

NPS Marines Check-In Procedures (COVID-19)

Per MARADMIN 285/20 of 12 May 2020, the current policy is that Marines executing travel under exceptions to policy or who are exempt from Stop Move/travel restrictions are not authorized leave in conjunction with PCS travel during the time that Stop Move is in effect. Additionally, during the DoD Restrictions on Movement period, leave and liberty is restricted to the local area. “Local area” is defined in the NPS Student Handbook and is attached (NSAM Order 1050).

If you are arriving from an overseas duty station (Alaska and Hawaii are not considered overseas in this circumstance) you are required to self-isolate for 14 days upon arrival to the Monterey area. “Self-isolate” means 14 days in a local hotel/residence with very limited outside contact or travel. You will be tracked by NPS personnel and you will be assigned a sponsor to support you and assist with providing basic necessities. More information on this will be provided upon arrival. Those arriving from CONUS, Alaska, or Hawaii are encouraged to limit movement to the maximum extent possible for 14 days following your arrival.

When you check into NPS you essentially conduct two separate check ins. One check-in is as a student at the Naval Postgraduate School with our Student Affairs department. The other check in is your administrative check-in with the Marine Detachment, Presidio of Monterey. The process outlined below has been designed to ensure accountability and the accomplishment of all required check-in tasks while minimizing risks to you and your family’s health.

1. Upon check-out of your command, all Inbound NPS Marines should email a copy (a photo using your phone is fine) of your detaching endorsement from IPAC to the email addresses listed below. This will allow S-1 to start your travel claim prior to your arrival. Add [MarineCorps@nps.edu](mailto:MarineCorps@nps.edu) to the Cc line.

[quyen.q.phung.mil@mail.mil](mailto:quyen.q.phung.mil@mail.mil)

[romel.m.estremadura.mil@mail.mil](mailto:romel.m.estremadura.mil@mail.mil)

[sabrina.m.romerohiggins.mil@mail.mil](mailto:sabrina.m.romerohiggins.mil@mail.mil)

[robert.d.broussardrangel.mil@mail.mil](mailto:robert.d.broussardrangel.mil@mail.mil)

[cesar.martinezcorona.mil@mail.mil](mailto:cesar.martinezcorona.mil@mail.mil)

2. Upon arrival to Monterey, regardless of day of the week, contact NPS Student Affairs at (831) 656-3816 (during business hours) and/or email [sa@nps.edu](mailto:sa@nps.edu) (after business hours) to begin check-in.  You will need a computer or smartphone with internet access and a telephone to complete the initial check-in. Reference the “NPS Welcome Aboard Letter – June 2020” attached below for more details on NPS student check-in.

3. After checking into NPS, Marines will need to go to the Marine Detachment, Presidio of Monterey S-1 for initial administrative check-in (driving directions are posted on NPS Marines new student site: <https://nps.edu/web/usmc/new-students>). Contact MARDET S-1 to notify them of your planned arrival date/time check-in for deconfliction purposes. MARDET S-1: (831) 242-5407/831-242-5698 (Personnel Officer).

* Uniform for conducting business at the MARDET is cammies with face mask.
* At this time, S-1 will process your orders, and join you to the RUC in the Marine Corps Total Force System. This will ensure you are accounted for in MOL.
* You will sign your previously prepared travel claim. This will ensure that Citibank GTCC PCS entitlement will be settled in a timely manner and eliminate any late fees that you might incur if settling your travel claim was delayed.
* During this phase you and the S-1 personnel will adhere to appropriate social distancing guidelines and will follow published health procedures in order to reduce the risk of further exposure to, or spread of, COVID-19.
* Following this abbreviated check-in you will begin your 14-day self-isolation period (overseas arrivals) or your limited movement period in accordance with Monterey County’s Shelter in Place policy (attached).

3. After the 14 day self-isolation/limited movement period, you will return to the S-1 and complete your in-processing to include your joint audit and submission of a supplemental travel claim (DLA/TLE), if necessary. Please ensure you have a zero balance on your lodging receipts, if applicable, in order to settle your TLE.

4. All Marines rate 10 days of TLE. For those Marines required to self-isolate, the additional days over TLE will be covered by hardship duty pay-restriction of movement (HDP-ROM), which is approved by the local unit commander. Details on HDP-ROM are attached.

Attachments:

1. MARDET Check-in sheet
2. NSAM Order 1050 – Leave and Liberty Restrictions
3. Monterey County Shelter in Place order
4. Hardship Duty Pay – Restriction of Movement guidance
5. NPS Welcome Aboard Letter – June 2020

    