



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

APAJ-OPP (25-30mm)

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COMMAND POLICY MEMORANDUM 23-12

FOR SEE DISTRIBUTION

SUBJECT: United States Army Japan (USARJ) Evacuation Preparedness

1. References.

- a. (U) Joint Publication 3-68, Noncombatant Evacuation Operations (NEO)
- b. (U) Joint Plan for Department of Defense (DoD) Noncombatant Evacuation and Repatriation, HQDA
- c. (U) Department of Defense Directive (DODD) 3025.14 "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad"
- d. (U) Army Regulation 525-27, Army Emergency Management Program
- e. (U) Department of the Army Pamphlet 525-27, Army Emergency Management Program
- f. (CUI) United States Indo-Pacific Command (USINDOPACOM) Theater Campaign Order for CY 2022-2024.
- g. (U) Commander, USFJ (COMUSFJ) Memorandum, Support Documents for Evacuation Operations, (Pending Release).
- h. (U) Order 23-12-004 USARJ Emergency Management (EM) Program

2. Records Management. All records created as a result of this policy will be managed in accordance with AR 25-400-2, Army Records Management Program and the USARPAC Records Management Program Policy Memorandum #23-01.

3. Purpose. In accordance with (IAW) the references provide guidance to prepare for emergency evacuation operations (EEO) of USARJ families and non-mission essential civilians to ensure their overall protection while maintaining USARJ mission essential functions.

4. Applicability and Scope. This policy applies to all Department of the Army (DA) Soldiers, DA Civilians (DAC), DoD Contractors and command sponsored dependents with Status of Forces Agreement (SOFA) status assigned or attached to USARJ and other units and activities on any U.S. Army installation in Japan.

5. Background. U.S. Army Japan operates in a permissive yet potentially hostile and uncertain environment shaped by a complex array of manmade threats and naturally occurring hazards. USARJ faces a number of potential adversaries with the ability to asymmetrically cripple vital force projection, warfighting, and sustainment capabilities by targeting critical Army resources that support operations in the Indo-Pacific Area of Operations. Additional challenges include catastrophic natural disasters and technological failures capable of producing high-impact second and third order effects that can disrupt Army missions in Japan. A variety of major incidents stemming from this array of complex threats and hazards could trigger the Emergency Evacuation of U.S. Army personnel and families within and from Japan.

a. Types of Evacuations.

(1) (U) Noncombatant Evacuation Operations (NEOs). In conflict the DoD conducts NEOs to assist in evacuating U.S. citizens and nationals, DoD civilian personnel, and designated persons (host nation [HN] and third country nationals [TCNs]) whose lives are in danger from locations in a foreign nation to an appropriate safe haven, when directed by the Department of State (DoS). US policy for NEOs is contained in a memorandum of agreement between DoD and DoS.

(2) (U) Emergency Evacuation. The DoD may also conduct Emergency Evacuation of DoD personnel, and designated persons due to manmade threats and naturally occurring hazards. Emergency Evacuations can vary in size and scope dependent on many variables.

b. Potential Evacuation Triggers.

(1) Natural Hazard (e.g., super typhoon, catastrophic earthquake, tsunami).

(2) Man-made Threat or Hazard (e.g., significant terrorist attack, radiological disaster, CBRNE attack, pandemic).

(3) Imminent or actual regional hostilities.

c. Potential Evacuee Population.

(1) DoD Evacuees. This population includes Soldiers, DACs, DoD Contractors and command sponsored dependents and DoD Retirees who live in the evacuation area.

(2) Non-DoD Evacuees. If directed by the DoD to support a Department of State (DoS) evacuation, USARJ will support the evacuation of other American Citizens (AMCITs), immediate family members of AMCITs, and designated HN and TCN employees of the U.S. Government, or other HN or TCN personnel as authorized.

6. Roles and Responsibilities.

a. Evacuation Preparedness is everyone's responsibility. However, ensuring that all SOFA personnel are fully prepared for an evacuation event (educated, trained, and have a completed Emergency Evacuation Packet) is ultimately the responsibility of a Commander.

b. The Commander, U.S. Army Garrison Japan (USAG-Japan), acts on behalf of the USARJ Commander as the senior executive agent for installation activities, to include execution of the Emergency Management (EM) Program in accordance with AR 525-27. As evacuation management requirements for installations is outlined in AR 525-27, Chapter 10, the Garrison Commander is responsible for ensuring the planning, coordination, and execution of Emergency Evacuation for USAG-Japan IAW applicable regulatory and policy guidance.

c. The Commander, 10th Support Group is delegated authority as the Senior Representative on Okinawa for Commander, USARJ per Command Policy Memorandum 21-17. The Commander, 10th SG acts on behalf of the USARJ Commander as the senior executive agent for Army Emergency Evacuation on Okinawa in support of the Okinawa Area Coordinator (OAC).

d. The Commander, U.S. Army Garrison Okinawa (USAG-Okinawa), supports the Commander, 10th Support Group in the development and execution of the Evacuation Management Program for Army installations in Okinawa in accordance with AR 525-27.

e. The USARJ Command Emergency Management Program Coordinator (Command EMPC) serves as the senior advisor to the Senior Commander regarding EM-related subject matter. The USARJ Command EMPC will provide support and oversight to Installation EM plans, exercises, community awareness, and training programs.

f. In accordance with AR 525-27 the Installation Emergency Manager (IEM) is appointed in writing by the Senior Commander and provides program management and supervision for the EM program. The IEM serves as the senior advisor to the Garrison Commander regarding EM-related subject matter. Emergency Management, under the Directorate of Plans, Training, Mobilization and Security (DPTMS) acts as the Office of Primary Responsibility (OPR) for Installation evacuation management requirements for as outlined in AR 525-27, Chapter 10.

g. Evacuation Management Wardens. Appointed in writing by unit commanders, organization/agency directors or officers in charge, an Evacuation Management Warden is the unit/organization subject matter expert on Evacuation Management and the main link between the unit/organization, its families, and the Garrison Evacuation Management Program. The Evacuation Management Warden conducts training on at least an annual basis to ensure that potential DoD-evacuees in the unit have a completed and up to date Evacuation Packet. The Warden conducts annual Evacuation Packet reviews. Evacuation Management Wardens support the Garrison Emergency Management program in training, exercises, education, and awareness programs as required. As Evacuation Management Warden(s) provide staffing to Evacuation Control Centers (ECC) or Evacuation Assembly Areas (EAAs) Commanders must ensure that assigned personnel are available during all phases of an Emergency Evacuation.

7. Policy.

a. This policy rescinds and replaces all previous USARJ policy relating to the USFJ Emergency Evacuation Program.

b. In support of this policy Commanders / Directors will review and adhere to EM Program requirements outlined in reference h.

c. Evacuation Management Planning.

(1) Commanders will conduct appropriate operational planning in support of Evacuation Management, including NEO.

(2) Garrison Commanders will maintain a comprehensive All Hazards EM Plan and conduct detailed planning to ensure the evacuation management requirements outlined in AR 525-27 Chapter 10.

(3) Specific emphasis on mitigating risks during the “standfast” period must be included in all planning efforts. As outlined in reference a, the “standfast” period is when conditions for evacuation may be at hand, but evacuation is either not yet required or is temporarily impossible. This period could see degraded cell phone, internet, and utility services (power, water), frustrated shipment of essential goods both via air and surface, temporary shortage of essential goods (food and fuel) and civil unrest.

(4) Any conflict between EM Evacuation Management planning and execution, which aligns with Garrison support functions and requirements, and USARJ’s support to the Ground Component Commander (GCC) and/or the Sub-Unified Commander for NEO planning and execution will be addressed in appropriate operations orders, operations plans, and operational support planning efforts.

APAJ-OPP (25-30mm)

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d. General Evacuation Preparedness.

(1) All sponsors will ensure that the USFJ Emergency Evacuation Packet (published by the USARJ G3 via separate correspondence) is complete within 30 days of the publication of this memorandum or within 30 days of arrival in Japan.

(2) Commanders/Directors will conduct an annual review of 100% of all Emergency Evacuation Packets for assigned personnel and report compliance to the OPR NLT 1 October of each calendar year.

(3) Soldiers who fail to comply with this order may be subject to punishment under the Uniform Code of Military Justice and/or adverse administrative actions. DACs who fail to prepare an Emergency Evacuation Packet may be subject to adverse administrative action.

(4) USARJ G3 will develop and maintain an Organizational Inspection Program (OIP) / Commander's Inspection program (CIP) checklist for Evacuation Preparedness and will include this inspection area in annual inspections.

8. Points of Contact.

a. Action Officer for this Command Policy Memorandum is the USARJ Command EMPC, G-34 Protection, Mr. Marcus D. McAllister at 315-262-8177, or via email at marcus.d.mcallister.civ@army.mil.

b. Action Officer for the USAG-Japan Evacuation Management Program is the Installation Emergency Manager, Mr. Everet O. Sterling at 315-263-4560, or via email at everet.o.sterling.civ@army.mil.

c. Action Officer for the USAG-Okinawa Evacuation Management Program is the Installation Emergency Manager, Mr. B.F (Bernie) Fernandez at 315-652-4943, or via email at byrnice.f.fernandez.civ@army.mil.



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