiarize yourself with the available resources found in enclosure (10). Resources include M&FPs, online shopping at commissaries and exchanges, on-base food

pickup and delivery options, and potential Wi-Fi services. Resources are listed in Coordinating Instructions below.

(h) Internet connectivity is essential to conducting numerous onboarding tasks online during ROM. Mediatti Broadband Communications (MBC) <http://www.mbcokinawa.net/> has pre-wired all service member with dependents quarters for internet access. MBC is offering 14 days of free Wi-Fi during ROM. If sponsors and dependents coordinate with MBC, they can have service on arrival.

(5) Arriving PCS Personnel and Dependents

(a) Accompanied personnel who have selected and signed for quarters online will be transported from the Air Mobility Command (AMC) terminal on Kadena Air Base (KAB) directly to on-base quarters. Service members with dependents and pets are advised to obtain on-base quarters if available. Bring with you, ship ahead, or order via AAFES online and have sponsor pick up and place in quarters any items you will need to sustain your dependents and yourself during the 14-day ROM in on-base quarters or TLF. 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), toilet tissue, cleaning supplies, and pet food. See enclosure (2), Quick Reference Guide for ROM, and enclosure (8), ROM Necessary Items List.

(b) Arriving accompanied personnel who have selected and signed for quarters, but whose on-base quarters are not available upon arrival, will be transported to the designated government TLF that they have reserved via MCCS Lodging prior to arrival. Contact MCCS Lodging Reservations via DSN: 315-645-2455; from US Phone: 011-81-98-970-2455 or via email: fosterlodge@okinawa.usmc-mccs.org. MCCS Lodging will respond within 48 hours of an email request. In the event that designated government TLF on-base and off-base is not available, MCCS Lodging will provide a Certificate of Non-Availability (CNA).

(c) Unaccompanied SNCO/Officers will conduct the 14-day mandatory ROM in their BEQ/BOQ or a consolidated ROM barracks as designated by their gaining command. See enclosure (2), Quick Reference Guide for ROM.

(d) All incoming personnel and their dependents will wear cloth or disposable masks during their travel and upon arrival whenever within six feet of others.

(e) All accompanied personnel and their dependents, unaccompanied E-6 and above, and DoD civilian employees must promptly attend the mandatory NOWA Briefing. The NOWA briefing is available online and should be attended during ROM. Sign-up for an online session at the MCCS Relocation Services website: www.mccsokinawa.com/relocation. You must be physically in Okinawa to complete the Online NOWA brief and cannot obtain a SOFA Driver's License until you have completed a NOWA brief. All unaccompanied Marines in the grade of E-5 and below 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 the JRC. JRC will provide bus transportation IAW COVID-19 measures and transport personnel 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 are symptomatic. Updated COVID-19 Health Protection Condition and reporting procedures can be found at: <https://www.iiimef.marines.mil/Coronavirus/>.

(6) Departing PCS Personnel and Dependents

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

(b) If practical, vacate on-base quarters 10 days prior to detachment in order to make quarters available for incoming personnel. In accordance with reference (o), outbound personnel are afforded 10 days of Temporary Lodging Allowance (TLA).

(7) Marine Corps Community Services (MCCS)

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

(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 that designated government TLF is not available, MCCS Lodging will provide a CNA. MCCS will accept new reservations for inbound personnel and families, where they will conduct their 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.

b. Coordinating Instructions

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

(2) MCCS will manage reservations and designated government TLF assignments for all inbound and outbound personnel, to ensure both proper separation of those required to be placed in ROM and compliance with reference (h). In the event government TLF is unavailable, both inbound and outbound personnel will be required to obtain a CNA from MCCS Lodging. MCCS Lodging manages the CNA process IAW reference (h).

(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. In accordance with reference (o), outbound personnel are afforded 10 days of TLA.

(4) After arrival, inbound personnel will be transported to on-base quarters or designated government TLF where they must conduct ROM. In accordance with reference (h), inbound personnel are afforded up to 30 days of TLA. Service members with pets are advised to seek on-base quarters if available. If not available, inbound personnel will coordinate with their sponsor for care of their pets.

(5) III MEF/MCIPAC-MCBB have established a mandatory 14-day ROM requirement per reference (l).

(6) Exchange Curbside Pickup. Exchanges providing curbside pickup are listed in the link provided below. If 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. 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.
<https://www.shopmyexchange.com/customer-service/shipping-delivery/curbside-pickup>.

(7) Loan Locker. Accompanied personnel and dependents can borrow kitchen kits/small appliances from any of four loan lockers as available. Sponsors can pick up items for the member. A copy of the member's orders will be needed. M&FP-Resource Centers are for accompanied personnel and dependents. Walk-in service is available at Camps Foster, Courtney, Kinser, and Hansen. 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. Personnel in ROM can send a shopping list with their name and phone number. A Marine volunteer will contact the individual requesting the commissary items. Volunteers will be their personal shopper. Volunteers stay in contact with the client via text messages to make sure they pick up the correct items. U-Shop is available for both KAB and Camp Foster Commissaries and has its own checkout line, at the Camp Foster commissary. Customers pay at the register over 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.

<https://www.facebook.com/FidelisRides/>

(9) AAFES Exchange Restaurant Menus. Order online for sponsor pick up or on-base delivery to your on-base quarters or on-base TLF. <https://aafesprem.imenu360.com/>

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

(11) Pets

(a) Inbound Pets. Resident veterinarian recommends that pets ROM with their owners whenever practical, in either quarters or designated government TLF. Inbound personnel with pets should communicate pet information to their sponsor, KAB Housing, or MCCS Lodging. There are a limited number of spaces in designated government TLF for pets. The command is working to increase pet space in on-base TLF and/or coordinate off-base kennel support. KAB Karing Kennels cannot mix outbound and inbound pet populations, and will be reserved for outbound and resident pets. Sponsors will assist inbound personnel with their pets as required.

(b) Outbound Pets. MCCS Lodging can assist outbound personnel with designated government TLF which allow pets. Outbound personnel may also coordinate with KAB Karing Kennels: <https://kadenafss.com/karing-kennels/>.

(c) Reimbursable Expenses. See enclosure (1) Quick Reference Guide for PCS Entitlements.

(12) The Personnel Sponsorship Program is an official government program and reimbursement can and should be made to sponsors for allowable expenses incurred in the performance of this duty. Expenses such as mileage, tolls, and parking may be reimbursed when sponsors drive their privately owned vehicle to and from the air terminal or local pick-up point. Sponsors should request additional guidance from their commands prior to making expenses associated with their sponsorship duties.

(13) Reimbursement will be funded and approved by the receiving unit's major command. Sponsors should request reimbursement by a local voucher through the Defense

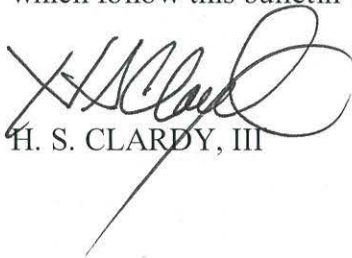
Travel System and forward it to the major command designated Reviewing and Approving Official(s) in accordance with the established procedures of their respective command.

(14) Inbound service members are authorized up to 30 days TLA in accordance with reference (h). ROM will not count against TLA. Outbound service members are authorized up to 10 days TLA IAW reference (o). 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 (h). The TLA brochure and info paper are located at:

https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine_and_Family/Marine_and_Family_Programs_-_Resources/Welcome_Aboard_Okinawa/Tabs/Travel/TLA%20Information%20Pamphlet%2020170428.pdf.

(15) The 14-day mandatory ROM period will not be charged as leave.

4. Applicability. This Bulletin is applicable to III MEF and MCIPAC personnel assigned to Okinawa. Commanders in other locations within Japan are directed to develop local policies which follow this bulletin's intent.



H. S. CLARDY, III



W. J. BOWERS

DISTRIBUTION: III MEF List I, II
MCIPAC 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.

Quick Reference Guide to ROM

What is Restriction of Movement (ROM)?

ROM is the process of protecting the whole population from an infectious disease. ROM may include isolation (for sick people) or quarantine (for healthy people). Quarantine is for *healthy* people who may become sick, to prevent spread of disease when you could be infectious but do not feel ill. Quarantine takes place in a designated location, most often in one's own home.

Who needs to go into Quarantine?

People who have traveled need to check-in with their command for reporting to public health authorities. Then, they must complete 14 days of quarantine, starting with their last travel date.

This includes active duty, civilians, contractors, MLCs/IHAs, family members, and guests staying in the homes of SOFA-sponsored people.

You might also need quarantine if you are a close physical contact of someone on quarantine due to travel.

Lastly, anyone who has been in close contact with a known, or suspected, case of COVID-19 will be placed under quarantine.

How long does Quarantine last?

Quarantine will last 14 days.

Do I need to "report in" to anybody?

You will need to talk with your sponsor twice daily. If you begin to exhibiting symptoms (fever, coughing, loss of smell and taste) contact the US Naval Hospital Okinawa (USNHO) COVID 19 Response Cell: **DSN: 646-1976** or calling DSN from JPY Cell Listing: **098-970-5555** about symptoms.

What about pets?

If possible, one family member should be designated to care for any pets and should wash their hands before and after interacting with the pet. You are not permitted to walk your dog. If you have a house/apt with a private yard, and there is no possibility of coming in contact with any other person(s), then you may let the dog out in your yard.

May I go to the gym? For a run? To the beach?

No. No. No.

May I go outside at all?

If you have your own house with your own yard, yes. Practicing social distancing rules, 6 feet separation, wearing a face covering (mask over mouth and nose), and no hand shaking.

Quick Reference Guide to ROM

How do I get groceries/food?

You will need to rely on support from your sponsor. Quarantine is a sacrifice by you to protect others; we fully expect the community to help support YOU. MCCA restaurants offer food delivery service to all bases. Menus and orders can be placed on the MCCA website. Delivery and payment instructions are on the website as well.

What do I do if I start to feel sick?

Contact the 24/7 COVID Care Line at 098-971-9691 or DSN: 646-1976

Depending on the type and severity of your symptoms, we will either arrange for you to be clinically evaluated (in either the ER, a clinic, or your home) in a way that protects other patients -- or continue your care in the outpatient setting with monitoring. You may or may not be tested. Please know that even if you are tested and get a negative result, ***you must finish your entire quarantine period.***

Is it okay to stay with my roommate or family if I start to feel sick?

People who are suspect patients of COVID-19 – that is, those getting tested – and those who have the disease must move into **isolation**. Isolation may be achievable in your own home and Preventive Medicine will determine if that is feasible. If not, then your unit and the camp will work to find a responsible solution. Additionally, if you are tested for COVID-19, your family members will need to restart quarantine until we can confirm you do not have COVID-19.

Important Numbers

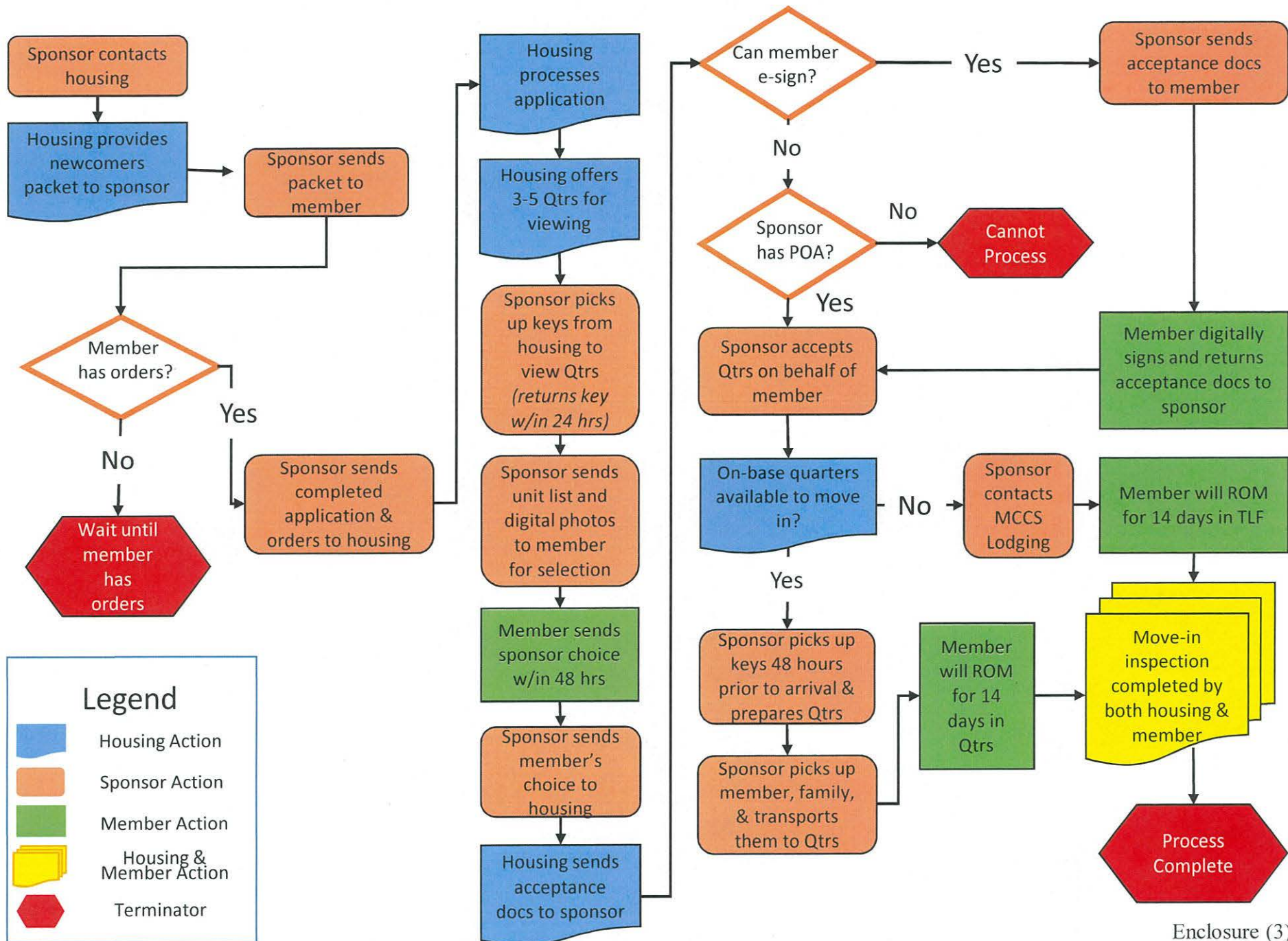
Military OneSource: 1-800-342-9647

Suicide Prevention Lifeline: 645-8255/ 1-800-273-TALK (8255)

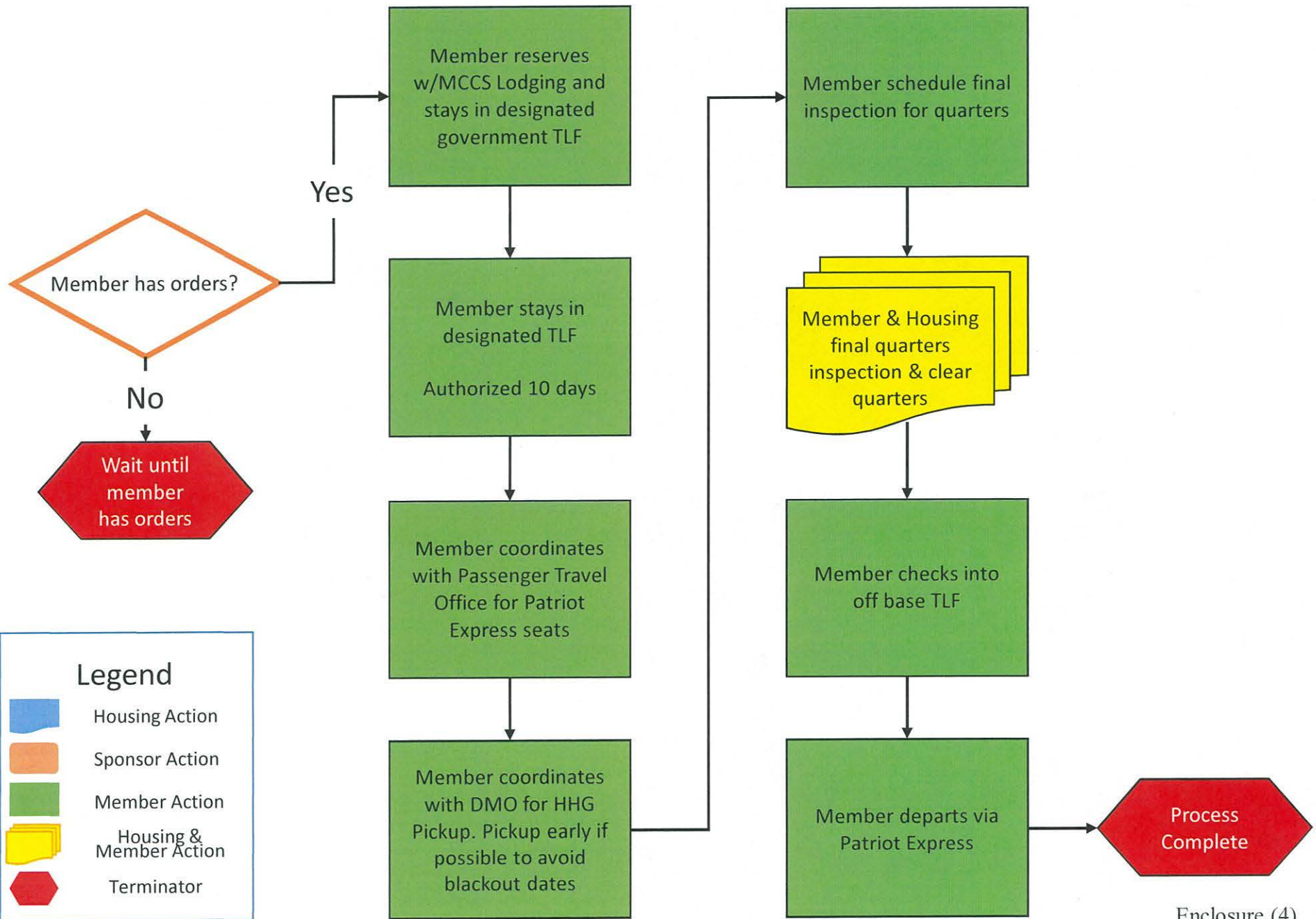
Navy/USMC SAPR: 646-HOPE (4673)/098-970-4673

USAF SARC: 634-7272/098-961-7272

Inbound PCS Flowchart



Outbound PCS Flowchart



PCS TIMELINE

Days before/after PCS	Commander	Sponsor	Dependents
90		Attend sponsor training prior to assignment. This can be completed at any time prior to assignment	Receive orders via email Prepare Area Clearance. Prepare documentation for Pets
80	Assign Sponsor to service member and dependents	Prepare & email welcome letter to service member and dependents with relocation information for Okinawa	
70		Obtain Newcomer's information	Respond to sponsor for coordination of arrival
60	In Progress Review	Coordinate with Family Housing Send Housing list with Photos to Family. If Housing isn't available, make reservations for TLF.	Review and accept housing online within 48 hours If housing isn't available, ensure reservations for TLF have been made by sponsor
58		Send completed application to housing	
50		Collect acceptance documents from housing and send to family Coordinate for temporary furniture and internet services	Sign up for internet services so sponsor can pick up equipment before arrival
45		Make arrangements with CDC for Childcare	Dependents have to provide documentation to CDC
30	In progress review	Obtain PSC mailbox	
2	final review	Sponsor picks up keys and makes preparations for service member and dependents arrival	
Arrival		Meet service member and dependents at airport.	Begin 14 day ROM
1		Make food arrangements daily for each meal	Begin preparing for travel voucher process
15		If in ROM TLF, transport family to alternate TLF or Housing	Check into Command/IPAC. Complete Newcomer's Brief
30		Continue providing assistance for service	

		member and dependents through first 30 days	
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NOTES:

Establish and maintain contact with incoming service member and family

Within 10 days of learning the inbound date, sponsor reserve TLF if housing is not available.

ARRIVAL TO OKINAWA

Provided below are different scenarios, actions required, and entitlements received.

Inbound (Unaccompanied)

- The process remains the same. If the Marine is a Sergeant or below they will either be placed in Restriction of Movement (ROM) in the Joint Reception Center (JRC) Barracks, or designated unit barracks.
- Inbounds receives a reporting endorsement for these Marines via JRC. Marines who are ROM'd at their unit are REQUIRED to return to JRC for their audit/travel claim upon completion of ROM. These audits take place currently every Monday.
- The join date for these members will be the day after arrival on island (Pre-COVID procedures).

Inbound (Accompanied) enters Temporary Lodging Facility (TLF)

- These members will be required to ROM in TLF for 14 days. These 14 days will be captured when the member completes their initial Permanent Change of Station (PCS) travel claim. During this period the member is entitled to:
 - Lodging Per Diem for themselves and their dependents.
 - Meals and Incidental for themselves and their dependents.
 - Additionally, since the Marines are still in a transient status, they will continue to rate BAH based off their previous PDS.
- Upon completion of ROM, members are required to check into IPAC to complete their audit and travel claim. In addition, 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.
- TLA will begin after their 14 days of ROM. The process and entitlements for TLA remain unchanged.
- The join date for these members will be the date ROM ends.

Inbound (Accompanied) enters Government Family Housing – Permanent (Forever Home)

- These members will be required to ROM for 14 days. These 14 days will NOT be annotated on their travel claim. The member will be entitled to their Permanent Duty Station (PDS) entitlements, the same as a barracks Marine.
- Upon completion of ROM, members are required to check into IPAC to complete their audit and travel claim.
- The join date for these members will be the day after arrival on island (Pre-COVID procedures).

Inbound (Accompanied) enters Contingency Housing – Temporary

- These members will be required to ROM in Contingency Housing for 14 days. These 14 days will be captured on the travel claim, when the member completes their initial Permanent Change of Station (PCS) travel claim. During this period the member is entitled to:
 - Meals and Incidentals for themselves and their dependents.
 - Additionally, since the Marines are still in a transient status, they will continue to rate BAH based off their previous PDS.

- Upon completion of ROM, members are required to check into IPAC to complete their audit and travel claim. In addition, 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.
- TLA will begin after their 14 days of ROM. The process and entitlements for TLA remains unchanged.
- The join date for these members will be the date ROM ends.
- ***If the family remains in the Contingency house during their TLA period they will only receive the meals and incidentals portion of the TLA payment since no lodging cost were incurred.

Lodging Per Diem Rates can be located at the below link:

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

III MEF / MCIPAC Sponsorship Information

The following information shall be obtained from inbound personnel:

- Grade:
- Last Name:
- First Name:
- Middle Initial:
- PMOS:
- Future MCC:
- Estimated Date of Arrival:
- Sponsor's Name:
- Unit/Section: whose unit/section? Sponsor or member?
- Marital Status:
- Duration of Assignment (in Months):
- Number of Family Members, to include age and gender of kids
- Pet (Y/N) Kennel (L/S): # of pets and weight of pet(s) and kennel(s)
- ROM Lodging Location:
- Actual Arrival Date:
- Patriot Express (Y/N):

ROM Recommended Items

The below list are recommended items needed while in ROM upon arriving to Okinawa. Some items may be brought with you or mailed ahead to your assigned PO Box. Also, items can be purchased online through AAFES picked up by your sponsor. Other items can be picked up by your sponsor at the Commissary or loan locker.

House Item	Loan Locker
Masks/Face covering - Cloth and disposable (AAFES)	Dishes
Pillows/Bedding - Full and Twin beds (AAFES)	Silverware
Towels/Washcloths (AAFES)	Cookware
Hygiene items - 14 day supply (AAFES/Commissary)	Microwave
Pet Food - 14 day supply (AAFES/Commissary)	Toaster
Children entertainment/comfort items (AAFES)	Vacuum
Laptop Computer/Tablet(s) (AAFES)	Iron
Cleaning supplies (AAFES/Commissary)	Iron Board
Broom (AAFES/Commissary)	Coffee pot
Mop and bucket (AAFES/Commissary)	Select baby items (Vary by availability)

Links:

AAFES - <https://www.shopmyexchange.com/exchange-stores/Okinawa/OKI/Kadena/Kadena-AB-1771052>

Commissary:

Foster - <https://commissaries.com/shopping/store-locations/camp-foster-mcb>

Kadena - <https://commissaries.com/shopping/store-locations/kadena-ab>

Loan Locker - <https://installations.militaryonesource.mil/military-installation/kadena-ab/military-and-family-support-center/loan-closet>



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 ISOLATION/QUARANTINE/CONDITIONAL RELEASE
Encl: (1) MCIPAC COVID-19 ROM Guidance

1. This is a formal notice that as the commanding officer, I am ordering your isolation/quarantine/conditional release. I am providing you with the following directions and information regarding the isolation/quarantine/conditional release.

a. [Name, identifying information or other description of the individual, group of individuals or geographic location subject to the order. Brief statement of the facts warranting the isolation/quarantine/conditional release.]

b. Enclosure (1) is incorporated into this order. You will read enclosure (1) in its entirety and comply with all of the direction provided therein.

c. [If other than conditional release] Because you are in quarantine/isolation, you are subject to the following additional provisions: [List any additional provisions required by competent medical authority. If none, so state.]

d. You are subject to isolation/quarantine/conditional release until [DATE]. The duration of this order may be extended if conditions warrant such extension.

2. Information supporting an exemption or release can 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, and personnel and other individuals working or residing on military installations will be protected 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.

Enclosure (9)

4. A wide range of professionals are working hard to ensure you receive the highest quality medical care and are released from isolation 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 and enclosure (1) in their entirety.

[Typed name of individual]

Signature

Date

Resources

1. Kadena Military Family Housing <https://www.housing.af.mil/Home/Units/Okinawa/>
2. Mediatti Broadband Communications (MBC) <http://www.mbcokinawa.net/>
 - a. MBC is offering 14 days of free Wi-Fi during ROM.
3. MCCS Lodging Reservations via DSN: 315-645-2455. From US Phone: 011-81-98-970-2455. Via email: fosterlodge@okinawa.usmc-mccs.org (MCCS Lodging will respond within 48 hours of an email request.)
4. NOWA online briefing from MCCS Relocation Services registration at: www.mccsokinawa.com/relocation.
5. Updated COVID-19 Health Protection Condition and reporting procedures can be found at: <https://www.iiimef.marines.mil/Coronavirus/>
6. Exchange Curbside Pickup. <https://www.shopmyexchange.com/customer-service/shipping-delivery/curbside-pickup>
 - a. To create an account, at top of screen, select: my account > Log in > create new account.
7. Loan Locker. Walk-in service is available at Camps Foster, Courtney, Kinser, and Hansen. 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. Personnel in ROM can send a shopping list with their name and phone number. <https://www.facebook.com/FidelisRides/>
9. AAFES Exchange Restaurant Menus. Order online for sponsor pick-up or on-base delivery to your on-base quarters or on-base TLF. <https://aafesprem.imenu360.com/>
10. Outbound pets. Outbound personnel may coordinate with KAB Karing Kennels: <https://kadenafss.com/karing-kennels/>
11. TLA. The TLA brochure and info paper are located at: [https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine and Family/Marine and Family Programs - Resources/Welcome Aboard Okinawa/Tabs/Travel/TLA%20Information%20Pamphlet%2020170428.pdf](https://www.mccsokinawa.com/uploadedFiles/MainSite/Content/Marine%20and%20Family/Marine%20and%20Family%20Programs%20Resources/Welcome%20Aboard%20Okinawa/Tabs/Travel/TLA%20Information%20Pamphlet%2020170428.pdf)
12. Important Numbers:
 - a) Military OneSource: 1-800-342-9647
 - b) Suicide Prevention Lifeline: 645-8255/ 1-800-273-TALK (8255)
 - c) Navy/USMC SAPR: 646-HOPE (4673)/098-970-4673
 - d) USAF SARC: 634-7272/098-961-7272

Sponsorship Checklist

90-30 Days Until Your Incoming Service Member or Family Arrives:

- ___ 1. If you haven't done so already, attend **SPONSORSHIP TRAINING** with Marine and Family Programs-Resources.
- ___ 2. Send a Welcome Aboard Email within 10 business days of your assignment as a sponsor. Include the Electronic Welcome Aboard Package link: www.mccsokinawa.com/welcomeaboard and PCS Flowchart.
- ___ 3. Obtain the newcomer's information:
 - ___ a. Name, paygrade, and marital status
 - ___ b. Best way to contact the newcomer
 - ___ c. Copy of Orders
 - ___ d. Flight itinerary information
 - ___ e. If accompanied, copy of Area Clearance/DEA
 - ___ f. If accompanied, number and age of children
 - ___ g. If accompanied, pet information
- ___ 4. Provide newcomer with all pertinent information for relocating to Okinawa.
- ___ 5. Respond to incoming member's questions. Stick to the facts, be objective.

30-15 Days Until Your Incoming Service Member or Family Arrives:

- ___ 1. If necessary, make Billeting arrangements for your incoming Service Member.
- ___ 2. If accompanied, make an appointment with the Kadena Housing Office for your newcomers' in-processing.
- ___ 3. Contact MCCS Lodging to arrange for temporary lodging. MCCS Lodging serves as the single point of contact for all reservations for PCSing inbound personnel or families.
- ___ 4. If possible, set up a P.O. Box for your incoming accompanied member.
- ___ 5. **Navy personnel attached to the U.S. Naval Hospital: set up a P.O. Box for all incoming personnel.**
- ___ 6. When sponsoring unaccompanied USMC and USN Greenside, E1-E5, notify member of JRC pick-up and week-long in-processing.
- ___ 7. Ensure you have a backup sponsor in place in the event of an emergency.
- ___ 8. If necessary, make kenneling arrangements for incoming pets.
- ___ 9. If applicable, have the incoming Service Member contact the DODEA District Registrar prior to arrival on Okinawa in order to coordinate school enrollment for his/her children. Email: ODSORRegistrar@dodea.edu.
- ___ 10. **To minimize the spread of COVID-19, create and communicate a 14-day Restriction of Movement (ROM) plan with your unit Commanding Officer and newcomer Service Member and family. Ensure your newcomer and his/her family have access to food, water, and services during the 14-day ROM.**

Date ROM ends: _____

Day of Arrival:

- ___ 1. Create a welcome basket for the newcomer or family. Ensure the incoming Service Member or family has something available to eat.
- ___ 2. If residing in Billeting, pick up the incoming Service Member's key. Ensure the room is ready for occupancy.
- ___ 3. Consult with Command Leadership on picking up newcomer or family from the airport.

This checklist serves as a guide for sponsors assisting incoming personnel and their families to Okinawa. For recommendations, please contact MCCS Marine & Family Programs-Resources Center at: mccb_relloassist@usmc.mil.

Sponsorship Checklist

- 4. Deliver the 14-day ROM Order signed by the CO to the newcomer and his family.

Following Completion of COVID-19 14-day ROM:

- 1. Marine Corps Personnel: make an appointment with IPAC Inbound for the incoming Service Member's in-processing.
- 2. Have the incoming Service Member check-in with IPAC (USMC) or their CPPA (USN) for in-processing.
- 3. If accompanied, assist the incoming Service Member with attending his/her housing in-processing at Kadena Air Base.
- 4. If accompanied with pets, ensure your incoming Service Member emails the Kadena Vet Clinic upon arrival.
- 5. If accompanied with children, Service Members interested in full-time childcare/school age care contact Resource & Referral at DSN 645-4117 or to visit www.mccsokinawa.com/cytpdownloads to complete the childcare enrollment process.
- 6. If accompanied, take the incoming Member to check-in with the Regional Housing Office on Camp Foster.
- 7. Assist the newcomer with obtaining a USFJ SOFA Driver's License. Contact Base Safety for the most up-to date information.
- 8. If necessary, contact MFP-R to obtain a basic kitchen kit from the Loan Locker. Email the Loan Locker agreement along with endorsed orders to MCBB_ReloAssist@usmc.mil.

Post Arrival:

- 1. Register your incoming Service Member, spouse, and children 10+ years for the Virtual Newcomers' Orientation Welcome Aboard (NOWA). To register visit: www.mccsokinawa.com/relocation or call DSN: 645-2104/2106/8395.
- 2. Assist newcomer with obtaining a Japanese cellphone.
- 3. Assist with car shopping.
- 4. If necessary, assist with house hunting.
- 5. Assist with cultural adaptation (do's and don'ts).
- 6. Provide tour of bases and local community.
- 7. If incoming member is residing off-base with pets, remind member to register his/her pet with the local city office.

Helpful Phone Numbers

IPAC	645-9447
Base Safety	645-3183
JRC	645-5170
School Liaison Officer	645-3205
Kadena Housing Office	634-0582/0583 opt. 7
Navy PSD	634-6322/6318
Relocation Services	645-2104/2106/8395/7494

This checklist serves as a guide for sponsors assisting incoming personnel and their families to Okinawa. For recommendations, please contact MCCS Marine & Family Programs-Resources Center at: mccb_reloassist@usmc.mil.



Sponsor/Service Member Checklist for Military Family Housing

Congratulations on sponsoring an inbound personnel and his, her family! You will play a very important part in getting this family transition and settled on island. It is quite rewarding!

We advise members to mail or bring essential items (i.e. bedding, pots & pans, etc.) to help prepare homes. Furniture could be loaned out for up to 90 days and major appliances for the duration of tour will be provided (microwaves are not included). **DO NOT ship major appliances** (stove, washer, dryer, and dishwasher).

AAFES offers online shopping with curbside pickup through www.shopmyexchange.com. The member's sponsor is able to pick up items on the member's behalf by adding them as the designated "pick-up person" during the checkout process.

Checklist

- ____ Receive notification that you are the designated Sponsor for inbound personnel.
- ____ Contact Kadena Military Housing Office (MHO)
 - Email: kadenahousing.customerservice@us.af.mil
 - DSN: 315-634-0582/3
 - Cell: 098-948-1111 (Kadena's operator)
- ____ Forward a copy of DD form 1746 and Sex Offender Disclosure from MHO to inbound personnel
- ____ Inbound personnel/Sponsor email MHO with completed Advance Application Package.
- ____ Completed Advance Housing App Package includes:
 1. DD form 1746 (All branches)
 2. Orders
 - a. USMC – Basic & Original Orders
 - b. USAF/Navy/USA – Original Orders
 - c. Eligible DoD Civilians – Letter of Employment
 3. Approved Area Clearance (USMC)/Dependent Entry Approval (Navy)
 4. Sex Offender Disclosure (All Branches)
 - a. Military to military requires Sex Offender Disclosure for each member
 5. Special Power of Attorney for Sponsor if required (All Branches)
 - a. Military to military requires a Special Power of Attorney for each member

6. Flight itinerary/Promotion Verification Letter/EFMP Enrollment Letter along with Page 7 of DD form 2792 (if required)

____ Pick up the keys for viewing (Bldg. 217, Kadena MHO, Camp Kinser residents: Bldg. 107, room 118 Camp Kinser).

____ Take video, photograph and/or document floorplan of housing selections and share with inbound personnel.

____ Sponsor will return keys within 24 hours to MHO (bldg. 217, Kadena MHO, Camp Kinser residents: bldg. 107, room 118 Camp Kinser).

____ Within 48 hours, email Counselor (and courtesy copy member) inbound personnel housing selection.

____ Member will e-sign acceptance paperwork and forward to sponsor and/or assigned counselor. (If member is unable to e-sign, sponsor will schedule an appointment with counselor to sign paperwork. A Special Power Of Attorney will be required.)

____ Sponsor (with Special Power Of Attorney if member cannot e-sign) will pick-up housing keys on scheduled date and prepare home for inbound personnel.

Sponsor can borrow kitchen kits/small appliances from the base loan locker as available. A copy of member's orders will be needed. (Verify)

Kadena Airman & Family Readiness Center – Open to military service members, DoD employees, & contractors, Bldg. 220, Mon – Fri, 1300 – 1600 hrs

- Camp Foster – bldg. 445, DSN: 645-8395, Mon – Fri, 0730 – 1600 hrs
- Camp Courtney – bldg. 4425, DSN: 622-7332, Mon – Fri, 0730 – 1630 hrs
- Camp Kinser – bldg. 1220, DSN: 637-2815, Mon – Fri, 0730 – 1630 hrs
- Camp Hansen – bldg. 2339, DSN: 623-4522, Mon – Fri, 0730 – 1600 (Small Service)
- Torii Station – bldg. 236, DSN: 644-4110, Mon, Tues, Wed, Fri, 0730 – 1600 hrs, Thursday, 1300 – 1630 hrs

____ Pick up service member and dependents and take them to their new home and signs assignment letter if applicable.

Welcome to Okinawa!

Member completes move in inspection with housing inspector.