



HEADQUARTERS
UNITED STATES FORCES, JAPAN
APO AREA PACIFIC 96328-5068

14 August 2025

MEMORANDUM FOR COMMANDER, MARFORJ
COMMANDER, MCIPAC
COMMANDER, FIFTH AIR FORCE
COMMANDING GENERAL, III MEF
COMMANDER, SEVENTH FLEET
COMMANDING GENERAL, USARJ
COMMANDER, CNFJ
COMMANDER, SFJ
COMMANDERS AND DIRECTORS OF TENANT UNITS IN
JAPAN

FROM: COMMANDER, U.S. FORCES, JAPAN

SUBJECT: Supporting Documents for Evacuation Operations

1. PURPOSE:

This memorandum directs the implementation of a standardized evacuation checklist across U.S. Forces, Japan. The attached checklist is not designed to replace each Service component's individual emergency evacuation checklist and does not preclude Service specific data from being maintained for emergency management use. This checklist contains information and associated filed paperwork that may be required for, or critical to, evacuation operations depending on the scenario and individual evacuee. "Required documents" must be provided for immediate departure from Japan. "Critical documents" preserve military benefits and are not required for immediate travel; they may be completed upon arrival at repatriation sites.

2. AUTHORITIES:

USPACOMINST 0530.1, Command Relationships in USPACOM, 14 January 2018;
USINDOPACOM Theater Campaign Order for CY 2022-2024;
Joint Publication 1 Volume 1, Joint Warfighting, 27 Aug 2023
Joint Publication 1 Volume 2, The Joint Force, 19 Jun 2020
Joint Publication 3-68, Joint Operations, 26 May 2022

3. BACKGROUND:

In order to standardize Service component evacuation procedures a working group began meeting in May 2022, composed of subject matter experts from USFJ, CNFJ, 5AF, USARJ, III MEF, USEMB Tokyo, and DODEA. After reviewing each Service specific evacuation checklist, the working group drafted a standardized, cross-Service checklist and solicited comments from

each Service component. Based on the comments received, the checklist was refined into the final form attached here for implementation.

4. REQUIREMENTS:

a. All Service components and tenant units in Japan will ensure that the attached USFJ Evacuation checklist is implemented and utilized by their respective commands and evacuation coordinators. Personnel who are present in Japan and have already prepared a service specific evacuation checklist will not need to update their information in the new evacuation checklist provided all data required is present. Personnel arriving in Japan from this point forward will utilize the attached checklist.

b. Publish this directive to all assigned military and civilian personnel, and dependents. Include in your implementing directives the requirement for personnel to use the attached template for evacuation operations within no more than 120 days. This will greatly assist in the processing of evacuees, should the need arise. Use of the attached template does not preclude Services or installations from requiring additional data as part of their emergency management program.

5. Questions concerning this memorandum should be directed to USFJ J35, (DSN) 225-5601.

STEPHEN F. JOST
Lieutenant General, USAF
Commander

2 Attachments:

1. USFJ Evacuation Operations Data Card
2. Evacuation Checklist