



Manpower & Reserve Affairs COVID-19 Smart Pack

DTG: 19 March 20
1600 EST

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Authoritative Documents	Highlights (Recommend reading in full)	Table of Contents
<p>MARADMIN 082/20, U.S. MARINE CORPS DISEASE CONTAINMENT PREPAREDNESS PLANNING GUIDANCE FOR 2019 NOVEL CORONAVIRUS Date of release: 12 February</p>	<p>Directs Commanders to:</p> <ul style="list-style-type: none"> - Review existing disease containment plans and prepare for and respond to a potential occurrence of COVID-19. - Also provides guidance and stipulations for 14-day restriction of movement for service members returning from Level-3 locations. 	
<p>MARADMIN 150/20, UPDATE #1: COMMANDERS' RISK-BASED MEASURED RESPONSES Date of release: 12 February</p>	<p>Directs Commanders to:</p> <ul style="list-style-type: none"> - Identify all Marines returning/redeploying from countries under a Center for Disease Control (CDC) travel advisory of level 2 or higher, or who have had close contact with an infected person, and ensure they are screened and monitored for symptoms of COVID-19. - Review all official travel to OCONUS locations declared a public health emergency, or for which a travel advisory has been issued by the CDC; approval granted by a Deputy Commandant, a Marine Force Commander or a Commanding General, Marine Expeditionary Force. - Review leave and liberty plans to ensure personnel are not traveling to locations that have declared a public health emergency. 	
<p>SECDEF Memo, Travel Restrictions for DoD Components in Response to Coronavirus Disease 2019 Date of release: 11 March</p>	<ul style="list-style-type: none"> - Announcement of travel restrictions for 60 days for service-members, DOD civilians and families traveling to, from, or through Level 3 locations, as designated by the CDC, effective March 13. 	
<p>MARADMIN 162/20, UPDATE #2: TRAVEL RESTRICTIONS AND PERSONNEL GUIDANCE FOR TRAVEL Date of release: 12 March</p>	<ul style="list-style-type: none"> - HQMC promulgation of 11 March SECDEF memo directing all Marines and their family members traveling to, from, or through CDC THN Level 3 (COVID 19) designated locations to stop movement for the next 60 days (until 11 May). - This includes all forms of official travel, including permanent change of station (PCS), temporary duty (TDY), and government-funded leave. For Marines, this also includes personal leave and other non-official travel. 	
<p>Deputy SECDEF Memo, Stop Movement for all Domestic Travel for DoD Components in Response to Corona virus Disease 2019 Date of release: 13 March</p>	<ul style="list-style-type: none"> - Announcement of domestic travel ban (execution of PCS orders and temporary duty) for all service-members until May 11. In addition, Marines will be only authorized local leave for the duration of the travel restrictions. 	
<p>MARADMIN 167/20, UPDATE #3: STOP MOVEMENT Date of release: 14 March</p>	<ul style="list-style-type: none"> - HQMC promulgation of 13 March 20 Deputy Secretary of Defense Memorandum directing domestic stop movement; the MARADMIN also defines exemptions from policy and procedures for submitting requests for exceptions. 	



Travel and Transportation Questions and Answers

(For more information visit the following [link](#))

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1. Q: If I am performing a permanent change of station from a [CDC Alert Level 3 Location](#), and am ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to my new permanent duty station, what allowances am I authorized?

A: You may be authorized [per diem](#) while awaiting transportation as long as lodging in kind or meals in kind are not provided.

2. Q: If I am performing a permanent change of station from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine at my new permanent duty station, what allowances am I authorized?

A: You are authorized per diem (lodging plus meals and incidental expenses) for the time you are in isolation or quarantine. Once released, you are authorized to receive your Temporary Lodging Expense.

3. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to temporarily return to my old permanent duty station or alternate location, what allowances am I authorized?

A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.

4. Q: If I am on temporary duty to a CDC Alert Level 2 or 3 Location, and am en route when I am ordered to return to my permanent duty station, what allowances am I authorized?

A: You may be authorized standard travel and transportation allowances in accordance with JTR Chapter 2 to return to your permanent duty station.

5. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to permanently return to my old permanent duty station or my orders are amended to name a different permanent duty station, what allowances am I authorized?

A: You are authorized permanent change of station allowances in accordance with JTR par. 051206.

6. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to remain at a port of departure until transportation is available, what allowances am I authorized?

A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.



7. Q: If I am performing a permanent change of station to a CDC Alert Level 3 Location, and am ordered to travel to an alternate location until transportation is available, what allowances am I authorized?

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A: You may be authorized per diem while awaiting transportation as long as lodging in kind or meals in kind are not provided.

8. Q: If I am on temporary duty from a CDC Alert Level 3 Location, and am en route when I am ordered to return to my permanent duty station, what allowances am I authorized?

A: You are authorized standard travel and transportation allowances in accordance with [JTR Chapter 2](#) to return to your permanent duty station.

9. Q: If I am diagnosed with a “quarantinable communicable disease” at a temporary duty location, and am ordered into isolation or quarantine by a public health or medical official at the temporary duty location, what allowances am I authorized?

A: You may be authorized travel and transportation allowances (per diem: lodging, meals, and incidental expenses) and transportation in accordance with JTR Chapter 2. Your temporary duty orders could be amended to extend your temporary duty assignment.

10. Q: If I am performing temporary duty travel, including return from deployment, from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine by a public health or medical official, or DoD official at a port of entry before proceeding to my Permanent Duty Station, what allowances am I authorized?

A: You may be authorized standard travel and transportation allowances in accordance with JTR Chapter 2 while awaiting transportation. Your temporary duty orders could be amended to extend the temporary duty assignment.

11. Q: If I am performing temporary duty travel, including return from deployment, from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine at my Permanent Duty Station, what allowances am I authorized?

A: You may be provided lodging and meals in kind, but you are not authorized any additional travel and transportation allowances. However, if you are placed on a temporary duty order away from your PDS, you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

12. Q: If I am returning from personal leave to my permanent duty station in a CDC Alert Level 3 Location, and transportation is not available or I am ordered not to return to my permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances. However, if you are placed on a temporary duty order away from your PDS, you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.



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13. Q: If I am a Service member returning from Government funded leave from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to my permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances. However, if you are placed on a temporary duty order, then you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

14. Q: If I am a Service member's dependent returning from Government funded leave from a CDC Alert Level 3 Location, and am ordered into isolation or quarantine at my permanent duty station without lodging and meals provided in kind, what allowances am I authorized?

A: You are not authorized travel and transportation allowances at your permanent duty station.

15. Q: If I am a Service member, returning from Government-funded leave from a CDC Alert Level 3 locations, and ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances. However, if you are placed on a temporary duty order, then you may receive standard travel and transportation allowances in accordance with JTR Chapter 2.

16. Q: If I am a Service member's dependent, returning from Government-funded leave from a CDC Alert Level 3 locations, and ordered into isolation or quarantine by a public health or medical official at a port of entry before proceeding to the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

17. Q: If I am performing dependent student transportation to or from school, and ordered into isolation or quarantine at a port of entry by a public health or medical official before proceeding to the permanent duty station or school, what allowances am I authorized?

A: You may be authorized per diem (lodging, meals and incidental expenses) in accordance with JTR, par. 050816D4, as long as lodging in kind or meals in kind are not provided.

18. Q: If I am a Service member's dependent student and ordered into isolation or quarantine at the permanent duty station or school, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

19. Q: If I am a Service member's dependent and ordered into isolation or quarantine at the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.



20. Q: If I am a Service member and ordered into isolation or quarantine at the permanent duty station, what allowances am I authorized?

A: You are not authorized travel and transportation allowances.

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Permanent Change of Station Overview, Questions and Answers

(For more information visit the following [link](#))

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Situation: The World Health Organization declared a public health emergency of international concern for COVID-19 on 30 January 2020. Due to the increased COVID-19 concerns, the Department of Defense (DoD) has temporarily increased travel restrictions to certain locations which may result in travel delays and **non-concurrent** travel for Marine Corps personnel.

Exceptions. The Commandant of the Marine Corps (CMC) and has been delegated approval authority for travel exceptions for all Marine Corps personnel and family members assigned to installations, facilities, and surrounding areas in the United States and its territories.

Geographic Combatant Commanders (GCC) have been delegated the authority (may be further delegated) for travel exceptions for Marine Corps personnel and family Members assigned to combatant commands.

As stated in MARADMIN 167/20 exceptions may be granted in writing to these restrictions for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; (3) warranted due to extreme hardship.

Exemptions. Travel for retirements or separations are exempt from DoD travel restrictions related to COVID-19. Additionally, travel by patients and medical providers for the purpose of medical treatment for DoD personnel and their family members is authorized.

Travel Guidance

Marines and their family members that signed out of a CONUS installation en route to a CONUS location prior to release of the stop movement directive (MARADMIN 167/20, 14 March 20) will continue PCS movement.

Marines and their family members that have signed out of a CONUS command or installation en route to an OCONUS Level-3 command or installation, but have not initiated overseas travel, will not continue PCS movement without approval from the first General Officer in their chain of command.

Marines and their family members who have not signed out of the losing installation will stop movement subject to the approval of approval from the first General Officer in their chain of command.

Marines currently on leave in CONUS can return overseas to a Level 2 country they are stationed in. Unfortunately, Marines currently on leave in CONUS from a Level 3 country cannot, unless granted an exception.

Concurrent travel refers to having family members travel with their sponsor. Currently, families will not be able to accompany their sponsor to Level-2 overseas locations; their travel will be deferred for 60 days. The Center for Disease Control maintains a listing of [COVID-19 travel recommendations by country](#).

<https://www.manpower.usmc.mil>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

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Marine Corps Reserve

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Unfortunately, Marines Reservists who are currently deployed to a CDC Level 3 location will not be permitted to redeploy to CONUS, unless granted an exception. Reservists who are deployed to a CDC Level 2 location may return to CONUS and begin restriction of movement protocol.



Orders to OCONUS Level-2 Locations

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Question: A Marine assigned to a unit in California was issued orders to a command in Okinawa, Japan before the COVID-19 outbreak. Are those orders still effective?

Answer: Yes, because Okinawa, Japan is currently a [CDC Level-2 country](#) those orders are still effective. If married, the Marine would travel to the gaining command without their dependents - what is called non-concurrent travel - until 11 May, when USMC civilian personnel and family members can begin executing government funded travel.

Monitors in Enlisted Assignments and Officer Assignments are attempting to balance Marine Corps requirements with the best interests of Marines and their families.

Monitors in Enlisted Assignments and Officer Assignments have contacted Marines impacted by the COVID-19 outbreak and, when able, adjusted the reporting date of Marines reporting to Okinawa and other Level-2 locations to a timeframe after 11 May.

The impacts of COVID-19 are enormous. Postponing orders until 11 May could create a potential backlog of Marines awaiting commercial moving companies as the Marine Corps are one of many customers in the joint force requesting commercial shipment of household goods to overseas locations. Manpower Management is in the process of determining the most optimal means to adjust orders throughout the upcoming months.

Orders from OCONUS Level-2 Locations to CONUS

Question: A Marine assigned to a unit in Okinawa, Japan, a CDC Level-2 location, was issued orders to a command in the United States before the COVID-19 outbreak. Are those orders still effective?

Answer: Yes, because Okinawa, Japan is currently a [CDC Level-2 country](#) those orders would still be effective for Marines and their family members. Upon arrival in the United States the Marine and their family would, in accordance with [Department of Defense guidance](#) be assigned a 14-day restriction of movement starting from the day of departure from the Level 2 or Level 3 country.

What is restriction of movement?

For Marines who recently traveled to, though, or from a CDC Travel Health Advisory Level 2 or Level 3 country, the DoD is directing that they stay at home at 14 days, practice social distancing, and self-monitor for potential symptoms of COVID-19 including taking their temperature twice a day.

Will The Marine Corps designate specific locations that service members returning CONUS must travel to in order to be placed under the 14-day restriction of movement?

Local commanders will be responsible for designating quarantine location for returning personnel. When directed, each service member will stay at home or other appropriate domicile coordinated with the parent command for 14 days, practice social distancing and conduct self-monitoring.

Force Health Protection guidance supplement #4, outlining restriction of movement is available at: <https://media.defense.gov/2020/Mar/11/2002263241/-1/-1/1/FORCE-HEALTH-PROTECTION-GUIDANCE-SUPPLEMENT-4.PDF>



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Orders from Level-3 Locations

Question: Will a service member be allowed to PCS from Level 3 locations? Or will orders be cancelled?

Answer: All Marines, civilian personnel and family members traveling to, from or through [CDC Level 3 locations](#) will stop movement through 11 May 2020. As stated in the travel restriction guidance, exceptions may be granted for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship.

Monitors in Enlisted Assignments and Officer Assignments have contacted Marines impacted by the COVID-19 outbreak and are working to adjust the departure date of Marines departing Level-3 locations to a timeframe after 11 May.

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Household Goods

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My household goods have been picked up but I haven't departed my location. What should I do?

Each situation is different. Individuals will need to contact their shipping office to determine if their household goods are still in the local area and whether or not they may have access to them.

What about my [POV](#)? I have an upcoming appointment to drop my car off at the [Vehicle Processing Center \(VPC\)](#). What should I do?

If you are unsure if the stop movement order applies to you, contact your chain of command. If the stop movement order does not apply to your PCS—or your chain of command has approved an exception to the order—proceed to the VPC as planned.

I've already dropped my POV off, but my PCS has been delayed. Can I get my car back?

If you're interested in retrieving your vehicle, contact the VPC immediately. VPCs are postured to assist customers with changing appointments, vehicle retrieval, and answering any other POV-related questions you have.



Marine Corps Reserve, Frequently Asked Questions

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Q: Do I still need to perform Annual Training (AT) and Inactive Duty Training (IDT)?

A: Yes. Reservists must still report for AT and IDT as directed by your Commander to maintain mobilization readiness. However, Commands are encouraged to provide their reservists with maximum flexibility, while balancing operational readiness with exposure risk. 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 significant 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. However, if you are ordered to report for duty by a cognizant authority, you must do so.

Q: I live in an area experiencing sustained community transmission. Do I have to have to come in and train?

A: Yes, if you have been ordered to report for duty by your Commander. However, Commands have the authority to excuse or reschedule Reserve training, especially if their assigned members are coming from areas that are not currently experiencing sustained community transmission into an area that is experiencing those impacts. Communicate with your supervisor to determine if your training is still required or can be rescheduled. Failure to report for duty without prior authorization will be viewed as an unexcused absence.

Q: My unit is in an area experiencing sustained community transmission, but I live in an area without sustained community transmission. Can I train at another location?

A: Communicate with your supervisor to determine if your training can be rescheduled, completed remotely, or shifted to another location.

Q: May I change, reschedule, or cancel IDT?

A: Yes, upon command approval. Communicate with your command as early as possible if your ability to perform duty is impacted. Commands may change, reschedule, or cancel IDT for Reserve members before the originally scheduled date. Commands may also excuse IDT drills. If you do not perform the drills, they do not count toward meeting a member's annual Selected Reserve participation requirements or anniversary year retirement point calculation as outlined the MCRAMM. However, they may be rescheduled at a later date.

Q: What impact will excusing or rescheduling ADT or IDT have on my ability to get a "good year" for retirement?

A: Reserve retirement points are only provided when duty is performed. ADT or IDT (or any other Call to Duty Orders) that are excused or delayed could impact an individual's ability to accumulate the 50 retirement points needed for a qualifying year toward Reserve retirement. 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 IAW the parameters outlined here and in other current guidance.

<https://www.manpower.usmc.mil>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

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Q: Will I be counted as “unexcused” if I fail to attend a scheduled drill without prior authorization?

A: Yes. Reservists who are absent from a scheduled drill without prior authorization from their Commands may have their drill reported as unexcused. Reservists must promptly update their command about any factor that would immediately affect their availability for inactive or active duty.

Q: What current guidance is available to me and where can I find it?

A: Reservists should strictly adhere to overarching guidance provided in all COVID-19 MARADMINS.

Q: As a Command do my reservists need to come in and train?

A: Commands should exercise maximum flexibility in scheduling Reserve duty. Commands have the authority to excuse or reschedule Reserve training and should balance operational readiness with exposure risk, especially when reservists are required to travel to, from, or through areas experiencing sustained community transmission.

Q: I am a RC Marine who is currently on Active Duty Orders impacted by COVID-19, what should I know?

RC Members Currently performing Active Duty. RC members performing active duty shall adhere to all 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 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.



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Q: I am a Reservist who is pending ADOS orders, can I still be activated?

A: Maybe. If you live within commuting distance and your Commander believes it advisable to bring you on orders then you may be activated. If you are outside a commuting distance or require a PCS move, then your Command must get an appropriate approval as defined in the latest COVID-19 related MARADMIN.

Q: I am a Reservist who is pending ADOS orders, can I voluntarily decline the orders?

A: Yes, all ADOS orders are voluntary, however a Marine must provide their gaining commands with notice of declination in accordance with [MCO 1001.59A](#).

Q: How do I process Re-Enlistments during that are being impacted by COVID-19:

A: 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 local command authority (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.



Travel Restrictions, Frequently Asked Questions

(For more information visit the following [link](#))

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Who does the domestic travel restriction apply to?

All DoD service members and civilians, and their family members will stop all official travel – such as Permanent Change of Station or Temporary Duty – through May 11. Exceptions may be given for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship.

If a Marine is already TDY or a family has departed for their CONUS PCS, what should they do?

Those who have already begun their travel may continue on to their final destination. Individuals whose TDY ends within stop movement period may return home. They should still be mindful of the health protection measures like social distancing and handwashing during their travels.

Can military members still take leave?

Marines may only take leave in the local area. This is being done to limit the spread of and potential exposure to COVID-19. Exceptions may be given for compelling cases where the travel is: (1) determined to be mission essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship.

Does leave restriction apply to family members?

The leave restriction applies only to Marines. However, family members are encouraged to follow the guidance provided by their local installation or unit commander and CDC guidance, which may advise limitations on travel.



Template AA-Form: Request for Exception

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ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109 LF 063 3200 UA: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO. 1300
3. DATE 2020 03 19	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)
RANK FIRST M. LASTNAME, DODID NUMBER/PMOS USMC

5. ORGANIZATION AND STATION (Complete address)
PARENT COMMAND

6. VIA (As required)
(1) Battalion Commander (2) Regimental Commander
(3) Division/Wing/MLG Commanding General

7.
TO:
COMMANDING GENERAL
1ST MARINE DIVISION
CAMP PENDLETON CA

8. NATURE OF ACTION/SUBJECT
REQUEST FOR EXCEPTION: PERMANENT
CHANGE OF STATION ASSIGNMENT IN THE
CASE OF RANK FIRST M. LASTNAME,
DODID NUMBER/PMOS USMC

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)
(a) Deputy SECDEF Memo, Stop Movement for all Domestic Travel
for DoD Components in Response to Corona virus Disease 2019
(b) MARADMIN 167/20
(c) MCO 1300.8

11. ENCLOSURES (if any)
(1) PCS Orders

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)
1. In accordance with references (a) through (c) I request an exception from the stop movement directive. The justification for my request is as follows: [basis for request, see next paragraph].

Guidance from SecDef Memo: "A travel exception may be granted in writing to the guidance contained herein for compelling cases where the travel is: (1) determined to be mission-essential; (2) necessary for humanitarian reasons; or (3) warranted due to extreme hardship."

2. For further information or discussion in the matter I can be reached at the following points of contact: first.lastname@gmail.com or by phone at (c): 123-456-7890. Thank you for your consideration in the matter.

F. M. LASTNAME

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)