



UNITED STATES MARINE CORPS
COMMAND ELEMENT
II MARINE EXPEDITIONARY FORCE
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3502
G-3/FOPS

MAY 19 2020

II MARINE EXPEDITIONARY FORCE POLICY LETTER 4-20

From: Commanding General, II Marine Expeditionary Force
To: Distribution List

Subj: II MEF IMPLEMENTATION OF HEALTH SAFETY SCREENING DURING HOUSEHOLD
GOODS MOVES

Ref: (a) CMC White Letter 3-20 Preserving the Force and Executing Permanent
Change of Station Moves dtd 6 May 2020
(b) MARADMIN 284/20 Health Safety Screening Requirements to Protect the
Force/Industry During Relocation Process (Household Goods Moves)
dtd 12 May 2020
(c) USTRANSCOM Personal Property Advisory #20-0073 dtd 13 Apr 20
(d) MARADMIN 218/20 Marine Corps Guidance on the Use of Cloth Face
Coverings dtd 6 Apr 20
(e) MARADMIN 285/20 Supplemental Guidance to Permanent Change of
Station Assignments due to COVID-19 dtd 12 May 20

Encl: (1) Command Visit Coordinating Instructions and Background Information
(2) HHG Command Visit Recording Template

1. Purpose. References (a) and (b) direct unit commanders, along with
action by installation commanders and Transportation Service Providers
(TSPs), to oversee the implementation of Health Safety Screening (HSS)
actions during the execution of Household Goods (HHG) moves.

2. Scope. This policy applies to all HHG moves for outbound and inbound II
MEF personnel effective immediately.

3. Action

a. CG, II MEF directs unit commanders to ensure a command
representative contacts and visits transitioning Marines and Sailors during
move-in/move-out periods. Command representatives help to provide an
understanding of health safety protocols and remind our Marines, Sailors, and
families that if they observe something that is unsafe or unhealthy, they are
empowered and encouraged to immediately address the issue and, if necessary,
contact their Distribution Management Office (DMO) and/or the chain of
command to resolve the issue to their satisfaction.

b. CG, II MEF directs II MEF major subordinate commands and elements
to develop command implementation plans that are consistent with references
(a), (b), and this II MEF policy. Commands are directed to record inbound and
outbound personnel, scheduled move dates, and completion of command visit.
Enclosure (2) is a template for recording visits.

c. Marines and Sailors in receipt of permanent change of station
orders and a scheduled HHG move are required to notify releasing and
receiving commands of scheduled departure, arrival, and associated HHG pickup
and delivery dates in order to facilitate restriction of movement (ROM)
scheduling. Commands will contact Marines and Sailors on their outbound and
inbound rosters to ensure compliance with this requirement per reference (b).

d. Commands will ensure service members and families have adequate personal protective equipment (cloth face coverings) for anyone in the home during the move, per reference (c). Procurement of cloth face coverings is not a command responsibility, however, per reference (d), consolidated issue facility gear (neck gaiter) or a uniform green t-shirt may be used.

4. Information

a. Minimize personnel at the residence/other location where HHG operations are being conducted to prevent unnecessary risk to Marines and other DoD Service members/family members, TSP representatives, Command representatives, and Quality Assurance (QA) inspectors/personnel. See enclosure (1) for more information on health protection requirements, coordinating instructions for suspending or delaying HHG operations, and points of contact for local DMO QA.

b. Use of government vehicles is authorized for visits. See enclosure (1) for amplifying information.

c. Per reference (e), HHG pickups prior to 30 June 2020 must be endorsed by the first O5 or higher in the Marine's chain of command. See reference (e) for more information on expenses associated with HHG pickups prior to 30 June 2020.

d. This policy does not apply to personally procured moves. However, per reference (e), PPMs require an Administrative Action form endorsed by the first O5 or higher in the Marine's chain of command, forwarded to MM/RAM for the record.



B. D. BEAUDREULT

Distribution: A, B.

MARADMIN 284/20 Guidance for Household Goods (HHG) Moves

1. Minimize personnel at the residence/other location where HHG operations are being conducted to prevent unnecessary risk to Marines and other DoD Service members/family members, TSP Representatives, Command representatives, and Quality Assurance (QA) Inspectors/Personnel.

2. DMO should advise service members of USTRANSCOM policy and MARADMIN 218/20 requiring the use of cloth face coverings during moves for all personnel working in residences/other locations where HHG operations are being performed. USTRANSCOM also requires TSP provide a Certification of Health Protection Protocols before the start of the move. See TRANSCOM documents enclosed for more information and best practices during the move.

a. Marines, other DoD Service members, employees and their families MUST have and are strongly encouraged to wear the required personal protective equipment (PPE) (cloth face coverings) at all times when in their residence and/or on-site where HHG operations are being performed.

b. QA Inspectors and Command Representatives MUST wear the correct PPE while on site where HHG operations are being performed.

c. TSP Representatives Pre-move Surveyors, Packing, Loading, Driving, Unloading, Unpacking Crewmembers, 3rd Party Appraisers and/or repair personnel and claims representatives MUST wear PPE while at the residences/other locations on and off-base where HHG operations are being performed.

3. A Marine/other DoD Service member/employee may suspend HHG operations at any time if they are uncomfortable with TSP Representatives entering the residence or at any point throughout HHG operations.

4. In the event that HHG operations are suspended, Marine/other DoD Service member/employee must contact their command and the local DMO QA section to report the issue and request a rescheduling of the move. Relevant health-care providers should also be immediately notified by the Marine/DoD Service member/employee to ensure any required actions at the residence/other location where HHG operations are being performed are taken.

5. In the event the Marine/other DoD Service member/employee or resident is ill the day prior, day of, or falls ill while HHG Operations are being performed, the Marine/other DoD Service member/employee will request the TSP Representatives leave the residence/other location where HHG operations are being performed, notify the QA section in the local DMO to reschedule the move and will also notify the Command Representative of the illness. Relevant health-care providers should also be immediately notified by the Marine/DoD Service member/employee to ensure any required actions at the residence/other location where HHG operations are being performed are taken.

6. Local DMO QA Section Points of Contact:

MCB Camp Lejeune:
910-450-8417 (0730-1600 M-W,F), (0730-1500 Thurs.)
QA After Hours: 910-320-6366

MCAS New River/Camp Geiger:
910-449-4105 (0730-1600 M-W,F), (0730-1500 Thurs.)
QA After Hours: 910-320-6366

MCAS Cherry Point:
252-466-4633 (0730-1630 M-W,F), (0730-1430 Thurs.)
QA After Hours: 252-658-4251

MCAS Beaufort, SC:
843-228-7124/7125 (0730-1630 M-F)
QA After Hours: Pending Government Cell Phone

Enclosure (1)

Amplifying Information on Use of Government Vehicles for Visits

Use of government vehicles are directed and authorized for command visits when available. Per DoD Financial Management Regulations 700.14-R and the Joint Travel Regulations (JTR), travel by Privately Own Vehicle (POV) may not be directed, but may be permitted by Commanders if a government vehicle is not available. Commanders may also authorize reimbursement rental vehicles. In both cases, per MCIEAST-MCB CAMLEJO 4600.2 w/ CH 1-2, the traveler is required to obtain a non-tactical vehicle certification of non-availability prior to POV or rental vehicle approval, and use a local travel voucher via the Defense Travel System for the reimbursement of pertaining allowances as authorized by the JTR; a memorandum for the record from the command stating: "HHG command visit alternate mode of transportation authorization" as the subject, the command representative (Marine conducting the visit), the alternate mode of transportation authorized (POV or Rental Vehicle) and the travel date (date of the visit) must be included in the local voucher as supporting documentation. When POV is used a mileage log must be provided to substantiate over the ordinary round-trip commuting mileage. When approving alternative modes of transportation, Commanders must keep in mind that, NO additional funding will be allocated for command visits. Capture all costs associated with command visits using COVID-19 Special Interest Code NBO (NOVEMBER-BRAVO-ZERO).

Enclosure (1)

Household Goods Move Command Representative Visits Tracker

MSC/E	Unit	Marine / Sailor	Outbound/Inbound	Move Date	Command Visit Completed (Y/N)	Remarks	Signature of Marine / Sailor	Comments from Marine / Sailor
11 MIG	MSB	LCpl John A. Smith	Outbound	1-Jun-20	Y			
2d MARDIV	1/6	Sgt Mark B. Johnson	Outbound	2-Jun-20	Y	Completed via Telephone		
2d MAW	HML/A-169	HM3 Robert C. Jones	Inbound	3-Jun-20	N	Declined visit		