



USARJ NEO Checklist

SPONSOR'S NAME:		RANK:	SPONSOR'S UNIT:	UNIT PHONE NO.:	APO AP:		
Required Documents (Must be maintained by NEO Warden for every Noncombatant)					YES	NO	N/A
1	USFJ Form 178-R Noncombatant Evacuation Operations Data Card						
2	Strip map from residence to Evacuation Processing Center (EPC)						
Required Documents for NEO Packet							
Part I (Introduction and Evacuee Preparedness)					YES	NO	N/A
1	USARJ NEO Packet Checklist						
2	USARJ NEO Command Policy						
3	USARJ Personnel and Unit Readiness Memorandum						
4	NEO Warden Appointment Memorandum						
5	Map from Residence to NEO EPC						
Part II (Identification: Family & Pets)							
1	USFJ Form 178-R: NEO Data Card						
2	ID Cards/CAC						
3	Passports, Visas*				Keep in Pouch		
4	Naturalization Certificates*						
5	Alien Registration Cards*						
6	Social Security Cards*						
7	Birth Certificates/Adoption Papers*/Guardianship Paperwork*						
Part III (Evacuation Forms and Orders)							
1	PCS Orders that assigned sponsor and family members to USARJ						
2	Evacuation Orders						
3	DD Form 2585: Repatriation Processing Form						
4	DD Form 1610: Request and Authorization for TDY/TAD Travel (5 copies)						
5	DD Form 93: Record of Emergency Data						
6	SGLV Form 8286: Servicemembers' Group Life Insurance Election						
7	DA Form 3955: Change of Address and Directory Card						
Part IV (Finance and Household Goods)					YES	NO	N/A
1	DD Form 2461: (Civilian Personnel) Authorization for Emergency Evacuation Advance & Allotment Payments						
2	DD Form 1337: (Military Personnel) Authorization/Designation for Emergency Pay & Allowances						
3	USAG-J 609: Unaccompanied Baggage Inventory						
4	DD Form 1252: US Customs and Border Protection Declaration for Personal Property Shipment						
5	DD Form 1252-1: US Customs and Border Protection Declaration for Personal Property Shipment (Firearms only)						
6	Evidence of Property (various forms or other proof)						
7	DD Form 1299: Application for Shipment/Storage						
8	Household Goods Weight Estimation Worksheet						
* if applicable							



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Part V (Automobile and Residence)		YES	NO	N/A
1	Vehicle Key Turn In Envelope			
2	Residence Key Turn In Envelope			
3	Vehicle Insurance			
4	USFJ Form 207: Military Vehicle Registration (2 copies)			
5	Certificate of Title of Motor Vehicle (2 copies)			
6	DD Form 2506: Vehicle Impound Report			
7	DA Form 4137: Evidence/Property Custody Document			
8	DD Form 788-series: Vehicle Inspection Worksheet			
Part VI (Other Required Documentation)		YES	NO	N/A
1	Marriage License/Divorce Decree*			
2	Immunization Records (For School Aged Children)*			
3	Valid U.S. driver's license*			
4	DA 5304: Family Care Plan Counseling Checklist*			
5	DA 5305: Family Care Plan*			
6	Power of Attorney(s)*			
7	HQAJ 3664 Power of Attorney Worksheet			
8	Waiver of Evacuation Opportunity*			
9	DD Form 2208: Pet Vaccination Record*			
10	DD Form 2209: Veterinary Health Certificate*			
* if applicable				
Notes:				
DATE OF INSPECTION:	INSPECTOR'S NAME (PRINTED):	INSPECTOR'S SIGNATURE:	SPONSORS SIGNATURE:	