



Admin Newsletter

Installation Personnel Administration Center
1st Semi-Annual 2021

OUR MISSION STATEMENT

To provide quality and timely personnel administration to commanders, permanent personnel, students, recruits, and their families while assigned to units within Marine Corps Recruit Depot, San Diego and the Western Recruiting Region. In providing quality and timely personnel administration, we will ensure administrative readiness through reporting and maintaining accurate information within each member's master record.



COVID-19

MASKS are required when conducting business within the Installation Personnel Administration Center (IPAC). All personnel are asked to remain behind counters and plexi-glass unless called upon by any IPAC personnel.

New Joins to MCRD

IPAC - The Inbound Section is located within Room 129 of Building 622 (building with yellow footprints).

PCS Orders: Personnel reporting on Permanent Change of Station Orders (PCSO) are required to enter a 14-day restriction of movement (ROM) prior to conducting their join audit at the IPAC, if they fall under the follow categories:

- Non-vaccinated
- Partially vaccinated
- COVID-19 positive

PCA Orders: Per Headquarters Marine Corps (HQMC) direction, personnel reporting on Permanent Change of Assignment Orders (PCAO) are not required to enter a ROM status, regardless of command imposed ROM. Personnel reporting under PCAO are required to conduct a join audit at the IPAC and submit their travel claim with the Finance Office immediately upon check-in.

14-Day Quarantine of PCS New Joins: MCRD San Diego - the Government Travel Charge Card (GTCC) is authorized to be used to pay for lodging while in ROM status. Marines with families are authorized Temporary Lodging Expense (TLE) after the 14 day ROM as well. Adhering to these guidelines will ensure Marines are joined to their command in a timely manner, pay entitlements are started on time, and travel claims are submitted within the required 5 day window of joining. This only applies to personnel that are not vaccinated, partially vaccinated or COVID-19 positive.

With frequently updated information coming in at the cyclic rate due to ongoing COVID-19 safety measures, it becomes even more important to keep updated on changes to travel and pay regulations in order to best serve our customers.

If you have specific questions concerning administrative changes during these trying times, please contact the appropriate IPAC section for guidance. For the most current information, click (hold “Ctrl” key and left click) this link: <https://www.marines.mil/News/Messages/MARADMINS.aspx>

Outbound from MCRD

Outbound Interview Module (OBI)

Member ensures that their interview is submitted through the OBI module within Marine Online (MOL) for S1 review/command approval at least 30 days prior to intended departure date from command.

Check-Out Sheet

Check-out sheets must be completed, with all required signatures, prior to a member receiving their PCS orders. Junior Enlisted Promotion Evaluation System (JEPES) marks, on the check-out sheet, must be either signed by the battalion commanding officer or previously approved within MOL. JEPES markings cannot be signed by anyone other than a commanding officer or officer properly designated as “Acting” on behalf of the member’s commanding officer. Marines in the grade of E-4 and below will not receive a checkout sheet until they have initiated their JEPES evaluation within MOL. This applies for personnel executing PCSO/PCAO or separating from the Marine Corps.

Country Clearance(s) for Overseas Orders

As soon as orders are issued by HQMC, country clearances should be initiated by the member. This is a lengthy process, especially for dependents travelling with the member on orders. Medical screening and passport submission is recommended as the first items to initiate upon receipt of official/basic orders.

Travel Expenses

Member must ensure that they have an unexpired GTCC and that it is activated prior to executing orders. Mission critical status for member’s GTCC will be turned off 10 days after they report for duty at their next assignment.

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Temporary Duty Under Instruction (TEMINS) Orders

Defense Travel System (DTS) authorization of per diem and lodging must be submitted prior to executing TEMINS orders. All other items for executing TEMINS will be addressed within the OBI module.

Shipment of Household Goods (HHG)

Separation From Active Duty (EAS/AdSep/Retirement): After OBI submission is approved by member's command, IPAC will certify the Distribution Management Office (DMO) letter in order to generate a line of accounting to fund shipment of HHG. Once the DMO letter has been certified, the member is responsible to schedule their HHG shipment through the following website: <https://Move.mil> Afterwards, the member is required to contact the MCRDSD DMO to verify that all documents were properly uploaded to the Move.mil website.

PCS: After OBI submission is approved by member's command, the member is responsible to schedule their HHG shipment through the following website: <https://Move.mil> . Afterwards, member is required to contact the MCRDSD DMO to verify that all documents were properly uploaded to the Move.mil website.

Links and Resources

The following web links provide additional information and instructions to assist with transitioning to the next duty assignment:

[Marine Online Travel and Orders \(usmc.mil\)](https://www.usmc.mil)

<https://www.marines.mil/News/Messages/Messages-Display/Article/2572487/2021-peak-moving-season-preparations/>

<https://www.iandl.marines.mil/Divisions/Logistics-Plans-Policies-Strategic-Mobility-LP/Logistics-Distribution-Policy-Branch-LPD/PCS2/>

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MCRD San Diego - Western Recruiting Region



PCS PREP

Smooth Move Workshop "Know Before You Go"

2021 Schedule

January 20, February 17, March 24, April 21, May 26, June 30, July 14

August 11, September 8, October 6, November 17, December 15

0900-1030 PST

All classes will be offered virtually until further notice. Please check Eventbrite for up to date information

The PCS Prep "Smooth Move" Workshop is designed to provide service members and families with tools and techniques for making their move a positive and rewarding experience. This workshop is recommended for those who will be making a PCS move within the next six months. The focus is on coping with relocation and identifying steps to take to prepare for the move.

Helpful information on the following topics:

- pre-departure preparation
- entitlements and benefits
- managing the move and moving with children
- proven tips and techniques for relocation as well as available resources are highlighted



No Federal endorsement implied.

To register, visit www.ppd_mordsandiego-wrr.eventbrite.com. For more information call Perlita Rodriguez, Information, Referral & Relocation Office at (619) 524-5732/5298 or email perlita.rodriguez@usmc.mil





COVID-19 TESTING PRIOR TO INTERNATIONAL AIR TRAVEL FACT SHEET

Information

- **TRAVELERS ARRIVING WITHOUT A VALID NEGATIVE COVID-19 TEST, VACCINATION, WAIVER, OR PROOF OF RECOVERY FROM COVID-19, AS REQUIRED BY THEIR DESTINATION, WILL BE DENIED TRAVEL AT THE APOE.**
- Effective 15 July 2021, APOES will no longer conduct COVID-19 Testing. If a traveler arrives at the APOE without a negative test, the traveler will be denied travel and will be subject to delays and/or additional expenses.
- All Marines, family members, and DoD Civilians executing official and unofficial international air travel, to or from the U.S., are required, per Force Health Protection Guidance (Supplement 17 and 20) to have a negative viral COVID-19 test (molecular or antigen) 72 hours before departure from the APOE.
 - **Exceptions:** There are some exceptions to this requirements. Travelers must research and comply with all destination requirements.
- Travelers must present documentation of the negative test, vaccination record, or clearance letter from a healthcare provider before boarding, and must maintain the documentation throughout the travel.
- If the destination location requires a specific test, test time, or result format, travelers must follow the more restrictive requirement prior to embarking for an international flight. In addition some foreign countries require a negative test within 72 hours of arrival rather than departure, in which case both pre – and post-travel testing may be required.
- Testing is the individual's responsibility if conducting unofficial travel. For official travel, to include re-deployment from a foreign country, it is the Commanding Officer's responsibility to ensure travelers comply with all requirements.
- Travelers who test positive for COVID-19 while executing OCONUS travel orders should immediately self-isolate and follow the guidance of the cognizant military or civilian medical provider. Travelers will not continue travel to the APOE. If one member of the family tests positive, that member must self-isolate while the other members self-quarantine. Additional actions that are required by the traveler:
 - Contact gaining command that you have tested positive and are unable to travel on the scheduled flight. If gaining command is unavailable, contact losing command to assist.
 - Contact APOE to inform that you will not be on scheduled flight to eliminate no-shows.
 - Transport yourself/family members to a Restriction of Movement (ROM) lodging facility. Locations for ROM will occur based on where positive test is received. Travelers will not continue travel to the APOE while in a ROM status.
 - Travelers are reminded to maintain all receipts for reimbursement of expenses.
 - Contact the applicable DMO office to rebook flights on the AMC-PE once you are cleared for onward movement.
 - AMC-PE re-booking for SEATAC will be coordinated with Camp Pendleton DMO.
 - AMC-PE re-booking for BWI will be coordinated with Camp Lejeune DMO.
 - Travelers must have a follow-on test and it must show (1) they have a negative test, (2) signed by a competent medical authority and/or MTF, and (3) must present documentation upon arrival to at APOE.

Where to get tested

- In accordance with Force Health Protection Guidance (Supplement 17 and 20), pre travel testing for official international travel is authorized at MTFs for Marines, their dependents, DoD Civilians, and members of the Selected Reserve not otherwise eligible to receive care if tests are scheduled prior to arrival at the MTF and official international travel orders are in hand.
- Commercial testing sites are authorized and covered by TRICARE if the test is ordered by a TRICARE authorized Provider. Commercial testing not covered by TRICARE is reimbursable for official travel, however any associated office visit fees are not covered.
- Travelers are authorized to use their GTCC and are reminded to maintain all receipts and submit a claim for reimbursement with your travel claim.
 - If you do NOT have a GTCC, travelers will contact usmcpassengertravel@usmc.mil or ann.barkley.ctr@usmc.mil to coordinate payment of ROM lodging.

Preferred MTF Testing Locations

Walter Reed (Baltimore)	301-295-0269
Madigan Army Medical Center (Seattle)	253-958-4443/253-967-3831
Naval Medical Center San Diego, CA	619-532-6400
Camp Pendleton, CA	760-685-3537
Naval Hospital Twentynine Palms, CA	760-830-2190
Bremerton, WA	360-340-5335
Portsmouth, VA	757-953-6200
Camp Lejeune, NC	910-450-2956
Fort Belvoir, VA	COVID Clinic: 571-231-0532, CDO 571-585-6066
Walter Reed, Central Screening	571-335-9985. CDO 301-547-1161
Naval Hospital Jacksonville, FL	994-250-6188
Naval Hospital Okinawa, Japan	098-971-9691
Naval Hospital Yokosuka, Japan	046-816-1693
Tripler Army Medical Center, HI	808-433-6661
Naval Hospital Rota, Spain	34-956-82-3305/3560
Naval Hospital Sigonella, Italy	39-095-56-4848/4635
Navy Hospital Naples, Italy	39-081-811-6000 (DSN 629-6000)
Landstuhl Regional Medical Center, Germany	49-6371-9464-5762

Points of Contact/Useful Links

Losing Command POC/Number (Admin/PAC)	
Gaining Command POC/Number (Sponsor)	
MCB Camp Lejeune DMO (BWI Travelers)	910-451-2255/2714/1971, 910-376-1297 (after hours)
MCB Camp Pendleton DMO (SEATAC Travelers)	760-725-8637/8631
HQMC (I&L) (LPD)	usmcpassengertravel@usmc.mil
AMC Website	https://www.amc.af.mil/Home/AMC-Travel-Site/
GTCC Information	https://defensetravel.dod.mil/site/cardholder.cfm
HQMC COVID-19 Website	https://marines.mil/Coronavirus/
Navy and Marine Corps Relief Society	1-800-654-8364, https://nmcrs.org/
Foreign Clearance Guide	https://www.fcg.pentagon.mil/fcg.cgm
Smart Traveler Enrollment Program (STEP)	https://step.state.gov
CDC International Travel Guidance	https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html
Frequently Asked Questions	https://www.manpower.usmc.mil/webcenter/portal/MRAHome

COVID Hotels at SEATAC

Hilton Seattle Airport & Conference Center	206-444-4800 (17620 International Blvd, Seattle, WA)
Double Tree by Hilton	206-246-8600 (187430 International Blvd, Seattle, WA)
Fairfield Inn & Suites Tacoma – Dupont	360-334-3314 (1515 Wilmington Dr, DuPont, WA)

PACIFIC BOUND TRAVELERS

TWO ISSUES DELAYING TRAVEL ABOARD AIRCRAFT

NOT COMPLETING COVID-19 TEST:

UNVACCINATED: MUST HAVE COVID-19 PCR TEST WITHIN 72 HOURS OF SCHEDULED FLIGHT.

VACCINATED: REQUIRED TO PROVIDE PROOF OF VACCINATION.

***AMC TERMINAL IS NOT PERFORMING COVID-19 TESTS ON SITE.**

NOT COMPLETING PASSPORT REQUIREMENTS:

SPECIAL ISSUANCE "NO-FEE" PASSPORT (SIP) IS REQUIRED FOR SOFA STATUS CIVILIANS AND DEPENDENTS.

OR

MEMORANDUM FROM A DOD PASSPORT AGENT STATING THE SIP APPLICATION WAS SUBMITTED.

QUESTIONS?

FOR DETAILS ON WHERE TO OBTAIN YOUR NO-FEE PASSPORT CONTACT YOUR UNIT'S DISTRIBUTION MANAGEMENT OFFICE.

FOR ADDITIONAL INFORMATION CONTACT YOUR SPONSORS, CHAIN OF COMMAND, OR REFER TO YOUR WELCOME ABOARD PACKAGE.

AMC TERMINAL: [HTTPS://WWW.MCCHORD.AF.MIL/ABOUT-US/AMC-SEATTLE-GATEWAY/](https://www.mcchord.af.mil/about-us/amc-seattle-gateway/)

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Defense Language Proficiency Tests (DLPT) Extension - [MarAdmin 203/20](#)

Education centers across the Marine Corps closed or have limited availability to offer testing as part of the COVID-19 response. Only Depot personnel or personnel with Depot access will be allowed to take DLPT here at this education center.

Common Access Cards (CAC) - Expiration Date Extension

MCRD ID Card Centers are reissuing CACs to uniformed members (USSECDEF memorandum of 8 September 2020/Policy Guidance Extension for Identification Card Operations for COVID-19). Due to the continuing COVID-19 environment and the department's limited ability to return ID card facilities to normal operations while complying with all safety precautions, all Uniform Service IDs (USID) that were automatically extended until to 30 June 2021 have been further extended as follows:

<u>Deadlines</u>	<u>Population Type</u>
August 31, 2021	Foreign Affiliates and their dependents
October 31, 2021	Dependents of Active Duty uniformed Service members Reserve and National Guard uniformed Service members and their dependents
January 31, 2022	Retirees and their dependents All other populations

([DoD Common Access Card > Coronavirus \(cac.mil\)](#))

Please utilize the following link to set up appointments in assisting with social distancing operating procedures at ID card centers: [ID Card Office Online \(osd.mil\)](#)

MCRD, San Diego, CA, Identification Card Center

Effective since 1 September 2020, the MCRD Identification (ID) Card Center is limited to appointments only for all Department of Defense (DoD) service members, retirees, civilians, contractors and family members. In support of the Depot's mission of recruit training, Depot personnel are the only authorized walk-in customers. This change is being conducted in order to maintain social distancing and protect personnel assigned to MCRD San Diego, as well as recruits in training, while still providing service to authorized patrons. To schedule an appointment at the MCRD ID Card Center, please utilize the following website: <https://idco.dmdc.osd.mil/idco/>.

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Military personnel that are promoted, reenlist, or extend their current contracts must wait for their new grade and/or EAS/ECC to cycle through within the DEERS/RAPIDS prior to being issued a new ID card.

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Administrative Information and Resources

BASIC ALLOWANCES FOR HOUSING (BAH) APPROVAL FOR MILITARY MEMBER-TO-MEMBER: Service Members, E-5 and below, married to other Service Members are authorized to vacate government quarters in order to establish a joint household. Marines stationed aboard MCRDSD will be authorized BAH if their active duty service spouse is located within the local commuting area (not more than 50 miles between both Service Members' permanent duty station) and a joint household has been established. A joint household is established upon both military members vacating government quarters and residing within the local economy. The start date of BAH will be the latest date of either Service Member vacating government quarters (example: Member "A" vacates quarters on 1 December and Member "B" vacates quarters on 5 December; BAH starts on 5 December for both members).

BAH APPROVAL FOR E-5 OR BELOW: For members in the grade of E-5 or below and approved for BAH own-right, ensure you check out of Basic Enlisted Quarters (BEQ) prior to conducting your audit with the Customer Service section. BAH and/or Basic Allowance for Subsistence (BAS) will not be approved until confirmation of check-out (verified by the BEQ) is received via a barracks check-out sheet.

BAH APPROVAL FOR SELECTION TO E-6: Sergeants selected for the rank of Staff Sergeant are required to submit a BAH own-right request via AA Form. Approval is not required by the station commander; however, the request must be approved by an O-5 level (or higher) commander.

MILITARY PRIVATIZED HOUSING START AND STOP ALLOTMENTS: Due to COVID-19, and limited personnel, Lincoln Military Housing (LMH) has requested the IPACs to assist with reporting start/stop allotments for Marines who enter/leave a LMH property. LMH will provide forms to IPAC to report start/stop allotments in the MCTFS. LMH may provide Marines with these forms prior to their move in date, however IPAC cannot future date allotments. Allotments will be reported for the date specified for the move in/out date. It is the Marine's responsibility to ensure that LMH receives payment as the start date for allotments may not coincide with pay periods. This could result in an overpayment of BAH; which will be taken out for the full month(s) worth of BAH on the following pay period.

FAMILY SEPARATION ALLOWANCE (FSA)/BAH: Have you recently updated your dependent information listed on Record of Emergency Data (RED) in Marine Online? If so, you are also required to notify the Customer Service Section. You might receive additional entitlements or may be receiving an overpayment. This process will ensure you are receiving proper entitlements. Legal Separation is a status that must be reported to IPAC by Marines filing for a divorce. Marines that fail to report a legal separation are subject to incorrect payment of Family Separation Allowance, which could result in a checkage of FSA upon the divorce being finalized; per DoD FMR Volume 7A, Chapter 27.

PAY ISSUES: In order to provide faster service to all personnel aboard MCRDSD, ensure that you research potential pay issues by reviewing your LES with your leadership and/or unit S-1 prior to arriving at the Customer Service section.

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Administrative Information and Resources

CLARIFICATION OF LEGAL SEPARATION: When filing for a divorce, legal separation is not acknowledged as the date from which spouses resided in separate domiciles or geographic locations. In order for a member to be acknowledged as legally separated, there must be an adjudicated request for legal separation, signed by a judge. The date of legal separation is determined by the presiding judge. For the state of California, there must be a specific request for legal separation in conjunction with annulment or dissolution of marriage.

MARRIAGE/DIVORCE REPORTING: Ensure Marines report marriage or divorce as soon as possible or within a reasonable timeframe, as there may be changes to their pay and entitlements. IPAC often receives customers reporting marriage and/or divorce past a six month window. It is a Marine's individual responsibility to review their Leave and Earning Statement (LES) and ensure proper entitlements are reflected. If you have recently married and are in the process of adding your spouse and/or other dependents to your record, you must provide the following documents in order to complete the process: original marriage certificate, spouse's original birth certificate and any or all divorce decrees (if you or your spouse were previously married). Previous spouses may be active duty military and it is possible that their record(s) have not been updated in the Marine Corps Total Force System (MCTFS) or the Defense Enrollment Eligibility Reporting System (DEERS).

SERVICE MEMBER WHOSE CIVILIAN SPOUSE JOIN THE ARMED FORCES: Upon a civilian spouse joining the armed forces, and on the day of his/her pay entry base date (PEBD), both members are categorized as married member-to-member personnel without an established joint household; regardless of having a household together as military member with a civilian dependent spouse. The former civilian spouse is no longer categorized as a dependent as he/she now has a service obligation to the DoD. If the former military member had no other dependents beside their former civilian spouse, he/she will no longer be entitled to BAH at the with-dependent rate. BAH at the without-dependent rate may be authorized, at the station commander's discretion, on the same day as the newly enlisted/officer service member spouse's pay entry base date. The former service member spouse must request to retain BAH at the without-dependent rate via AA Form, to the station commander. FSA will not be granted in this case either. Marines are required to notify their command and the IPAC Customer Service Section prior to their civilian spouse joining the Armed Forces of the United States, in order to avoid possible large BAH checkages and /or a no-pay due.

STATE OF LEGAL RESIDENCE AND TAX EXEMPTION: Members who want to change their state of legal residence must meet requirements as prescribed on DD Form 2058. Members who want to change their state tax exemption code must meet requirements as prescribed on DD Form 2058-1. Once requirements are satisfied, the member will bring the DD Form 2058 and/or 2058-1, along with all state required documents, to the Customer Service section. It is the Marine's responsibility to contact the state in which they desire to become a legal resident of in order to clarify that state's specific requirements for residency and/or tax exemption (States may have varying or specific requirements).

CLARIFICATION OF MILITARY PARENTAL LEAVE PROGRAM (MPLP) DESIGNATION/LEAVE: Prior to Marines executing MPLP leave, IPAC must report a primary or secondary caregiver designation. Members may submit via EPAR or report to the Customer Service section, per [MARADMIN 570/18](#). Prior to submitting for paternity/maternity leave, an MPLP designation of PC (Primary Caregiver) or SC (Secondary Caregiver) must be entered in the MCTFS. A birth certificate or letter of verification of birth from the hospital may be submitted via electronic personnel action request (EPAR) within MOL. Afterwards, Marines will submit their request for leave through their chain of command via MOL.

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Administrative Information and Resources

CLAIMING A PARENT AS A DEPENDENT: In order to claim a parent as a dependent, Marines must submit the following to HQMC (MFP-1) via AA Form (NAVMC 10274) routed through their chain of command: (1) Dependency Application (NAVMC 10922), signed by the member and an attesting officer. (2) Dependency Statement-Parent (DD 137-3). (3) Proof of member's monthly contribution (banks statements and/or any other means of money transferred to parent's bank account). **NOTE:** A member owning a joint bank account with their parent will not be considered as contribution; as the member has access to the account. This ensures that the member is, in-fact, providing money to their parent for the parent's access and use only. Checklists for this and other types of dependent claims are found in MCO 1751.3. Requests may be submitted electronically to MFP-1 at the following email address: MFP1@usmc.mil.

ADDING/REMOVING A DEPENDENT: In order to add or remove a dependent from a record, Marines must report to the Customer Service Section for an audit. Documents required for adding or removing a dependent are determined by the circumstance. The following examples and documents required are as follows:

- **Marriage**
 - Marriage Certificate (required to be filed with state in which married).
 - Spouse's birth certificate.
 - Unexpired government issued ID (driver's license, state issued ID, passport, etc.).
 - Social security card.

- **Childbirth**
 - **Legitimate child born within marriage:**
 - **MCTFS Data Entry.** A verification of birth letter from the hospital is acceptable for initial dependent add into MCTFS, upon conducting an audit with the Customer Service section.
 - **DEERS/RAPIDS Data Entry.** A verification of birth letter from the hospital is acceptable for initial dependent add into the DEERS/RAPIDS.
 - **Note:** The original birth certificate is still required to be uploaded into both the official military personnel file (OMPF) and DEERS. The dependent child's social security card is required to be uploaded into DEERS, once received by the sponsor.
 - **Illegitimate child born out of wedlock:**
 - **MCTFS Data Entry.** A verification of birth letter from the hospital is acceptable for initial dependent add into MCTFS, upon conducting an audit with the Customer Service section. A DD Form 137-4 must be complete (notarized) and submitted during the audit process at IPAC.
 - **DEERS/RAPIDS Data Entry.** The original birth certificate and Voluntary Acknowledgment of Paternity (VAP) form (provided by the hospital) are required for a dependent add into the DEERS/RAPIDS.
 - **Note:** The original birth certificate is also still required to be uploaded into the OMPF. The dependent child's social security card is required to be uploaded into DEERS, once received by the sponsor.

- **Adoption**
 - Birth certificate.
 - Social security card.
 - Adoption paperwork with presiding judge's adjudication and signature.

- **Ward of Court**
 - Birth certificate.
 - Social security card.
 - Ward/custody paperwork with presiding judge's adjudication and signature.

- **Death**
 - Death certificate.
 - Note: Other administrative actions will be coordinated through Marine and Family Programs Division, Headquarters Marine Corps via member's chain of command.

- **Divorce**
 - Divorce decree, including any child support or alimony agreements with presiding judge's adjudication and signature.

Important Personnel Admin Advisory (PAA), MARADMINs, and MISSO Advisories

MARADMIN 015/20 MANPOWER AUDIT ADVISORY 1-20: REQUIREMENT FOR USING THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) FIELD FOLDER AS THE CENTRAL DOCUMENT REPOSITORY (CDR) IN SUPPORT OF USMC FINANCIAL STATEMENT AUDIT OF SELECTED MILITARY PAY-RELATED DOCUMENTS

Effective 13 January 2020, in accordance with CMC White Letter 02-19, local commands and IPACs will upload MILPAY related documents on all personnel assigned to their Commands or under their support agreements. IPAC will contact personnel aboard MCRDSD to produce any or all documentation that is sourced for verification of a member's pay and entitlements. MILPAY related documents that were not previously required to be in a service member's OMPF (marriage certificate, divorce decree, birth certificate, death certificate, etc.) are now required in order to validate past and present pay and entitlements.

MARADMIN 348/21 REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS, HOUSING, AND QUARANTINE-LEVEL-RESTRICTION OF MOVEMENT ASSOCIATED WITH PERMANENT CHANGE OF STATION MOVES TO JAPAN

This message reinforces existing guidance for Marines regarding transportation, pets, housing, and ROM associated with PCSO to Japan.

MARADMIN 207/21 2021 PEAK SEASON MOVING PREPARATIONS

The purpose of this MARADMIN is to provide Marines, Civilian Marines, and their Families conducting a PCS move in a COVID-19 Environment during the peak moving season (15 May through 31 August 2021) with direction and information on how to ship and store their personal property, also known as household goods (HHGs), unaccompanied baggage (UB), mobile homes and privately owned vehicles (POVs). Included are force health protection requirements such as wearing a suitable mask while performing pre-move surveys, packing, loading, unloading and unpacking operations, using a Personally Procured Move (PPM) to help reduce the demand on the transportation industry's capacity and the importance of completing the Customer Satisfaction Survey (CSS) for each shipment made during the PCS completes the personal property contents.

MARADMIN 397/21 FISCAL YEARS 2020 (FY20) AND 2021 (FY21) SPECIAL LEAVE ACCRUAL (SLA) RELATED TO CORONAVIRUS DISEASE 2019

Provides guidance on FY20 and FY21 SLA related to COVID-19.

Marines who served on active duty from 11 March 2020 through 30 September 2020, are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the September 2020 Leave and Earnings Statement (LES). The SLA earned during FY20 specifically due to COVID-19 may be retained until the end of fiscal year 2023 (30 September 2023).

Marines who served on active duty from 1 October 2020 through 30 September 2021, are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the September 2021 LES. SLA earned during FY21 specifically due to COVID-19 may be retained until the end of fiscal year 2024 (30 September 2024).

HELP PREVENT THE SPREAD OF THE CORONA VIRUS: COVID-19



Wash Your Hands Often
With Soap And Water



Avoid touching your eyes,
nose, and mouth.



Cover your cough or
sneeze with a tissue



Disinfect frequently touched
objects and surfaces.



Avoid close contact with
people who are sick.



Stay home if you are sick,
except to get medical care.