



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

APAJ-GC-O

28 August 2018

COMMAND POLICY MEMORANDUM 18-13

FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Japan (USARJ) 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, Incorporating Change 1, 30 November 2017.
- b. USPACOM FY 18/19 Theater Campaign Order, 3 August 2017.
- c. Joint Publication 3-68, Noncombatant Evacuation Operations, 18 November 2015, Validated 14 November 2017.
- d. COMUSFJ Memorandum, Implementation of a Standardized Emergency Evacuation Procedures Checklist, 6 April 2018.

2. PURPOSE. To establish the USARJ EEP policy in order to ensure evacuees are prepared and ready to evacuate from imminent danger area to a designated safe haven. This policy letter provides guidance to commanders, staffs, senior leaders, EEP Wardens, and sponsors for the EEP.

3. APPLICABILITY. All Department of the Army (DA) Soldiers, Civilian personnel, and contractors with SOFA status assigned or attached to USARJ or any tenant unit on a U.S. Army installation within Japan.

4. POLICY. All sponsors will ensure that the USFJ EEP packet is complete, in accordance with reference 1d and enclosure 2 of this memorandum, for all dependents (command and non-command sponsored) within 30 days of the publication of this memorandum or 30 days of arrival in Japan. Soldiers who fail to comply with this order may be subject to punishment under the Uniform Code of Military Justice and/or adverse administrative action. DA Civilians who fail to prepare an EEP packet may be subject to adverse administrative action.

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5. The proponent for this policy is the EEP Manager, CW5 Thomas Fisk at thomas.j.fisk.mil@mail.mil or 263-7043, and EEP Coordinator, SFC Eulalio Unzueta at eulalio.unzueta.mil@mail.mil or 263-3094.

Encls

1. Background and Roles Defined
2. Responsibilities



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U.S. Army Japan (USARJ) Emergency Evacuation Program (EEP)

Background and Roles Defined

1. **BACKGROUND.** The threat of a devastating natural disaster or attack from a belligerent nation clearly demonstrates the importance of unit and individual readiness in response to contingency situations. The USARJ Emergency Evacuation Program (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 Organization Inspection Program (OIP) will inspect the EEP annually.

2. **ROLES DEFINED.**

a. **Evacuees.** 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 Army directives, designated medically nondeployable Soldiers, DOD Contractors, expatriates and their Families, and Designated Third Country Nationals (DTCN) and their Families. Locally hired Civilian employee expatriates, DTCN, 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 Manager.** Appointed in writing by the Commanding General (CG), USARJ to provide program management and supervision for the EEP and conduct operational planning. Develops and maintains the USARJ EEP Base Order. Chairs the quarterly working groups with EEP Wardens and semi-annual town halls in order to disseminate information and inspect evacuee readiness. The EEP manager also reviews and publishes USARJ command policies and operational plans.

c. **EEP Coordinator.** Appointed in writing by the CG, USARJ to provide initial information on EEP Packet preparation requirements and reporting requirements. Ensures the Neo Tracking System (NTS) equipment is maintained and that EEP Wardens are trained on the equipment. Will ensure NTS equipment is operational at Evacuation Control Centers (ECCs) during exercises and contingencies. Additionally serves as the point of contact for all EEP Wardens.

d. **EEP Wardens.** Appointed in writing by unit commanders (battalion and above) to ensure Evacuees are informed and EEP packets are prepared and inspected quarterly. The EEP Wardens alert and assist Evacuees, and will operate at ECCs during exercises and contingencies.

e. **EEP Stewards.** Appointed by unit commanders on an "as needed" basis to assist EEP Wardens at large units (example: battalion level EEP Wardens have a company level EEP Steward at each company). EEP Stewards assist EEP Wardens as

the Wardens review EEP packets, alert and assist Evacuees, and will operate at ECCs during exercises and contingencies.

f. **Evacuation Control Centers (ECCs)**. Areas designated by the Commander, U.S. Army Garrison Japan (USAG Japan) as a rally points for Evacuees to get accounted for and out-processed during a contingency. Camp Zama Community Club will be the primary ECC, Yano Fitness Center, Zama High School, Community Recreation Center (CRC) will be the alternate ECCs.

U.S. Army Japan (USARJ) Emergency Evacuation Program (EEP)

Responsibilities

1. RESPONSIBILITIES.

a. Commanders/Directors.

(1) Implement the EEP within their organizations.

(2) Appoint in writing primary and alternate EEP Wardens. The appointment memorandum is maintained in each EEP packet, and a copy of the memo is forwarded to the USARJ EEP Coordinator.

(3) Ensure all Evacuees have an EEP packet (one per family) within 30 days of arrival to U.S. Army Garrison Japan (USAG Japan). Organization EEP Wardens will assist their Evacuees in preparation for evacuation. This includes inspection of EEP packets, participation in quarterly EEP Warden Meetings, EEP in-processing briefs, and participation in EEP exercises.

b. EEP Manager.

(1) Oversee the EEP.

(2) Chair quarterly meeting with EEP Wardens.

(3) Receive quarterly reviews from the EEP Wardens.

c. EEP Coordinator.

(1) Manage all EEP Wardens.

(2) Conduct EEP Warden training classes to train all assigned EEP Wardens.

(3) Conduct EEP inspections.

d. EEP Wardens.

(1) Attend quarterly EEP Warden Meetings.

(2) Ensure all Evacuees and pets are identified and report a roster of all eligible for evacuation for which they are responsible.

(3) Verify all Evacuees' contact information to include phone numbers and email address', inspect all EEP packets and emergency kits; and validate strip maps within 30 days of appointment.

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

(5) Provide an EEP packet folder with applicable EEP forms to newly arrived personnel. Instruct and assist the sponsor and family to complete the forms as necessary.

(6) Inspect all EEP packets within 30 days of assuming responsibilities. Conduct maintenance inspections quarterly with goal of 100% packet inspection annually. Report quarterly in writing to the EEP Manager 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 Commander from the time an evacuation is declared until released.

(8) Report the status of Evacuees hourly to their respective commanders during evacuation events until 100% notification has been achieved.

e. Installation Emergency Manager.

(1) Support the EEP Manager, as needed, to ensure program success.

(2) Ensure EEP is integrated into Installation All Hazards Plans and the Installation Emergency Management exercise program.

(3) Assist EEP Manager in procurement of EEP and ECC supplies and equipment as available.

(4) Provide EEP information during newcomer's briefings and at information fairs as applicable.

f. Sponsors and Families.

(1) Ensure all documents contained in the EEP packet are complete, accurate, and current within 30 days of arrival to USAG Japan.

(2) Ensure identification (ID) cards, passports, and applicable visas are current.

(3) Familiarize themselves with EEP procedures, know who the unit EEP Wardens are, and ensure their EEP packet is complete and updated annually or as changes occur.

(4) Reconnoiter routes to the Evacuation Control Center (ECC) from their residence. Attach a strip map from residence to the ECC to their EEP packet.

(5) Prepare an alternate care plan for pets (if applicable) in the event concurrent transportation is not available. Complete the necessary paperwork for pets and maintain copies in the EEP packet.

(6) Ensure their Family Care Plan (if applicable) accounts for EEP situations.

(7) 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 evacuation.

(8) Participate in annual EEP exercises as available/directed.

