

EMERGENCY EVACUATION PROGRAM (EEP) Packet

Last Name, First Name, Middle Initial



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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 <input type="checkbox"/>	Emergency Bag/Kit Checklist	Suggested items needed during crisis and or evacuation.
2 <input type="checkbox"/>	USFJ Command Policy Memo	Outlines the Sub-Unified Commander's intent for the EEP and compliance requirements.
3 <input type="checkbox"/>	Unit, Wardens, and Community Contact Information	Important contact information needed during a crisis. Identifies who your Warden is and contact information.
4 <input type="checkbox"/>	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 <input type="checkbox"/>	** 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 <input type="checkbox"/>	DoD ID	ID/CAC Cards with passports will be the first ID requested at processing centers. (do not copy ID, have on person)
3 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	* 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 <input type="checkbox"/>	* DD Form 1337: (Military Personnel) Authorization/Designation for Emergency Pay & Allowances	This form will help you expedite emergency pay and allowances if needed.
6 <input type="checkbox"/>	Change of Address Form	This form can redirect mail from your local address to your new address. (Use your local post office form)
7 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	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 <input type="checkbox"/>	DD Form 1299: Application for Shipment/Storage	In the event household goods need to be shipped or placed in storage. (1 per shipment)
3 <input type="checkbox"/>	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 <input type="checkbox"/>	Vehicle Key Envelope	This envelope provides authorities a means to safely relocate vehicles or move them to shipping ports if required.
5 <input type="checkbox"/>	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 <input type="checkbox"/>	* 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 <input type="checkbox"/>	* 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 <input type="checkbox"/>	*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 <input type="checkbox"/>	DD Form 2208: Rabies Vaccination Certificate	(2 copies in waterproof pouch for your airline-approved pet carrier)
3 <input type="checkbox"/>	DD Form 2209: Pet Health Certificate	(2 copies in waterproof pouch for your airline-approved pet carrier)
4 <input type="checkbox"/>	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	<input type="checkbox"/> Power Of Attorneys (POA)
2	<input type="checkbox"/> Marriage License / Divorce Decree / Adoption paperwork
3	<input type="checkbox"/> Copies of Medical & Dental Information
4	<input type="checkbox"/> Immunizations Records
5	<input type="checkbox"/> Insurance (health, life, etc.)
6	<input type="checkbox"/> Financial Records (checkbook/bank books/credit cards/tax records/current bills, etc.)
7	<input type="checkbox"/> Valid U. S. Driver's License
8	<input type="checkbox"/> Employment Records (resume, latest pay voucher, SF50, etc.)
9	<input type="checkbox"/> Prescriptions for Important Medications
10	<input type="checkbox"/> Last Will and Testament
11	<input type="checkbox"/> Important Contacts / Personal Address Book
12	<input type="checkbox"/> Estimate: \$100 Cash Per Person (dollars and yen)

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

MEMORANDUM FOR COMMANDER, FIFTH AIR FORCE
COMMANDER, MARFORJ
COMMANDER, CNFJ
COMMANDER, USARJ
DEPUTY COMMANDER, U.S. FORCES, JAPAN
COMMANDERS OF TENANT UNITS IN JAPAN
ALL MILITARY PERSONNEL IN JAPAN

APR 06 2018

FROM: COMUSFJ

SUBJECT: IMPLEMENTATION OF A STANDARDIZED EMERGENCY EVACUATION PROCEDURES CHECKLIST

1. PURPOSE:

This memorandum directs the implementation of a standardized NEO/EEP checklist across USFJ. The attached checklist is designed to replace each service component's individual emergency evacuation checklist and provide all SOFA status members, regardless of their location and service component affiliation, with one standardized emergency evacuation checklist.

2. AUTHORITY AND APPLICABILITY

USPACOMINST 0530.1, Command Relationships in U.S. PACOM (S), 14 January 2018
USPACOM FY 18/19 Theater Campaign Order, 3 August 2017
Joint Publication 1, Doctrine for the Armed Forces of the United States, 25 March 2013
Joint Publication 3-0, Joint Operations, 11 August 2011

3. BACKGROUND:

In order to standardize service component NEO/EEP procedures a NEO/EEP Working Group began meeting in July 2017. SMEs from USFJ, CNFJ, 5 AF, USARJ, MARFORJ, and DODEA were present and reviewed each service specific NEO/EEP checklists. The working group developed the attached standardized checklist. The checklist was then staffed with each service component for comment. Based on the comments received, the checklist was further modified to the attached checklist for implementation.

4. REQUIREMENTS:

a. All service components and tenant units in Japan will ensure that the attached USFJ NEO/EEP checklist is implemented and utilized by their respective commands and NEO/EEP coordinators. Personnel who are present in Japan and have already prepared a service specific NEO/EEP checklist will have 90 days to update their NEO/EEP checklist IAW the attached standardized checklist. Personnel arriving in Japan after today will utilize the attached checklist. Standardizing the NEO/EEP checklist will ensure that in the event of an emergency evacuation all USFJ personnel will be utilizing a common checklist. This will simplify and expedite personnel handling during an emergency evacuation.

b. Service component commanders in Japan will publish and direct implementation of this directive to all assigned military personnel, military dependents, and SOFA members assigned to Japan. Military and Department of Defense civilian personnel who fail to prepare a NEO/EEP checklist within 180 days of this memorandum using the attached updated checklist are subject to UCMJ punishment and/or adverse administrative action.

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



JERRY P. MARTINEZ,
Lieutenant General, USAF
Commander, United States Forces, Japan

Attached:
USFJ EEP Packet



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

01 Jan 2018

EXAMPLE

MEMORANDUM FOR 374 FSS PERSONNEL

FROM: 374 FSS Noncombatant Evacuation Operation Coordinator

SUBJECT: Noncombatant Evacuation Operation Coordinator Contact Letter

1. The 374 FSS Director has appointed me as your Noncombatant Evacuation Operation (NEO) Coordinator. I am your liaison to assist you (and your family) in preparing for potential disaster situations. I will guide you in establishing your NEO Folder and be available to answer any questions you might have about preparing for and responding to disasters.

374 FSS Noncombatant Evacuation Operation Coordinators

Primary/Alternate	Rank	Name	Duty Phone
Primary	GS-06	Brian Smith	225-0000
Alternate		Vacant	
Alternate	TSgt	Jennifer Smith	225-0000

EXAMPLE

374 FSS Noncombatant Evacuation Operation Warden

Ward	Rank	Name	Office	Duty Phone
1	SSgt	Brian Smith	FSVF	225-0000
2	SSgt	Jennifer Smith	FSVS	225-0000
3				
4				
5				

2. Noncombatant Evacuation Operation is an important aspect of your personal, and our unit's overall, readiness posture. While the Noncombatant Evacuation Operation folder is your responsibility, I will assist you in preparing and maintaining its accuracy.

3. If you have any questions or concerns relating to the Noncombatant Evacuation Operation processes, please do not hesitate to contact them.

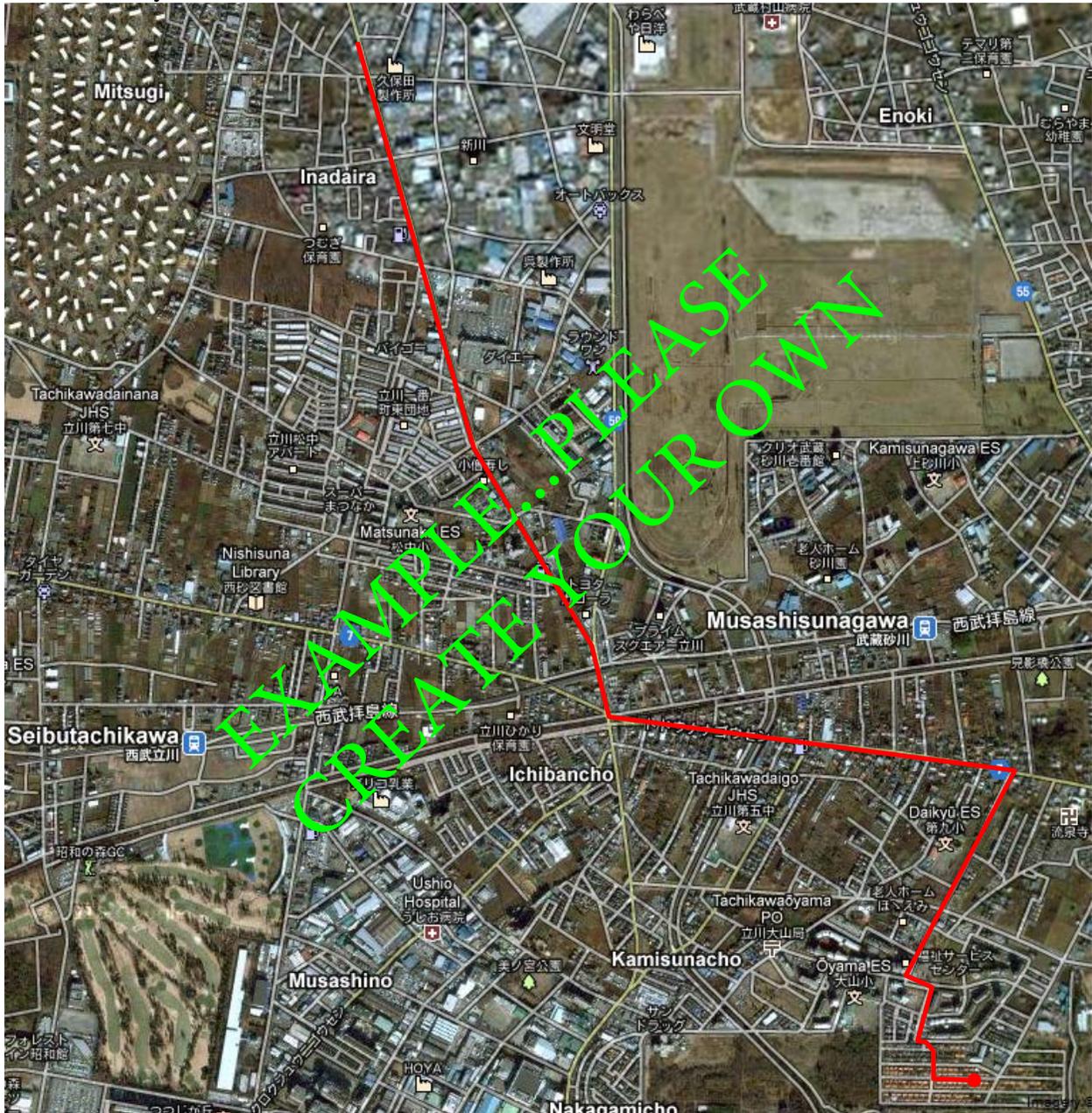
EXAMPLE

Brian Smith, GS-06, DAF
NEO Program Coordinator
374 Force Support Squadron

The Map to personal residence could be a Google Map screenshot with additional information as required. On base members can use maps from base map located in the Horizons Magazine.

EXAMPLE

From Fussa Gate turn straight
Make a left turn at the guy with the broom
Make the first right at the burning man
My house is the purple one with the little red corvette –
1970-7 Mamiya House



EXAMPLE