



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY JAPAN AND I CORPS (FORWARD)  
UNIT 45005  
APO AREA PACIFIC 96343-5005

REPLY TO  
ATTENTION OF

APAJ-GC-O

4 January 2016

COMMAND POLICY MEMORANDUM 16-01

FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Japan and I Corps (Forward) (USARJ/ICF) Emergency Evacuation Program (EEP)

1. REFERENCES:

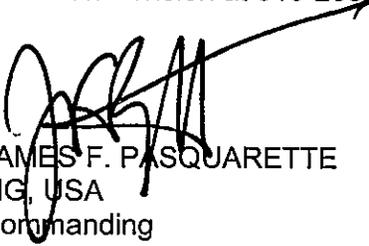
- a. Department of Defense (DoD) Directive 3025.14, "Evacuation of U.S. Citizens and Designated Aliens From Threatened Areas Abroad," 26 February, 2013.
- b. Joint Plan for DoD Noncombatant Evacuation and Repatriation, HQDA, November 2005.
- c. Joint Publication 3-68, "Noncombatant Evacuation Operations", 23 December, 2010.

2. PURPOSE: To establish the USARJ/ICF EEP policy in order to ensure Noncombatant Evacuees (NCEs) are prepared and ready to evacuate from imminent danger areas to a designated safe haven. This policy letter also describes the responsibilities of commanders, staff, senior leaders, EEP Wardens, and sponsors for the EEP Program.

3. APPLICABILITY: All personnel, their command sponsored and non-command sponsored dependents assigned or attached to USARJ/ICF, tenant units, assigned units, and contractors in Japan. Installation Management Command (IMCOM) retains responsibility for all Department of Defense Education Administration (DoDEA), Defense Commissary Agency (DeCA) and Army and Air Force Exchange Services (AAFES) personnel.

4. The proponent for this policy is G-3, Plans and Effects Division at 315-263-4640.

- 2 Encls  
1. EEP Program  
2. Responsibilities

  
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## USARJ EEP PROGRAM

1. BACKGROUND: The effects of the Great East Japan Earthquake clearly demonstrated the importance of unit and individual readiness in response to contingency situations.
2. The USARJ/ICF EEP requires commander level emphasis to ensure the community is prepared for future contingencies. Commanders will fully support the EEP and associated training and exercises as directed. The USARJ/ICF Organization Inspection Program (OIP) will inspect the EEP annually. Other appointments identified below:
  - a. NCEs. Family Members of U.S. active duty personnel and designated U.S. Government Civilian employees (non-emergency essential), pregnant Soldiers who meet the criteria set forth in component service directives, designated medically non-deployable Soldiers, expatriates and their Family Members, and Designated Third Country Nationals (DTCN) and their Families. Locally hired Civilian employees, expatriates, DTCNs and their Families may not be authorized funded evacuation and should note that evacuation support is on a reimbursable basis only, subject to space availability.
  - b. EEP Program Manager. Appointed in writing by the USARJ/ICF Commander to provide program management and supervision for the EEP and conduct operational planning.

Develops and maintains the USARJ/ICF EEP Base Order. Conducts quarterly In-Progress Reviews (IPRs). The EEP Program Manager also reviews and publishes USARJ/ICF command policies and operational plans.

- c. EEP Coordinator. Appointed in writing by the USARJ/ICF Commander to supervise the in-processing of all assigned personnel and provide initial information on Evacuation Information Packet (EIP) preparation requirements. Ensures the NEO Tracking System (NTS) equipment is maintained and that EEP Wardens are trained on the equipment. Also serves as the single point of contact for EEP Wardens.
    - d. EEP Wardens. Appointed in writing by the unit commanders to ensure NCEs are informed and EIPs are prepared and inspected annually. EEP Wardens operate at Evacuation Control Centers (ECC) during exercises and contingencies. EEP Wardens alert and assist NCEs during exercise and contingencies. All units assigned or attached to USARJ/ICF, tenant units, DoDEA, and units operating in Japan will appoint an EEP Warden.

## 1. RESPONSIBILITIES:

### a. Commanders, staff, and senior leaders:

(1) Implement the EEP within their organizations.

(2) Appoint in writing, a primary and alternate EEP Warden, who have a minimum of 12 months remaining in the unit when approved. The appointment memorandum is maintained in each EIP, and a copy of the memorandum is forwarded with seven calendar days to the USARJ/ICF EEP Coordinator.

(3) Ensure all NCEs have an EIP, and EEP Wardens are provided the time necessary to assist their NCEs in preparation for evacuation. This includes inspection of EIPs, participation in quarterly EEP Warden Meetings, EEP in-processing briefs, and participation in mandatory ECC exercises.

(4) Ensure the EEP Warden reviews all EIPs semi-annually.

### b. EEP Wardens:

(1) Attend quarterly EEP Warden Meetings.

(2) Ensures all NCEs and pets are identified to the commander, staff, and senior leaders and USARJ/ICF EEP Coordinator. Maintains a roster of all NCEs and pets eligible for evacuation for which they are responsible.

(3) Verify all NCE phone numbers through telephonic contact with their NCEs, inspect all EIPs and kits of their NCE Families and validate strip maps by reconnoitering routes to all NCE residences both on and off military installation, within 30 days of appointment.

(4) Identify themselves as an EEP Warden to each sponsor and adult NCE in their area of responsibility.

(5) Provide an EIP with all required forms to newly arrived personnel. Instruct and assist the sponsor and family to complete the forms as necessary.

(6) Inspect all EIPs within 30 days of issuance or of assuming responsibilities as an EEP Warden. Inspect all EIPs for completion and maintenance semi-annually, and provide this information to USARJ/ICF EEP Program Manager. Report annually in writing to the unit commander the results of all inspections and indicate any trends that are detected.

(7) Should not perform duties that will preclude them from performing EEP Warden duties during an ordered or voluntary evacuation. Serves under operational control (OPCON) of the USARJ/ICF Commander from the time an evacuation is declared and until released.

c. Sponsors and NCEs in coordination with their unit or directorate:

- (1) Ensure all documents contained in the EIP are complete, accurate, and current.
- (2) Ensure ID cards, passports, and applicable visas are current.
- (3) Active duty members and designated emergency-essential/mission essential civilian employees will appoint a power of attorney to the Designated Senior Noncombatant (DSN) or someone in the United States for shipping and receiving household goods.
- (4) Familiarize themselves with emergency and evacuation procedures, know who the unit EEP Wardens are, and ensure their EIP is complete and updated annually.
- (5) Reconnoiter routes to the ECC. Transportation to the ECC is not provided. Attach a strip map from the residence to the ECC to every EIP.
- (6) Prepare an alternate care plan for pets in the event concurrent transportation is not available. Many commercial carriers do not transport animals during extreme weather conditions. Pets may have to stay behind for extended periods of time. Commercial transportation for pets may be borne by NCE Families. Complete the necessary paperwork for pets and maintain copies in the EIP.

2. EXERCISES AND CONTINGENCIES:

- a. On order, identified personnel report to the USARJ/ICF Commander for training, exercises, and evacuation execution. EEP Wardens are attached under OPCON to the USARJ/ICF Commander for exercises.
- b. On order, EEP Wardens alert their NCE Families and assist in EEP execution. EEP Wardens notify their adult NCE Family Members of evacuation instructions telephonically, in person, or by leaving an EEP Warden notification letter with instructions.
- c. Single parents or dual military/Civilian parents notify the guardian designated in the Family/Dependent Care Plan (must be designated by a power of attorney) to escort children during an evacuation. Married military couples and sole military parents are required by regulation to have powers of attorney for other adult evacuees to serve as "Loco Parentis" to escort Family Members under the age of 18 to the United States.
- d. Report the notification status of NCEs hourly to the designated unit EEP representative during exercises and execution until 100% notification has been achieved.