EMERGENCY EVACUATION PROGRAM (EEP) Checklist

SPONSOR'S NAME:	RANK:	SPONSOR'S UNIT:	UNIT PHONE NUMBER:	CURRENT ADDRESS:

Documents for EEP Packet

	SECTION 1: Administration and Reference	YES	NO	N/A
1	Emergency Bag/Kit Checklist			
2	USFJ Command Policy Memo			
3	Unit, Wardens, and Community Contact Information			
4	* Map from Residence to Rally Point/Evacuation Control Center			
	SECTION 2: Identification	YES	NO	N/A
1	* USFJ Form 178-R: EEP/NEO Data Card (Complete and turn in a copy to Warden)			
2	** DoD ID (No copy, have on person)			
3	** US Passport w/SOFA Stamp (copy and have on person)			
	SECTION 3: Evacuation and Finance Orders/Forms	YES	NO	N/A
1	** Orders or Letters of Employment/Assigning SOFA members to Japan			
2	DD Form 1610: Evacuation Orders			
3	DD Form 2585: Repatriation Processing Form			
4	DD Form 2461: (Civilian) Authorization for Emergency Evac Advance &			
5	DD Form 1337: (Military) Authorization for Emergency Pay & Allowances			
6	Change of Address form (local post office form)			
7	DS-3072 Repatriation Emergency Medical & Dietary Assistance Loan Application			
8	DS-5528 Evacuee Manifest and Promissory Note			
	SECTION 4: Vehicle, Residence and Household Goods Forms	YES	NO	N/A
1	Inventory of Household Goods (DD Form 1701 or other like inventory)			
2	DD Form 1299: Application for Shipment/Storage (2 copies)			
3	Residence Key Envelope			
4	Vehicle Key Envelope			
5	Military Vehicle Registration/Certificate of Title (2 copies)			
6	DD form 788: Vehicle Inspection Document			
7	DD 2506: Vehicle Impound Document (2 copies)			
	SECTION 5: Family and Pets	YES	NO	N/A
1	Family Care Plan / Certification (Forms for each branch)			
2	DD Form 2208 Rabies Vaccination Certificate			
3	DD Form 2209 Pet Health Certificate			
4	Pet NEO Card (2 copies, attached 1 copy to pet carrier)			
	SECTION 6: (Not required) Other Important Personal Documents	YES	NO	N/A
1-12	** Various others, such as Power of Attorneys (you may want to give a person who would remain in Japan a POA to sell your vehicle, care for pets that are not eligible for evacuation, etc.)			

DATE OF INSPECTION:	INSPECTOR'S NAME (PRINTED):	INSPECTOR'S SIGNATURE:	SPONSORS SIGNATURE:

* Required Documents (Must be maintained by EEP Warden for every Evacuee)
** No example provided in this packet

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SECTION 1 - Administration and Reference		
	DOCUMENT NAME	**PURPOSE/NOTES**
1 ☐	Emergency Bag/Kit Checklist	Suggested items needed during crisis and or evacuation.
2 ☐	USFJ Command Policy Memo	Outlines the Sub-Unified Commander's intent for the EEP and compliance requirements.
3 ☐	Unit, Wardens, and Community Contact Information	Important contact information needed during a crisis. Identifies who your Warden is and contact information.
4 ☐	Map from Residence to Rally Point/Evacuation Control Center	The purpose of the map is to send a representative to your residence in case you are unaccounted for. If you live on post, use the post map with your residence clearly marked. If you live off post, use a clearly marked strip map to/from your residence.

Privacy and Security. EEP packet consists of required, critical, and recommended documents which contain some very personal and private information. For that reason, evacuees or their sponsors should NEVER allow anyone to take sole custody of it (i.e., turning it in to an EEP warden to inspect without being present). EEP wardens should inspect the contents of the EEP packet in the presence of either the sponsor or the adult evacuee.

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SECTION 2 - Identification		
	DOCUMENT NAME	**PURPOSE/NOTES**
1 ☐	** USFJ Form 178-R: EEP/NEO Data Card	Complete this form and turn in to your organization EEP Warden. (Also keep a copy in your EEP packet)
2 ☐	DoD ID	ID/CAC Cards with passports will be the first ID requested at processing centers. (do not copy ID, have on person)
3 ☐	US Passport w/SOFA Stamp	ID/CAC Cards with passports will be the first ID requested at processing centers. (1 copy)

If identification documents are unavailable you may need one or more of the following: VISA, Birth Certificates, Citizenship Document, Adoption paperwork, Marriage/Divorce Cert, etc.

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SECTION 3 - Evacuation and Finance Orders/Forms		
	DOCUMENT NAME	**PURPOSE/NOTES**
1 ☐	Orders or Letters of Employment	Orders or Letters of Employment/Authorization assigning SOFA sponsor and family members to Japan. Command Sponsorship paperwork if not on original PCS orders.
2 ☐	DD Form 1610: Evacuation Orders	Fill in these forms as much as possible. They might be required during the evacuation process as Evacuation Orders. Lines of Accounting and approval signatures will be provided at processing centers if this document is used.
3 ☐	DD Form 2585: Repatriation Processing Form	This is an important document. To speed up the evacuation process, fill in as much of the document as you can now. Complete it after boarding your evacuation flight/vessel.
4 ☐	* DD Form 2461: (Civilian Personnel) Authorization for Emergency Evacuation Advance & Allotment Payments	(DoD Civilian Employees & family members) This form will help you expedite emergency pay and allowances if needed.
5 ☐	* DD Form 1337: (Military Personnel) Authorization/Designation for Emergency Pay & Allowances	This form will help you expedite emergency pay and allowances if needed.
6 ☐	Change of Address Form	This form can redirect mail from your local address to your new address. (Use your local post office form)
7 ☐	DS-3072 Repatriation Emergency Medical and Dietary Assistance Loan Application	This form can be used to apply for emergency loan, repatriation, or medical assistance.
8 ☐	DS-5528 Evacuee Manifest and Promissory Note	Important information for evacuation and manifests – fill in as much as possible prior to being assigned a flight, and complete at Evacuation Coordination Center (ECC).

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SECTION 4 - Vehicle, Residence, and Household Goods Forms		
	DOCUMENT NAME	**PURPOSE/NOTES**
1 ☐	Inventory of Household Goods (DD Form 1701 or similar inventory)	Your inventory and photos will help you file a claim if your goods cannot be recovered. Be sure to document all valuable property. Recommend you email a copy to your home of record. (2 copies)
2 ☐	DD Form 1299: Application for Shipment/Storage	In the event household goods need to be shipped or placed in storage. (1 per shipment)
3 ☐	Residence Key Envelope	This envelope provides authorities a means to access your residence for security reasons or to ship your household goods if required.
4 ☐	Vehicle Key Envelope	This envelope provides authorities a means to safely relocate vehicles or move them to shipping ports if required.
5 ☐	Military Vehicle Registration/Certificate of Title	This document would be used to help you file a claim if your vehicles cannot be recovered. (2 copies)
6 ☐	* DD form 788 series: Private Vehicle Shipping Document	Facilitates VPC processing of POV shipment, if it is possible. Use appropriate 788 series for Sedans, Vans, and Motorcycles. , (5 copies per POV; 1 with family, 4 turned in to ECC)
7 ☐	* DD 2506: Vehicle Impound Document	This form will provide a disposition of your vehicle (2 copies)

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SECTION 5 - Family and Pets		
	DOCUMENT NAME	**PURPOSE/NOTES**
1 ☐	*Family Care Plan/ Certification (Service Specific)	Contact your Legal Office for Powers of Attorney if needed. Military and Emergency Essential sponsors who will rely on others to escort their children must provide powers of attorney and Family Care Plans to alleviate complications. Family Care Plans are required under normal circumstances for sole/dual-military parents or Emergency Essential Civilians. Ensure a copy is filed in your Evacuation Information Packet.
2 ☐	DD Form 2208: Rabies Vaccination Certificate	(2 copies in waterproof pouch for your airline-approved pet carrier)
3 ☐	DD Form 2209: Pet Health Certificate	(2 copies in waterproof pouch for your airline-approved pet carrier)
4 ☐	Pet NEO Card	(2 copies, attach 1 copy to your airline-approved pet carrier)

Pets. If the government is able to evacuate your pets, you will be responsible for transportation costs from the Repatriation site to your Home of Record.

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SECTION 6 - (Not required) - Other Important Personal Documents		
1		Power Of Attorneys (POA)
2		Marriage License / Divorce Decree / Adoption paperwork
3		Copies of Medical & Dental Information
4		Immunizations Records
5		Insurance (health, life, etc.)
6		Financial Records (checkbook/bank books/credit cards/tax records/current bills, etc.)
7		Valid U. S. Driver's License
8		Employment Records (resume, latest pay voucher, SF50, etc.)
9		Prescriptions for Important Medications
10		Last Will and Testament
11		Important Contacts / Personal Address Book
12		Estimate: $100 Cash Per Person (dollars and yen)

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