

MARADMIN 204/22  
R 201803Z APR 22  
MSGID/GENADMIN/CMC L WASHINGTON DC//  
SUBJ/SUPPLEMENTAL GUIDANCE FOR MARINES REGARDING TRANSPORTATION AND  
QUARANTINE-LEVEL - RESTRICTION OF MOVEMENT (ROM) ASSOCIATED WITH PERMANENT  
CHANGE OF STATION MOVES AND TEMPORARY ADDITIONAL DUTY TO JAPAN//  
REF/A/MSGID: CMC WASHINGTON DC LL/R 071744Z JUL 21//  
REF/B/LETTER: MOFA/9APR20//  
REF/C/FPHO: COMUSFJ/14MAR22//  
REF/D/MSGID: CMC WASHINGTON DC L LP/R 101804Z MAR 22//  
REF/E/III MEF/MCIPAC MCBBBUL/12MAY21//  
REF/F/MEMO: USA PASSPORT SERVICES DIVISION/20MAY21//  
REF/G/IMCOM/MEMO/14FEB22//  
REF/H/DOC/OSD COMPT/AUG21//  
REF/I/DOC/ MCIPAC-MCBBBUL 11101/10JUL20//

NARR/REF A IS MARADMIN 348/21 REINFORCING GUIDANCE FOR MARINES REGARDING TRANSPORTATION, PETS, HOUSING, AND QUARANTINE-LEVEL-RESTRICTION OF MOVEMENT (ROM) ASSOCIATED WITH PERMANENT CHANGE OF STATION MOVES TO JAPAN.  
REF B IS BORDER ENFORCEMENT MEASURES TO PREVENT THE SPREAD OF NOVEL CORONAVIRUS (COVID-19).  
REF C IS US FORCES JAPAN FORCE PUBLIC HEALTH ORDER 22-002 FRAGO 002.  
REF D IS MARADMIN 108/22 2022 PEAK MOVING SEASON PREPARATIONS.  
REF E IS III MEF/MCIPAC-MCBBBUL 1754 SUPPLEMENTAL GUIDANCE TO PERSONNEL SPONSORSHIP PROGRAM IAW COVID-19 PREVENTATIVE MEASURES.  
REF F IS DOD EXECUTIVE AGENT FOR DOD PASSPORTS AND PASSPORT SERVICES MEMORANDUM UPDATING ENTRY REQUIREMENTS FOR GERMANY, JAPAN, SOUTH KOREA, AND ITALY.  
REF G IS US ARMY INSTALLATION COMMAND (IMCOM) UPDATE MEMO REGARDING SPECIAL ISSUANCE PASSPORT (SIP) TRAVEL REQUIREMENT FOR JAPAN.  
REF H IS THE DOD FMR 7000.14-R.  
REF I IS MCIPAC-MCBBBUL 11101 MANDATORY ASSIGNMENT TO BACHELOR HOUSING FOR UNACCOMPANIED MARINE CORPS AND ATTACHED PERSONNEL IN JAPAN AND KOREA.

GENTEXT/REMARKS/1. Purpose. This MARADMIN supersedes reference (a), in its entirety, regarding transportation and restriction of movement (ROM) associated with permanent change of station orders (PCSO) and temporary additional duty (TAD) to Japan. This message does not apply to those personnel executing orders under Chief of Mission authorities, who should contact their gaining chain of command to ensure travel is conducted by authorized means. For the purposes of this MARADMIN, "Marines" include other service members assigned to Marine units.

2. Background. Per references (b) and (c), the Government of Japan (GOJ) Ministry of Foreign Affairs (MOFA) and Commander, United States Forces Japan (COMUSFJ) require all persons arriving from a location outside Japan, undergo up to 7 days of ROM depending on vaccination status. This requirement applies to all Marine Corps personnel and dependents under the Status of Forces Agreement (SOFA), and is not waivable. The requirement to house inbound personnel and family members during ROM will stress Marine Corps temporary and permanent housing inventories across Japan. Thus, strict adherence to this MARADMIN and communication between gaining commands, sponsors, and inbound personnel are essential.

2.a. Travel Categories. For the purposes of this MARADMIN, there are three categories (depending on vaccination status) of travelers for entry into Japan:

2.a.1. Up-to-date. Those who are:

2.a.1.a. Less than 6 months since 2nd Moderna or Pfizer dose; or

2.a.1.b. Less than 2 months have passed since Janssen dose; or

2.a.1.c. The traveler has been boosted.

2.a.2. Fully vaccinated. Those who are NOT boosted and:

2.a.2.a. More than 6 months since second Moderna or Pfizer dose; or

2.a.2.b. More than 2 months since Janssen dose.

2.a.3. Unvaccinated. All others not included in the categories above.

2.b. Restriction of Movement (ROM) requirement. ROM will be determined by one's vaccination status:

2.b.1. Up-to-date. No ROM if status is up-to-date and receipt of a negative arrival test.

2.b.2. Fully Vaccinated. Must have a negative arrival test for continued travel to Okinawa; then conduct seven-day ROM with no test or three-day ROM with test conducted after or on day three; will have full access to US installations while on ROM.

2.b.3. Unvaccinated. Must have a negative arrival test for continued travel to Okinawa; then conduct seven-day strict ROM with no test or three-day strict ROM with test conducted on or after day three.

2.c. Special Vaccination and ROM Considerations: Dependent Children ages 5 and over assume their own individual vaccination and ROM status. Children ages 4 and under will incur a ROM and testing requirements similar to their least vaccinated parent or guardian.

2.d. Special Issuance Passport (SIP). Per references (d) and (e), travel with a Special SIP is mandatory for DoD Civilians, contractors and eligible family members per reference (l) and the following link: <https://www.fcg.pentagon.mil/fcg.cfm>. Personnel with PCS orders to Japan must immediately apply for a SIP for their family members (including dual Japanese citizens) per reference (f). However, if not in receipt of the SIP prior to departure, the traveler must have on hand a memorandum from a DoD Passport Agent stating the SIP application was submitted. This memorandum must identify each applying applicant, date of submission, country of travel for PCS and Visa Passport System (VPAS) ID. Boarding a flight on official travel status with a Regular (blue tourist) Passport is permissible only with such a memo to be presented, as requested by Air Mobility Command (AMC) boarding officials. Personnel initiating permanent change of station (PCS) travel must have applied for the SIP prior to departure from the U.S. The exception allowing travel on a Regular (blue tourist) Passport in lieu of a SIP while on official travel will expire on 30 September 2022 for DoD personnel currently assigned and transitioning between the U.S. and the PCS country of assignment.

2.e. Point of Origin Testing requirement. All travelers including Japanese national dependents must submit a certificate of negative test result conducted within 72 hours prior to departing port of embarkation. Those who do not submit a certificate of negative test result will be denied entry into Japan in accordance with the Quarantine Act and will need to arrange return travel to point of origin. Upon arrival in Japan entry point (minus Yokota AFB), individuals will be subject to a Government of Japan COVID-19 test and remain in the airport vicinity until a negative test result has been confirmed by the Ministry of Foreign Affairs (MOFA) and Ministry of Health, Labour and Welfare (MHLW) of Japan before leaving. This process could take up to 5 hours. Personnel, within 24 hours of arrival, may travel via public transportation (to include domestic flights, trains, and buses) directly to a U.S. installation (or their domicile, if residing off-base) after receiving a NEGATIVE arrival test result.

3. Action. In addition to the requirements in the references, Marine Corps personnel executing orders to III MEF and MCIPAC commands within Japan are required to accomplish the following before traveling:

3.a. Transportation. In accordance with reference (e), the Air Mobility Command - Patriot Express (AMC-PE) is the primary international travel mode for permanent change of station (PCS) transportation from the Continental United States (CONUS) to Japan. Commercial air may be authorized once Patriot Express allocations for a particular flight window have been completely exhausted (or there is insufficient seats to accommodate an entire traveling party or deemed mission essential (i.e. expedited travel)) and the stipulations of paragraphs 2.a.1 and 2.a.2. of this MARADMIN have been met. The gaining command shall make the determination of case(s) that necessitate expedited travel. Unvaccinated travelers must utilize the Patriot Express to travel to Japan unless they are ineligible to be vaccinated (usually means those ages 4 and under) and are traveling with vaccinated parents. This is a precaution as the availability of ROM billeting for those who may test positive at Japan entry points is limited on mainland. Exceptions to policy (ETP) should be limited to the circumstances outlined in this MARADMIN. Failure to do so, could result in personnel being forced to ROM at a U. S. Installation until cleared to proceed if follow-on travel is to Okinawa. The requirements for transportation and exception to policy are outlined below:

3.a.1. Exceptions to policy (ETP) for commercial air travel. In addition to the criteria of paragraph 3.a. above, the following exceptions to policy apply to the previously described traveler categories:

3.a.1.a. Up-to-date. No ETP required to fly commercially.

3.a.1.b. Fully Vaccinated. Requires ETP signed by first O-5 in the chain of gaining command.

3.a.1.c. Unvaccinated. Not authorized to fly via commercial air.

3.a.2. Commercial Air Caveat: To manage expectations, upon arrival into a Japan Point of Entry (airport), SOFA status personnel will be directed and escorted to a test holding facility. Travelers should allow up to 8 hours between flight transfers from point of entry into Japan and follow-on travel. Travelers should expect a wait time of up to 5 hours for testing results and cannot depart the testing holding area until a MHLW representative grants clearance. Upon receipt of clearance, travelers may: (1) Depart for follow-on travel, (2) utilize public transportation, and/or (3) use an authorized overnight lodging facility if follow-on flight departs the next day.

3.a.3. Personnel must reserve AMC-PE seats by contacting their local Distribution Management Office Passenger Travel Office (PTO) or another Service's Installation PTO when not aboard a Marine Corps installation. Transportation Officers will ensure that PTO or Travel Management Company personnel register seat requirements in USTRANSCOM's Global Air Transportation Execution System (GATES).

3.a.4. Personnel with a point of origin outside CONUS should register their travel requirements with PTO and contact their sponsor for alternative travel arrangements within Japan. This process will be executed on a case-by-case basis and as an exception when no alternative methods of transportation are available.

3.a.5. ETP for commercial travel.

3.a.5.a. For commercial PCS travel commanders in Japan must ensure, the ETP clearly state that family members are fully vaccinated, possess a valid SIP or SIP Memorandum and ROM quarters and transportation to the ROM facility is available. Personnel with follow-on travel to Okinawa, Japan must have an approved ETP allowing commercial air travel signed by the first O-5 in chain of gaining command. Unvaccinated personnel are not eligible for an ETP.

3.a.5.b. Marines PCSing to MCAS Iwakuni may travel via commercial international flights directly into Osaka International Airport, Fukuoka Airport, Hiroshima Airport, and Kansai International Airport if they fall under one of the travel categories within subpar 2.a.1 or 2.a.2 of this MARADMIN. Unvaccinated personnel must travel via the PE.

3.a.5.c. Marines PCSing to Camp Fuji may travel via commercial international flights directly into Narita International Airport or Tokyo International Airport (Haneda). Similar to above, Members will adhere to ETP criteria, if required. Similar wait times for test results will apply. Unvaccinated personnel must travel via the PE.

3.a.5.d. For CG, TECOM and CG, MCRC. Marines completing Entry Level Training executing PCS orders (or upon completion of participation in the recruiter's assistance program in conjunction with PCSO) to Japan must have a valid Customer Identification Code (CIC) (FY22/23) paragraph added to their Order Endorsement of Basic Orders in order to obtain an AMC-PE ticket upon in-processing at Seattle Tacoma International Airport (SEA-TAC). Failure to provide a CIC Code will result in delay of travel and hardship to the member.

3.a.5.e. Commanders must validate vaccination status through the OBI certification process before Distribution Management Offices (DMOs) and Installation Personnel Administration Centers (IPACs) can book any commercial travel to Japan. Commanders are reminded that no commercial travel will be booked without verification of AMC-PE allocations being completely exhausted and a signed ETP by the gaining command delegated O5 or above designee.

3.a.6. Movement of pets. Please see par 10 of ref (d) for transport of pets.

3.b. Registering Housing Requirements.

3.b.1. Immediately upon receipt of orders, accompanied Marines reporting to Okinawa-based commands are directed to apply for family type housing by submitting DD Form 1746 to the Kadena Military Housing Office; Email: [Kadenahousing.customerservice@us.af.mil](mailto:Kadenahousing.customerservice@us.af.mil); DSN: 315-634-0582/3.

3.b.1.a. Immediately upon receipt of orders, accompanied Marines reporting to Iwakuni-based commands are directed to apply for family type housing by submitting DD Form 1746 to the Iwakuni Family Housing Office; Email: [iwknfamilyhousing@usmc.mil](mailto:iwknfamilyhousing@usmc.mil); DSN: 315-253-5541

3.b.1.b. Housing/Billeting aboard Japan Installations for Senior Officers (O-6, W-5) and SNCOs (E-8/E-9) on unaccompanied tours is extremely limited. Those who desire to reside on-base in geo-bachelor type quarters must immediately indicate this to their sponsor.

3.b.2. Those Senior Officers and SNCOs who desire to reside off-base will submit an AA Form (NAVMC 10274) to MCIPAC (G-4 Housing and Billeting Branch) via their gaining chain of command. As a reminder, those who request to reside off-base must NOT be in receipt of CONUS BAH, except in those situations explicitly delineated in par 2607 of reference (h).

3.b.3. Unaccompanied Officers and SNCOs who intend to bring pets will be ineligible to reside on-base.

3.b.4. Unaccompanied personnel not in the grades described above, not traveling with pets, will be directed to reside in geo-type quarters, except as prescribed in reference (i).

3.b.5. All other unaccompanied Marines will be assigned government quarters upon arrival, except in those cases explicitly described above.

3.c. COVID-19 Testing.

3.c.1. All travelers (military and civilian) must receive a negative viral test (PCR or antigen) within 72 hours of departure prior to initiating international air travel to Japan from SEA-TAC Air Mobility Command (AMC). Negative test results must be available for review prior to boarding by AMC personnel and upon arrival into Japan. Effective 8 January 2022, 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 AMC-PE travel. These items are the responsibility of the traveler and the losing commander. Acceptable COVID-19 results formats for Japan: Hardcopy or Digital.

3.c.2. Personnel who receive positive test results while awaiting transportation at SEA-TAC AMC will be directed to isolate in local, state, or government-designated facilities on a reimbursable basis and should possess an activated Government Travel Charge Card (GTCC) to cover expenses.

4. Expectations. Arriving personnel should expect the following:

4.a. Up to 7 days of ROM depending on vaccination status and host nation restrictions/guidelines. Upon arrival, all personnel should expect to be received and moved directly to a designated ROM facility. These facilities are a mix of government owned lodging facilities, military family housing, and military bachelor housing.

4.a.1. While in ROM, unvaccinated personnel will be restricted to their ROM facility under lawful order and will sign an acknowledgement as such. Access to pharmacies, restaurants, grocery stores, commissaries, exchanges, and other retail locations on- and off-base will be prohibited. As a result, travelers must ensure they have access to required medications, unique dietary supplements, and other personal necessities during their ROM period. Members should make coordination with sponsors for their needs while in ROM (food, toiletries, etc.).

4.a.2. In order to support inbound personnel and their families, Command Sponsors will be a key component to success and play an active role during the ROM period and beyond. When entering Japan, vaccination status determines the required ROM. The categories are delineated in par 2a. of this MARADMIN.

4.a.3. Fully vaccinated but not "up to date" personnel will be assigned ROM, with no off-base access, but with access to on-base facilities and amenities during their ROM period.

4.a.4. "Up to date" personnel will not incur a ROM period upon receiving a negative arrival test.

4.a.5. ROM requirements and processes are subject to short-notice modification, which will be communicated via the chain of command, social media, and/or the Command Sponsor. Commanders will ensure Command Sponsors are given sufficient time to support inbound personnel and their families, prior to and after arrival, anticipating their needs and mitigating issues. Detailed instructions for Sponsors can be found in reference (e).

4.a.6. Personnel should travel with sufficient cash and/or commissary and exchange gift cards to defray subsistence costs. Cash and/or exchange/commissary gift cards may be given to the travelers' sponsors to obtain necessary items.

4.a.7. Approximately 20 percent of arriving accompanied members and most families arriving with pets will go directly to on-base permanently assigned family housing as occupancy levels allow (i.e. Port of Home Program). In addition to the requirements stated in par 3 of this message, commands of those moving directly to family housing must ensure that the sponsors obtain cookware, groceries, and other required household items.

4.a.8. All personnel will be tested for COVID-19 prior to exiting ROM. Testing will normally occur at day 5 of ROM and will be initiated by the Command Sponsor or Command COVID representative.

5. Clarification of Allowances and Entitlements

5.a. Inbound (Unaccompanied).

5.a.1. Sergeants or below will ROM in the Joint Reception Center (JRC) Barracks or designated unit barracks. Staff Noncommissioned Officers and Officers will ROM in an appropriate designated BOQ/BEQ facility.

5.a.2. The local billeting office will provide a certificate of non-availability (CNA) if space is not available in the identified quarters and members will then be authorized to reside at one of the designated ROM Temporary Lodging Facilities (TLF).

5.a.3. Members assigned to quarters identified in par 5.a.1 are required to complete the ROM period upon arrival as required by the base/station. The ROM period will NOT be annotated on their travel claim. The member will be entitled to their Permanent Duty Station (PDS) allowances after being joined, which will be the day after the arrival date. Members assigned to quarters identified in par 5.a.2 will have the ROM period captured on the travel claim when the member completes their PCS travel claim and the join date will be the day after completing ROM.

5.b. Inbound (Accompanied) conducting ROM in a TLF.

5.b.1. The ROM period for service members will be captured when the member completes their PCS travel claim. During this period, the member is entitled to travel allowances, (e.g., per diem) for themselves and their dependents. Vaccinated members will complete a travel claim upon arrival and a TLA claim.

5.b.2. Additionally, since Marines executing ROM in facilities other than their permanently assigned quarters will remain in a travel (i.e., transient) status, they will continue to rate housing allowances based upon their previous PDS.

5.b.3. Installation Personnel Administration Center (IPAC) Check-In Dates:

5.b.3.a. "Fully vaccinated". Fully vaccinated members are authorized to check-in to the IPAC the first working day after arrival to complete their audit and travel claim. Additionally, for accompanied Marines reporting to Okinawa, 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.

5.b.3.b. "Up to Date". "Up to date" members are required to check-in to IPAC on the first business day following their arrival. In addition, "up to date" vaccinated members are required to check into the Installation Housing Office within two business days of arrival.

5.b.4. Temporary Lodging Allowance (TLA). TLA will begin upon the join date for "fully vaccinated" members and the arrival date for "up to date" vaccinated members. TLA may be authorized for a period not exceed 45 days if needed. The process and entitlements for TLA remain unchanged.

5.b.5. Join Date. The join date for service members will be the day after completing ROM.

5.c. Inbound (Accompanied) conducting ROM in permanently assigned family housing.

5.c.1. Members will be required to complete the ROM period upon arrival as required by the base/station. The ROM period will NOT be annotated on their travel claim.

5.c.2. Upon completion of ROM, members are required to check into IPAC the next working day to complete their audit and travel claim.

5.d. Inbound (Accompanied) conducting ROM in temporarily assigned Contingency Housing:

5.d.1. These members will complete the required ROM period as required by the base/station in Contingency Housing. The ROM period will be captured on the travel claim when the members complete their Permanent Change of Station (PCS) travel claim. During this period the member is entitled to: Meals and Incidental Expenses portions of per diem for themselves and their dependents. Service members will complete a travel claim upon arrival and a TLA claim via NAVMC 11116.

5.d.2. Marines in PCS ROM are still in a travel status, they will continue to rate housing allowances based upon their previous PDS.

5.d.3. Upon completion of ROM, members are required to check-in to IPAC the next working day to complete their audit and travel claim. Also, they are required to check-in to the Kadena Housing Office to receive their housing brief and the Installation Housing Office for their Temporary Lodging Allowance (TLA) brief.

5.d.4. TLA will begin upon the join date for "fully vaccinated" members and the arrival date for "up to date" vaccinated members. TLA may be authorized for up to 45 days from date of arrival. The process and entitlements for TLA remain unchanged.

5.d.5. The join date for "fully vaccinated" members will be the day after completing ROM. The join date for "up to date" vaccinated members will be the day after arrival.

## 6. Helpful Information.

### 6.a. Kadena Air Base website.

6.a.1. The Kadena Air Base website contains information about what to expect when arriving on island, family housing, occupancy reports, pet information, and housing policies. The website is available at [https://www.kadena.af.mil/Kadena\\_Housing\\_Office](https://www.kadena.af.mil/Kadena_Housing_Office). Similar information concerning PCS moves to Marine Corps Air Station Iwakuni can be found at <https://www.mcasiwakuni.marines.mil/PCS-to-Iwakuni/>. Additional information about PCSO to Okinawa during COVID-19 is also available at <https://www.mcipac.marines.mil/PCS-during-COVID-19/>.

6.b. The IPAC, Inbound Branch Website is a resource providing information on general processes and procedures for joins, travel claims, and the temporary lodging allowance. This website is updated as needed to provide the most up-to-date processes and procedures for reimbursements. The website is available at <https://www.mcbbutler.marines.mil/Base-information/IPAC/IPAC-Inbound/>.

6.c. For the latest "Welcome Aboard Okinawa" information regarding Marine and Family Service: Newcomers Orientation, PCS Checklists, Driving, Sponsorship, etc. can all be found at <https://www.mccsokinawa.com/welcomeboard/#tab0/>.

7. Points of Contact. All personnel shall use their chain of command and/or their sponsor for queries and requests for information. The following POCs should be used after all other resources have been queried specific to personnel policy, pays, and benefits. The POCs are available to assist Marines with problems that they may encounter in order to not become "frustrated" travelers.

7.a. DC IL: [mark.a.edwards5@usmc.mil](mailto:mark.a.edwards5@usmc.mil); [julie.hendrix@usmc.mil](mailto:julie.hendrix@usmc.mil).

7.b. DC MRA, Manpower Military Personnel Policy: [mpo@usmc.mil](mailto:mpo@usmc.mil).

7.c. DC MRA, Active Duty Military Manpower Management: [smb.manpower.mmib1@usmc.mil](mailto:smb.manpower.mmib1@usmc.mil).

7.d. DC MRA, Active Reserve and Selected Reserve Marines: [rap@usmc.mil](mailto:rap@usmc.mil) and [joinar@usmc.mil](mailto:joinar@usmc.mil).

7.e. DC MRA, Secretariat/Manpower Information: [dc.mra.secretariat.office@usmc.mil](mailto:dc.mra.secretariat.office@usmc.mil).

7.f. DC MRA, Civilian Employees: [michelle.delmedico@usmc.mil](mailto:michelle.delmedico@usmc.mil); [frances.burt@usmc.mil](mailto:frances.burt@usmc.mil).

7.g. DC AVN: [douglas.h.howard@usmc.mil](mailto:douglas.h.howard@usmc.mil).

7.h. DC PPO, Marine Corps COVID Cell (MCCC): smb\_hqmc\_mccat@usmc.mil; mc.cat.ja.fct@usmc.mil.

7.i. DC PR (RFF): paul.w.evans@usmc.mil; hqmc\_P\_R\_RFF@usmc.mil.

7.j. HQMC Health Services: stephen.a.chapman@usmc.mil;  
alfred.owings@usmc.mil.

8. This MARADMIN applies to the Total Force.

9. This is a coordinated Marine Forces Japan, Marine Corps Installations Command, Installations and Logistics, and Manpower Reserve Affairs message.

10. Release Authorized by LtGen E. D. Banta, Deputy Commandant, Installations and Logistics.//

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MARADMINS : 005/22

R 201213Z APR 22

MARADMIN CANCELLATION 005/22

MSGID/GENADMIN/CMC L WASHINGTON DC//

SUBJ/CANCELLATION OF MARADMIN 348/21//

REF/A/MSGID: MSG/MARADMIN 348/21//

POC/M. A. EDWARDS/CIV/LPD-2/TEL: (703) 695-7765/EMAIL:

MARK.A.EDWARDS5@USMC.MIL//

GENTEXT/REMARKS/1. This MARADMIN is hereby cancelled due to administrative modifications.

2. Release Authorized by LtGen E. D. Banta, Deputy Commandant for Installations and Logistics.//