

OCTOBER 2007

# **EMERGENCY EVACUATION INSTRUCTIONS**

**FOR NONCOMBATANTS  
ON OKINAWA**

**Personnel-General**

**NONCOMBATANT EMERGENCY EVACUATION INSTRUCTIONS**

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## **INTRODUCTION**

This pamphlet contains information and guidance for all US Department of Defense (DoD) and US DoD invited contractors and their noncombatants living and working in Okinawa. This pamphlet describes your responsibilities in preparation for and execution of a noncombatant evacuation. It tells you how to prepare for an evacuation, how to respond during a crisis, and what you can expect during an evacuation.

### **WHAT IS A NONCOMBATANT EVACUATION OPERATION (NEO)?**

Noncombatant Evacuation Operations are operations directed by the U.S. Department of State to evacuate noncombatants from foreign countries where their lives are endangered by war, natural disaster or civil unrest to safe havens or to the United States.

The U.S. Embassy in Tokyo has overall responsibility for safeguarding and protecting U.S. citizens and their dependents in Okinawa. Noncombatant Evacuation Operations or NEO in Okinawa has one objective: to remove you from danger quickly and effectively. The U.S. Embassy is expected to rely heavily on the U.S. Forces Japan personnel to provide facilities and vehicles to carry out the NEO plan.

### **WHO MUST EVACUATE?**

U.S. Department of Defense (DoD) military and civilian employee family members, non-emergency essential US civilian employees, and DoD invited contractors and their families are eligible for evacuation and can be ordered to depart Okinawa. All DoD affiliated noncombatants must register for NEO with their NEO warden.

Both command sponsored and non-command sponsored families are eligible for evacuation assistance from Okinawa. Non-command sponsored families are not eligible for the same evacuation entitlements as command sponsored families upon return to the United States.

### **WHAT HAPPENS DURING A NEO?**

There are five stages of an evacuation. The first stage is the alert, during which noncombatants are notified of an evacuation order and evacuation instructions are disseminated. During the second stage, assembly, eligible noncombatants assemble at one of four Okinawa designated Evacuation Control Centers (ECC) (appendices A and B). Noncombatants are then moved to locations of relative safety or to ports of embarkation in the third stage of relocation. Evacuation, the fourth stage, is departing Okinawa by plane or ship. Repatriation, the fifth stage of the evacuation, is the return of US noncombatant evacuees to the Continental United States (CONUS). A short stay at an intermediate location may be required before all evacuees arrive in the United States.

**ALERT.** Once the decision to prepare for or to conduct an evacuation has been made, evacuation instructions are disseminated via sponsors, NEO wardens, and AFN. These instructions will include when to report to an Evacuation Control Center (ECC). Noncombatants in some areas may be instructed to stand fast (remain) at their residence for a period before reporting to an ECC in order to minimize risk or to allow the forces supporting the evacuation to control the flow of noncombatants.

**ASSEMBLY.** When assembly instructions are broadcast over AFN, or if contacted by a NEO warden, you should—

- Report to the nearest Evacuation Control Center when told to do so (see Appendix B).
- Bring your NEO kit (see Appendix C).
- Be prepared to depart immediately or remain at the ECC until it is safe to continue the evacuation process.

It is your responsibility to get you and your family members to the Evacuation Control Center; you may have to walk, depending on the situation.

At installations without ECCs, the local commander may provide an Assembly Site and transportation to the nearest ECC.

Once at an Evacuation Control Center, you can expect to:

- Go through a security screening
- Receive a briefing on the current situation and site procedures,
- Be screened for eligibility
- Register for accountability using the NEO Tracking System (NTS)
- Turn in quarters and POV keys
- Await transportation
- Manifested and board relocation transportation

You may spend an hour or several days at an Evacuation Control Center.

**RELOCATION.** Relocation from ECCs will be accomplished primarily with the use of military and chartered buses and trains. U.S. military forces will provide limited feeding, sleeping, and medical services, but conditions will be austere and services extremely limited. Expect to rely on the emergency supplies in your NEO kit and accept inconvenience and discomfort in return for safe relocation and evacuation. Relocation may involve a short trip to a nearby base or a long trip, such as moving to Guam or Hawaii.

**EVACUATION.** If an evacuation is ordered, you will be moved, either by air or sea to the U.S., either directly or via an intermediate safe haven location. If someone in your party is not DoD affiliated, but they are US citizens, they will be asked to sign a standard State Department form which acts as a promissory note to repay the U.S. Government for the cost of transportation and assistance provided during an evacuation. The government of most safe haven countries will probably require your

rapid onward movement. Your stay in the safe haven country could be extremely short, even to the point of never leaving the aircraft. Do not plan on extended stops of more than a few days or setting up residence in any intermediate safe haven.

**REPATRIATION.** This is the procedure whereby American citizens are officially processed back into the United States subsequent to their evacuation from overseas. US DoD noncombatants will be provided various services to ensure their well being and transportation to their final destination. Designated Repatriation Sites have been established to help process and move you and your family members on to your final destination as expeditiously as possible. Eligible noncombatants will receive temporary housing if required, and financial entitlements. Upon arrival of evacuees at their final destination, the nearest military installation in the local area will be designated as their sponsor installation. The sponsoring installation will assist the family, regardless of Service affiliation, with any problems or needs that may arise, such as family support, return transportation requirements, household good claims, etc. The sponsoring installation will also provide assistance to families affected by stop movement orders.

### **YOUR ROLE AS A NONCOMBATANT**

Sponsors and noncombatants are responsible to take an active role in preparation for noncombatant evacuation. Under the worst case scenario of armed conflict, both warning and preparation time may only be a matter of hours.

With your commitment to prepare and maintain your readiness for NEO, you will be better informed and able to move quicker. Preparation translates to reducing risk to you and your family.

You must also understand what the U.S. Government will and will not do for you. The military and the U.S. Embassy will work to notify you (through your NEO warden system) and move you safely and quickly away from danger once you report to an Evacuation Control Center (ECC). They will also attend to only your basic needs: food, shelter, transportation, and security. Keeping you safe and alive is the purpose of NEO.

### **YOUR RESPONSIBILITIES**

- **REGISTER WITH YOUR NEO WARDEN.**
- **PREPARE AND MAINTAIN YOUR NEO KIT AND PACKET.**
- **KNOW WHERE EVACUATION CONTROL CENTERS ARE LOCATED AND HOW TO GET THERE.**
- **PARTICIPATE IN EXERCISES.**
- **LET YOUR NEO WARDEN KNOW WHEN YOUR REGISTRATION INFORMATION CHANGES.**
- **BE PREPARED TO EXECUTE NEO AT ANY TIME.**

## PREPARING FOR NEO

**It is the sponsor's responsibility to ensure his/her dependents are prepared for NEO.** Your NEO Warden is your commander's representative who will assist you in preparation. Your sponsoring organization commander should brief you on NEO and assign a NEO warden to you within 30 days of your arrival in Okinawa.

**REGISTRATION.** All DoD noncombatants must register with their NEO warden in order to ensure accountability of eligible noncombatants and their whereabouts. NEO wardens are required to maintain and report this registration data. Registration is accomplished by filling out a USF Form 178-R and providing it to your NEO warden. After initial registration, sponsors must advise their unit NEO warden of changes in local addresses or dependent information.

### PREPARATION OF THE NEO KIT

The sponsor and noncombatant family member must prepare a NEO kit, which includes both important documents (the NEO packet) and emergency supplies, within 30 days of registration. The only government provided equipment or supplies for the NEO kit is protective masks or hoods and standard forms. NEO Wardens are required to inspect your NEO packets twice a year after the initial 30 days of NEO registration to ensure you have completed all required forms. Guidelines on NEO kits are provided further on in this document and in Appendix C.

### IDENTIFY ECC LOCATION AND ROUTES

You must acquaint yourself and your family members with the location of the Evacuation Control Center you will use. The primary and alternate routes to the ECC from your residence and the means of getting there from your residence (for example: walking, automobile, or public transportation) should be discussed and rehearsed. If you plan on driving to your ECC site, ask your NEO Warden what the parking plan is for that site. Location information on Okinawa ECCs is provided in Appendix B.

### PARTICIPATE IN EXERCISES

All DoD affiliated noncombatants are required to participate in all exercises, which are held twice a year, in order to rehearse evacuation procedures and to train the personnel who support NEO execution.

**KEEP YOUR NEO WARDEN INFORMED OF CHANGES.** Keep your NEO warden informed of any and all changes that affect your registration data. This includes informing your NEO warden when you or any member of your family is in the hospital or out of the country on vacation, when you have a new family member, and when you depart from Okinawa for good.

**BE PREPARED TO EXECUTE NEO AT ANY TIME.** Your readiness to evacuate will ensure that you are able to move quickly on short notice and evacuate at the lowest possible risk to you and your family.

## **SOURCES OF INFORMATION ON NEO**

The primary source of NEO information for DoD noncombatants will be their sponsor, NEO warden, and American Forces Network (AFN) radio and television.

During emergencies, AFN radio and television will often be your best and most current sources of information. You should have a battery operated portable radio and make it part of your NEO kit. Keep it with you during an emergency and keep extra batteries readily available.

During an emergency, your NEO warden will attempt to contact you to provide evacuation instructions. Your NEO warden may contact you by telephone or, if necessary, visit your residence, so keeping contact information up to date is very important and required.

The U.S. Embassy and other organizations have established warden systems to advise other US citizens in Okinawa.

## **DEPARTURES PRIOR TO AN ORDERED EVACUATION**

In response to specific threats, the U.S. Embassy may issue a travel warning and recommend that US citizens limit travel to Okinawa. A travel warning does not constitute an evacuation order. Noncombatants may depart voluntary at their own expense at any time.

The Commander in Chief United States Forces Japan may authorize command sponsored families to conduct an Early Return of Dependents. While an Early Return of Dependents is done at government expense and may allow time for shipment of property, this is a one way trip. The government will not return families to Okinawa during the current tour of the sponsor.

Keep your NEO warden informed of any voluntary early departures, to ensure the warden can account for all families.

If outside Okinawa for any reason when an evacuation is ordered contact your sponsoring service at the phone numbers provided in Annex D in order to report your status and location and to be able to take advantage of evacuation related entitlements. Families should consider taking NEO packets with them during extended absences from Okinawa. Remember, your NEO packet will contain the important documentation you will need for making personal property claims and help you in re-establishing your household in the US, should there be an evacuation.

## **ACTIONS DURING AN EMERGENCY**

Should an emergency arise, remember to:

- **DISREGARD RUMORS**
- **STAY PUT AND LISTEN TO AFN FOR EVACUATION INSTRUCTIONS**

- **OBEY INSTRUCTIONS FROM NEO PERSONNEL AND BE PREPARED TO REACT QUICKLY**
- **REMAIN CALM AND FLEXIBLE**

If a crisis should suddenly occur, noncombatants should stay indoors and monitor AFN radio and TV. In extreme situations, voluntary evacuation via routine commercial transportation may not be possible due to high demand. The American Embassy may take measures to assist American citizens in departing the country prior to an evacuation.

If the US Government decides that an evacuation of American citizens is required, American authorities may implement NEO. AFN and/or your NEO warden will tell you when to report to the nearest Evacuation Control Center for evacuation processing (see Appendix B). Be prepared to act quickly and cooperate completely with the authorities.

### **EVACUATION PRIORITIES**

Military authorities will organize movement of those noncombatants that report to the ECC for registration and prepare them for movement. Movement categories will include: pregnant women, the aged and infirm, families with children, and adults 18 years or older. Every effort will be made to keep families together.

DoD affiliated noncombatant evacuees have the same priority for evacuation as all private US citizens. Evacuees will generally be moved as soon as transportation is available. Evacuees who are ready to evacuate on short notice and move quickly when instructed will likely face lower risk and be evacuated sooner than those who are unprepared.

### **CHILDREN IN SCHOOL**

Department of Defense Dependent (DODDS) Schools may be directed to cease operations during a crisis. While unlikely, evacuation could be ordered while children are in school. Each school will develop local procedures for releasing students. Parents should be aware of these plans before an emergency occurs. As a general rule, teachers and administrators will stay with the students until they are released to their parents or responsible designated guardian. In all cases, schools will work closely with the local U.S. military NEO authorities to adequately plan for and implement NEO.

Except in extreme emergencies, children will not be evacuated without a parent or legal guardian accompanying them.

### **MEDICAL CONDITIONS, ILLNESS, & INJURIES**

As part of processing at Evacuation Control Centers, noncombatant evacuees will be screened for medical emergencies and problems that may prevent them from safely traveling in the conveyances available for relocation or evacuation. In the interest of

conducting processing rapidly and minimizing unnecessary workload on available medical personnel, this limited screening will be done by exception at most ECCs. If you have no medical problems, you may not be screened. If you think you need to be screened, stop at the medical station to talk to medical personnel.

When processing at the ECC, ensure you visit the Medical station if any of the following apply to you:

- Pregnant greater than 32 weeks or having complications
- Surgery within past 7 days
- Currently under doctor's care or recently hospitalized
- Feel too sick to continue
- Unable to walk without assistance
- Need assistance in activities of daily living
- Out of critical prescription medication

After assessing your situation, medical personnel at the site may recommend evacuation through aeromedical channels, or routine evacuation based on your condition.

If you routinely require medication, ensure you maintain a 30-day supply as part of your NEO kit. See your health care provider if you have any trouble obtaining the required 30-day supply for your NEO kit.

Only limited emergency care will be available at ECCs. Evacuees requiring urgent care will be medically evacuated to medical facilities.

## **THE NEO KIT**

**NEO KIT DOCUMENTS AND SUPPLIES.** You should be able to carry your own NEO kit.

Appendix C contains a list of required and recommended items that should be maintained in your NEO kit. The contents of the NEO kit include important documents (the NEO packet) and emergency supplies to support your evacuation. Information on additional items can be obtained from your NEO Warden.

The NEO kit is usually one bag. You must understand up front that all your valuables will not fit. The maximum weight of your NEO kit/personal luggage can be no more than 66 pounds per individual. This does not include a briefcase or backpack that contains personal papers, bank records, valuables, critical medication, etc. The weight limit requirement for the baggage is required to ensure all noncombatants can be loaded onto aircraft under emergency conditions. The best rule to judge this by is "Only bring what you or your family members can carry or pull comfortably". Remember, in some cases you may only make it back to the CONUS Repatriation Site with your backpack or briefcase.

Baggage in excess of your 66 pound NEO kit limit may be separated from evacuees

at the ECC and be treated as other personal property left behind during an evacuation. Excess baggage will only be shipped when time, personnel, and resources permit.

## PETS

Although US Government policy does not require pets to be evacuated, in practice the US has supported evacuation of pets in all recent evacuations. USFJ will make reasonable efforts to evacuate pets of DoD affiliated personnel. All noncombatants must realize that the **evacuation of people will always take priority over pets** and that pets are likely to be separated from their families at Evacuation Control Centers during an evacuation.

In the event the family decides to transport their pets out of country commercially, **all costs associated with commercial transportation of pets will be borne by the family**. Costs associated with the evacuation of pets on military or chartered aircraft will be the responsibility of the family from the CONUS Repatriation Site to the families' final destination. Those families not wishing to or are unable to evacuate their pets should discuss their options with their veterinarian.

Families desiring to evacuate their pets must bring the following to their ECC:

- Pet containers. Separate pet containers are required for each animal except those with nursing litters. Containers must be airline-approved crates and large enough for the animal to stand up, lie down and turn around. Bedding such as towels or blankets may be included to provide cushion and warmth. Crates with water bowls are preferred.
- Documents. Health certificates and vaccination certificates should be attached in a waterproof pouch or bag to the outside of the crate, not inside. Written medication instructions and special care requirements should be given to personnel at the assembly point and sufficient medications to cover the duration of the evacuation process should accompany the pet. Airlines generally require health certificates signed by a veterinarian within 10 days of the flight. Most states require a rabies vaccination less than one year old. Consult with the local veterinarian for other recommended vaccinations. Heartworm prevention is recommended for dogs entering many areas of the U.S.; testing and medication should start before the evacuation.
- Pet food. A three-day supply of pet food is required to ensure the animal can be fed. Pet food items manufactured outside the United States often cannot be imported into the U.S., so do not ship items such as rawhide chew toys with the pet.
- All pet carriers, cage or crate must meet airline requirements. Families should check to see if special permits are required for importation into the U.S. or if it is illegal to import the animal (for example, endangered species). Include a copy of the permit, when applicable, in the special waterproof pouch or bag on the outside of the cage. The family should also verify any necessary quarantine requirements in

advance. The family will supply special foods for these pets to cover the duration of the evacuation process and a leash.

### **PERSONAL PROPERTY**

The only personal property that will accompany noncombatants evacuees are what they have on their person and in their NEO kit. The maximum weight for their NEO kit is 66 pounds per individual. This weight limit is required to ensure emergency loading of aircraft is feasible.

A short notice evacuation will result in almost all personal property being left behind in Okinawa. In the event that recovery of this property is not possible, DoD affiliated noncombatants must ensure that they can support a claim to recover the value of the lost property. Proof of ownership and proof of value are required by the US Government and insurance companies. Documents supporting possible claims must be included in your NEO packet. Non-command sponsored family members are not eligible for reimbursement from the government for property left in Okinawa.

During an evacuation, personal property will remain in your quarters, either on/off post until it is determined that space, time and personnel are available to support shipment. Shipping documents, receipts, a photo inventory of your personal property, and serial numbers and models of all expensive items are recommended to be part of your NEO packet. This documentation will be your evidence when required to justify a claim for loss or damages.

You will be asked to turn in your quarter's keys for on or off post quarters and the keys to your vehicle as you register at the ECC to support recovery of your property. Turning in Government quarters keys will also permit the military authorities to use your quarters for military purposes as required, to include supporting the evacuation or future military operations. In the event the situation improves your vehicle and personal property may be shipped if space, time and personnel are available.

### **PRIVATELY OWNED VEHICLES**

Documentation to prove ownership and value of your POV, such as title, registration, bill of sale, and shipping documents, should be part of your NEO packet to support claims. You may be required to abandon your car or have it confiscated by military or civilian authorities for official use. During a crisis, the host nation government and military authorities can be expected to strictly control highway access in order to reduce congestion. Do not expect to be able to drive your family in your vehicle unescorted on the highways during times of crisis. It is unlikely that you will be able to drive to a port of embarkation during an evacuation outside a military convoy. Use of POVs to form a military-escorted evacuation convoy is possible but unlikely.

### **NEO TRACKING SYSTEM (NTS)**

USFJ utilizes an automation system called the NEO Tracking System (NTS) to establish and maintain by-name accountability of noncombatants during an

evacuation. This system is exercised during all exercises. An understanding of how NTS works and how it will be used will hopefully help you feel secure, safer and ensure NTS performs efficiently.

Noncombatants are required to bring military identification cards and passports with them to the registration station of the ECCs in order to be registered in the NTS database. Copies of these documents are not acceptable.

After the noncombatants are screened for eligibility, NTS operators will use these documents to build the NEO tracking database. The NTS records information from these documents to identify the noncombatant evacuee. If required, this identification data and additional personal data can be entered manually by the NTS operator.

Noncombatant evacuees are then issued a durable, plastic bracelet with a laser-readable barcode printed on it. This bracelet is fastened around the wrist of the noncombatant to identify that individual quickly during the evacuation. Noncombatants must ensure this bracelet remains on the individual to whom it is assigned. Mutilation or defacing of the bracelet will degrade its readability and can significantly slow the evacuation of the individual. Care should be taken to prevent children from defacing their bracelets.

The NTS bracelet is scanned by a hand held scanner whenever the noncombatant moves to another site during the evacuation. This helps maintain strict accountability and to prepare transportation manifests.

NTS will be used to develop manifests, or lists of passengers, for NEO movements. As a noncombatant you may be assigned the responsibility to carry the passenger manifest for your vehicle or aircraft to your next destination.

When pet evacuation is supported, information on the pet and pet owner is entered into the NEO tracking system. NTS bracelets are issued for pets and are fastened to the pet container to ensure pets are accounted for throughout the evacuation.

Department of Defense and United States Forces Japan will have access to NTS data that will allow them to track family member evacuation. Commanders will use this information to inform their personnel of the evacuation status of their families.

## **VOLUNTEERS**

Noncombatants may be required to wait at an ECC or Relocation Center for several days while waiting for evacuation transportation. Military personnel to support these sites may be limited. The assistance of noncombatant evacuees who possess certain skills will be needed during these situations. Interested noncombatants should notify their NEO warden and complete the volunteer portion of the noncombatant registration form in your NEO kit to identify their skills and interest. Should you desire to volunteer, it is important for you to understand you will not be delayed in your evacuation process because you have chosen to volunteer your

service. Individuals wishing to volunteer at the ECC or a Relocation Center should notify the military authorities at those sites after they arrive.

Family Support groups can and should form a “Buddy System” for families with small children to assist them. If you require assistance to move your family and NEO kit, ensure you inform military authorities at ECCs of who your buddy is to ensure they can continue to move with your family. Volunteers to assist families with small children may be solicited at ECCs as required.

### **WHAT TO DO IF NOT IN OKINAWA, WHEN AN EVACUATION IS ORDERED**

Department of Defense affiliated families who are outside of Okinawa when an evacuation is ordered or who depart on their own on commercial transportation rather than as part of a military assisted evacuation must contact their representative Service/Agency or the Joint Reception Coordination Center (JRCC) at the appropriate toll-free number listed in Appendix D for assistance in obtaining entitlements and family support.

If an evacuation is ordered, a stop-movement order will be issued that prevents DOD families enroute to Okinawa from traveling to Okinawa. These families will be directed to contact their Service/DoD Agency representative by calling the Joint Reception Coordination Center (JRCC) in the Pentagon at 1-888-825-4880 for initial assistance and instructions.

The JRCC will coordinate initial processing (orders and financial assistance) through the designated Service Family Centers listed in Appendix D. These Support Centers will refer the family to a local Family Center for further assistance.

## **APPENDICES**

- A. Okinawa Map
- B. List of Evacuation Control Centers (ECC)
- C. NEO Kit Contents
- D. Evacuation Related Service POC Phone Numbers In The CONUS
- E. Terms

**APPENDIX A**

**OKINAWA AREAS AND CITIES WITH EVACUATION CONTROL CENTERS  
ARE IDENTIFIED ON THIS MAP  
(AWAITING MARINE COORDINATION)**

**APPENDIX B**

**LIST OF EVACUATION ASSEMBLY POINTS  
(AWAITING MARINE COORDINATION)**

<b>CITY</b>	<b>INSTALLATION</b>	<b>ASSEMBLY POINT</b>
<b>AREA I</b>		
<b>AREA II</b>		
<b>AREA III</b>		
<b>AREA IV</b>		
<b>AREA V</b>		
<b>AREA VI</b>		

Other locations may be designated by U.S. Military or Embassy Authorities

**APPENDIX C****EMERGENCY CHECKLIST/NEO KIT****C-1. DOCUMENTATION.**

a. Identification Documents: To be accepted for relocation and evacuation, noncombatants must present proof of citizenship, resident status, or ties to the U.S. For other countries authorized (by the U.S. Department of State) to be evacuated under the U.S. plan, they must show a clear tie to the country. Any of the following is sufficient:

- (1) Passports. (Preferred for non-military or U.S. Government civilians (i.e., family members visiting US DoD noncombatants from the US); the most effective document to clear safehaven countries for onward movement to the U.S. or other destination countries)
- (2) Military or U.S. Government identification (ID) cards. (Preferred for all U.S., DoD, or Government family members)
- (3) Birth/Adoption Certificates. (Required for newborns or newly adopted children when parents have not received the new child's passport)
- (4) Marriage Licenses. (Only required for newlyweds that have not received the new spouses military ID or passport)
- (5) Certificate of Naturalization. (Proof of US citizenship document)
- (6) Alien Registration Card (Form I-151 or I-551) (green cards) (Permanent resident of the US)
- (7) Copies of PCS orders that validate authorization for the sponsor and his/her family to be in the endangered country. For military service members, these orders will validate command sponsorship; for DoD civilians, orders will validate a return transportation agreement. These orders will ensure families who are authorized to be in the endangered country receive proper travel and safehaven entitlements.

b. Other Documentation. The following ensure DoD families receive proper safehaven entitlements and process through the repatriation center expeditiously.

- (1) School records, transcripts, test scores for children and adult students.
- (2) DD Form 1337 (Authorization for Emergency Pay and Allowances) for families of military personnel or DD Form 2461 (Authorization for Emergency Advance & Allotment Payment for DoD Civilian Employees) for DoD civilian personnel and their family members. This form is not required for Command Sponsored family members. Non-command sponsored

- family members are encouraged to have this form completed.
- (3) AF Form 1670 (Personal Property Record) and DD Form 1701 (Inventory of Household Goods) or other inventory of household goods. Documentation is necessary to prove ownership and validate claims should property be destroyed.
  - (4) JSF Form 199-R (Household/Vehicle Key Turn-In Register).
  - (5) Power of Attorney from sponsor. (This will be required to sign legal documents such as filing of claims, buying a car, and selling a house...)
  - (6) Immunization (shot) records, copies of important medical and dental records, medical insurance card/policy information, prescriptions and 30-day supply of medication as necessary.
  - (7) DD Form 2258 (Temporary Mail Disposition Instructions Card).
  - (8) Wills and any life insurance policy information.
  - (9) Financial records (credit cards, checkbooks, bank statements, tax records, keys to safe deposit box, current bills, etc.).
  - (10) Okinawa Pamphlet 600-300. Has important phone numbers that may be needed.
  - (11) Copy of vehicle registration/title, U.S. driver's license, automobile insurance policy information.
  - (12) Duplicate address book.
  - (13) USFJ Form 197-R (Evacuee Preparedness Checklist).
  - (14) USFJ Form 178-R (Noncombatant Evacuation Operations (NEO) Data Card which will be locally reproduced, 2 copies.
  - (15) DD Form 2585 (Repatriation Processing Form Instructions).
  - (16) Employment papers (SF 171/OF 612 or resume and latest SF50/Personnel Action for government employees).
  - (17) AF Form 624 (Base Locator).

c. Dual/sole military parents, and dual/sole Emergency Essential Civilian parents, are required by regulation to have powers of attorney and Family Care Plans for other adult noncombatants to serve as NEO "Loco Parentis" to transport dependents under the age of 18 to the U.S. and either provide permanent care for them or

release them to other family members. These powers of attorney, while not required to permit evacuation, should be among those important documents noncombatants bring with them when reporting for relocation or evacuation. It must be clearly understood that military members must make their own arrangements to care for their dependents all the way through the evacuation process. In addition, single parent or dual-military parent families must have AF Form 357 (Dependent Care Certification).

**C-2. MONEY.** For emergency use, \$100 in cash and 10,000 Yen is recommended to defray costs of travel and subsistence on the economy, if required. Do not carry large amounts of cash.

**C-3. NEO KITS.** It is important to remember that conditions will be austere and services extremely limited and you must rely on the supplies you have brought with you. Keeping in mind you may have to go up and down steps. You will only be allowed 66 pounds of luggage per person (luggage is what is stored under the aircraft). The best rule to go by is, only bring what you or your family members can "Carry or Pull" comfortably.

a. Needed emergency supplies. Bring what can be easily carried, such as:

- (1) A three-day supply of lightweight, high energy, packaged, ready-to-eat foods (due to weight, canned foods are not recommended).
- (2) A three-day supply of baby food/formula, ready mixed (when appropriate).
- (3) Toiletries (toilet paper, soap, Kleenex's, handy wipes, etc.).
- (4) Baby toiletries (if appropriate).
- (5) A 30-day supply of any critical medication required to control serious medical conditions.
- (6) Pet carrier and three-day supply of pet food (if required).
- (7) Bottled water (minimum of 1 liter per person, which may be refilled at the ECC or Relocation Centers).

b. Desirable Emergency Supplies. As a general rule, bring lightweight, easily disposable items, such as:

- (1) A backpack.
- (2) Blankets or sleeping bag.
- (3) Feminine hygiene articles.
- (4) Extra clothing.

- (5) Baby articles.
- (6) A first aid kit.
- (7) A flashlight and extra batteries.
- (8) A can opener.
- (9) A small transistor radio and extra batteries.

## APPENDIX D

**EVACUATION RELATED SERVICE POINTS OF CONTACT  
PHONE NUMBERS IN THE CONTINENTAL UNITED STATES**

<b>COMMAND</b>	<b>ADDRESS</b>	<b>PHONE NUMBERS</b>
JOINT RECEPTION COORDINATION CENTER	DAPE-JRCC, 300 ARMY PENTAGON Washington, DC 20310- 0300	1-888-825-4880 C: (703) 697-2186, DSN: 227-
ARMY: US ARMY FORCES COMMAND	AFAG-FM 1711 Hardee Avenue, S.W. BUILDING 200, Marshall Hall Fort McPherson, GA 30330-1062	1-800-851-7607; C:(404) 669-6797; DSN: 367-
NAVY: COMMANDER, NAVY PERSONNEL COMMAND	PERS-660 Building 768 NSA Millington, TN 38055-6600	1-888-227-3832; C:(901) 874-4329; DSN: 882-
AIR FORCE: AIR FORCE PERSONNEL CENTER	AFPC-PRC 550 C Street, West, Suite 15 RANDOLPH AFB, TX 78150-4717	1-800-435-9941; C:(568) 652-3483; DSN: 665-
MARINES/WEST COAST: DIR OF FAMILY SERVICES	MARINE CORPS BASE BOX 555016 CAMP PENDLETON, CA 92055-5016	1-800-253-1624
MARINES/EAST COAST: DIR OF FAMILY SERVICES	MARINE CORPS BASE HQMCC DC 2034 BARNETT AVE QUANTICO MARINE CORPS BASE, VA 22134- 5012	1-800-336-4663
COAST GUARD: US COAST GUARD	CMDT G-WPW 2100 2d Street S.W. WASHINGTON DC 20593-0001	C: (202) 267-1329

- DoD Agency and Army Corps of Engineers personnel should contact the JRCC.

## APPENDIX E

### TERMS

**Assembly Site** - A marshalling site at a USFJ installation without an evacuation control center (ECC) for noncombatants who do not have transportation or who cannot get to an Evacuation Control Center. The local commander collects noncombatants at assembly sites and transports them to the nearest ECC.

**Authorized Departure.** Departure of noncombatants, including uniformed dependents, nonessential DoD civilians and their families, families of essential DoD civilians, and DoDDS staff and/or faculty to an announced safehaven is voluntary and authorized at Government expense, with return also at Government expense. Once evacuated, however, there is no return until the DoS/competent authority terminates the evacuation.

**Dependents.** Family members of household, as defined in Joint Federal Travel Regulation (JFTR), Volumes 1 and Joint Travel Regulations Volume 2 for military and civilian sponsors.

**Designated Alien** - A non-US citizen designated by American Embassy as being eligible for evacuation assistance.

**Eligibility Verification Team.** – A team of personnel from the American Embassy who have the mission of verifying the evacuation eligibility of people requesting evacuation through the NEO process.

**Evacuation.** The authorized or ordered departure of noncombatants from a specific area by the DoS, DoD, or the appropriate U.S. military commander. This refers to the movement from one area to another in the same or different countries. The evacuation is caused by unusual or emergency circumstances and applies equally to command- or noncommand-sponsored dependents.

**Evacuation Control Center (ECC).** Location designated by military or civilian authorities where noncombatants go when direct to report to await transportation to a relocation or evacuation site. (The first step in any NEO processing.)

**Evacuee.** A person who has been, or is about to be, moved out of Okinawa under emergency conditions.

**NEO Kit.** A set of pre-identified items set aside to assist noncombatants in their processing through the NEO flow, aid their departure from Okinawa, and assist in their transition to residence elsewhere (see Appendix C).

**NEO packet** - Envelope, binder, or folder containing the required and recommended documents required to support evacuation and repatriation processing.

**NEO Warden.** A military or civilian individual appointed to serve as the liaison

between the noncombatant and a unit or organization. Serves as an initial point of contact for the noncombatants for NEO questions or concerns and is the individual designated to assure noncombatants are notified of reporting or assembly instructions.

**Noncombatants Evacuees (NCE).**

a. U.S. citizens who may be ORDERED to evacuate by competent authority include:

- (1) Civilian employees of all U.S. Government Agencies and their dependents.
- (2) Military personnel of the U.S. Armed Forces specifically designated for evacuation as noncombatants.
- (3) Dependents of members of the U.S. Armed Forces.

b. U.S. (and non-U.S.) citizens who may be AUTHORIZED or ASSISTED in evacuation (but not necessarily ordered to evacuate) by competent authority including:

- (1) Civilian employees of the U.S. Government Agencies and their dependents, who are residents in the country concerned on their own volition, but express the willingness to be evacuated.
- (2) Private U.S. citizens and their dependents.
- (3) Military personnel and dependents of members of the U.S. Armed Forces.
- (4) Designated aliens, including dependents of persons prescribed by the DoS.

**Noncombatant Evacuation Operations.** Operations directed by DoS, DoD or other appropriate authority wherein noncombatants are evacuated from areas of danger overseas to safehavens overseas or to the United States.

**Relocation.** Movement within Okinawa from a location of potential danger to one of safety.

**Relocation Center.** A location where noncombatants will be moved, within Okinawa, under military control. Evacuation screening and, if time permits, support services will be provided at Relocation Centers. Relocation Centers are located near major ports of embarkation in Okinawa.

**Repatriation.** The procedure where American citizens and their families are officially processed back into the United States subsequent to an evacuation.

Evacuees are also provided various services to ensure their well-being and onward movement to their final destination.

**Safehavens.** A place to which noncombatants under the U.S. Government's responsibility may be evacuated during an emergency. A location within or outside the United States to which noncombatants are authorized to travel for the purpose of temporarily remaining there until they are authorized to return to the location from which evacuated, or until they are authorized to travel to their final destination. Safehavens are designated by the DoS, in coordination with the DoD.

**Stand Fast.** An advisory for evacuees to remain in their homes and await further instructions.

**Third Country National (TCN).** An individual who is neither a DoD Dependent or a U.S. citizen; but who is authorized evacuation assistance based upon an agreement between the United States and their country's government.

**U.S. Citizen Civilian Employee.** A civilian employee of the Government of the United States who is a U.S. citizen with permanent residence in the U.S.