



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
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FPO AP 96310-0019

MCASO 6220.4B  
CO  
27 AUG 2020

MARINE CORPS AIR STATION ORDER 6220.4B

From: Commanding Officer, Marine Corps Air Station Iwakuni  
To: Distribution List

Subj: MARINE CORPS AIR STATION IWAKUNI COVID-19 ORDER #4 (ALL INDIVIDUALS CONDUCTING OR SUPPORTING A PERMANENT CHANGE OF STATION TO/FROM MARINE CORPS AIR STATION IWAKUNI)

Ref: (a) Force Health Protection Guidance (Supplement 4) - DoD Guidance for Personnel Traveling During the Novel Coronavirus Outbreak  
(b) USFJ Force Public Health Order of 14 Mar 20  
(c) MARADMIN 285/20 of 12 May 20  
(d) Transition to Conditions-Based Approach to Coronavirus Disease 2019 Personnel Movement and Travel Restrictions of 22 May 20  
(e) MARADMIN 396/20 of 13 Jul 20  
(f) III MEF/MCIPAC-MCB Camp Butler Order 7220.1A  
(g) MCASO 6210.1 - MCAS Iwakuni Traveler Medical Screening, Quarantine, and ROM Requirements

Encl: (1) PCS/ROM Tracker  
(2) Checklist: Prevent the Spread of COVID-19  
(3) Guidance for Arrival of Travelers with Fever and/or Symptoms Related to COVID-19  
(4) Bus Transportation COVID-19 Guidelines  
(5) ROM Order  
(6) Quarantine Order  
(7) Air Terminal Cleaning and Disinfection Procedures  
(8) ROM Quarters Notification  
(9) Housing Assignment Process  
(10) Direct-to-Domicile Program Letter  
(11) Special Power of Attorney Forms  
(12) List of Amenities at ROM Locations  
(13) Drop-Off Location for Unaccompanied E-6 and Above  
(14) Instructions for Returning to MCAS Iwakuni via Commercial Air  
(15) Guidance for Laundry and Trash Pick-Up Services for People in ROM or Quarantine  
(16) ROM Decision Matrix  
(17) PCS Testing Plan

1. Cancellation. MCASO 6220.4A

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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## 2. Situation

a. On 11 March 2020, the Secretary of Defense (SECDEF) issued guidance for Department of Defense (DoD) personnel travelling during the Novel Coronavirus Disease 2019 (COVID-19) which requires the installation to establish reception procedures for all travelers arriving at Marine Corps Air Station (MCAS) Iwakuni. These reception procedures will implement various orders governing pre- and post-travel screening, as well as travel requirements per reference (a).

b. On 14 March 2020, the Commander, United States (U.S.) Forces Japan issued a revised Public Health Order for all U.S. military installations in Japan which stipulated conditions requiring a mandatory 14-day Restriction of Movement (ROM) per reference (b).

c. On 12 May 2020, the Director, U.S. Marine Corps (USMC) Manpower Management Division, released MARADMIN 285/20 which requires all Marines, Sailors, and Civilians executing assignments to and from USMC activities in Japan to utilize government travel via Air Mobility Command-Patriot Express (AMC-PE) as the primary international travel mode per reference (c). An exception to policy could result in personnel traveling via commercial air. Non-Marine Corps tenant activities are not subject to reference (c).

d. On 22 May 2020, the SECDEF issued revised guidance which indefinitely extends the previous DoD Stop-Movement Order until regional criteria laid out by a White House directive and installation-level criteria based on local conditions are met in order to bring back unrestricted travel to states, territories and other countries per reference (d).

e. On 13 Jul 2020, the Deputy Commandant, Installations and Logistics, released MARADMIN 396/20 which reinforces existing guidance for Marine Corps personnel regarding transportation, pets, housing, and ROM associated with permanent change of station (PCS) orders to Japan.

f. Accordingly, this Order identifies conduct that is detrimental to the health and safety of MCAS Iwakuni during the upcoming PCS season. It provides requirements and revised processes for service members; and all Status of Forces Agreement (SOFA) status civilians, contractors, and dependents to facilitate the safe and efficient execution of Permanent Change of Station (PCS) orders to and from MCAS Iwakuni.

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g. This Order is intended to be temporary to address the current health crisis and will be periodically reviewed to ensure it remains relevant and necessary.

2. Mission. MCAS Iwakuni implements procedures to support safe and efficient execution of PCS orders to limit risk of COVID-19 spreading throughout the base. Limited resources will be optimized to maximize comfort and convenience for inbound personnel who need to complete a mandatory 14-day ROM.

3. Execution

a. Commander's Intent

(1) Purpose. To proactively identify and support the needs of PCS movements while protecting the health and safety of personnel involved.

(2) Method. Establish safe and efficient procedures ensuring travel screening and ROM requirements are completed. Leverage the sponsorship program and media assets to communicate early and often with affected personnel. Provide flexibility for permanent housing assignment and occupancy for military families upon arrival.

(3) End State. Personnel execute ROM requirements in an environment supportive of their circumstances. MCAS Iwakuni is able to maintain essential mission functions, life and emergency services, essential services, and command and control activities to protect the force and ensure MCAS Iwakuni remains postured to support station and tenant missions.

b. Concept of Operations. MCAS Iwakuni will establish a PCS task force to coordinate efforts for the station and tenant commands and activities in order to build a solid framework for sponsorship and PCS success. Detailed products and processes will be developed and distributed to all inbound and outbound personnel.

c. Tasks

(1) Headquarters and Headquarters Squadron

(a) Lead efforts to create and distribute messaging products to support sponsorship requirements which will include

official checklists, special power of attorney (SPOA) procedures, etc.

(b) Coordinate with Marine Corps Community Services (MCCS) to ensure a recurring sponsorship training program is available for appointed station and tenant command/activity sponsors.

(c) Liaise with various associations, clubs, and organizations offering volunteer and support services.

(d) Assign a Non-commissioned Officer to serve as the troop commander at the arrival of each AMC-PE flight, providing oversight of personnel movement between the AMC Terminal and their ROM destination.

(e) Maintain a list of points of contact for all units and tenant activities on base to contact if necessary when arriving personnel do not have adequate support.

(2) Comptroller - Travel Tracking Cell

(a) Establish and operate a MCAS Iwakuni Travel Tracking Cell (TTC) that will consolidate input from Distribution Management Office, Military Housing Division (MHD), Civilian Human Resources Office, tenant units, and Unit Sponsorship Coordinators (USC) for all inbound and outbound personnel.

(b) Maintain PCS/ROM tracker, enclosure (1).

(c) Distribute weekly manifests to stakeholders NLT 1000 on the day of AMC-PE arrival.

(d) Track and report status of all personnel in ROM. Provide list to Provost Marshal's Office, Emergency Dispatch Center, and Facilities Department Trouble Call Center.

(3) Logistics Department

(a) Provide the following to the TTC on a weekly basis:

1. 60-day AMC-PE booking report.
2. Final AMC-PE manifest for day of arrival.

3. Status of inbound Household Goods (HHG) and Unaccompanied Baggage (UB) shipments.

(b) Provide motor transportation assets and establish transportation routes to shuttle inbound personnel from AMC Terminal, Building (bldg.) 727, to all on-base ROM destinations within Bachelor Housing, Family Housing, and Transient Housing.

(c) Implement necessary reception, staging, onward movement, and integration procedures for all personnel arriving at the AMC Terminal and travelling on motor transportation assets. Comply with procedures to prevent the spread of COVID-19, enclosures (2)-(4).

(d) Distribute ROM orders (or quarantine orders when applicable) to all arriving passengers, enclosures (5) and (6). End of ROM date will be calculated as 15 days after date of arrival. For example, if a passenger lands at 1500 on 1 August, ROM will end at 0001 on 16 August.

(e) Coordinate with delivery contractor to ensure no delivery of HHG/UB shipments to Service members in a ROM status.

(4) Facilities Department

(a) Update TTC tracker as inbound personnel submit housing applications and provide TTC with weekly housing assignment reports for family housing, bachelor housing, and transient housing NLT 1000 each Monday to assist with accurate ROM location data for personnel that recently arrived via AMC-PE.

(b) Review and adjust, when necessary, transient housing reservations at the Kintai Inn and Inns of the Corps for inbound and outbound personnel with reserved seats on AMC-PE to ensure optimal use of limited inventory.

(c) Manage loaner furniture inventories to ensure an adequate supply on hand to support personnel with delayed HHG/UB shipments.

(d) Prioritize change of occupancy maintenance requirements to align with inbound inventory demand by category.

(e) Manage a Direct-to-Domicile program which:

1. Allows incoming personnel the option to ROM in their permanent housing assignment and forego Transient Housing.

2. Allows sponsors with a SPOA the ability to inspect and accept housing assignments (and possibly HHG/UB) in preparation for sponsee arrival.

3. Prioritizes families who own pets, and/or has a total composition of three or more dependents.

(f) Provide appropriate linen services for personnel performing ROM at the Kintai Inn.

(g) Allow sponsors access to Kintai Inn rooms in advance of sponsee arrival in order to stock necessary sundries.

(h) Implement recommended cleaning procedures and frequency, enclosure (7), for the inbound portion of the AMC Terminal via recurring custodial contract.

(5) Communication Strategy and Operations

(a) Update the MCAS Iwakuni webpage to provide links for all relevant information supporting PCS movements.

(b) Create and post appropriate media products that help educate all personnel on expectations upon arrival.

(6) MCCS

(a) Increase inventory of Lending Locker supplies in preparation for PCS season. Advise Comptroller of any budget concerns.

(b) Provide sponsorship training in coordination with all tenant commands and activities.

(c) Provide appropriate linen services for personnel performing ROM at the Inns of the Corps.

(d) Allow sponsors access to Inns of the Corps' rooms in advance of sponsee arrival in order to stock necessary sundries.

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(7) Tenant Commands

(a) Assign sponsors for all inbound personnel, and ensure sponsors attend COVID-19 sponsorship training session conducted by MCCS Family Readiness.

(b) Ensure all requirements of sponsorship program directives are met.

(c) Identify personnel to liaise with TTC by providing movement information on inbound and outbound personnel in accordance with TTC processes.

(d) Implement necessary reception, staging, onward movement, and integration procedures for all personnel conducting ROM in bachelor housing upon delivery from the AMC Terminal. Comply with procedures to prevent the spread of COVID-19, enclosure (2).

(e) Ensure all members in a ROM status have a ROM quarters notification, enclosure (8), posted on the outside of the door.

(8) Activities, Departments, and Tenants Employing SOFA Civilian Employees

(a) Coordinate with Human Resources offices to identify, track, monitor, and prepare for incoming personnel.

(b) Ensure personnel comply with lodging, transportation, and ROM requirements.

(c) Identify a representative to consistently communicate with the TTC.

(d) Assign sponsors as needed to attend the sponsorship training and support incoming personnel.

(e) Communicate to incoming personnel all the enclosures, the MCAS Iwakuni webpage, resources available while in ROM, what to expect when arriving at the AMC Terminal, and points of contact for any questions.

(f) Comply with applicable sponsor requirements in this Order if sponsors are not assigned.

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(9) SOFA Contractors and Activities, Departments, and Tenants with SOFA Contractors Working in Workspaces

(a) Coordinate with Contracting Officers and Contracting Officers Representatives to identify, track, monitor, and prepare for incoming PCS and Temporary Additional Duty contractor personnel who will have SOFA status.

(b) Ensure contractor personnel understand and comply with lodging, transportation, and ROM requirements.

(c) Obtain a copy of the Letter of Authorization and coordinate with the TTC when inbound contractor personnel are anticipated.

(d) Communicate to contractors and incoming personnel, if possible, all the enclosures, the MCAS Iwakuni webpage, resources available while in ROM, what to expect when arriving via commercial air, and points of contact for any questions.

(e) Utilize Proper Protective Measures when interacting with arriving personnel, enclosure (2).

(f) Comply with base access procedures and policies.

(g) Ensure contractor personnel understand they need to follow the spirit and intent of this Order to be given access to the base and prevent the spread of COVID-19.

(10) Sponsors

(a) Attend sponsorship training.

(b) Maintain proactive communications with assigned sponsee, and ensure USCs are made aware of updates to sponsee circumstances, requests, and itineraries.

(c) Comply with Sponsor Checklists.

(d) Ensure SPOAs, if applicable, are in place to facilitate access to and set-up of sponsee ROM location.

(e) Ensure reservations are made at the Kintai Inn or Inns of the Corps for any sponsee that requires Transient Housing support.

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(11) Branch Health Clinic

(a) Provide guidance and recommendations to minimize the spread of COVID-19 regarding the following:

1. Reception procedures for personnel arriving via AMC-PE.

2. Cleaning procedures for areas supporting personnel arriving via AMC-PE.

(b) Conduct random inspections at the AMC Terminal and tenant command reception, staging, onward movement, and integration locations to ensure adherence to best practices that will prevent the spread of COVID-19, enclosure (2).

d. Coordinating Instructions

(1) All guidance related to PCS moves, to include all relevant checklists for sponsors and inbound personnel, will be posted on the MCAS Iwakuni webpage at:

<https://www.mcasiwakuni.marines.mil/PCS-to-Iwakuni/>

Personnel supporting and/or executing inbound and outbound movements should continuously check the website for updates.

(2) All sponsors will make contact with inbound personnel upon issuance of PCS orders. Accompanied personnel are directed to immediately submit a housing application via email to [iwknfamilyhousing@usmc.mil](mailto:iwknfamilyhousing@usmc.mil).

(3) Sponsors shall ensure that accompanied inbound personnel coordinate directly with Family Housing during the housing offer process, enclosure (9). Those authorized to occupy housing through the Direct-to-Domicile program, enclosure (10), will need to ensure sponsors have SPOAs in place in order to access and accept housing on behalf of the sponsee, enclosure (11). Sponsors should contact the Military Family Housing Division, Bldg. 200, to arrange for receipt of keys.

(4) Personnel PCSing with Pets

(a) Personnel PCSing with pets will require additional coordination to ensure pet needs can be accommodated while in a

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ROM status. Sponsors should review the MCAS Iwakuni Veterinary Treatment Facility Guide to Bringing Pets to Japan which can be found at the MCAS Iwakuni webpage.

(b) Pets that have just arrived to Iwakuni are under a rabies quarantine until cleared by an initial quarantine exam at the Veterinary Treatment Facility (VTF). Pets that have not cleared this initial quarantine exam cannot come into contact with anyone outside of the owner's family or another animal.

(c) Pet owners cannot initiate an initial quarantine exam at the VTF until the 14-day ROM is completed.

(d) Pets are only allowed to be quarantined in the following locations:

1. Direct-to-Domicile family housing assignment
2. MCCS Barking Lot
3. Pet-friendly rooms at the Inns of the Corps

(e) Only if there is no room at any of the locations in paragraph 3.d.(4)(d) can the sponsor inquire about fostering an incoming pet. This request must be coordinated first with the VTF, and the foster must not have any other pets.

(f) It is highly recommended that sponsors of incoming pet owners obtain a SPOA for pets, enclosure (11), which will allow transportation of the pet to the VTF under emergency circumstances for life-saving care.

(5) Housing accepted under the Direct-to-Domicile program is considered a permanent assignment, and as such, requests to relocate post-occupancy via Exception to Policy waivers will not be allowed.

(6) A list of amenities at each ROM location is provided, enclosure (12). Sponsors should coordinate with sponsees and other volunteer/support groups for access to amenities that may not be initially supplied via MHD.

(7) Outbound personnel are limited to 14-days use of loaner furniture. Transient Lodging Allowance entitlements are capped at seven days for on-base residents and 10 days for off-

(a) Sponsors are authorized to meet sponsees upon arrival, but only at their designated ROM location.

(b) Face coverings will be worn by all personnel ages 3 and older during interactions with inbound personnel. The handling of baggage by sponsors is discouraged. However, if assistance is to be provided with sponsee baggage, gloves must be worn. Refer to enclosure (2) for a checklist of measures to prevent the spread of COVID-19.

(c) All personnel, including children, will maintain a separation of 6 feet distance from all other personnel at all times, both indoors and outdoors. When in doubt, use double arm interval to judge your distance from others. This provision does not apply to interactions between family members.

(d) All personnel are required to adhere to the directives of medical personnel and Commanders regarding an order into conditional release, quarantine or isolation.

(e) Procedures related to laundry and trash pick-up support for personnel in ROM or quarantine is provided, enclosure (15).

(f) Receipt of HHG or UB while in a ROM status is not authorized under any circumstance.

(19) In the event that a higher headquarters (HHQ) directive conflicts with the guidance set forth in this Order, the more restrictive guidance applies.

(20) Requests for exemptions to requirements set forth in this Order will be considered on a case-by-case basis. Such requests will be routed to the Station Executive Officer via the chain of command of the impacted SOFA-member.

#### 4. Administration and Logistics

a. Tenant Commanders will implement requirements set forth in this Order and hold those that violate any proper protective measure accountable in accordance with applicable laws and regulations. In addition to any HHQ reporting requirement, all violations will be reported to integrityiwakuni@usmc.mil.

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base residents per reference (f). It is recommended that HHG pick-up be scheduled no earlier than 21-24 days prior to scheduled departure date.

(8) All transient housing reservations at the Kintai Inn and Inns of the Corps for personnel executing inbound and outbound PCS movements will be reviewed weekly by the PCS task force. Adjustments to transient ROM locations may be made by the MHD to facilitate optimal use of limited resources. Service members and the sponsor will be notified when such changes are made, and sponsors are encouraged to utilize enclosure (12) as a guide when making reservations to minimize adjustments.

(9) A manifest of all inbound personnel on the AMC-PE will be published by the TTC prior to arrival.

(10) The AMC Terminal, Bldg. 727, is off-limits to all personnel, including sponsors of dependents traveling non-concurrently, on days when the AMC-PE will arrive with exception to the following:

(a) Passengers ticketed for transportation.

(b) Sponsors who have already established an off-base residence and are picking up arriving dependents who will execute ROM in an off-base residence. Any person in the vehicle will be required to complete a 14-day ROM upon reaching an off-base residence.

(11) MCAS Iwakuni will provide shuttle buses from the AMC Terminal for all personnel whose ROM location is in on-base family housing, transient housing, or bachelor housing. Sponsors of all unaccompanied personnel E-6 and above completing ROM in the 1100 series barracks should plan to meet their sponsee at Bus Stop #2 on Brushert St, enclosure (13), and escort the individual to their assigned ROM location.

(12) Personnel executing official government travel to Japan should not be travelling via commercial air. In the highly unlikely scenario when this is authorized, personnel shall follow the guidance provided, enclosure (14).

(13) Personnel who fail initial travel screening will be further evaluated by a medical professional, and potentially quarantined, in accordance with enclosure (3).

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(14) All arriving personnel will receive either a ROM or quarantine order, enclosures (5) and (6), upon arrival at the AMC Terminal. The "End of ROM" date will be calculated as 15 days after date of arrival. For example, if a passenger lands at 1500 on 1 August, ROM will end at 0001 on 16 August. Tenant commands are responsible for ensuring that inbound personnel comply with the requirements of the order.

(15) All personnel PCSing from Okinawa are required to complete a 14-day ROM upon arrival at MCAS Iwakuni.

(16) ROM Requirements

(a) All SOFA personnel arriving from outside of Japan will be subject to a RT-PCR COVID-19 test prior to completion of ROM. Individuals who test positive for COVID-19 will receive specific guidance from medical personnel and their command, and will be placed in 14-day isolation period in accordance with the ROM decision matrix, enclosure (16). SOFA personnel may not exit ROM until both 14 days of ROM have been completed and a negative test result is received.

(b) A three-phase testing plan, enclosure (17), will be utilized to conduct RT-PCR testing between days 10-14 of ROM.

(c) Reference (g) contains the most up-to-date requirements regarding mitigation, isolation, and quarantine guidance to individuals and organizations onboard MCAS Iwakuni.

(d) Failure to comply with the requirements for properly conducting ROM and exit COVID-19 RT-PCR testing may result in an extension of ROM and/or punishment under Article 92, UCMJ, disciplinary action, administrative sanction, loss of command sponsorship, loss of installation access, and/or early return of dependents, as applicable.

(17) Personnel shall bring a copy of their ROM Order when attending the Welcome Aboard Brief and visiting the Family Housing Office. Staff will verify this information before providing services.

(18) Proper Protective Measures

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(1) Depending on the nature of the violation, a 14-day ROM order may be necessary to protect the health and safety of the installation.

(2) Cases of violations of this Order by civilian members of your organizations shall be forwarded to the Base Magistrate for adjudication.

b. The Base Magistrate shall consider cases of alleged violations of this Order by civilians.

c. The Provost Marshal's Office shall take those steps necessary to enforce the provisions of this Order including but not limited to the issuance of citations.

5. Command and Signal

a. Command. This Order is applicable to all service members; SOFA civilian employees, contractors, and dependents.

b. Signal

(1) This Order is effective upon signature and shall remain effective until modified or rescinded.

(2) Questions regarding this Order shall be directed to the Facilities Officer at aaron.ripple@usmc.mil or 253-4566.



F. L. LEWIS

Distribution: A/B/C



# CHECKLIST: PREVENT THE SPREAD OF COVID-19

## ALL STAFF

- Wash hands or use hand sanitizer frequently
  - When entering facility
  - After removing gloves
  - Before removing mask or face shield
  - After blowing your nose, coughing or sneezing
  - After using the bathroom
  - After interaction with travelers or contact with surfaces
  - Before exiting facility
- PPE for staff **WITH** close contact (closer than six feet) to travelers (screening personnel, other staff assisting travelers) (PPE should be worn at all times)
  - Gloves
  - Mask
  - Eye Protection/face shield
- PPE for staff with **NO** close contact (further than six feet) to travelers (PPE should be worn at all times)
  - Gloves
  - Masks
- Avoid touching your face (eyes, nose and mouth)
- Limit direct contact (touch) of any surfaces at the terminal or travelers' belongings
- Minimize interactions with travelers, maintain 6 ft. distance from travelers and other staff

## AIR TERMINAL

- Only authorized personnel will be present at terminal
- Ensure there is sufficient disinfectant gel at entrance of facility
- Direct travelers to disinfect hands when entering facility
- All travelers and staff will wear a mask at ALL TIMES\*
- Staff will screen and check the temperature of travelers, keeping distance as much as possible
- Staff will minimize interactions with travelers and remain 6 feet apart
- Ensure travelers maintain six feet distance from all other travelers at ALL TIMES
  - Screening line
  - Terminal seating area (households can sit together)
  - Baggage claim
  - Exiting terminal

\* Children under the age of 3 years should not wear masks

- Awaiting bus
- Clean-disinfect
  - Thermometers after completion of screening process
  - Pens returned by travelers (after each use)
  - Carts (between uses)
  - Screening station (after completion of screenings)
  - Any surfaces touched by travelers
- Staff will wear gloves when handling travelers' documents
- Travelers should retrieve and handle own baggage
- If staff has to handle baggage
  - Gloves required
  - Wash hands after

#### **BUS**

- Ensure there is sufficient disinfectant gel at entrance
- Direct travelers to disinfect hands when entering bus
- Maintain social distance
  - Entering bus
  - During bus ride
  - Exiting bus
- All travelers and staff will wear a mask at ALL TIMES\*
- Travelers will load and unload baggage

#### **BARRACKS/TLF DROP-OFF**

- Ensure there is sufficient disinfectant gel at entrance of facility
- Direct travelers to disinfect hands when entering facility
- Travelers and staff will maintain six feet distance AT ALL TIMES
  - Entering facility
  - Check in process and brief
  - Transiting to assigned room
  - Interacting with staff
- All travelers and staff will wear a mask at ALL TIMES\*
- Staff will avoid touching travelers' baggage, if possible, otherwise wear gloves and wash hands after
- Ensure travelers are responsible for handling baggage from bus to designated room to the maximum extent possible
- Staff handling travelers' documents
  - Gloves required
  - Wash hands after
- Clean-disinfect

\* Children under the age of 3 years should not wear masks

- Any surfaces touched by travelers when entering facility until drop off at designated room

#### **FAMILY HOUSING DROP-OFF**

- Sponsor
  - Wear mask at ALL TIMES
  - Remain six feet apart from travelers
  - Avoid touching travelers' baggage, if possible, otherwise wear gloves and wash hands after
- Traveler
  - Remain six feet from sponsor
  - Wear mask at ALL times when interacting with sponsor
  - Responsible for handling baggage from bus to residence to maximum extent possible

#### **BOQ/BEQ ROM TESTING**

- Wear a face mask at all times.
- Do not touch your eyes, nose or mouth.
- Ensure that wipes or sanitizing agent are on hand.
- Prop open all entrances, exits, hallways doors, stairwell doors to minimize potential contact areas while individuals are being escorted out for testing.
- Clear hallways and stairwells of all residents not being tested.
- Inform individuals undergoing testing to wear a facemask when stepping out of room and throughout the process, only removing it during swabbing.
- Maintain 6ft distance at ALL times while escorting individuals out to be tested.
- All ROM individuals should also be directed to remain 6 ft. apart from one another.
- Immediately sanitize any surface the ROM individual comes into contact with (walls, handrails, door knobs, etc).
- Clean your hands. Use soap and water, or an alcohol-based hand rub.
- Follow the same procedures when escorting individuals back to their ROM rooms. Social distance, face masks, sanitizing areas, and handwashing.

# **Guidance for Arrival of Travelers with Fever and/or Symptoms Related to COVID-19 at MCASI Terminal**

## **Travelers Transiting Iwakuni Air Terminal**

- 1) Symptoms identified by aircrew.
- 2) Aircrew informs air terminal personnel.
- 3) Traveler will be redirected to a separate room at the air terminal to minimize contact with others (Personnel will remain 6 feet away from traveler at all times).
- 4) Air Terminal contacts flight surgeon\* on duty for evaluation of traveler.
- 5) Provider determines if traveler is cleared for flight or need for further medical evaluation.

\*Call clinic to obtain contact number of flight surgeon on duty.

## **Travelers Final Destination - Iwakuni**

- 1) Traveler answers "yes" to questions on screening form or traveler has a fever (100.4° F / 38° C or higher).
- 2) Traveler will be redirected to a separate room at the air terminal to minimize contact with others (personnel will remain 6' away from traveler at all times)
- 3) Notify clinic (255-8100) to arrange medical evaluation and transport to clinic.
- 4) Preventive Medicine notified to conduct contact tracing. The following individuals will be considered close contacts and placed in quarantine until test results are available:
  - a) Traveler
  - b) Family members
  - c) Individuals seating 2 meters (6') from traveler (passenger boarding manifest)
  - d) Individuals who had close contact (< 6') for over 10 minutes with traveler during flight, embarkation, or disembarkation process.
  - e) Preventive Medicine may identify additional close contacts during contact tracing.

\*\*Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html>)

- 5) Quarantine:

- a) Unaccompanied: B330
- b) Accompanied: Family Housing assignment or Kintai Inn

6) All other passengers on flight will be in ROM and will be instructed to contact BHC if they develop any symptoms during ROM period.

7) Test Results

a) Positive Test Result:

i) Traveler tested for COVID-19 (PUI): Discontinue isolation when:

(a) Resolution of fever (off meds) and 2 negative tests at least 24 hours apart, OR

(b) Ten days post onset of symptoms plus at least 3 days without fever (off meds) with improvement in respiratory symptoms

ii) Asymptomatic close contacts: Complete 14-day quarantine from date of last contact with traveler.

iii) Symptomatic close contacts: If a close contact develops symptoms during their quarantine period. Call clinic for medical evaluation and testing. Preventive Medicine conducts contact tracing.

b) Negative test Result:

i) Traveler tested for COVID-19 (PUI): Will remain in quarantine for at least 14 days since the date of departure from high risk location AND at least 3 days have passed since resolution of fever and improvement of symptoms.

ii) Asymptomatic close contacts: Placed in ROM until completed their 14 days of ROM since the date of departure from high risk location.

iii) Symptomatic close contacts: If a close contact develops symptoms during their quarantine/ROM period. Preventive Medicine will refer to clinic for medical evaluation and testing. Preventive Medicine conduct contact tracing if close contact is identified as a PUI and testing is done.

8) References

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

## **Bus Transportation COVID-19 Guidelines**

1. Provide bus operators and other operations staff with hand sanitizer and personal protective equipment.
2. ALL personnel and travelers should wear a facemask or cloth face covering.
3. For vehicles with multiple doors, institute rear door boarding/exiting.
4. Block off or remove front seats in proximity to operator
5. Practice physical distancing by only operating vehicles up to 50% passenger capacity and require spacing between passengers. Family members and individuals travelling together as part of the same household can be seated next to each other.
6. Passengers should keep social distance while boarding/departing vehicle
7. Provide hand sanitizer (at least 70% alcohol) dispensers on entrance of vehicles and create awareness among passengers to use hand sanitizer before touching anything on the vehicles.
8. Deep clean and disinfect bus after each bus route is completed.

### **Disinfection and Cleaning Procedures**

Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use.

1. Ventilation: Doors and windows should remain open when cleaning the vehicle.
2. PPE:
  - a. Cleaning personnel should wear should wear a facemask.
  - b. Individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available.
  - c. Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
  - d. Disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting

and dry items completely. Wash hands after handling laundry.

3. Hard non-porous surfaces: clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
  - a. EPA's Products for use against COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
  - b. Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. To make a bleach solution, mix:
    - 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR
    - 4 teaspoons bleach per quart of room temperature water
    - Bleach solutions will be effective for disinfection up to 24 hours.
4. Soft or porous surfaces (fabric seats): remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against COVID-19 that are suitable for porous surfaces.  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-1>
5. Cleaning Protocols
  - a. Clean high-contact surfaces first and most frequently
  - b. Clean spills
  - c. Dust- and wet-mopping vehicle floors
  - d. Remove trash.

#### **BUS HIGH TOUCH AREAS CHECKLIST**

- Steering Wheel
- Horn Switch
- Shift Selector

- Parking Brake
- Seat Switches
- All Dash Switches
- All Knobs
- All Column Levers
- Microphones
- Communication Radio
- Visors
- Overhead Console Buttons
- Driver's Compartment Door
- Door Handles
- Stanchions
- Seat Armrests
- Windows
- Window Ledges
- Stop Buttons
- Seats
- Light and air controls
- Overhead Grab Handles
- Seat Knobs
- Seat Belt Ends





**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

IN REPLY REFER TO:  
6220  
CO

From: Commanding Officer, Marine Corps Air Station Iwakuni  
To: Iwakuni Resident

Subj: MANDATORY RESTRICTION OF MOVEMENT FOR PREVENTION OF COVID-19

Ref: (a) USFJ Public Health Emergency Declaration for Japan dtd 15 Apr 2020  
(b) DoD Instruction 6200.03, Public Health Emergency Management (PHEM)  
Within the DoD dtd 28 Mar 2019  
(c) IIIMEF/MARFORJ COVID-19 Outbreak EXORD  
(d) MCIPAC COVID-19 Outbreak EXORD 01-20  
(e) MCASO 6210

1. Pursuant to the references, I am ordering that you complete 14 days of Restriction of Movement (ROM) in order to minimize the risk of COVID-19 transmission from potentially exposed individuals.

2. Individuals who have transited through areas with a high risk of COVID-19 transmission and individuals who have engaged in activities identified as having a high risk of exposure will be subject to a health screening and will be subject to ROM precautions for a period of no less than 14 days.

3. You have been identified as meeting the requirements that necessitate your placement in a ROM status. During ROM, you must:

a. Not leave your residence until: \_\_\_\_\_ (with a negative test result as explained below).

b. Avoid prolonged contact (within 6 feet of each other) with others.

c. Self monitor for development of fever, cough, difficulty breathing, and other COVID-19 symptoms.

d. Seek advice from the Branch Health Clinic (BHC) Acute Care Clinic (ACC) at DSN: 255-8100 or commercial: +81-0827-94-8100 as needed.

4. All SOFA personnel arriving at MCAS Iwakuni from outside Japan will be required to have a negative COVID-19 test prior to being authorized release from ROM.

5. If you have arrived to MCAS Iwakuni from outside of Japan, coordinate with your sponsor and gaining command to determine time, location and procedures for testing. Your ROM status is not complete until test results are confirmed. Individuals who test negative will be permitted to exit ROM on the date indicated above. A negative test result by itself does not terminate the 14 day ROM requirement. Individuals who test positive will be placed in a quarantine-in-place status and may be required to remain in isolation for additional period of time.

6. All travelers arriving to MCAS Iwakuni from outside the local area shall coordinate with the ACC to complete appropriate medical

Enclosure (5)

Subj: MANDATORY RESTRICTION OF MOVEMENT FOR PREVENTION OF COVID-19

screening.

7. Any individual subject to ROM has the right to contest this requirement. Information supporting an exemption or early release from ROM can be provided to the Staff Judge Advocate at [william.pendley@usmc.mil](mailto:william.pendley@usmc.mil). He will review the information provided and, in consultation with public health, medical, and legal personnel, recommend a final determination on the need for quarantine. The total time from submission to response will not exceed 24 hours.

8. It is Department Of Defense and United States Marine Corps policy that military installations, property, personnel, and other individuals working or residing on military installations will be protected under applicable legal authorities against communicable diseases of public health concern. Violators of procedures, protocols, provisions, or orders issued to prevent the spread of COVID-19 may be charged with a crime under the Uniform Code of Military Justice. Violations by members of the civilian component will be referred to the installation magistrate. Violations by dependents may result in administrative sanctions up to and including loss of command sponsorship and an early return of dependents.

9. During your ROM, MCAS Iwakuni will take every effort to ensure your safety, comfort and welfare. A wide range of professionals are working hard to ensure you receive the highest quality medical care and are released from ROM as soon as possible. These actions are necessary to safeguard the health of your loved ones and ensure the safety of the general public.

10. The point of contact for this matter is the Station Operations Department at DSN 253-6902 or [michael.askari@usmc.mil](mailto:michael.askari@usmc.mil).

F. L. LEWIS



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
PSC 561 BOX 1861  
FPO AP 96310-0019

IN REPLY REFER TO:  
5800  
SJA

From: Commanding Officer, Marine Corps Air Station Iwakuni  
To: Iwakuni Resident

Subj: MANDATORY QUARANTINE FOR SOFA MEMBERS POSSIBLY EXPOSED TO NOVEL CORONA VIRUS (COVID-19)

Ref: (a) DoD Instruction 6200.03  
(b) USFJ Public Health Emergency Declaration for Japan dtd 15 Apr 20  
(c) IIIMEF/MARFORJ COVID-19 Outbreak EXORD  
(d) MCIPAC COVID-19 Outbreak EXORD 01-20  
(e) MCASO 6210

1. Pursuant to the references and my responsibility as the Commanding Officer to protect the welfare and safety of the installation and those that live and work aboard it, I am ordering that you complete 14 days of quarantine due to your possible exposure to Corona Virus (COVID-19).

2. As of the date of this order, you must abide by the below listed terms and conditions:

a. You cannot leave your residence or designated place of quarantine until authorized to do so by Branch Health Clinic (BHC) personnel in accordance with the requirements of reference (e) and higher headquarters.

b. You cannot have any physical contact with another person who is not also under quarantine. This means you cannot have visitors. Arrangements will be made, however, to ensure that you have all the items necessary for your care and comfort.

c. If you reside in single family housing, you have the option to be quarantined at a designated quarantine location. If you decide to remain in your residence during the quarantine period, your family members must vacate the premises, prior to your arrival, unless the family member requests, in writing, to also remain under quarantine during the entire quarantine period.

d. You will complete daily health checks via telephone with the BHC during your quarantine period. The BHC can be reached at 255-8100 or 0827-94-8100.

3. Any individual subject to quarantine has the right to contest the reasons therefore. Information supporting an exemption or early release from quarantine can be provided to the Staff Judge Advocate at [william.pendley@usmc.mil](mailto:william.pendley@usmc.mil). I will review the information provided, in consultation with public health, medical, and legal personnel, for a final determination on the need for quarantine. The total time from submission to response will not exceed 24 hours.

4. It is Department Of Defense and United States Marine Corps policy that military installations, property, personnel, and other individuals working or residing on military installations will be protected under applicable legal authorities against communicable diseases of public health concern. Violators of procedures, protocols, provisions, or orders issued to prevent the spread of COVID-19 may be charged with a crime under the Uniform Code of Military Justice. Violations by members of the civilian component may be punished in accordance with

Enclosure (6)

Subj: MANDATORY QUARANTINE FOR SOFA MEMBERS POSSIBLY EXPOSED TO NOVEL CORONA VIRUS (COVID-19)

respective service disciplinary rules. Violations by dependents may result in administrative sanctions, up to and including loss of command sponsorship and an early return of dependents.

5. While in quarantine, the Station will take every measure to ensure your safety, comfort and welfare. A wide range of professionals are working hard to ensure you receive the highest quality medical care and are released from quarantine as soon as possible. These actions are necessary to safeguard the health of your loved ones and ensure the safety of the general public.

6. The point of contact for this matter is the Station Operations Department at DSN 253-6902 or michael.askari@usmc.mil.

F. L. LEWIS

DISTRIBUTION STATEMENT B: Distribution authorized to U.S. Government agencies only.

## **Air Terminal Disinfection and Cleaning Procedures**

Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use.

1. Ventilation: Open outside doors and windows to increase air circulation in the area.
2. PPE:
  - a. Cleaning personnel should wear should wear a facemask.
  - b. Individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions. Use of a disposable gown is also recommended, if available.
  - c. Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
  - d. Disposable gown was not worn, work uniforms/clothes worn during cleaning and disinfecting should be laundered afterwards using the warmest appropriate water setting and dry items completely. Wash hands after handling laundry.
3. Hard non-porous surfaces: clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
  - a. EPA's Products for use against COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
  - b. Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.  
-To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water OR
  - 4 teaspoons bleach per quart of room temperature water
  - Bleach solutions will be effective for disinfection up to 24 hours.
4. Soft or porous surfaces (fabric seats): remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against COVID-19 that are suitable for porous surfaces.
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-1>

**AIR TERMINAL HIGH TOUCH AREAS CHECKLIST**

- Seats
- Counter
- Screening equipment
- Conveyor belts
- Hand railings
- Elevators
- Baggage Trolley
- Information Desk
- Stanchions / queues
- Door handles
- Floor
- Bathrooms
  - Flush knobs/toilets
  - Mirrors
  - Wash bins
  - Stall doors/locks
  - Sinks/faucets
  - Fixtures (paper towel/soap dispensers)
  - Shelves
  - Floors

If area will be used by passengers in the next 72hrs since arrival of Patriot flight, follow procedures above after Patriot Flight arrival. If area will not be used in the next 72hrs since arrival of Patriot, close area for 72 hrs before cleaning.

# Attention

These quarters are currently assigned to

## Restriction Of Movement (R.O.M.)

From \_\_\_\_\_ to \_\_\_\_\_

Command point of contact: \_\_\_\_\_

Command / Section

\_\_\_\_\_  
Name of Section SNCOIC / OIC

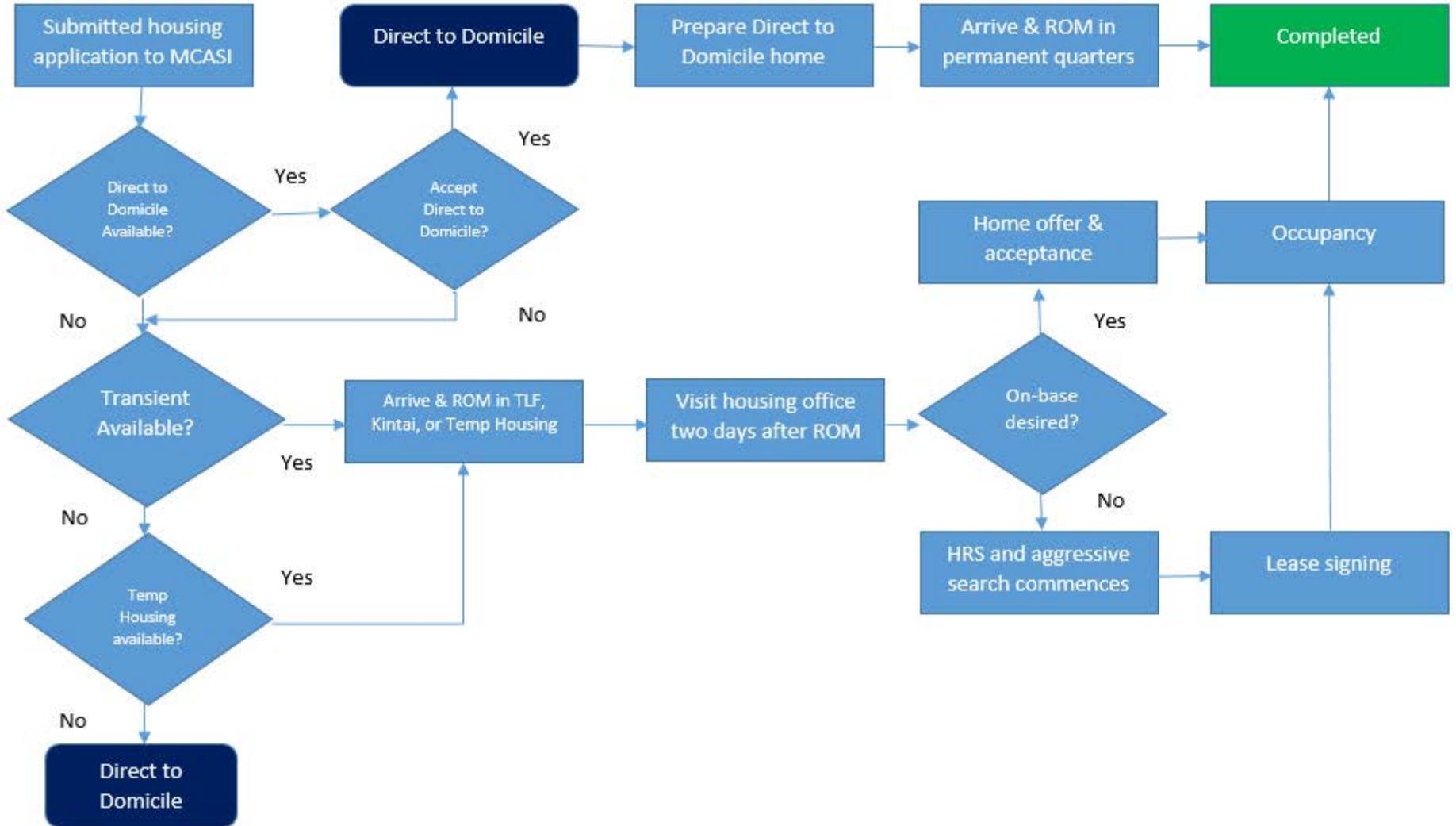
\_\_\_\_\_  
Phone Number of Section SNCOIC / OIC (DSN and MOBILE)

### WHAT IS R.O.M.?

- ROM MEANS NOT LEAVING YOUR QUARTERS FOR 14 DAYS
- DO NOT LET ANYONE INSIDE YOUR HOME
- HAVE YOUR FOOD/SUPPLIES DELIVERED TO YOUR DOOR

*If you are exhibiting a 100.4 degree or greater fever, difficulty breathing, and cough, call the Branch Health Clinic to report your symptoms and receive guidance.*

# Housing Assignment Process





**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION IWAKUNI, JAPAN  
FACILITIES DEPARTMENT  
MILITARY HOUSING DIVISION  
PSC 561 BOX 1871  
FPO AP 96310-0019

IN REPLY REFER TO:  
11101  
MFH

From: Military Housing Director

To:

Subj: DIRECT-TO-DOMICILE HOUSING PROGRAM

1. Welcome to Marine Corps Air Station (MCAS) Iwakuni, Japan.
2. This letter serves to provide you with information about MCAS Iwakuni's option for direct assignment to family housing due to COVID-19 Restriction of Movement (ROM) requirements. The "Direct-to-Domicile" housing program provides an alternative for qualified inbound personnel and their families to select and occupy a permanent family housing unit directly upon arrival.
3. In consideration to recent DoD PCS guidance and its impact to the 2020 summer PCS season, the Family Housing Office expects significant outbound and inbound personnel movement that may exceed our Transient Housing capacity on station. This upcoming PCS season will be exacerbated by a 14-day ROM requirement for newly arrived personnel.
4. In order to mitigate anticipated challenges and to provide for better quality of life, we are enabling the option for families to occupy their permanent home upon arrival at MCAS Iwakuni. Various service providers at MCAS Iwakuni will align their resources and capabilities to work hand-in-hand with you and your sponsor in order to outfit your ROM residence prior to arrival to ensure a smooth transition to your new residence. Therefore, you are encouraged to establish a special power of attorney with your sponsor to facilitate this process.
5. Please be advised that acceptance into the Direct-to-Domicile program is a permanent assignment, and post-occupancy moves to a different housing assignment will not be considered under normal circumstances. In addition, receipt of household goods or unaccompanied baggage is not authorized while in a ROM status, but may be coordinated prior to arrival with your sponsor.
6. Furthermore, you are advised that per-diem entitlements, to include Temporary Lodging Allowance (TLA), are not authorized upon occupancy of a family housing unit under this program since TLA is only applicable for personnel who occupy Transient Housing. Other allowances to include Basic Allowance for Subsistence and Cost of Living Allowance will not be affected by your direct assignment.
7. If you have any questions about MCAS Iwakuni's Direct-to-Domicile program, please feel free to contact Ms. Anita Shimada, Lead On-Base Counselor, at DSN 253-5542 or Nestor C. Tumulac, Military Housing Director, at DSN 253-6817. Email at [iwknfamilyhousing@usmc.mil](mailto:iwknfamilyhousing@usmc.mil).

N. C. TUMULAC

Enclosure (10)

# SPECIAL POWER OF ATTORNEY

PREAMBLE: This is a MILITARY POWER OF ATTORNEY prepared pursuant to Title 10, United States Code, Section 1044b, and executed by a person authorized to receive legal assistance from the military services. Federal law exempts this power of attorney from any requirement of form, substance, formality, or recording that is prescribed for powers of attorney by the laws of a state, the District of Columbia, or a territory, commonwealth, or possession of the United States. Federal law specifies that this power of attorney shall be given the same legal effect as a power of attorney prepared and executed in accordance with the laws of the jurisdiction where it is presented.

KNOW ALL PERSONS BY THESE PRESENTS: That I, \_\_\_\_\_, currently residing at \_\_\_\_\_ (address), do hereby appoint \_\_\_\_\_ as my agent (attorney-in-fact) to act for me in any lawful way with respect to the following matters that have been signed by me:

**TO GRANT ONE OR MORE OF THE FOLLOWING POWERS, SIGN THE LINE IN FRONT OF EACH POWER YOU ARE GRANTING. TO WITHHOLD A POWER, DO NOT SIGN THE LINE IN FRONT OF IT. YOU MAY, BUT NEED NOT, CROSS OUT EACH POWER WITHHELD.**

**A. TO TAKE POSSESSION OF MY HOUSEHOLD GOODS AND SHIP THEM TO A DIFFERENT LOCATION:** To take possession and order the removal and shipment of my household goods, personal baggage, or other personal property and cause it to be shipped to any warehouse, depot, dock, or other place of storage or safekeeping, government or private, directed by orders of appropriate U.S. Government transportation officials, and to execute and deliver all necessary forms, papers, certificates and receipts to carry out the foregoing.

**B. TO ACCEPT DELIVERY OF MY HOUSEHOLD GOODS:** To accept delivery of, receipt for, and/or clear through customs, my household goods and/or unaccompanied baggage, and to sign any and all documents, release, voucher, receipt, shipping ticket or other instrument necessary or convenient for such purpose.

**C. TO ACCEPT MILITARY QUARTERS ON MY BEHALF:** To accept military quarters assigned to me or my family members at any military installation; to sign for me and take possession of such quarters in my name; and sign for and take possession of any furniture, appliances, and equipment that may be authorized for use in or with such quarters as I may be assigned; to execute all necessary documents, instruments or papers and perform all acts necessary to carry out the foregoing.

**D. TO TERMINATE MILITARY QUARTERS ON MY BEHALF:** To effect the termination of U.S. Government quarters assigned to me or my family members, to procure or return any and all U.S. government property used in or for such quarters; and to sign any and all documents and do all acts necessary and proper to terminate my responsibility for such quarters.

**E. TO ACCEPT PRIVATIZED HOUSING ON MY BEHALF:** To accept privatized housing assigned to me or my family members at any military installation; to sign for me and take possession of such housing in my name; and sign for and take possession of any furniture, appliances, and equipment that may be authorized for use in or with such housing as I may be assigned; to execute all necessary documents, instruments or papers and perform all acts necessary to carry out the foregoing.

**F. TO TERMINATE PRIVATIZED HOUSING ON MY BEHALF:** To effect the termination of privatized housing assigned to me or my family members, to procure or return any and all property used in or for such housing; and to sign any and all documents and do all acts necessary and proper to terminate my responsibility for such housing.

**G. TO PREPARE AND FILE MY FEDERAL AND STATE INCOME TAXES:** To prepare, execute, sign and file my Federal and State tax returns for the State(s) of \_\_\_\_\_ for the tax year 20\_\_\_\_.

**H. TO PERFORM BANKING TRANSACTIONS ON MY BEHALF:** To draft checks and other negotiable instruments in my name and to otherwise withdraw from and/or deposit into my account number(s) \_\_\_\_\_ with \_\_\_\_\_ (name of bank or financial institution); to endorse, cash and receive the proceeds of any check or other negotiable instrument, which is, made payable to me.

**I. TO HANDLE ANY LAWSUIT OR OTHER LEGAL ACTION THAT I MAY HAVE AN INTEREST IN:** To institute and prosecute, or to appear and defend, any claims or litigation involving me or my interest; to demand, act to recover, and receive all sums of money and all other things which are now or will become owing or belonging to me as a result of such claims; and to institute accounts on my behalf, and to deposit, draw upon or expend such funds of mine as are necessary in furtherance of powers granted herein.

**J. TO SELL MY REAL ESTATE ON MY BEHALF:** To bargain, sell, assign, and convey, using the standard of a reasonable seller under no compulsion to sell and engaging in an arms-length bargaining transaction, to any person of my attorney's choice, all my right, title and interest in my property at \_\_\_\_\_ (address of property),

# SPECIAL POWER OF ATTORNEY

and to convey by deed or general warranty with the customary covenants; to receive on my behalf payment of the purchase money for the real property described above in any manner that my attorney shall deem wise; to transmit these moneys to me, and to sign, seal, execute and deliver any and all deeds, contracts, or other documents necessary to carry out the foregoing.

**K. TO PURCHASE REAL ESTATE IN MY NAME:** To purchase in my name and for my use any real property in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, and for that purpose to make, indorse, accept, receive, sign, seal, execute, acknowledge, and deliver any application forms, documents, instruments, or paper necessary or convenient to enter into both a contract and mortgage or deed of trust upon said real estate for such price, at such rate of interest, and upon such terms as my agent shall deem best.

**L. TO USE, OPERATE, AND REGISTER MY MOTOR VEHICLE(S):** To use, operate, insure, title, license, and register, in my name, with any state or governmental agency any and all vehicles of which I am or may become the registered or legal owner. Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ VIN No.: \_\_\_\_\_.

**M. TO SELL MY MOTOR VEHICLE:** To sell my motor vehicle upon such terms, considerations and conditions as my agent shall think proper. Further, to execute and deliver to the proper persons and authority all documents, instruments, and papers necessary to affect the sale and transfer of registration and license of the said vehicle. To take possession of, operate, and maintain this automobile and to execute and deliver all necessary forms, papers, statements of ownership, and receipt to carry out the foregoing.

**N. TO PURCHASE MOTOR VEHICLES IN MY NAME:** To purchase motor vehicles in my name and upon such terms, considerations and conditions as my agent shall think proper. Further, to execute and deliver to the proper persons and authority all documents, instruments, and papers necessary to register and license such motor vehicles. To further execute any documents necessary to have repairs my agent deems necessary made on this automobile before I am able to take possession of the automobile. To take possession of, operate, and maintain this automobile and to execute and deliver all necessary forms, papers, statements of ownership, and receipt to carry out the foregoing.

**O. TO SHIP MY VEHICLE:** To take possession of my vehicle, for the purpose of its removal and shipment from wherever it may be located, and to execute any release, voucher, receipt or any other instrument necessary or convenient for such purpose and to execute and deliver to the proper persons and authority, any and all documents, instruments and papers necessary to effect proper registration, insurance and license, in my name, of such automobile.

**P. TO TAKE POSSESSION OF MY VEHICLE AFTER SHIPMENT:** To take possession of my vehicle, after shipment and delivery to any port, warehouse, depot, dock, or other place of storage or safekeeping, government or private; to execute and deliver any release, voucher, receipt, shipping ticket, certificate or other instrument necessary or convenient for such purpose and to execute and deliver to the proper persons and authority, any and all documents, instruments and papers necessary to register, insure and license, such vehicle in my name, and to transport the vehicle to me or any location which I direct in writing.

**Q. TO TERMINATE MY RESIDENTIAL LEASE:** To execute any and all documents and do all other things necessary or convenient to terminate any and all leases or rental agreements in my name.

**R. TO LEASE MY HOUSE/APARTMENT TO OTHERS AND ACT AS MY LANDLORD/PROPERTY MANAGER:** To manage, control, lease, sublease, and otherwise act concerning my interest in my residential property; to collect and receive rents or income therefrom; pay taxes, charges and assessments on the same; repair, maintain, protect, preserve, alter and improve the same; commit my resources and contract on my behalf regarding the same; and to do all things necessary or expedient to be done in my agent's judgment in connection with the property.

**S. TO ENROLL MY LAWFUL DEPENDENTS IN MILITARY BENEFITS PROGRAMS:** To enroll my lawful dependents in DEERS, TRICARE, SMILECARE, or any other benefits program to which I am or my dependents are entitled by virtue of my military affiliation. To do all things necessary, and to execute and deliver to the proper persons and authority, any and all documents, instruments, and papers necessary and expedient to carry out the foregoing.

**T. FOR MY SPOUSE TO RECEIVE NMCRS ASSISTANCE:** If my spouse is my attorney-in-fact and I am deployed, I authorize my spouse, \_\_\_\_\_ (name of spouse) to receive necessary financial assistance from the Navy-Marine Corps Relief Society (NMCRS) without my specific approval in the amount of \_\_\_\_\_ (not to exceed \$3,000). I also authorize my spouse and NMCRS to initiate an allotment in my name for repayment of the loan. I understand that assistance will be provided depending on the merits of the situation and the policies of NMCRS.

**U. MISCELLANEOUS:** To do the following on my behalf:

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# SPECIAL POWER OF ATTORNEY

I hereby give and grant unto my attorney-in-fact full power and authority to do and perform each and every act and matter concerning the subject of this document as fully and effectually to all intents and purposes as I could do legally if I were present.

I hereby authorize my attorney-in-fact to indemnify and hold harmless any third party who accepts and acts under or in accordance with this power of attorney.

I hereby ratify all that my attorney-in-fact shall lawfully do or cause to be done by this document.

I intend for this to be a DURABLE Power of Attorney. This Power of Attorney will continue to be effective if I become disabled, incapacitated, or incompetent. All acts done by my attorney-in-fact hereunder shall have the same effect and inure to the benefit of and bind myself and my heirs as if I were competent, and not disabled, incapacitated, or incompetent.

I shall be considered disabled or incapacitated for purposes of this Power of Attorney if a physician, based on that physician's examination, certifies in writing at a date subsequent to the date which this Power of Attorney is executed, that I am disabled from or incapable of exercising control over my person, property, personal affairs, or financial affairs. I authorize the physician who so certifies, to disclose my physical or mental condition to another person for purposes of this Power of Attorney. A third party who accepts this Power of Attorney, endorsed by proper physician certification of my disability or incapacity, is held harmless and fully protected from any action taken under this Power of Attorney.

This Power of Attorney shall become effective when I sign and execute it below. Unless sooner revoked or terminated by me, this Power of Attorney shall become NULL and VOID on the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year). (*expiration date*).

Notwithstanding my inclusion of a specific expiration date herein, if on or before the above-specified expiration date, I should be or have been determined by the United States Government to be in a military status of "missing," "missing in action," or "prisoner of war," or if I should be or have been properly certified, in writing, by a physician to be disabled from or incapable of exercising control over my person, property, personal affairs, or financial affairs, then this Power of Attorney shall remain valid and in full effect until sixty (60) days after I have returned to United States military control following termination of such status or sixty (60) days after I have recovered from such disability unless sooner revoked or terminated by me.

All business transacted hereunder for me or for my account shall be transacted in my name, and all endorsements and instruments executed by my attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my attorney and the designation "attorney-in-fact."

IN WITNESS WHEREOF, I sign, seal, declare, publish, make and constitute this as and for my Power of Attorney at \_\_\_\_\_ (location), on this the \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year). (*today's date*).

\_\_\_\_\_  
Signature of Grantor

## ACKNOWLEDGEMENT

With the United States Armed Forces

On this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, before the undersigned officer or other person authorized to serve as a federal notary under 10 U.S.C. § 1044a, personally appeared \_\_\_\_\_, satisfactorily proven to be (a) serving in or retired from the Armed Forces of the United States, or (b) a lawful dependent of a person serving in or retired from the Armed Forces of the United States, or (c) a person serving with, employed by, or accompanying the Armed Forces of the United States outside the United States and outside the Canal Zone, Puerto Rico, Guam, and the Virgin Islands, and to be the person whose name is subscribed to the within instrument and acknowledged that he or she executed the same. And the undersigned does further certify that he or she is at the date of this certificate an officer or other person of the Armed Forces of the United States having the general powers of a notary public under the provisions of Section 936 or 1044a of Title 10 of the United States Code (Public Law 90-632; 101-510; and 114-328).

AUTHORIZED TO ACT AS A NOTARY  
PUBLIC UNDER THE PROVISIONS OF  
SECTION 1044a OF TITLE 10 OF THE  
UNITED STATES CODE.  
NO SEAL REQUIRED BY LAW.

\_\_\_\_\_  
Signature of Notary  
Name of Officer/Notary and Position:  
Grade and Branch of Service:  
Command or Organization:

# SPECIAL POWER OF ATTORNEY FOR PET CARE

## PRINT LEGIBLY

I \_\_\_\_\_ hereby appoint \_\_\_\_\_ (Name of Agent)  
\_\_\_\_\_ (Phone) as my agent to make initialed pet care decisions listed below, except to the extent that I state otherwise in this document or as permitted by law. This Special Power of Attorney shall remain in effect in the event that I become unable to care for my pet(s) due to my incapacitation.

## STATEMENT OF DESIRES, SPECIAL PROVISIONS AND LIMITATIONS REGARDING CARE OF MY PET(S).

I authorize my agent the following powers:

\_\_\_\_\_ To make decisions for and care for my pet(s) on a day-to-day basis. This includes walking, feeding, bathing, transporting, and providing medication to my pet(s).

\_\_\_\_\_ To make routine medical and/or healthcare decisions for my pet(s), including taking my pet(s) to the veterinarian or animal hospital.

\_\_\_\_\_ To make emergency medical decisions for my pet(s), including emergency surgery, and emergency medicine.

\_\_\_\_\_ To sign any documents necessary to provide my pet(s) with medical care.

\_\_\_\_\_ To arrange for and sign any documents necessary to ship my pet(s) to a location outside of Japan.

\_\_\_\_\_ To arrange for and sign any documents necessary to ship my pet(s) to a location inside of Japan.

\_\_\_\_\_ Should my pet(s) be unable to continue living with a comfortable quality of life, I authorize my agent to direct that the pet(s) be humanely euthanized.

### If I should die or be permanently incapacitated:

\_\_\_\_\_ I authorize my agent to use his/her best judgement in either finding good homes for my pet(s) or allowing a licensed animal shelter or veterinary hospital to place my pet(s). I realize that there is the possibility that my pet(s) may be euthanized if suitable homes cannot be found.

### The name of my pet(s) primary veterinarian or animal hospital is:

\_\_\_\_\_  
\_\_\_\_\_

**Other specific desires:** \_\_\_\_\_ Yes \_\_\_\_\_ No (Circle your choice and initial beside it.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

# SPECIAL POWER OF ATTORNEY FOR PET CARE

## Inventory of Pets

Name of Pet	Breed, Sex, Description	Age

This Power of Attorney shall become effective when I sign and execute it below. Unless sooner revoked or terminated by me, this Power of Attorney shall become NULL and VOID on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. (expiration date).

Notwithstanding my inclusion of a specific expiration date herein, if on or before the above-specified expiration date, I should be or have been determined by the United States Government to be in a military status of "missing," "missing in action," or "prisoner of war," or if I should be or have been properly certified, in writing, by a physician to be disabled from or incapable of exercising control over my person, property, personal affairs, or financial affairs, then this Power of Attorney shall remain valid and in full effect until sixty (60) days after I have returned to United States military control following termination of such status or sixty (60) days after I have recovered from such disability unless sooner revoked or terminated by me.

IN WITNESS WHEREOF, I sign, seal, declare, publish, make and constitute this as and for my Power of Attorney at MCAS Iwakuni, Japan, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. (today's date)

\_\_\_\_\_  
Signature of Grantor

### ACKNOWLEDGEMENT

With the United States Armed Forces

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before the undersigned officer or other person authorized to serve as a federal notary under 10 U.S.C. § 1044a, personally appeared \_\_\_\_\_, satisfactorily proven, (a) by presentation of a valid military identification card, or (b) other state or federal government issued identification card, to be (a) serving in or retired from the Armed Forces of the United States, or (b) a lawful dependent of a person serving in or retired from the Armed Forces of the United States, or (c) a person serving with, employed by, or accompanying the Armed Forces of the United States outside the United States and outside the Canal Zone, Puerto Rico, Guam, and the Virgin Islands, and to be the person whose name is subscribed to the within instrument and acknowledged that he or she executed the same. And the undersigned does further certify that he or she is at the date of this certificate an officer or other person of the Armed Forces of the United States having the general powers of a notary public under the provisions of Section 936 or 1044a of Title 10 of the United States Code (Public Law 90-632; 101-510; and 114-328).

AUTHORIZED TO ACT AS A NOTARY  
PUBLIC UNDER THE PROVISIONS OF  
SECTION 1044a OF TITLE 10 OF THE  
UNITED STATES CODE.  
NO SEAL REQUIRED BY LAW.

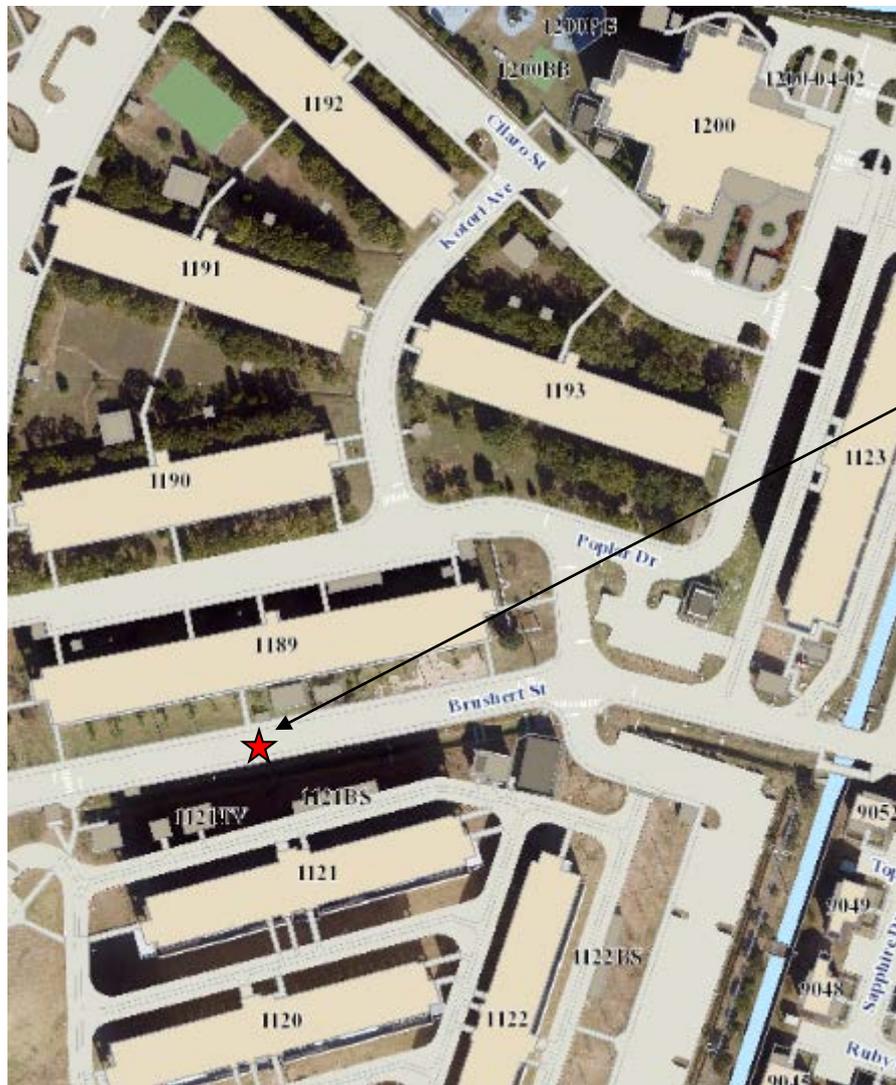
\_\_\_\_\_  
Signature of Notary  
Name of Officer/Notary:  
Branch of Service and Grade: USMC /  
Command or Organization: Legal Assistance

List of Amenities at ROM Locations

Amenity	Bachelor Housing	Family Housing	Transient Housing		Notes
	Barracks	Direct-to-Domicile	Kintai Inn	Inns of the Corps	
# of People	1	2+	2-3	4+	
Pets Allowed?		Yes		Yes	Inns of the Corps has a limited amount of pet-friendly rooms. Pet owners not staying at the Inns of the Corps or utilizing the Direct-to-Domicile program will need to coordinate accommodations with the MCCS Barking Lot.
# of Beds	(1) Twin		(1) Queen	(2) Queen	Loaner furniture will be provided for Direct-to-Domicile residents whose HHG shipment has not arrived or been accepted via SPOA. Includes beds, dressers, couches, and tables. Bed sizes available include standard queen, full/double, and twin for purposes of packing sheets.
Hide-A-Bed			Yes	Yes	
Cribs				Yes	Inbound personnel with infants not staying at the Inns of the Corps should bring a "pack-n-play" on the flight.
Washer & Dryer		Yes			Inbound personnel in ROM status should contact their sponsor to determine what laundry support, if any, will be available upon arrival. May require packing a 14-day supply of clean clothes in check-in luggage.
Cable & WiFi	Yes		Yes	Yes	AmeriCable provides cable and WiFi for Family Housing units. Accounts can be set-up online by incoming personnel prior to arrival at <a href="http://www.americable.net">www.americable.net</a> .
TV			Yes	Yes	
Linens & Towels			Yes	Yes	Inbound personnel in ROM status should contact their sponsor to determine what laundry support, if any, will be available upon arrival. May require packing a appropriate linens and towels in check-in luggage.
Refrigerator	Varies	Yes	Yes	Yes	A refrigerator is provided in all E6 and above bachelor housing units.
Oven & Range	Varies	Yes	Yes	Yes	An oven and range are provided in all E6 and above bachelor housing units.
Microwave			Yes	Yes	
Pots & Pans			Yes	Yes	Cooking and eating utensils are available via the Lending Locker program for Direct-to-Domicile residents whose HHG has not arrived and been accepted via SPOA. Includes pots, pans, dishes, and utensils.
Dishes & Utensils			Yes	Yes	
Yard or Balcony		Yes			



# Single Staff NCO & Officers Quarters



Drop Off Location  
Bus Stop #2 (Blue  
Route)  
Brushert Street  
SNCO Barracks  
& BOQs



# RETURNING TO IWAKUNI VIA COMMERCIAL AIRLINES

All SOFA members, military, civilian, or contractors coming to Iwakuni via commercial travel must follow this process prior to departing for Iwakuni. (This includes travel from Okinawa)

Step one: Before departure to Japan, detailed travel and ROM plan must be submitted to chain of command (or spouse/sponsor chain of command) or to Air Station XO at IntegrityIwakuni@usmc.mil. Once submitted, you must wait until you have approved exception to policy (ETP) letter before departure. You must also have approved MOFA letter before travel.

Flying into:  
**Kansai (Osaka), Hiroshima, or Fukuoka**

- ➔ Upon arriving you must be picked up at the terminal by POV or GOV and drive straight to Iwakuni. You cannot stop anywhere once you leave the airport.
- ➔ Anyone in the vehicle during this trip will be required to Restriction of Movement (ROM) immediately upon returning to Iwakuni.
- ➔ After completing 14 days of ROM, symptom free, you are clear.

Flying into:  
**Haneda or Narita**

- ➔ You cannot be picked up by POV or GOV.
- ➔ You must remain in the Tokyo area for 14 days Restriction of Movement (ROM), no exceptions.
- ➔ All costs during ROM are at your own expense.
- ➔ You must stay in one of these four locations:
  - Kanto Lodge (Yokota Airbase)
  - Navy Lodge (Naval Air Facility Atsugi)
  - Hotel New Yokosuka (Yokosuka City)
  - Camp Fuji (only for unaccompanied service members)
- ➔ You must take a shuttle from the airport to one of the four lodging locations. You cannot ride in a POV, GOV, or taxi. Use official shuttle to lodging location.
- ➔ After completing 14 days ROM in the Tokyo area, you can return to Iwakuni.

**Return to Iwakuni via commercial travel**  
(I.E. Shinkansen, local trains, commercial airlines, or **OFF BASE** rental vehicle)

- ➔ Before arrival, have someone drop off your vehicle at the train station/airport so you can drive yourself home. Upon arrival immediately go into ROM for 14 days. Do not stop anywhere.
- ➔ If someone picks you up in their vehicle, they will also need to go into ROM for 14 days.
- ➔ After completing 14 days of ROM, symptom free, you are clear.

**DECISION POINT**

**Return to Iwakuni via POV or GOV, or **ON BASE** rental vehicle**

- ➔ You must be picked up at your ROM location in the Tokyo area.
- ➔ DO NOT STOP in any metropolitan areas during your drive to Iwakuni. Stop in rural areas for food, fuel, etc.
- ➔ Upon arrival to Iwakuni, ROM is not required.

## Quarantine/ROM Guidance: Laundry and Trash Pick-up

- Persons under ROM or quarantine should bag trash and place the closed bag outside their door for daily pick up.
- Similarly, persons under ROM or quarantine should bag laundry and place the closed bag outside their door for pick up.
- Laundry, and trash removal staff should wear disposable gloves in the cleaning process, including collection of closed bags.
  - After delivering bags to their final destination, staff should clean and disinfect any hard, cleanable surfaces where bags have been stored (such as on carts or on the floor).
  - For disinfection of surfaces, most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 can be found in the link below:  
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
  - Laundry and trash removal staff collecting the closed bags should remove their gloves promptly after bags are delivered to their destination and cleaning and disinfection has been performed.
  - Any time staff remove gloves, they should perform hand hygiene immediately by washing their hands with soap and water for 20 seconds. If hands are not visibly dirty and soap and water are not available, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

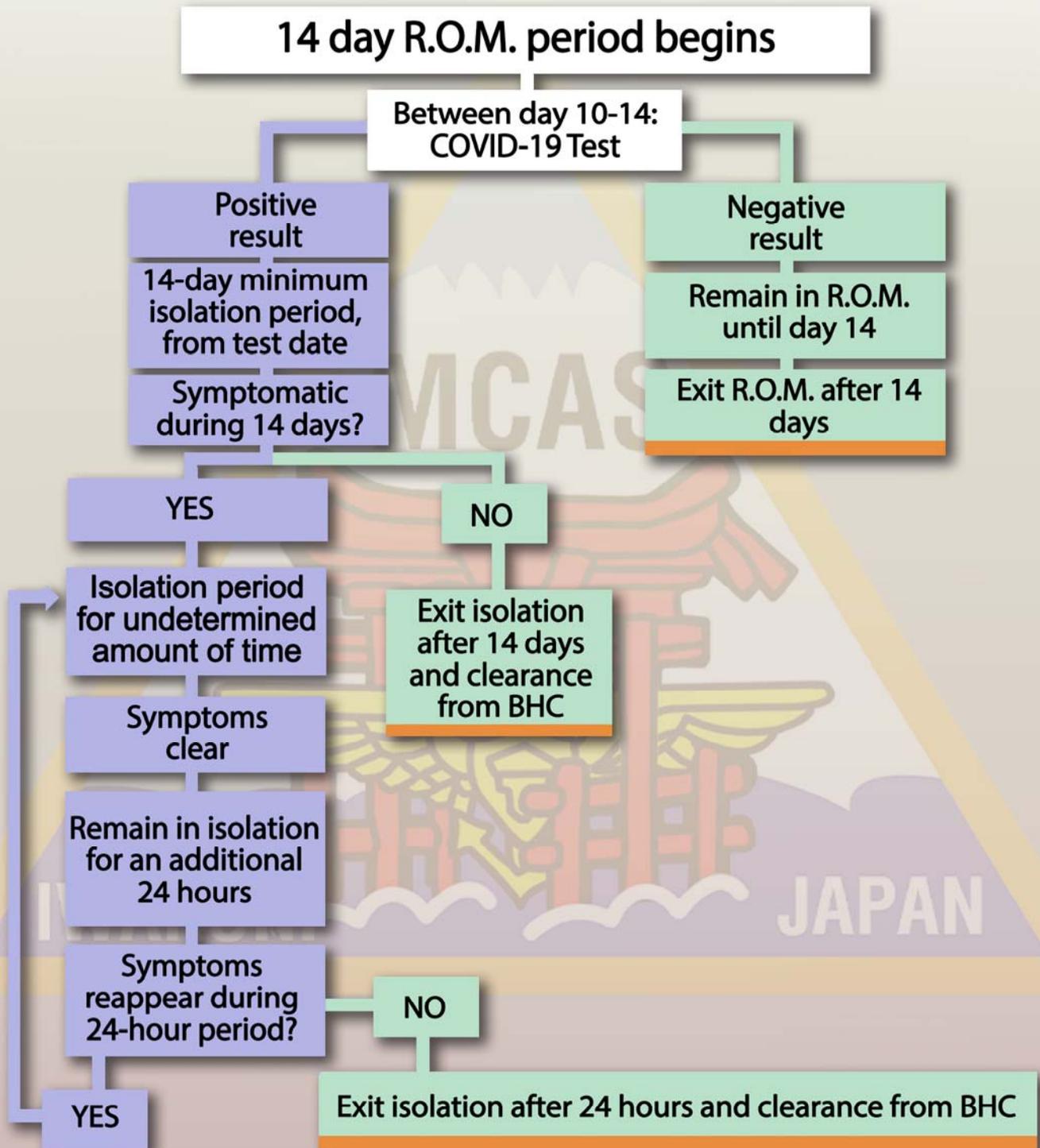
### References

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/disinfecting-your-home.pdf>

# R.O.M. DECISION MATRIX

MCAS Iwakuni personnel must be tested for COVID-19 before they exit ROM. Personnel may not exit ROM until BOTH 14 days of ROM have been completed and a negative test result is received. This applies to all personnel with the exception of Okinawa PCS arrivals who must only ROM for 14 days.



If you are exhibiting a 100.4 degree or greater fever, difficulty breathing, and cough, call the Branch Health Clinic and make an appointment before going to the clinic.



# Phase 1: Pre-Testing



- **Mondays:**
  - The list will be identified on Mondays for all members being tested the following week.
  - 24 Hours before testing, ROM locations will be verified and staff/barracks managers will be briefed on testing procedures.
- **Tuesday:**
  - Test Day
- **Wednesdays:**
  - All units will need to confirm their list by COB Wednesday.
    - The following is needed from everyone before testing can be done.
      - FULL SSN (Only maintained by TTC and Medical)
      - DATE OF BIRTH (Only maintained by TTC and Medical)
      - ACCURATE ROM LOCATION
      - Submissions are locked. Any individuals that are not identified by COB Wednesday will be pushed to the following Test Day.
- **Thursdays**
  - Alternate Test day.
  - The COVID Cell will complete the testing plan for personnel and locations for submission to OPS.
- **Fridays:**
  - OPS approved plan is briefed at COVID sync in the morning.

Enclosure (17)



# Phase 2: Testing



- Testing team will test all SOFA members:
  - A Nurse will accompany the team for all children being tested.
  - All personnel are informed that they can not exit ROM until they have a NEGATIVE test result and completed their ROM time (Must have both).
  - Delays in test results may cause ROM to be extended.
  - During testing, all tested personnel are informed results can be expected in 48-72 hours.
- For Kintai Inn and TLF
  - The testing team enters the building, takes an elevator to the top floor, dons PPE to conduct testing, and uses the stairwell to move to lower floors. PPE will be taken off and maintained in a red trash bag before exiting the building. Surfaces will be wiped down.
- BEQ / BOQ / Barracks
  - The barracks managers will assemble personnel to be tested on the first floor, >6 feet apart. The testing team will enter the barracks, execute testing, and return to the testing van for the next location.
- For Family Housing
  - The testing team will knock on the door and conduct tests in the vicinity of the testing van. The team will ensure the area is clear to prevent incidental contact.
- Out in Town
  - Will be evaluated and handled case by case.



# Phase 3: Post-Testing



- The COVID team will track testing completion in conjunction with medical personnel.
- Medical personnel will prepare the specimens for shipping and will deliver to the flight line when needed for flights to Korea.
- Once results received, commands will be notified.
  - Commands and Organizations will be responsible for contacting individuals to give them their test results.