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Unit #15327
APO AP 96205-5237

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Military Operations

NONCOMBATANT EVACUATION OPERATIONS HANDBOOK FOR COMMANDERS, UNIT WARDENS, AND NONCOMBATANT EVACUATION OPERATIONS REPRESENTATIVES

***This regulation supersedes USFK Regulation 600-300-1, 25 April 1994**

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Summary.

Summary of Changes. This is a complete rewrite of USFK Pam 600-300-1. A full review of its contents is required. The following are some of the changes of note:

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- * Deletes references to Area Commander, JTF NEO, NEO Operations Centers (NOC) and other outdated terms.
- * Defines position of Area NEO Coordinator and designates it as a BSAOPs administrative function.
- * Creates position of Tactical NEO Headquarters POC
- * Creates position of NEO Steward.
- * Defines requirements and responsibilities of Unit NEO Representatives.
- * Corrects the term Assembly Site to Assembly Point and aligns it's functions with current planning.

Applicability. This pamphlet applies to all United States Forces Korea (USFK) component, subordinate commands, and organizations defined under the responsibility of the Commander, United States Forces Korea as defined in "Memorandum of Understanding between Commander, U.S. Pacific Command and Chief of Mission, U.S. Embassy Seoul for Security and Force Protection of DOD Elements and Personnel in South Korea, validated as of 17 June 2005."

Supplementation. Issue of further supplements to this pamphlet by subordinate commands is prohibited unless prior approval is obtained from HQ USFK, J35 Rear Area Plans, Unit #15237, APO AP 96205-5237.

Forms. USFK forms are available at www.usfk.mil or <https://cj3exercise.korea.army.mil/default.aspx>

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System (ARIMS) website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is HQ USFK, J35 Rear Area Plans. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the HQ USFK, J35 Rear Area Plans, Unit #15237, APO AP 96205-5237.

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- P. DoS Optional Form 28, Evacuation Documentation Instructions
- Q. USFK Form 123-R, NCE Volunteer Information Instructions
- R. DA Form 1156 Casualty Reporting Instructions
- S. USFK NEO Reports

GLOSSARY

Chapter 1 GENERAL

1-1 Introduction. This pamphlet contains policies and procedures for Unit Commanders, NEO Coordinators, Unit Wardens and NEO Representatives for the conduct of drawdown and noncombatant evacuation operations on the Korean peninsula.

a. The pamphlet is not intended to provide information for the individual noncombatant evacuee and preparation of NEO Kits. For that information, please refer to USFK Pam 500-300, Noncombatant Emergency Evacuation Instructions.).

b. This pamphlet complements USFK Pamphlet 600-300 Emergency Evacuation Instructions and classified USFK plans for NEO. It provides responsibilities and standard procedures to prepare DoD noncombatants and to assist all noncombatant evacuees (NCE) during a NEO.

c. NEO is a critical task for USFK. Successful NEO execution allows emergency essential civilians, soldiers, sailors, airmen, and marines to fulfill their contingency responsibilities with confidence knowing that their family members are being safely evacuated.

d. The guidance in this publication is authoritative; as such, this doctrine will be followed except when, in the judgment of the commander, exceptional circumstances dictate otherwise.

1-2 References.

a. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," 18 November 1988 (U)

b. Executive Order 13074, "Amendment to Executive Order 12656," February 1998 (U)

c. JP 3-68 "Noncombatant Evacuation Operations," 22 January 2007 (U)

d. DODD 3025.14 "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad," certified current as of 8 December 2003 (U)

e. DODD 1315.(0)7 "Military Assignments," 12 January 2005, certified current as of 23 April 2007 (U)

f. Memorandum of Understanding between Commander, U.S. Pacific Command and Chief of Mission, U.S. Embassy Seoul for Security and Force

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Protection of DOD Elements and Personnel in South Korea, validated as of 17 June 2005 (U)

g. Memorandum of Agreement between the Departments of State and Defense on the Protection and Evacuation of U.S. Citizens and Nationals and Designated Other Persons from Threatened Overseas Areas, 14 July 1998 (U)

h. Joint Plan for DOD Noncombatant Evacuation and Repatriation, November 2005 (U)

i. Joint Federal Travel Regulation Volume I, Chapters 5 and 6, change 216, 1 December 2004 (U)

j. U.S. Embassy Seoul, "Emergency Action Plan Chapter 1500 – Evacuation," June 2005 (SBU)

k. Appendix 10 to Annex C to CDRPACOM OPLAN 5025-04 – Noncombatant Evacuation Operations (NEO), 30 September 2004 (S)

l. Appendix 10 to Annex C to COMMANDER, USFK OPLAN 5027-04 Change 1 - Noncombatant Evacuation Operations (NEO) dated 12 January 2006 (S-R)

m. Appendix 12 to Annex C to CFC/UNC OPLAN 5027-04 Change 2 - Noncombatant Evacuation Operations (NEO) dated 19 November 2007 (S-R)

n. USFK Regulation 37-6 "Emergency Payments and Won Conversion Contingent on an Ordered Evacuation," dated 29 January 1993.

o. USFK Regulation 55-35 "Wartime Movements Program," dated 11 June 1999.

p. USFK Pamphlet 600-300, "Noncombatant Emergency Evacuation Instructions", 5 April 2007 (U)

q. EFO "Establishing Directive," May 2008 (S-R) add #s

r. EFO "NEO Command and Control," May 2008 (S-R) add #s

s. EFO 09-02 FUTURE EX PROGRAM PLUS CHANGES

1-3 Explanation of Abbreviations and Terms. Abbreviations and Terms used in this pamphlet are explained in the glossary.

Chapter 2 Policies and Procedures

2-1 Policy.

a. The primary focus of NEO is to move NCEs safely and expeditiously away from danger. This means that there will be sacrifices, in terms of comfort, and having to leave behind personal property. It is every sponsor's responsibility to ensure that family members are prepared for NEO processing, relocation and evacuation, with little advance warning and without their sponsor.

b. Family integrity and family grouping will be maintained to the greatest extent possible.

c. NEO execution in the ROK will involve support to NCE who are not US citizens. Other nations are expected to request evacuation support from the US Department of State (DoS). Upon DoS approval, Third Country Nationals (TCN) from countries who have been authorized assistance will be included in NEO processing.

d. NEO support planning covers the response to any crisis that could lead to a decision to direct an ordered evacuation. Warning time may be very limited so continual readiness is required.

e. Evacuation eligibility is defined in the Glossary under definition of Noncombatant Evacuee and in USFK Pam 600-300.

f. The US Government maintains a no double standard policy which means that the US Embassy – Seoul will provide private American Citizens equal access to information on the potential threat and equal access to transportation off peninsula. coordinated for drawdown of US Government affiliated personnel.

g. Private American Citizens cannot be ordered, only assisted, during a NEO.

2-2 Levels of Drawdown.

a. Voluntary Departure and Population Reduction Measures, a precursory condition to NEO in which noncombatants are encouraged to leave Korea at their own expense, normally by commercial means.

b. Authorized Departure, a precursory condition to NEO in which U.S. government and military-affiliated noncombatants are encouraged to leave Korea at government expense, normally by commercial or chartered means.

c. Ordered Departure, a precursory condition to NEO in which all U.S. government and military-affiliated noncombatants are required to leave Korea at government expense. Depending upon conditions, departure may be by commercial, chartered, or military transport.

2-3 Steps of USFK NEO. To the noncombatant evacuee, NEO will be executed in five steps. *These five steps are distinct from the stages of NEO in the OPLAN* and tasked military organizations will most likely conduct them simultaneously.

a. Alert. On declaration of NEO, USFK supports Department of State in alerting private American Citizens of assembly and processing locations. Additionally, USFK maintains the responsibility of alerting the USFK-affiliated noncombatant population. This is accomplished through its robust NEO Warden system.

b. Assemble. USFK supports the Department of State in assembling private American Citizens, their family members and designated third-country nationals. USFK maintains the responsibility to assemble USFK affiliated noncombatant evacuees.

c. Relocate. Upon declaration of NEO, USFK maintains the responsibility to relocate all designated noncombatant evacuees to areas of relative safety while awaiting transportation off the peninsula.

d. Evacuate. USFK, ICW PACOM, evacuates all willing, designated noncombatant evacuees off the peninsula.

e. Repatriate. Once departed from the peninsula, the responsibility to repatriate noncombatant evacuees rests with the Department of Defense for DoD affiliated personnel, the Department of Health and Human Services for private American Citizens, and the Department of State for designated third-country nationals.

Chapter 3 USFK Staff Responsibilities

3-1 J1.

a. Responsible for accountability and tracking of DoD noncombatant population during Drawdown and NEO.

b. Responsible for tracking all Noncombatant Evacuees during NEO execution.

c. Maintain USFK Publication 600-300

3-2 J2.

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a. Responsible for augmenting force protection awareness by tracking threat condition around applicable Assembly Points, Evacuation Control Centers, Relocation Centers, SPOEs and APOEs.

b. Responsible for recommending changes to the NEO plan based on threat activity and/or anticipated enemy course of action.

c. Responsible for assisting with the inspection of ECCs as directed by the USFK J3.

3-3 J3.

a. Responsible for conduct of NEO. (J33)

b. Responsible for NEO Planning and Preparation (35)

c. Responsible for staff supervision of NEO training and exercise programs. (37)

d. Responsible for USFK crisis action and alert procedures and readiness to execute a NEO.

e. Incorporate NEO readiness as a part of routine training/readiness briefings and reports.

f. Responsible for inspection of NEO plans and readiness.

g. Maintain USFK PAM 600-300-1

3-4 J4.

a. Responsible for inspection program to verify readiness to sustain and transport NCEs during execution.

b. Support ARFOR in ensuring NEO requirements for transportation are identified and integrated into the Wartime Movement Program (WMP).

c. Support J35 and ARFOR in ensuring ROK infrastructure designated as NEO facilities are identified based on capability requirements and confirms updates annually with ROK JCS to account for population increases.

d. Ensure NEO requirements for supplies and services that cannot be met by ARFOR are supported by Preplanned Contingency Contracts (PCC).

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- e. Responsible for logistic coordination with USFJ

3-5 J5.

- a. Overall responsibility for NEO policy in coordination with the US Embassy.
- b. Ensure NEO evacuation transportation requirements are reflected in the Time Phased Force Deployment Data, as appropriate, and communicated to US Pacific Command and US Transportation Command.

3-6 J6. Responsible for overall NTS program and DMDC Coordination

3-7 PAO. Responsible for ongoing information campaign to keep DOD Noncombatant Evacuees informed.

**Chapter 4
Unit Commanders**

4-1 Introduction. Commanders are directly responsible for the readiness of their units and their noncombatant's preparedness to execute and to support a NEO evacuation. Command emphasis and the commanders' personal involvement are necessary to ensure that NEO is seen as a critical task for every unit rather than a peripheral requirement. The entire chain-of-command must be fully involved and aware of the NEO program. All sponsors and noncombatants must be informed and prepared for execution with little or no preparation time.

4-2 Responsibilities.

- a. Maintain familiarity with the contents of USFK Pam 600-300 and this pamphlet.
- b. Develop supporting plans and SOPs to their respective component NEO plans, as appropriate, which outlines the responsibilities and taskings within their area of responsibility. Coordinate these plans and SOPs with their parent unit.
- c. Identify noncombatants who are affiliated with their units. This requirement includes identifying all command sponsored and non-command sponsored DoD affiliated noncombatants, sponsored and non-command sponsored family members of contractors, and new family members that sponsors gain while in the ROK.
- d. Ensure Unit NEO Representatives register all noncombatants affiliated with their unit with the Area NEO Coordinator of the area where the noncombatants reside. Ensure the Unit NEO Representatives report departure of noncombatants from the ROK to the Area NEO Coordinator in order to remove

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them from the area noncombatant registration database quarterly. Once reconciled report to G1/J1.

- e. Provide all NCEs an initial NEO program orientation within 30 days of arrival or identification and continuing follow-up assistance.
- f. Require processing through the NEO warden as part of the unit in/out-processing checklist.
- g. Prepare noncombatants to evacuate under conditions of little or no notice IAW USFK PAM 600-300 and this pamphlet.
- h. Ensure NEO Wardens are trained IAW Chapter 9.
- i. Ensure Unit NEO Wardens, Representatives, and Stewards inspect NEO packets and kits of newly registered noncombatants for completion within 30 days of arrival or identification.
- j. Ensure Unit NEO Wardens, Representatives, and Stewards inspect all NEO packets and kits for completion and maintenance twice a year, in addition to the inspection prior to NEO exercises.
- k. Support NEO briefings and NEO exercises with maximum participation of all command and non-command sponsored noncombatants, to include both non-emergency essential civilians and family members of DoD personnel.
- l. Select and appoint in writing primary and alternate NEO Wardens or NEO Stewards IAW Chapter 6 of this pamphlet.
- m. Appoint in writing an NCO or officer as the unit NEO representative.
- n. Support unit NEO representatives and NEO Wardens to include logistics, program visibility, and priority commensurate with the importance of the unit NEO program.
- o. Ensure NEO Wardens maintain NEO records, packets, and monthly reports IAW this pamphlet.
- p. Implement notification procedures upon alert of an evacuation.
- q. Ensure Unit NEO Representatives, Wardens, and Stewards train sponsors in NEO preparation and execution procedures.
- r. Include NEO training in unit training program.

s. Inspect subordinate element preparedness to conduct NEO as part of organizational inspection program.

t. Identify and appoint on orders replacement personnel for NEO wardens, NEO Stewards, and NEO representatives departing ROK no later than 45 days of current NEO wardens', stewards', or representatives' departure date to ensure continuity of the NEO program.

Chapter 5

Area NEO Coordinators

5-1 Introduction. The Area NEO Coordinator is responsible for coordinating and executing armistice NEO tasks within their specific area. They are the linkage between the Area NEO Representative/Warden system and the Tactical NEO Headquarters, which may be dislocated from its area of NEO responsibility. They provide coordinated continuity of NEO administrative functions and ensure training of Unit NEO Representatives. The Area NEO Coordinator is a BASOPs function.

5-2 Selection. The Garrison Commanders is responsible for appointing the Area NEO Coordinator. The Garrison Commander will consider the following requirements when selecting the Area NEO Coordinator. Area NEO Coordinators will:

- a. Have more than six months retainability in the organization when appointed.
- b. Be military officer, senior noncommissioned officer, or emergency essential civilian personnel of equivalent grade.
- c. Be provided the time necessary to conduct their duties and be available to support transition to the Tactical NEO Headquarters during exercises and crisis.
- e. Area NEO Coordinator will not be responsible for duties that will preclude them from performing their transition duties during an evacuation. They will function in that role until they complete transition to the Tactical NEO Headquarters and all NEO Nodes in their area are established.

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5-3 Appointment

a. Each Garrison Commander will appoint an Area NEO Coordinator on written orders.

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b. Once appointed, Area NEO Coordinators will not be relieved of these responsibilities until their DEROS unless by exception of the Garrison Commander ICW the Tactical NEO Headquarters. All Area NEO Coordinators are required to participate in all NEO exercises until transition to the Tactical NEO Headquarters as designated in references I and M.

5-4 Responsibilities

a. Ensure the Tactical NEO HQ/Supported Unit receives the required support to run ECC, AP and RC. Conduct medical and network/telephone coordination, BASOPS (transportation, facilities, subsistence) support.

b. Establish an information program to ensure widest dissemination of NEO information.

c. Develop and coordinate with local Department of Defense Dependent Schools (DODDS) and private American school officials, written plans to provide for the safety and supervision of school children in case evacuation is ordered during school hours. Ensure sponsors and NEO personnel are aware of this plan.

d. Ensure installation(s) in their area are aware of their taskings and responsibilities related to NEO.

e. Conduct quarterly certification training for Unit NEO Representatives.

f. Maintain a current Unit NEO Representative POC roster (name, activity, location, email address, duty and home telephone numbers) for all organizations in their area. Forward this roster to their Tactical NEO Headquarters POC responsible for operation of the ECCs and APs in their respective area IAW the OPLAN. The roster must include information required to contact POCs on a 24-hour basis to activate NEO.

g. Consolidate data on NCEs in their area of responsibility received from Unit NEO Representatives and provide the updated numerical information to their Tactical NEO Headquarters responsible for operation of the ECCs and APs in their respective area as designated in the OPLAN IAW Chapter 10.

h. Inspect NEO readiness of 25% of tenant and subordinate units on a quarterly basis ensuring 100% of tenant and subordinate units are inspected every year.

i. Advise the garrison commanders and staff on all matters regarding NEO.

j. When requested, provide selected noncombatant evacuees for specific NEO exercises to either the Tactical NEO HQs Area POC or a higher headquarters NEO Representative

k. Advertise Courageous Channel exercise dates/times, ECC/AP locations, incentives, Fly-Away / Sail-Away for volunteers by installation / MSC IAW Exercise Directives.

l. Receive and consolidate noncombatant registration status reports from MSC NEO Representatives.

5-5 Exercises/Contingencies. On order, report to the Tactical NEO Headquarters POC with the contact information for all Unit NEO Representatives, Unit NEO Wardens and Stewards along with status of their training. Although Area NEO Coordinators continue to assist with the conduct of NEO, they are the Garrison Commander's representative for the conduct of NEO and as such are not TACON to the Tactical NEO Headquarters nor NEO Site during the conduct of NEO but serve in a supporting role.

Chapter 6

Tactical NEO Headquarters POC

6-1 Introduction. The Tactical NEO Headquarters POC is the linkage between the Tactical NEO Headquarters, which may be dislocated from its area of NEO responsibility, and the Area NEO Coordinator. The Tactical NEO Headquarters POC assumes the responsibilities of the Area NEO Coordinator upon activation of the NEO nodes, whether for exercises or crisis. The Tactical NEO Headquarters POC provides continuity of operations and oversight of NEO Representatives once they are OPCON to the tactical NEO Headquarters. The Tactical NEO Headquarters POC is a tactical/operational function.

6-2 Selection. The Tactical NEO Headquarters, as designated in references l and m and subordinate plans, is responsible for appointing the tactical NEO Headquarters POC. The Tactical NEO Commander will consider the following requirements when selecting the Tactical NEO Headquarters POC:

a. Have more than six months retainability in the organization when appointed.

b. Be military officer, noncommissioned officer, or emergency essential civilian personnel of equivalent grade.

c. Be provided the time necessary to conduct their duties coordinating with designated Area NEO Coordinators to ensure smooth transition during exercises and crisis.

6-3 Appointment. The Tactical NEO Headquarters POC is a function of the Tactical NEO Headquarters responsible for their area as designated within the respective OPLANs. Determination and appointment falls within the purview of the Tactical NEO Headquarters Commander.

6-4 Responsibilities.

- a. Maintain liaison and close coordination with the Area NEO Coordinator in their area of responsibility.
- b. Establish and operate the Area Neo Operations Center (NOC) or C2 node as a communications and control center.
- c. Establish and operate specified Assembly Points (APs), Evacuation Control Centers (ECCs), and Relocation Centers (RCs)
- d. Coordinate with IMCOM Area Representative for facilities, meals, transportation/vehicles, and/or lodging support.
- g. Coordinate transportation to, from, and within the Area with IMCOM-K Area Representative and Tactical NEO HQs.
- h. Assume control of all Company-level NEO Wardens and MSC NEO Representatives within that Area upon establishment of Area NEO Nodes.
- i. Update and send periodic ECC / RC / AP personnel and site reports to the Tactical NEO HQs EOC via Alpha and Bravo Reports.
- j. Stay involved in the continuous planning and refinement of NEO.

6-5 Exercises/Contingencies. On order, receive contact information and status of training on all Unit NEO Representatives, wardens, and stewards within their area of responsibility from the Area NEO Coordinator. They will exercise control of the received personnel ICW the NEO Facility Commanders.

**Chapter 7
Unit NEO Representatives**

7-1 Introduction. The Unit NEO Representative is the commander's representative and primary liaison for NEO issues between the NEO Wardens and commanders. The Unit NEO Representative guides and directs the NEO Wardens and Stewards in the conduct of their duties. Battalion Commanders and above will appoint a primary and alternate NEO Representative for their unit. In organizations of fewer than 30 personnel, the Unit NEO Representative may also serve as the NEO Warden

7-2 Selection. Commanders will consider the following requirements when selecting Unit NEO Representatives. Unit NEO Representatives will:

- a. Have more than six months retainability in the organization when appointed.
- b. Be military officer, noncommissioned officer, or emergency essential civilian personnel of equivalent grade who will not become noncombatant evacuees during an ordered evacuation. In addition, their wartime mission must not impede them from performing their duties as Unit NEO Representative.
- c. Be provided the time necessary to assist their Unit NEO Wardens and Stewards in preparation for NEO. This includes inspection of the NEO Warden Files and participation in NEO exercises.
- e. Unit NEO Representatives will not be responsible for duties that will preclude them from performing their duties during an evacuation, when they will be under the operational control (OPCON) of the designated NEO Facility Commander for their area until released.

7-3 Appointment

- a. Commanders will appoint Primary and Alternate Unit NEO Representative on written orders.
- b. Once appointed, Unit NEO Representatives will not be relieved of these responsibilities until their DEROS unless approved by the first O-6 Commander in their chain of command. All Unit NEO Representatives are required to participate in all NEO exercises.

7-4 Responsibilities

- a. Assist commander in establishing and maintaining accountability and verify that all noncombatants eligible for evacuation within their designated area of responsibility are identified to the unit commander. The Unit NEO Representative accomplishes this through unit NEO Wardens and Stewards.
- b. Train unit NEO Wardens and Stewards IAW USFK, respective component and organization standards within 30 days of their appointment.
- c. Report contact information and status of training for NEO Wardens and Stewards on a quarterly basis to the Area NEO Coordinator IAW Chapter 10.
- d. Maintain a roster of all NCEs eligible for evacuation within their organizational purview. Report NCE population data quarterly to the Area NEO Coordinator IAW Chapter 10.

7-5 Exercises/Contingencies

a. On order, report to the NEO Facility Commander for training, exercises, and evacuation execution. Unit NEO Representatives will be TACON to the NEO Facility Commander for exercises IAW USFK Exercise Directives and for execution IAW USFK and OPLANS.

b. On order, Unit NEO Representatives will assist and direct NEO wardens in alerting their NCE families and assist in NEO execution under the NEO Facility Commander supervision. Unit Neo Representatives will be prepared to assist the Unit NEO Warden and the NCE in every way possible to ensure they arrive at an ECC.

Chapter 8 Unit NEO Wardens and Stewards

8-1 Introduction. The NEO Warden is the commander's first-line representative to the noncombatant and primary liaison for NEO issues between the DoD noncombatant and commanders. NEO Wardens provide noncombatants and their sponsors with valuable information, instructions, and assistance in areas involving NEO. NEO Wardens alert their noncombatants and provide evacuation instructions during exercises and evacuations.

a. The number of wardens an organization requires will vary depending upon the unit's organization and noncombatant population. Commander's must decide the composition and numbers of unit NEO Wardens however a Primary and Alternate NEO warden for every 15 or fewer families . Appointing alternate NEO Wardens is required to provide back-up wardens in the event the primary is on mid-tour, TDY, emergency leave etc.

b. Both primary and alternate wardens should work closely together to maintain continuity and to establish a rapport with the family members assigned to them. This will build trust and confidence between the NCE and NEO wardens during exercises and evacuations. In the event of an exercise/crisis units will need to provide a replacement in the absence of the Primary or Alternate NEO Wardens.

c. NEO Steward is a designation for units without enough personnel meeting the full criteria for NEO Wardens. Commander's will designate NEO Wardens within their capability then designate NEO Stewards to unfilled NEO Warden requirements.

8-2 Selection. Commanders will consider the following requirements when selecting NEO Wardens and Stewards. NEO Stewards must meet all of the criteria for NEO Wardens except where noted below. NEO Wardens will:

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- a. Have more than six months retainability in the organization when appointed.
- b. Be military personnel or emergency essential civilian personnel of any grade who will not become noncombatant evacuees during an ordered evacuation. In addition, their wartime mission must not impede them from performing their duties as NEO wardens. *NEO Stewards are not required to meet this criteria. They are noncombatants that will be evacuated in a NEO, however assist during the process until released for evacuation.*
- c. Be sufficiently intelligent, mature, energetic, resourceful, and responsible to appropriately act as the commander's representative to the NCE population.
- d. Be provided the time necessary to assist their NCEs in preparation for NEO. This includes inspection of NEO Kits and packets, participate in required NEO warden training, and participation in NEO exercises.
- e. NEO Wardens and Stewards should not be responsible for duties that will preclude them from performing their duties during an evacuation, when they will be under the operational control (OPCON) of the designated NEO Facility Commander for their area until released.

8-3 Appointment.

- a. Commanders will appoint Primary and Alternate NEO Wardens on written orders. Within 30 days of appointment, newly appointed NEO Wardens will verify all noncombatant phone numbers by making telephonic contact with their noncombatants, inspect all NEO packets and kits of their noncombatant families, and reconnoiter routes to all noncombatant residences both on and off military installations.
- b. Commanders will appoint Primary and Alternate NEO Stewards on written orders for organizations that cannot meet the specified NEO Warden requirements due to low numbers of active military or emergency essential personnel. Commanders will first appoint NEO Wardens then fill the remaining positions with NEO Stewards. Within 30 days of appointment, newly appointed NEO Stewards will verify all noncombatant phone numbers by making telephonic contact with their noncombatants, inspect all NEO packets and kits of their noncombatant families, and reconnoiter routes to all noncombatant residences both on and off military installations.
- c. Once appointed, NEO Wardens and Stewards will not be relieved of these responsibilities until their DEROS unless approved by the first O-6 Commander in their chain of command. All NEO Wardens and Stewards are required to participate in all NEO exercises.

8-4 Responsibilities. The NEO Warden or Steward's responsibilities include, but are not limited to the following:

a. Assist Unit NEO Representative in establishing and maintaining accountability and verify that all noncombatants eligible for evacuation within their designated area of responsibility are identified.

b. Report all NCE and pets to the unit commander and the Unit NEO Representative within 30 days of arrival or identification of the noncombatant. Include all new listings and deletions.

c. Maintain a roster of all NCEs eligible for evacuation for which they are responsible. Report NCE population data monthly to the Unit NEO Representative.

d. When the sponsor has family member(s) residing in the ROK but outside of the Area in which the sponsor is stationed, the NEO Warden or Steward will:

(1) Establish a NEO file on the sponsor and family.

(2) Notify and forward a copy of this file through the Unit NEO Representative to the appropriate Area NEO Coordinator, in whose area the family members reside.

(3) Verify registration of the noncombatant family member(s) with the Area NEO warden in which the family resides.

(4) Identify the NEO Warden in the area the family member(s) resides. Indicate on USFK Form 178-R the NEO wardens' name and phone and that the control/responsibility of the family member(s) has been assumed and transferred to that NEO warden.

8-5 Battle Book/NEO Warden File.

a. Maintain a battle book that includes at least the following information (Tabs indicated). This battle book will include the Warden's NEO file on all noncombatants for whom they are responsible.

Tab A NEO Warden Primary and Alternate appointment memorandum/orders

Tab B USFK Pam 600-300-1

Tab C USFK Pam 600-300

Tab D Area/Unit SOP or other written guidance

Tab E Current Noncombatant Information Sheet

Tab F Noncombatant Telephone roster

Tab G Completed NCE documentation/information, to include:

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- USFK Form 178-R NEO Data Card
- USFK Form 197-R Noncombatant Preparedness Checklist (copy)
- Strip maps with NCE's name, address, telephone number, and a brief description of the route to their quarters
- Copy of family care plan for single soldiers, dual service member families and single/dual Emergency Essential Civilian (ECC) families

Tab H Supply of Blank Forms

Tab I NEO 101 Presentation (most update version from USFK)

8-6 Family Assistance.

a. Identify yourself as a NEO Warden to each sponsor and adult noncombatant in your area of responsibility using the NEO Warden Contact letter (See Appendix D).

b. Provide a NEO packet with the forms identified in Chapter 12 to newly arrived noncombatant families. Instruct and assist the sponsor and family to complete the forms as necessary.

c. Inspect all NEO packets and kits of noncombatants for whom they are responsible within 30 days of issuing new packets or of assuming responsibilities as a NEO Warden. Inspect all NEO packets and encourage kits for completion and maintenance twice a year in conjunction with NEO exercises. Provide this information through the Unit NEO Representative to the AREA NEO Coordinator. Use USFK Form 197-R (Noncombatant Preparedness Checklist) to conduct these inspections. The NEO Warden must report quarterly in writing to the unit commander the results of all inspections and indicate any trends that are detected.

d. Inform sponsors and noncombatant family members that they can volunteer to assist other evacuees during an evacuation. Inform noncombatants that their volunteering to assist during evacuation will not hinder their timely departure during an emergency. (Volunteers will complete USFK Form 123-R (Noncombatant Volunteer Information). See Appendix S for a copy of the form.

e. NEO Rep./Warden/stewards coordinate with Family Support Groups for changes in NCE status.

8-7 Exercises/Contingencies.

a. On order, report to the NEO Facility Commander for training, exercises, and evacuation execution. NEO Wardens will be TACON to the NEO Facility Commander for exercises IAW USFK Exercise Directives and for execution IAW USFK and OPLANS.

b. On order, NEO wardens will alert their NCE families and assist in NEO execution under the NEO Facility Commander supervision. The NEO warden will notify an adult noncombatant family member in each family of evacuation instructions either telephonically or face to face in person, or by leaving a NEO Warden Notification Letter with instructions. In the case of 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. A strip map will be provided and attached to the appropriate USFK Form 178-R on all noncombatant families. (See Appendix F for a sample strip map.) Wardens will be prepared to assist the NCE in every way possible to ensure they arrive at an ECC. If unable to reach an adult noncombatant family member, the warden will leave a notification letter (in English and Korean) at the residence.

c. Report the status of notified noncombatants hourly to the designated unit NEO representative during exercises and execution until 100% notification has been achieved.

Chapter 9 Training Requirements

9-1 Introduction. This chapter lists those training standards that are the minimum recommended for commanders to ensure success in their NEO program. Commanders at all levels will conduct the following tasks as required for training their personnel.

9-2 Sponsor Training.

a. All newly arrived personnel will be familiarized with the concept for NEO in USFK and the requirement to identify all noncombatant family members to the commander within 30 days of arrival.

b. Personnel with family members in Korea, either command sponsored or non-command sponsored, will be trained to articulate the contents of USFK PAM 600-300 and to complete the forms in a NEO packet.

9-3 DoD Noncombatant Training.

a. All newly arrived personnel will be familiarized with the concept for NEO in USFK and meet their NEO Warden within 30 days of arrival.

b. All DoD Noncombatants, including non-command sponsored family members, will participate in all semi-annual NEO exercises.

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c. During NEO exercises, all DoD Noncombatants will participate in Evacuation Control Center processing to familiarize and rehearse ECC procedures. Participants are required to bring NEO Packets and are encouraged to bring their protective masks or hand receipts. and NEO Kits.

9-4 Unit NEO Representative Training. Area NEO Coordinators ICW Tactical NEO Headquarters POC will train Unit NEO Representatives on a quarterly basis.

a. Unit NEO Representatives must be able to demonstrate that they can not only perform the duties required of NEO Wardens and Stewards but be able to instruct them in their duties.

b. Area NEO Coordinators, Tactical NEO Headquarters POCs and respective commanders may expand training requirements as necessary to meet the NEO mission demands.

9-5 NEO Warden and Steward Training. Unit NEO Representatives will train NEO Wardens and Stewards on a quarterly basis to ensure they understand their duties and responsibilities.

a. NEO Wardens must be trained to perform the following tasks:

(1) Conduct required Armistice, Drawdown, Casualty and Evacuation reporting IAW Chapter 9 of this pamphlet.

(2) Complete USFK Form 178-R on all newly arrived NCEs and maintain a copy in their NEO Warden Battle Book.

(3) Articulate the role and responsibilities of NEO Wardens.

(4) Articulate the concept for NEO in USFK. Five stages of evacuation. Responsibilities of Noncombatants. Explain to the NCE their responsibility to prepare their NEO Kit and NEO packet.

(5) Articulate the contents of USFK PAM 600-300.

(6) Understand the contents of USFK PAM 600-300-1.

(7) Articulate the tasks performed at Evacuation Control Centers. Secure, screen, register for accountability, medical screening, and preparation for onward movement, and drop off POV and quarters keys.

(8) Assist sponsors and NCEs in completing all forms and information in their NEO packet.

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(9) Inspect NEO Packets quarterly to verify required forms are completed (i.e. 1st inspection within 30 days after arrival and given packet for completion, 2nd inspection prior to Fall/Winter NEO exercise, 3rd Inspection prior to Spring/Summer NEO Exercise, and the final for the year sometime between May- July).

(10) Conduct telephonic and personal notifications for drawdown, evacuations, and NEO exercises.

b. NEO Wardens will be trained on additional tasks in support of NEO execution, based on their tasks to support the Tactical NEO Commander's plans for NEO execution.

9-6 NEO Facility Staff Training. Tactical NEO Commanders, as designated in the OPLAN, will train support personnel in the operations of ECCs, RCs, and POEs at least twice a year in conjunction with USFK NEO exercises. NTS training on the equipment is required quarterly and reported to the ARFOR G33 by email listing date and location of training and tasked trained, and names of individuals trained and if any problems were encountered during the training.

a. ECC/RC/POE Support Personnel will be trained to perform the following tasks. Tactical NEO Commanders and NEO site OICs will identify additional tasks based on the individual duties of personnel assigned to ECCs, RCs, and POEs.

(1) Articulate the concept for NEO in USFK.

(2) Understand the contents of USFK Pam 600-300 and USFK Pam 600-300-1.

(3) Articulate the tasks performed at ECCs, RCs, or POEs as appropriate.

(4) Identify the minimum essential processing that can take place at an ECC prior to relocation or evacuation.

(5) Assess eligibility of noncombatants for evacuation assistance.

(6) Selected personnel will be trained to operate the NEO Tracking System (NTS) quarterly. NTS tasks include (ref. NTS operation guide):

Setting up the equipment
Operate registration workstation
Register noncombatant
Depart noncombatants

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- Operate Conveyance workstation and transmit data
- Prepare manifest
- Operate the mini-server if required to transmit data
- Arrive noncombatant

b. ECC Tasks for USG only, include, but are not limited to:

- Secure & search NCE
- Search with wand
- Dispose of contraband
- Detain
- Screen for eligibility
- Register NCE for evacuation
- Identify movement Priority
- Collect POV keys
- Collect Quarters keys
- Medical Screening
- Organize for transportation
- Screen pets for evacuation - Papers, cage, food, size screening, move to holding area

9-7 Notification of Training. Commanders will include NEO support personnel training on training schedules and notify training attendees.

9-8 Replacement Personnel Training. Unit Commanders will ensure replacement personnel for NEO wardens or stewards departing ROK be identified and appointed on orders no later than 45 days of current NEO wardens' departure date. This ensures continuity of the NEO warden program. Unit Commanders will ensure that Unit NEO Representatives will train newly assigned personnel within 30 days of appointment as a NEO Warden or any role in an ECC, RC or POE. This initial training will include familiarization with the NEO program, the contents of this pamphlet, and the commander's emphasis on a successful NEO program.

9-9 Training Documentation. Commanders will maintain documentation on all projected and completed NEO Warden and NEO site support personnel training. Completed NEO training records will contain, at a minimum, the attendees' name / unit and the training objectives trained. Copies of NTS training documentation will be provided to the Area NEO Coordinator and the Tactical NEO Headquarters.

Chapter 10 Reporting Requirements

10-1 Armistice Reporting

- a. NEO Wardens will Identify and report NCEs to the unit commander monthly.
- b. Unit NEO Representatives will report the names, telephone numbers (office and home), email addresses and training status of Unit NEO Representatives, NEO Wardens and NEO Stewards to the Area NEO Coordinator monthly.
- c. Unit NEO Representatives will report the names and telephone numbers of all NCEs in their purview to the Area NEO Coordinator monthly.
- d. Area NEO Coordinators will provide the names, contact information, and training status of Unit NEO Representatives in their areas to the Tactical NEO Headquarters POC quarterly.

10-2 Crisis Reporting. Reporting is one of the critical capabilities that each NEO Site must maintain. In Crisis, reporting drives requirements for transportation and sustainment as well as ensures accountability and tracking of noncombatants. The primary means for tracking noncombatants is the NEO Tracking System (NTS). NTS is further detailed in Chapter 12. The following reports provide a method to balance NTS reports, provide a backup in the event of NTS failure, and link requirements driven and time driven transportation requirements.

a. Reports.

(1) Alpha Report. The Alpha Report is a departure and arrival report provided from each site to the NEO Tactical Headquarters to 8A to USFK within prescribed PDE/reporting time frames with NCEs arriving or departing from a NEO Site. Format can be found on 8A RIPR Portal NEO status and via hard copy from NTS in the NEO Annex of the CFC/USFK OPSOP and Annex T.

(2) Bravo Report. A current status report of the facility reported from NEO Sites to their Tactical NEO Headquarters at recurring intervals defined in the Tactical NEO Headquarters PDE cycle.

(3) Overall NEO Statistics . A status rollup of Area NCE populations and departed NCEs provided from 8A to the NEO CAT IAW CFC/USFK PDE Cycle.

b. Reporting flow. All crisis reporting is conducted through the operational chain of command from NEO sites reporting to Tactical NEO Headquarters up to

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Component Headquarters to ARFOR who rolls up the data and provides it to USFK NEO CAT/NEO Ops Cell IAW CFC/USFK OPSOP and associated organizational OPSOPs.

c. Reporting Requirements. NEO Sites will report at a minimum the following activities:

- (1) Activation of NEO Site.
- (2) Bravo Reports as required in CFC/USFK OPSOP.
- (3) Alpha Reports within 45 minutes of departures
- (4) Provide by-name manifests of NCE departing ECC for MEDEVAC, relocation or evacuation. These manifests will be forwarded through the Tactical NEO Headquarters to ARFOR.
- (5) Casualties (See Chapter 10-4 below).
- (6) Inability to perform minimum essential ECC tasks
- (7) Deactivation of ECC

10-3 Exercise Reporting. Exercise reporting should simulate and replicate the same reporting as required in crisis. The exception is the requirement for NEO Wardens to report

10-4 Casualty Reporting. This section outlines procedures to be used when reporting NCE casualties during NEO. These procedures apply to all NCE casualties that occur while under military control, regardless of service affiliation or citizenship.

a. Responsibilities:

- (1) The ECC, RC and A/SPOE site OIC or convoy commander is the senior NEO authority responsible for NCE casualty reporting, depending on where and when the casualty occurs.
- (2) ECC OICs will ensure all convoy commanders have a sufficient supply of DA Forms 1156 before departing with convoy from ECCs. ECC, RC and POE OICs will ensure their facilities have sufficient stocks of DA Form 1156 while operational.
- (3) Senior NEO Authorities will collect completed DA Form 1156 documenting NCE casualties and immediately transmit through their Tactical NEO Headquarters to ARFOR COIC to USFK NEO Ops Cell. The USFK NEO Ops Cell will submit names of non-DoD affiliated NCE to the US Embassy.

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b. Component Commanders will:

- (1) Compile casualty reports provided by Tactical NEO Commanders.
- (2) Advise appropriate agency, by message, in an initial NCE casualty report.
- (3) For DoD family members, contact the appropriate service component casualty notification center. Sponsors will be notified through the service component and command channels.
- (4) Government employees and family members, contact the US Embassy, Seoul. For all other US citizens, contact the American embassy team at your site.
- (5) For TCNs, contact the Consular Liaison Officer at their site, or the US Embassy, for transmittal to the deceased's appropriate Embassy, or as a last resort the International Red Cross.
- (6) Casualty reports concerning DoD or the State Department sponsored NCEs will be furnished to USFK NEO Ops Cell then respectively COMARFOR, COMUSAFK, COMUSNAVFORK, COMMARFORK or the DoS.

c. NCE casualties that occur during a military assisted NEO will be promptly reported to the nearest senior NEO authority.

d. All casualties will be documented, to the fullest extent possible, using DA Form 1156 Casualty Feeder Card.

(1) The person(s) having the best knowledge of the casualty/incident(s) may prepare the DA Form 1156. The witness completes as much of the form as possible and immediately forwards it to the nearest senior military NEO authority.

(2) Casualty status reports. The categories: killed in action, missing in action, and wounded in action, do not apply to NCE casualties. A person is reported dead only when remains have been recovered, declared and positively identified. A person is reported missing when their whereabouts and status are uncertain. Persons believed dead when remains are not recovered are initially reported as missing. A person may be reported as captured when they've been seen being taken into custody by enemy forces while apparently alive.

(3) Multiple NCE casualty situations. In cases where DA Form 1156 is used to report incidents of two or more casualties, the circumstances and other elements of information pertaining to the incident are the same; however, the names, casualty status, and disposition of the remains may differ. When multiple

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casualties are reported on a single report, no name entry is made. Instead, “see attached roster of (specific number) names” is written in block 1. Names are provided by an attached roster, which includes the following information, if known:

- Name: Last, first, and middle
- Sponsor’s rank, name, and unit (US Government and DOD only)
- Relationship of NCE to sponsor
- Casualty status: Dead, missing, hostage, or injured
- Religious ministrations received: Yes or no
- Disposition of remains: REC (recovered) or NOTREC (not recovered)

(4) Additional instructions. The remaining blocks are filled out as if for a single incident. Detailed instructions for completing DA Form 1156 are listed in Appendix T.

(5) Reports of death. Reports of death will be certified by a medical doctor whenever possible. When death occurs enroute and remains cannot be evacuated, convoy commanders will submit available information to the authorities at the RC or POE, who will notify appropriate graves registration personnel.

Chapter 11

NEO Facilities Operation

11-1 Assembly Point. This section provides guidance for the operation of assembly points. An assembly point is a location designated by military or civilian authorities where noncombatants may report to await transportation to an Evacuation Control Center. (Noncombatants, if able, may elect to report to an Evacuation Control Center directly using their own conveyance). The purpose of an assembly point is to quickly collect noncombatants who cannot reach an ECC or RC on their own and transport them to an ECC or RC as soon as possible.

a. Activation. Assembly Points are designated in the OPLAN and are activated upon ARFOR direction. Tactical NEO Commanders will activate their assembly points when directed to assemble noncombatants and transport them to ECCs or RCs.

b. Assembly Point Staffing. Assembly points are staffed IAW each Tactical NEO Headquarters respective OPLAN.

c. Requirements.

(1) Communications. The primary means of communication will be by DSN telephone. If this system is non-operational, tactical communication will be used as an alternate means of communication.

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(2) Transportation. Noncombatants are responsible for providing their own transportation to the assembly point or ECC. If NCE cannot get to an ECC due to the local situation they are expected to go to the nearest assembly point. The Tactical NEO Headquarters for that assembly point will coordinate transportation from the assembly point to the ECC using either organic transportation or transportation coordinated through ARFOR COIC.

d. Assembly Point Processing. A manifest of personnel at assembly points is required and necessary to ensure security and accountability. Embassy team support may not be available to provide evacuation eligibility screening teams at assembly points. Screening for eligibility will be performed at ECCs. Priority is on movement of noncombatants to ECC/RC/APOE/SPOE as soon as possible. If resources and time permit the Tactical NEO Commander may direct the following minimal checks to ensure NCEs are prepared for the ECC:

(1) Verify that US government affiliated noncombatants have NEO packets and NEO Kits with them.

(2) Verify NCEs with pets have pet carriers, pet health documentation and pet food.

(3) Conduct security inspection of baggage to ensure no weapons are being carried.

(4) Collect POV keys of POVs left at assembly point, to facilitate their removal or emergency use.

e. Assembly Point Operations. The following steps must be taken in operating the assembly point:

(1) Establish the assembly point. Assembly point personnel will ensure an orderly flow of noncombatants. All efforts should be made to have a sheltered facility to hold noncombatants awaiting transportation.

(2) Coordinate installation security/access to ensure security personnel know who is allowed access to the assembly point.

(3) Designate a parking location for POVs and other transportation used to relocate the noncombatants. If POVs are left, vehicles will be locked and keys will be turned over to the assembly point NCOIC. DD Form 1864 will be attached to the keys for identification.

(4) Organize NCEs for transportation and manifesting to account for NCE departing assembly point.

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(5) Refer medical emergencies to the nearest Troop Medical Clinic (TMC).

f. Deactivation of Assembly Point.

(1) Assembly points will be closed on order of the COMARFOR.

(2) Upon deactivation, the OIC will secure the facilities, release supporting personnel as directed by the Tactical NEO Commander, and turn POV keys over to ARFOR.

(3) If the site has any NEO Tracking System equipment, the equipment will be turned over to the ARFOR for redistribution as necessary.

(4) Deactivation of assembly points will be reported through the ARFOR COIC to USFK NEO Ops Cell.

11-2 Evacuation Control Center. The Evacuation Control Center (ECC) is the location where NCE assemble, come under military control, and begin evacuation processing. At ECCs, designated Tactical NEO Units conduct initial processing, temporary holding, and preparation for transportation of NCEs and pets to a Relocation Center (RC) or Port of Embarkation (POE). NCEs may receive limited life support and services to sustain them while awaiting further transportation. The guiding principles of ECCs is to gain accurate accountability of NCEs, protecting NCEs from threats, and processing quickly and efficiently in order to maximize the speed of movement of NCEs. There is one standard for operation of an ECC. This standard applies both to exercises and execution.

a. Activation. Tactical NEO Headquarters will activate ECCs upon direction from COMMANDER, USFK.

b. ECC Staffing. While the size and composition of ECCs will vary based on the number of evacuees supported, the evacuation environment, and the resources available at the location, all ECCs will perform at least minimum essential ECC functions. ECCs will be staffed to provide continuous 24-hour operations. Staffing of ECCs will include at a minimum: a command and control element, a security element, a processing element, interpreters, embassy representatives, a medical element, and a support element.

(1) Command and control element. This element supervises ECC operations, maintains records, reports status to the ARFOR COIC and coordinates for transportation and other support. It includes:

(a) OIC designated by Tactical NEO Headquarters Commander:

- Supervise total ECC operations and personnel

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- Responsible for all NEO operations at site
- Coordinates with Chief of Embassy Team

(b) NCOIC appointed on orders by the Tactical NEO Commander will assist the OIC with the completion of his/her duties.

(c) Radio/telephone operators are responsible for the operation of all communications equipment.

(d) Administrative personnel are responsible for maintaining records, preparing and submitting reports to ARFOR COIC.

(e) Transportation coordination team is responsible for coordinating transportation requirements with the ARFOR COIC.

(2) Security element. This element may be required to:

(a) Provide external and internal site security and traffic control in coordination with installation security element

(b) Search noncombatants and their bags for weapons and contraband. This element should include female personnel who can conduct searches of female noncombatants.

(c) Detain personnel who pose a threat to the safety of the NCE and site staff

(3) Processing element. This element performs tasks at the four primary stations at the ECC.

(a) Briefing team. This team staffs the reception station and:

- Provides briefings in both English and Korean to all newly arrived noncombatants that covers the command message on the evacuation, the current situation, security requirements, what to do and how to behave at the ECC, and what to expect following departure from the ECC.

- Answers NCE questions knowledgeably and speaks authoritatively on the current situation and the evacuation process.

- Organizes noncombatants for movement to the registration station.

(b) Registration team. This team staffs the registration station and:

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- Verifies evacuee eligibility by screening identification documents and verifying they possess valid documents and that they are the individual identified in the picture/document.

- Refers difficult or unclear eligibility cases to the US Embassy team at the screening station. When TCN consular representatives are present, the registration team will refer TCN evacuees to the appropriate consular representative to be screened.

- Registers evacuees for accountability using the NEO Tracking System to record minimum essential registration data on NCE. This collection of registration information is done by one of three means:

NTS Registration. If NTS is available at the ECC, record minimum essential registration data by scanning ID cards or passports and assigning a barcode bracelet to each eligible noncombatant evacuee and pet. Fasten barcode bracelet to the wrist of each NCE and to the pet carrier of each pet.

For Non US Government affiliated NCE: provide a copy of DoS OF 28, have them complete and sign it, one per family, in addition to NTS registration.

By collecting a completed DoS Form 28 Evacuation Documentation Card. (Applicable to all non-US Government affiliated noncombatants. These NCE will have to fill out the DoS Form 28, one per family, after arriving at the ECC.)

- Ensures that NTS automatically produces a manifest of all registered NCEs. If NTS is not available or becomes non-operational, this task will be performed by building a table with registration information of all noncombatants who processed at the site. Minimum essential information required:

1. ECC – Location of ECC (i.e., CP Casey, CRC)
2. Name – (last, first, middle initial)
3. Citizenship (US or TCN)
4. Identification – social security number and passport number and nationality for US citizens (passport numbers and nationality for TCNs)
5. Sponsor social security number or passport number for DoD noncombatants only

- Provides a record copy of all completed DOS Form 28 Evacuation Documentation Cards to US Embassy consular team. Attach a copy of the completed OF 28 to the NCE's passports.

- Identifies each NCE by category as outlined in paragraph 2-1.b.

- Directs NCEs to the next station as appropriate.

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(4) Medical team.

(a) Provide by-exception screening to identify those NCEs who cannot be safely transported to a relocation center, evacuation site, or safe haven by available transportation and who must be medically evacuated.

(b) Provide emergency lifesaving first aid if required

(c) Coordinate and prepare NCEs for medical evacuation

(d) Remove and turn in for scanning NTS barcode bracelets for NCEs medically evacuated

(5) Transportation team.

(a) Prepare NCEs for onward movement by organizing them for transport based on the above categories. No NCE will be kept waiting for transportation if space is available no matter what category he/she falls under.

(b) NTS. Scan barcode bracelets of departing NCEs.

(c) Produce a manifest for each conveyance. Provide a paper copy of manifest and a disk copy of manifest to an escort or designated group leader for each conveyance

(d) Control loading of departing transportation

(6) US Embassy team.

(a) Provide screening of eligibility for TCNs and US citizens whose identify is not clear to registration station personnel.

(b) Coordinate with TCN consular officials.

(c) Provide information on Third Country Nationals (TCN) authorized to receive evacuation assistance and how they are to be processed.

(7) Support element. This element includes all the other supporting teams at the ECC.

(a) Billeting team.

- Secure keys to quarters of US Government affiliated noncombatants.

- Maintain keys and household goods inventories for turnover to Tactical NEO Headquarters POC.

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(b) POV team.

- Secure keys to POVs and identify POV location of vehicles left by departing noncombatants.

- Maintain POV keys and paperwork for turnover to Tactical NEO Headquarters POC.

(c) Chaplain. Provide ministry of presence, counseling, and religious services.

(d) Korean linguists.

- Support translation requirements of OIC and site staff.

- Assist in coordination with Host Nation authorities.

- Assist in briefing Korean (Hangul) version of briefing given at Reception station.

- Assist Korean speaking NCE processing through the ECC.

(e) Veterinarian technician.

- Supervise the pet holding area detail and volunteers in care of pets

- Screen pets for evacuation eligibility.

- Euthanize pets upon request of owners or on order of Commander, USFK.

c. Requirements.

(1) Communications. The primary means of communication will be by DSN STUIIIIs. If this system is not operational, satellite telephone or tactical communication will be used as an alternate means of communication. Communication checks will be made hourly and may be in conjunction with sending reports. Additionally each ECC will have dedicated phone lines for the NTS.

(2) Transportation. NCEs are responsible for providing their own transportation to the ECC. If NCE cannot get to an ECC due to the local situation they are expected to go to the nearest installation with an assembly point. Requests for transportation out of the ECC will be made to the local Movement Control Team (MCT).

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(3) Facility. An ECC requires one or more buildings large enough to accommodate briefing, processing, and manifesting of NCEs. ECCs must be set up to have a separate entrance and exit. Signs in English and Hangul will be provided to guide noncombatants through the entire process. When selecting facilities make sure the building is handicap accessible for individuals with disabilities.

(4) Staging area for transportation used to relocate NCEs. Access to this staging area must be limited to ECC staff and NCE prepared for movement. Routes in and out of this area must be kept open and secure.

(5) Parking area for private vehicles. This area may be as far away from the ECC as required to ensure that POVs do not block access to the ECC. In most cases, two parking areas will be required, one for vehicles shipped to Korea at Government Expense and one for vehicles purchased in Korea. Vehicles not shipped to Korea at Government expense will not be shipped during an evacuation. Vehicles will be locked and keys will be turned over to the ECC staff. DD Form 1864 will be attached to the vehicle keys for identification. Installation commanders may direct POVs be left at government quarters.

(6) Helicopter landing zone (HLZ). An HLZ is required to support medical evacuation helicopters near the ECC as well as CH47s for on call missions to move evacuees from the ECC.

d. ECC Processing.

(1) Minimum Essential Tasks. The overall situation, availability of resources, and the number of noncombatant evacuees moving through a site will impact the ability of the ECC to perform its mission. The following tasks are the minimum essential tasks to be performed at all USFK ECCs.

(a) Maintain security. Security of ECC staff and NCEs will not be compromised.

(b) Screen all evacuees for verification of identity and documentation, and prioritization.

(c) If NTS is available, all evacuees will be registered through NTS and issued NTS bracelets prior to embarking on transportation leaving from the ECC.

(d) Identify and expedite processing or medical evacuation of persons with life threatening medical problems.

(2) Evacuation Control Center Flow. USFK Evacuation Control Centers will follow the model in figure 5-1 (See the ECC Flowchart). Stations that are

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minimum essential are identified on the ECC flow chart by double line boxes around the station symbol. The solid arrows indicate the principal flow of all eligible evacuees. Other movements, as required, are indicated by the dotted lines.

(a) Noncombatants arrive by their own transportation from their residences or by government transportation from assembly sites. DoD and DoS affiliated noncombatants arrive with completed NEO packets and NEO Kits. NEO kits or other baggage will be clearly marked with identification of the noncombatant owner. Noncombatants and their baggage will be searched to ensure that no weapons and or contraband enter the evacuation process before anyone enters the ECC.

(b) Security Search Station. As noncombatants enter the ECC, a holding area should be available to shelter noncombatants if they have to wait to move to the reception station. Noncombatants and their baggage are to be searched to ensure that no weapons and or contraband enter the evacuation process. Baggage will remain with the noncombatants. Baggage will not be left in any holding area unless it has an identification tag and has been searched.

(c) Reception Station. At this station, a briefing is given in English and Korean. Senior personnel who can provide enough information to ease fears about the evacuation process should give this briefing. This briefing should include: summary of the reason for the evacuation; stations through which the NCEs will process; the reason for inspection of baggage and personnel; what to expect upon relocation, at safe haven, and repatriation; and amnesty opportunity for any restricted items. Noncombatants will be segregated for efficient processing based on their category as identified in paragraph 11-2.b.(1).b.

(d) Registration Station. This station is the site where noncombatants become recognized as eligible evacuees and will be registered for accountability and tracking. Noncombatants with questionable documentation are referred to the AMEMB consular team at station 11. At the registration station, noncombatants provide proof of identity and eligibility for evacuation. Accountability of the noncombatant is registered by NTS. Non US-Government affiliated NCEs will complete and turn in a completed DOS Form 28 . The passport or ID card of DoD and DoS evacuees will be scanned and NTS wristband will be fastened to the NCE's wrist at this point. Time required for processing is kept to the absolute minimum. DoD and DoS evacuees with completed NEO packets will not have any requirements to fill out additional paperwork. All other noncombatants must fill out the DOS Form 28 since it also serves as a promissory note to allow DoS to obtain reimbursement for their travel.

(5) Transportation Station. At the transportation station, NCEs are given instructions for relocation or evacuation transportation. Groups of NCEs are

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organized for transportation. Instructions are issued for billeting and life support if an extended wait for transportation is required.

(6) Comfort Station. The comfort station is a temporary waiting area for evacuees till they can board relocation or evacuation transportation. For long waits, this station should have shelter, cots, blankets, latrines, water, infant supplies and food to make the evacuees as comfortable as possible. Chaplains may be available to counsel evacuees suffering from stress.

(7) Embarkation Station. The essential tasks at this station are to manifest and organize evacuees for boarding relocation or evacuation transportation. If NTS is available, NTS wristbands are scanned to record departure, and NTS manifests are prepared. Boarding passes are issued at this station, if required.

(8) Pet Holding Area. This area will only be available to support the evacuation of pets belonging to US Government affiliated noncombatants and only where supported by veterinary staff personnel. If pets are being evacuated through this ECC, a holding area is provided to allow animals to be left in carriers while the owner processes through the ECC. Pets that will be evacuated will be registered at the registration station. An NTS wristband is issued for pets registered for evacuation and fastened to the animal's carrier for tracking purposes. Pet carrier size will be checked to verify whether the carrier can be carried as a piece of baggage.

(9) Medical Station. After registration as evacuees, NCEs will have the opportunity to be screened at this station. Due to the numbers of evacuees expected in an evacuation, medical screening will be by exception during their briefing. All noncombatants will be made aware of the opportunity for medical screening. Only those noncombatants who volunteer medical concerns or who have an obvious problem will be screened. Medical personnel will evaluate personnel with potential medical problems that prevent them from being able to move on available transportation. Medical personnel will identify evacuees for medical evacuation. Medical personnel also identify evacuees who require priority evacuation. The medical station is staffed to provide less than Level I combat health support. Emergency first aid will be provided if required and patients will be prepared for medical evacuation.

(10) Hold Area. The hold area is a waiting area that may be used to hold potential evacuees who are identified at the reception station as requiring screening through the AMEMB screening station or for security reasons.

(11) Screening Station. This station provides an area separate from the registration location where cases of questionable eligibility for evacuation are reviewed. The AMEMB consular team will use this point to screen for eligibility those noncombatants whose eligibility is not clear to the personnel manning the

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Security Search Station and or the registration station. Security personnel may be required to support this site to control unruly noncombatants.

(12) Detainee Area. This area is used to detain personnel who pose a security risk until they can be turned over to military or host nation police. Security personnel or Military Police will secure this area. Potential evacuees who are unable to qualify for evacuation assistance are detained only if they pose a threat to the safety and security of other noncombatants or site staff.

(13) POV Key and Quarters Keys Turn In Station. This may be two separate stations. This station receives control of POVs from NCE who are command-sponsored families by collecting tagged keys. Keys to on and off post quarters will be collected from all US Government affiliated evacuees.

(14) Medical evacuation. Noncombatants identified by medical personnel requiring medical evacuation will be evacuate from the ECC by ground or air ambulance. The departure of these noncombatants will be recorded and reported to ensure they are no longer tracked as NCE being evacuated through NEO channels. If NTS is being used, the NTS bracelets of these noncombatants will be removed and recorded by NTS as being transferred to medical channels for evacuation.

(15) NCEs will board transportation after processing through the embarkation station to be transported to relocation centers or ports of embarkation. Depending on the site configuration, manifesting may be conducted at this station.

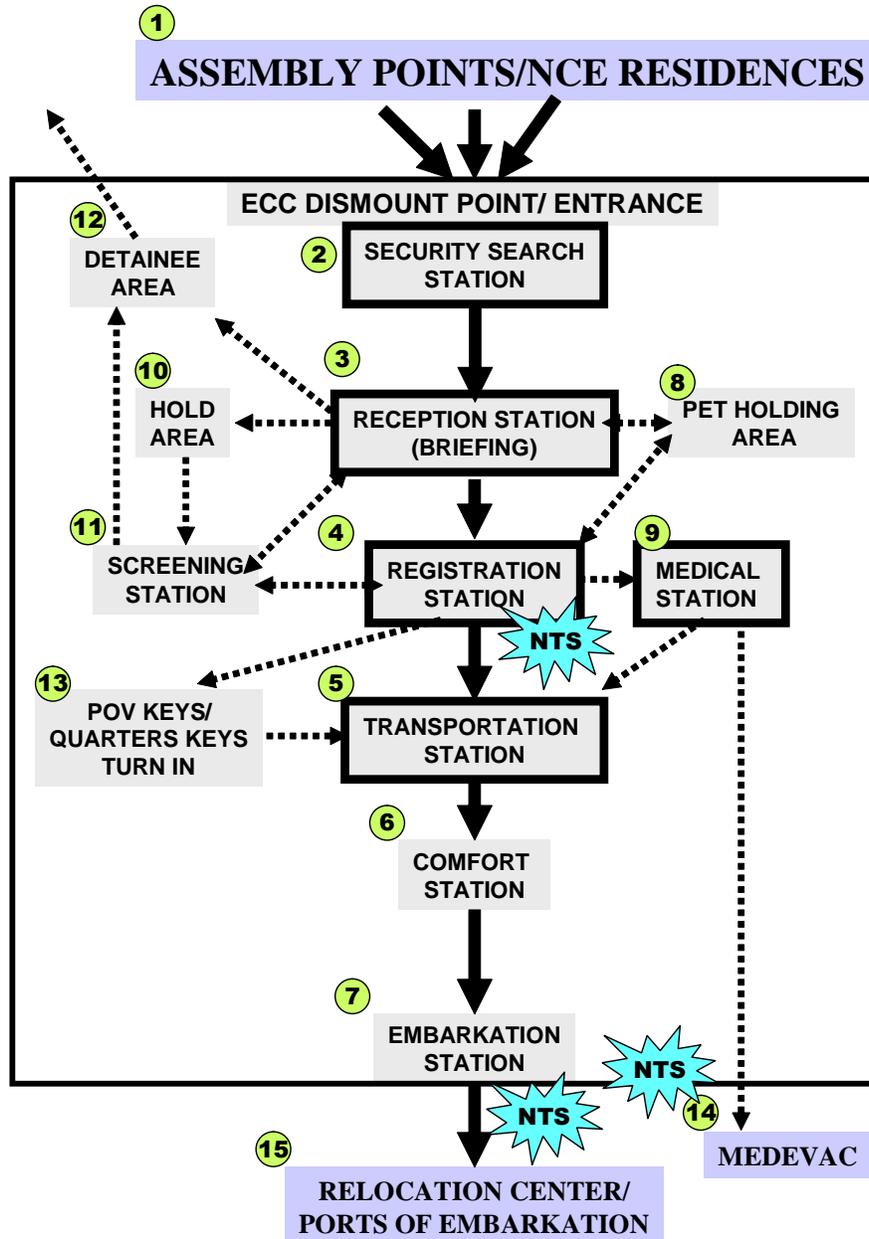


Figure 11-1 EVACUATION CONTROL CENTER FLOW CHART

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e. ECC Operations. The following steps must be taken in operating the ECC:

(1) Open the ECC upon order of the Commander, USFK.

(2) Review installation security/access provisions. Security personnel must know who is allowed access to NEO processing and who must be denied.

(3) If resources are adequate, provide escorts/volunteers for groups of NCEs to guide them through process.

(4) Contact the Tactical NEO Headquarters to request transportation for NCEs who are prepared to move.

(5) When conditions do not permit completion of all tasks, the ECC OIC will report this situation to the Tactical NEO Headquarters.

(6) Under emergency conditions, the Tactical NEO Headquarters can reduce the tasks performed to the following minimum essential tasks in order to enhance force protection of NCEs and expedite relocation or evacuation of NCEs.

(7) By name accountability of NCEs is required. ECC OICs can only forgo processing of NCEs under emergency conditions and must reestablish by name accountability as soon as resources and time permit.

(8) NCEs will be relocated in the order of arrival, according to the priorities and categories outlined in paragraph 2-1.b.

f. Reporting. ECC OICs will report to the Tactical NEO Headquarters IAW Chapter 10 Reporting.

g. Deactivation of ECC.

(1) ECC will be closed at the direction of COMARFOR.

(2) Upon deactivation, the OIC will:

(a) Secure the facilities,

(b) Release NEO Wardens, Stewards, and Unit NEO Representatives back to their original organization,

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(c) and turn keys of the facility over to Area Support Activity along with POV and Household keys collected from NCEs.

(3) If the ECC has any NEO Tracking System equipment, the equipment will also be turned over to ARFOR for redistribution.

(4) Deactivation of ECCs will be reported through the ARFOR COIC to USFK NEO Ops Cell.

11-3 Relocation Center. Relocation Centers (RC) are locations of relative safety where NCEs will be relocated to await further movement to a port of embarkation (POE). RCs will also serve as ECCs if required. RCs will provide minimum essential life support to NCE for extended periods.

a. Activation. The Tactical NEO Headquarters designated in the OPLAN will activate their respective RCs upon direction from ARFOR.

b. Relocation Center Staffing. RCs will have all of the staff and functions of an ECC. Additional personnel will be required to meet requirements to provide shelter, food, water, sanitation, force protection, and limited medical support to the evacuee population that can reach up to the tens of thousands.

c. Requirements.

(1) Communications. The primary means of communication will be by DSN STUIIIIs. If this system is not operational, satellite telephone or tactical communication will be used as an alternate means of communication. Communication checks will be made hourly and may be in conjunction with sending reports. Additionally each ECC will have dedicated phone lines for the NTS.

(2) Transportation. The primary means of transportation from the RC to the POE will be by bus. Requests for transportation will be made to Tactical NEO Headquarters, who will be in constant contact with the local Movement Control Team (MCT).

(3) RCs may become too large to be accommodated in one facility or installation. They will include an ECC in one or more buildings large enough to allow ECC functions to take place. Additionally, RCs require additional facilities at the same site or nearby that will provide shelter for thousands of NCEs awaiting evacuation. These additional facilities will include family housing, barracks, schools, gyms, and other facilities on military installations as well as hotels, schools, sports facilities and other buildings off military installations that are contracted or provided through host nation support.

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d. Relocation Center Functions. RCs will provide full ECC functions in addition to housing, rations and limited services

(1) Receiving NCEs from an ECC. NCE arriving who have already registered through an ECC and been fully processed will still move through a reception/briefing station. NCEs arriving with NTS bracelets must be "arrived" by scanning their bracelets and updating the NTS database. Manifests and diskettes will be collected from each arriving mode of transportation with NCEs aboard. The disk will be loaded into the conveyance workstation after all NCE bracelets have been scanned as arriving. This will be the RCs confirmation that all NCEs on this vehicle were processed from the same location or ECC. All NCEs will receive a briefing to orient them on the relocation center operations and services, registration station where they will be accounted for if they have not previously been registered into the NTS, and a billeting station where they will be assigned billeting until called back for transportation.

(2) Registering NCEs. NCEs who start the NEO process at the RC or who have not been fully processed at their originating ECC or Assembly point will process through all required ECC stations upon arrival and then moved to the billeting station.

e. Relocation Center Operations.

(1) After NCEs have completed their registration and briefing, they must be billeted or placed in a separate waiting area to await transportation to the POE.

(2) Groups will be relocated in the order of arrival, according to the priorities below and depending upon the capacity of the available transportation assets. Group integrity and family grouping will be maintained to the greatest extent possible.

f. Deactivation of Relocation Center.

(1) RCs will be deactivated on order of the USFK CDR .

(2) Upon deactivation, the OIC will secure the facilities, release supporting personnel as directed by the Tactical NEO Commander, and turn POV keys over to ARFOR.

(3) If the site has any NEO Tracking System equipment, the equipment will be turned over to the ARFOR for redistribution as necessary.

(4) Deactivation of RCs will be reported through the ARFOR COIC to USFK NEO Ops Cell.

11-4 Air/Sea Port of Embarkation. Ports of Embarkation supporting NEO will have either an NCE port control element (PCE) or airfield control element (ACE) to coordinate evacuation operations. Evacuation operations are only one of many operations that will take place at these sites. The commanders of other forces at these sites need to understand the requirements of evacuation operations and the constraints and limitations that apply to each POE. ROK forces, which must be kept informed of the requirements of NEO operations, will routinely control the areas around these sites.

a. Activation. On order from Component Commanders will establish and activate NCE port control elements at air and sea POEs that support NEO.

b. APOE/SPOE Staffing. Staffing of NCE port control elements is more austere than staffing for ECCs. The NCE port control element is not staffed to support medical tasks. Security tasks are primarily the responsibility of the base commander of the POE. While it does not serve as an ECC, a NCE port control element will have the capability to conduct limited NCE registration. If the NCE POE control element does accept noncombatants who have not been previously registered at an ECC, it must perform all minimum essential ECC tasks in addition to registration and manifesting at the POE. Depending on the volume of NCE flow through the site, personnel in a NCE port control element may perform tasks on more than one team listed below.

(1) Command and control team. This element supervises ECC operations, maintains records, reports status to the Tactical NEO Headquarters and coordinates for transportation and other support. Coordinates with USFK NEO Ops Cell, ARFOR, components and NEO site OICs as required to ensure arrival of NCEs is synchronized with evacuation transportation. Coordinates with base/port commander for security, facilities, and medical support. Reports current POE status and evacuation of all noncombatants from the POE to the Tactical NEO Headquarters. It includes:

(a) OIC. Responsible for overall NCE control at POE.

(b) NCOIC. Supervise execution of NEO support operations at the POE.

(c) Radio/telephone operators. Responsible to operate communications equipment. Transmit reports.

(d) Administrative personnel. Responsible for maintaining records and preparing reports.

(2) NCE escort and control team. This element will:

(a) Control NCE movement from reception at site, through reception briefing, registration, and waiting for boarding of evacuation transportation.

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(b) Provide escorts to control noncombatants at the POE.

(c) Detain personnel who pose a threat to the safety of the NCEs and site staff.

(3) Briefing team.

(a) Provides briefings in both English and Korean to all newly arrived noncombatants that covers the command message on the evacuation, the current situation, security requirements, safety, and what to do and how to behave at the POE.

(b) Answers NCE questions knowledgeably and speak authoritatively on the current situation and the evacuation process.

(c) Organizes noncombatants for movement to the registration station.

(d) If NCEs have been previously registered into the NTS system and are wearing an NTS bracelet they will be moved to the arrival station (conveyance station) for in processing then moved to the briefings.

(4) Registration/Arrival/Departure team. This team staffs the registration station and:

Registers evacuees (that have not been previously registered) for accountability by recording minimum essential registration data on NCEs. This collection of registration information is done by one of three means:

(a) If NTS is available at the POE, scan their DoD affiliated ID cards or passports for non-DoD personnel and issue them an NTS barcode bracelet.

(b) If NTS is not available:

- Collect a page from a completed DA 2402 (Exchange Tag) used as a Noncombatant Accountability form. (US Government noncombatants with NEO packets only.)

- Or, collects a completed DoS Form 28 Evacuation Documentation Card.

(c) Produces the manifest of noncombatants departing on every evacuation conveyance. This task is performed automatically with NTS. If NTS is not available, registration information collected from the noncombatants will be used to build the required manifest (see chapter 5-3c(2)(d) for minimal essential information required.

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(5) Transportation team.

(a) Coordinates detailed movement of NCEs on the airfield/port with the airlift control element at the airfield or equivalent element at the port in order to get evacuees on aircraft/ships safely.

(b) Prepares NCEs for onward movement by organizing them for transport.

(c) If NTS is available at the POE, this team will scan barcode bracelets of departing NCEs if this task has not already been done for departure manifest preparation.

(d) Staff embarkation station to control loading of manifested NCEs on departing transportation.

(6) US Embassy Consular team. POEs may not have a consular team supporting NEO operations on site. If this team is present, it will perform routine consular team functions:

(a) Provide screening of eligibility for TCNs and US citizens whose identify is not clear to Security Search Station and or registration station personnel.

(b) Provide information on Third Country Nationals (TCN) authorized to received evacuation assistance and how to process them.

(c) Provide clarification of Ambassador's policies and guidance.

(d) Collect completed DoS Form 28 for all non-US Government affiliated evacuees.

(7) Korean linguists. Korean speaking capability will routinely be required by the POE control element to assist in coordination with host nation authorities at the airfield/port and to assist in briefing and controlling Korean speaking evacuees. Korean linguists will:

(a) Support translation requirements of OIC and site staff.

(b) Assist in coordination with Host Nation authorities.

(c) Assist in briefing Korean version of briefing given at Reception station.

(d) Assist Korean speaking NCEs during evacuation processing.

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c. Requirements.

(1) Communications. The primary means of communication will be by DSN STEIIIs. PROBLEM FOR J6/G6 NOT AVAILABLE NEO CONF. If this system is not operational, satellite telephone or tactical communication will be used as an alternate means of communication. Communication checks will be made hourly and may be in conjunction with sending reports. Additionally each PCE/ACE will have dedicated phone lines for the NTS.

(2) Transportation. Transportation from the POE will be by air or sea. The OIC of the NCE control element will receive flight schedules from the Tactical NEO Headquarters and from the airlift control element on site.

(3) POE Facilities. Each airfield or seaport will require facilities that will provide force protection and control of NCE. A reception and registration area should be large enough to allow both briefing and manifesting of NCE to be conducted simultaneously. Adequate space under cover in an enclosed building is required for NCEs awaiting evacuation transportation. The size of the waiting area required will be a function of the projected NCE passenger flow at the POE. NCE flow into a POE will be controlled to minimize NCE time at the site prior to boarding evacuation transportation. Facilities outside the POE may be used for staging NCEs, if manifesting and movement directly to the passenger boarding location on the POE is possible.

d. POE Functions. NCE POE control elements will set up processing stations in the following order:

(1) STATION #1, RECEPTION/ARRIVAL Station. Initial arrival point for NCEs. NCEs who have already been registered into the NTS at another location and given an NTS bracelet will have their bracelets scanned as arriving into the POE. This station performs initial accountability checks of arriving elements to ensure all NCEs have arrived.

(2) STATION #2, REGISTRATION. NCEs not previously registered into the NTS are registered as arriving at the POE.

(3) STATION #3, BRIEFING Station. The OIC/NCOIC or their designated representative will give a briefing. The briefing will be provided in both English and Korean and include the command message on the evacuation, the current situation, security requirements, safety, and what to do and how to behave at the POE.

(4) STATION #4, EMBARKATION. Manifests for evacuation transportation are prepared at this station. NCEs stand by to board evacuation aircraft/seacraft

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after their NTS bracelets have been scanned for manifesting at the embarkation/departure station. Access to toilets is required.

e. NEO POE Operations. The purpose of NEO operations at POEs is to get noncombatants safely on evacuation transportation, while minimizing exposure to risk and maximizing use of available transportation.

(1) The concept for NEO operations at POEs is to have minimal staff, minimal footprint, and receive and hold NCE for minimal time on the ground at the POE before they board departing transportation.

(2) Accountability of all evacuating NCEs is imperative. All NCEs will be manifested for departing transportation. While evacuation transportation may not depart continually, the NCEs POE control element must be capable of conducting 24-hour operations.

(3) Safety during processing will be a primary concern for all. ACE/PCE personnel will ensure NCEs are tightly controlled.

(4) NEO support is one of many activities that may occur at a POE. The NCE POE control element OIC must coordinate closely with the base/port commander to ensure NEO support requirements for base access, facilities, security, and medical support are synchronized with other base/port operations.

(5) Access to the base/port must be coordinated to ensure NEO convoys can bring NCE to the POE. Security personnel at the base/port and local host nation forces must know who is allowed access to NEO processing and who must be denied.

(6) Coordinate holding/shelter areas for NCE who have completed processing and who are awaiting transportation.

(7) POEs will routinely receive NCEs who have already registered at ECCs who will move to the POE just in time to be manifested and put on aircraft. If unregistered noncombatants arrive at a POE they will be registered on site by the NCE POE control element and put on available evacuation transportation.

(8) There will be minimal essential shelter at POEs for NCEs. Access to toilet facilities will be provided.

(9) Security is a base/port commander responsibility. The NCE POE control element will coordinate with the base commander to ensure the element and NCEs protection are integrated into the base/port security plan.

(10) Groups will be evacuated in the order of arrival depending upon the capacity of the available transportation assets. Group integrity and family

grouping will be maintained to the greatest extent possible. Air crews or appointed group leaders for each conveyance will carry the conveyance manifest paper and disk to the intermediate safe haven.

f. Deactivation of POE.

(1) NCE POE control elements will be deactivated and dissolved at the direction of the COMARFOR.

(2) Upon confirmation of deactivation, the OIC will secure the facilities, release supporting personnel as directed by the Tactical NEO Headquarters, and turn keys over to the APOE/SPOE BASOPs Commander. If the POE has any NEO Tracking System equipment, the equipment will also be turned over to ARFOR for redistribution.

Chapter 12 Forms

12-1 General

a. This chapter identifies the forms and documents required to be completed by Commanders, NEO Wardens, sponsors, and noncombatants in preparation for or during NEO execution. The forms referenced in this chapter and the detailed instructions on the completion of each are contained in the appendices of this pamphlet.

b. During the conduct of a NEO, documents that provide clear identification of NCEs are required to prove noncombatant eligibility for evacuation assistance are absolutely essential. The other forms identified below will greatly assist in the preparation of NCEs for NEO execution and transition to life in CONUS following evacuation and repatriation. These forms are prepared to support NEO Warden files or as part of a NEO Packet and carried through the NEO until repatriation.

c. Department of State (DoS) Optional Form (OF) 28. The OF 28 is the primary registration form for all personnel who do not prepare USFK NEO packets. Only one OF 28 is required per noncombatant family. Non-US government affiliated evacuees will be required to fill out a Department of State Form 28 Evacuation Documentation Form during evacuation processing in the ROK in order to receive evacuation assistance. This form doubles as a promissory note that ensures the Department of State is reimbursed for evacuation transportation. US Government affiliated evacuees may use this form or an equivalent as a registration tool. US Government affiliated evacuees, who fill out the DoS Form 28 are not required to reimburse DoS, because the US Government absorbs the cost of their evacuation transportation. Following

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completion of this form, the site staff retains one copy and one copy is fastened to the passport of the senior adult in the family.

12-2 Forms Completed by Commanders

- a. NEO Warden Appointment Memorandum (See Appendix A)
- b. Commander's Noncombatant Contact Letter (See Appendix B)

12-3 Forms Completed by NEO Wardens and Stewards.

- a. NEO Warden Noncombatant Contact Letter (copy for Battle Book) (See Appendix D)
- b. USFK Form 178-R Noncombatant Evacuation Operations (NEO) Data Card copy (See Appendix E)
- c. Sample strip map to residence (See Appendix F)
- d. Noncombatant Notification Letter (See Appendix G)
- e. USFK Form 197-R Noncombatant Preparedness Checklist copy (See Appendix I)
- f. USFK 198-R Noncombatant Manifest (See Appendix H)

12-4 Forms Required in NEO Packets. See USFK Pam 600-300, Appendix C.

12-5 Forms Completed by All Non-US Government NCEs.

- a. DoS OF 28 (See Appendix Q)

12-6 Forms Completed by All Noncombatant Evacuees Repatriated in the United States.

- a. DD Form 2585 Repatriation Processing Center Processing Sheet (See Appendix N)

12F-6 Forms Completed by ECC and RC Site Personnel.

- a. USFK Form 198-R Manifest (See Appendix H) Used in lieu of NEO Tracking System to generated manifest if NTS is not available or not operational. Family members will have this form filled in with appropriate information and site personnel will complete.

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APPENDIX A

NEO WARDEN'S APPOINTMENT MEMORANDUM

FKJ1

DATE

MEMORANDUM FOR SFC John T. Jones, 000-00-0000, HHC, 34th Support Group, Unit #15235, APO AP 96205-0010

SUBJECT: Announcement of Duty Appointment

1. Effective 30 January 2008, NAME, RANK, SSN, Unit address is assigned the additional duty of Noncombatant Evacuation Operations (NEO) Warden, for Area II, USFK.
2. Authority: USFK Pam 600-300-1.
3. Purpose: To conduct duties as NEO Warden in accordance with directives of the above cited regulation.
4. Period: Until DEROS on _____, or officially released or relieved from appointment.
5. Special instructions: You are required to be familiar with the following directives:
 - a. Area NEO plan.
 - b. USFK Pam 600-300-1.
 - c. USFK Pam 600-300.

JAMES J. SMITH
CPT, IN
Commanding

DISTRIBUTION:

- 2 – Individual
- 1 – Unit NEO Representative
- 1 – Area NEO Coordinator

NOTE: Branches of service other than Army may use their respective service duty appointment format.

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APPENDIX B

COMMANDER'S NONCOMBATANT CONTACT LETTER

Non-Combatant's Name
Mailing Address

Dear _____
(Noncombatant Evacuee's Name)

I am the Commander of _____
(Unit/Organization)

As Commander, one of my responsibilities is to ensure you are prepared for emergency evacuation should the military situation or other circumstances ever require it. In order to assist you with preparation for Noncombatant Evacuation Operations (NEO), I have appointed _____ as your NEO Warden. He/she should contact you soon. If your NEO Warden does not contact you or you have any questions, I can be reached at _____ (Building Number/Installation) or _____ (Phone number) during duty hours.

Commander's
Signature Block

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APPENDIX C

NEO WARDEN'S NONCOMBATANT CONTACT LETTER

THRU: _____
(Sponsor)

TO: _____
(Noncombatant Evacuee)

I have been appointed as your Noncombatant Evacuation Operation (NEO) Warden. In areas concerning Noncombatant Evacuation Operations (NEO), I am your liaison to your sponsor's unit commander. It is very important that we get together as soon as possible so I can explain the Noncombatant Evacuation Operations (NEO) to you and your family members, and how to prepare your NEO packet and emergency supplies for your NEO kit. The NEO kit must be completed within 30 days of your arrival in Korea. Please contact me as soon as you get this letter so we can set up an appointment. If you have any questions please feel free to contact me. My phone numbers are _____ .

Sincerely,

NEO Warden

APPENDIX D

**USFK FORM 178-R
NONCOMBATANT EVACUATION OPERATIONS DATA CARD
INSTRUCTIONS**

D-1. PURPOSE. Used by the unit NEO warden/representative to compile data on and register the DOD affiliated noncombatants for whom they are responsible. It is maintained by the NEO Warden as part of the warden's NEO files. These forms will be turned in to an ECC after completion of the notification process.

D-2. INSTRUCTIONS.

a. COMPONENT block. Place an "X" in the appropriate block that indicates in which component of the service the NCE's sponsor is a member. If "OTHER" is checked, indicate in the following space what capacity the NCE was in while in the ROK (i.e., missionary, IBM, tourist, etc.).

b. NONCOMBATANT NAME(S) block. Enter the last name, first name, and middle initial of each NCE. The first line should be used for the principal noncombatant in the family.

c. SEX block. Enter male (M) or female (F), as appropriate.

d. DATE OF BIRTH block. Enter the day, month, and year (i.e. 10 May 66).

e. NATIONALITY/CITIZENSHIP block. Enter U.S., or other nation as appropriate.

f. RELATIONSHIP block. Enter the relationship of the noncombatant to the sponsor (e.g. wife (W), husband (H), son (S), daughter (D)).

g. NONCOMBATANT LOCAL ADDRESS block. Self explanatory.

h. EMERGENCY CONTACT/DESTINATION block. Enter the address and phone number the NCE will eventually travel to or through, which the NCE can be contacted after an emergency evacuation.

i. SPONSOR NAME/GRADE/SOCIAL SECURITY NUMBER/DUTY PHONE/UNIT block. Self explanatory.

j. HOME PHONE block. Enter the NCE's home phone in the ROK.

k. AUTOMOBILE DATA block. If the NCE does not have a car, enter "NONE". Otherwise, indicate information identifying the NCE's vehicle.

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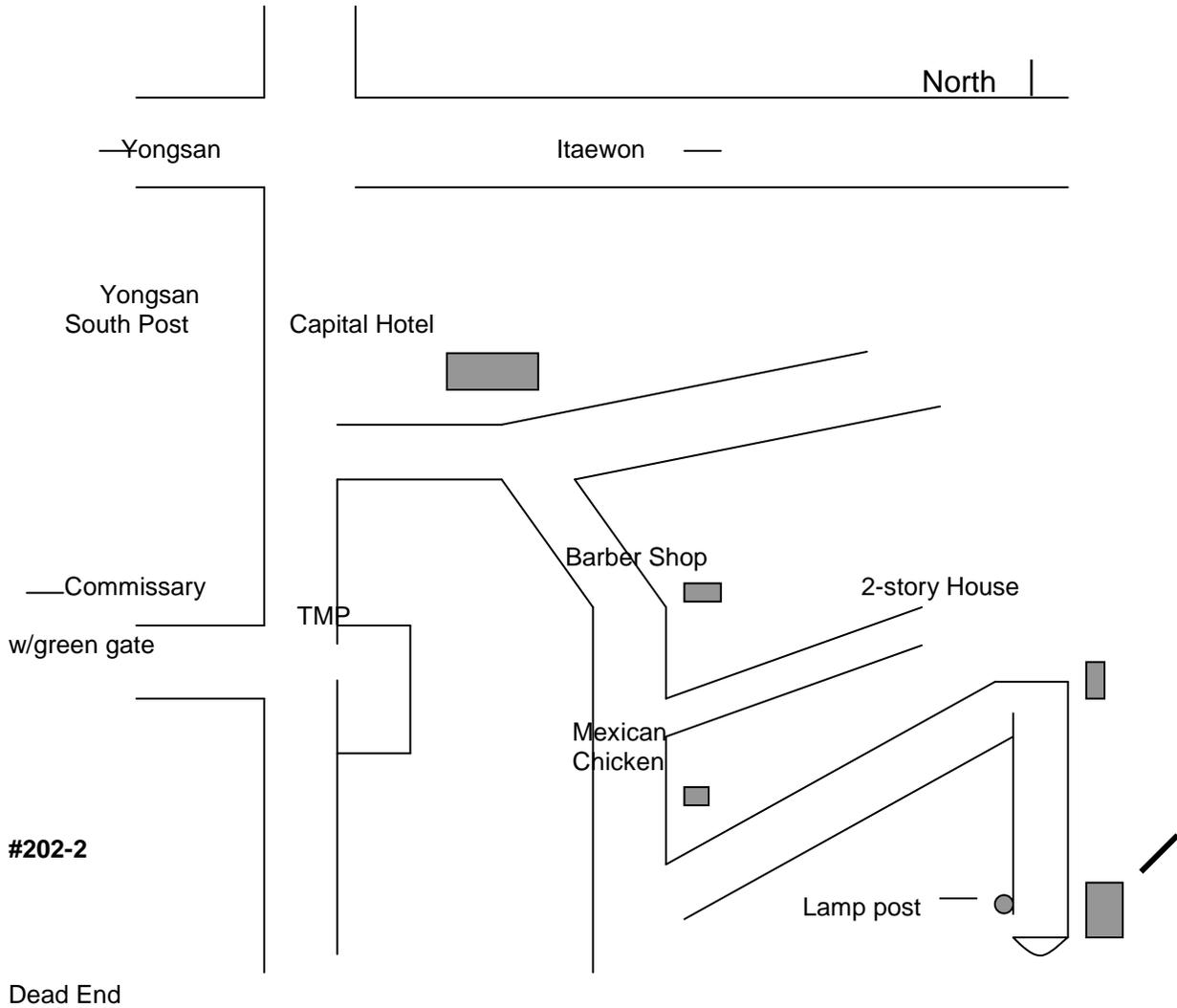
I. SOLE PARENT/DUAL MILITARY block. If the NCE's sponsor is either a sole parent or a dual military parent, indicate the name, address, and phone number of the person who the Family Care Plan indicates will be the caregiver for the NCE's minor children).

m. MEDICAL NEEDS block. Indicate any specific medical problems that NEO site personnel should be aware of in handling the NCE for evacuation (e.g. medication required for chronic illness, lack of mobility, need for wheelchair, pregnancy, etc...).

n. REMARKS block. Indicate any other data that may have an effect on the evacuation/relocation of the NCE. Include passport numbers for all family members.

APPENDIX E

SAMPLE STRIP MAP TO A NONCOMBATANT'S RESIDENCE



Strip Map for Family of:

SGT John Jones
#202-2 Bok-wong Dong
Yongsan-gu, Seoul
Phone:264-8749

Include a brief description of any other
“permanent” landmarks or details to help locate

APPENDIX F

NONCOMBATANT NOTIFICATION LETTER

THIS IS AN EXERCISE

Dear _____
(Noncombatant Evacuee's printed name)

I _____, your Noncombatant Evacuation Operation (NEO) Warden, visited your residence on _____ to request you report to (date) _____ in order to process as a noncombatant (Installation/Building Number) for emergency evacuation purposes. The Evacuation Control Center hours are from _____ (time/date) to _____. Please bring your NEO Kit and all necessary documentation with you. You may contact the Evacuation Control Center at _____ for additional (phone number) information or assistance.

(NEO Warden's Signature)

***THIS IS AN EXERCISE**

* Strike out/blacken out any reference to exercise when this letter is used in an actual emergency situation.

APPENDIX G

USFK 198-R NONCOMBATANT EVACUEE MANIFEST INSTRUCTIONS

G-1. PURPOSE. USFK Form 198-R is the standard form to manifest noncombatant evacuees (NCE) at evacuation control centers, relocation centers and ports of embarkation. A minimum of two copies of all manifests is required. One will accompany the NCE convoy, train, aircraft or vessel. The other will provide a record of NCE who have departed the ECC, RC or POE. If the NEO Tracking System (NTS) is available, the NTS produced manifest will be used as the primary manifesting tool. The USFK Form 198-R will be kept available as the manual back up to the NTS when required.

G-2. INSTRUCTIONS. This form will be completed by NEO site staff personnel by transferring data from completed USFK Form 178-R in NEO packets (US Government-affiliated noncombatants only) or Department of State Form 28 as follows:

- a. ECC/RC/POE blocks. Indicate whether the form is being used by an ECC, RC, or POE.
- b. LOCATION block. Indicate the location of the ECC, RC, or POE.
- c. DEPARTURE DATE and DEPARTURE TIME blocks. Indicate the date and time that the transportation the listed evacuees departed the site.
- d. NUMBER column. Enter a reference number for each noncombatant departing.
- e. NAME column. Indicate the NCE's name (last, first, and middle initial).
- f. RELATIONSHIP column. Not used.
- g. AGE column. Indicate NCE's age.
- h. SEX column. Indicate NCE's sex.
- i. CITIZEN column. Enter nationality based on passport.
- j. SPONSOR UNIT. Enter sponsor's unit or place of duty.
- k. SPONSOR SSN column. Enter the NCE's SSN or Passport number.
- l. BLOOD TYPE. Indicate blood type for each NCE listed.

m. MEDICAL PROBLEM column. Indicate any medical problems that may have a bearing on the evacuation process (e.g. pregnant, ill or infirm, infant,...)

APPENDIX H

**USFK FORM 197-R
NONCOMBATANT PREPAREDNESS CHECKLIST
INSTRUCTIONS**

H-1. PURPOSE. Used by the unit NEO warden during NEO packet and kit inspections to determine the preparedness of NEO packets and kits.

H-2. INSTRUCTIONS. This form will be completed as follows:

- a. DATE block. Enter the date of the inspection.
- b. ITEM block. Enter the appropriate remarks, such as:
 - (1) Items on hand (enter warden's initials).
 - (2) Items not applicable (enter NA).
 - (3) Items not on hand (leave blank).

H-3. GUIDANCE.

a. Mandatory items are marked by an asterisk (*) on the form. NCE need only one of these items to enter into the NEO flow. The passport is the preferred means of identification, since that document will aid in the NCE processing through any safe haven country to the country of final destination.

b. Other items desirable during the assembly, relocation, evacuation, and repatriation cycle that will make what will be a difficult situation a little more tolerable, or will be needed to resolve legal or other problems after repatriation has been accomplished, are listed on USFK Form 197-R.

NONCOMBATANT PREPAREDNESS CHECKLIST (USFK PAM 600-300-1)					
SPONSOR'S NAME	RANK	SPONSOR'S UNIT	UNIT TELEPHONE NUMBER	APO AP	
REQUIRED DOCUMENTS (<i>Must be maintained by NEO warden for every noncombatant</i>)					
			YES	NO	N/A
USFK FORM 178-R NONCOMBATANT EVACUATION OPERATIONS DATA CARD			<input type="checkbox"/>	<input type="checkbox"/>	
STRIP MAP FROM RESIDENCE TO ECC			<input type="checkbox"/>	<input type="checkbox"/>	
REQUIRED DOCUMENTS FOR NONCOMBATANTS (<i>Keep these items in this envelop</i>)					
IDENTIFICATION DOCUMENTS (<i>Military or Government ID Card, Passport, Marriage Certificate, or Birth Certificate; For all Noncombatants</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
DA FORM 2402 - EXCHANGE TAG (<i>1 for each Noncombatant</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
DA FORM 3955 - CHANGE OF ADDRESS AND DIRECTORY CARD (<i>2 Copies</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
DA FORM 4986 - PERSONAL PROPERTY RECORD (<i>2 Copies in Packet; Mail 1 Copy to Permanent U.S. Address</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD FORM 754 - REPAIR TAG (<i>1 for each Noncombatant Family</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
DD FORM 788 - PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE (<i>2 for each Motor Vehicle</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD FORM 1337 or DD FORM 2461 - AUTHORIZATION FOR EMERGENCY FUNDS (<i>1337 for Military Sponsor, 2461 for Civilian Sponsor / 2 Copies of 1337 or 3 Copies of 2461</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
DD FORM 1701 - INVENTORY OF HOUSEHOLD GOODS (<i>2 Copies in Packet; Mail 1 Copy to Permanent U.S. Address</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD FORM 1864 - VEHICLE KEY TAG (<i>1 for each Motor Vehicle</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DD FORM 2585 - REPATRIATION PROCESSING CENTER PROCESSING SHEET (<i>1 for each Noncombatant Family</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
USFK FORM 123 - NONCOMBATANT VOLUNTEER INFORMATION (<i>1 for each adult Noncombatant - 2 copies</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
USFK FORM 207 - MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE or OTHER LEGAL MOTOR VEHICLE OWNERSHIP REGISTRATION (<i>1 for each Motor Vehicle</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USFK PAM 600-300 - EMERGENCY EVACUATION INSTRUCTIONS			<input type="checkbox"/>	<input type="checkbox"/>	
ORDERS ASSIGNING SPONSOR/NONCOMBATANT TO KOREA (<i>1 for each Noncombatant Family</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
PHS FORM 731 - INTERNATIONAL CERTIFICATES OF VACCINATION (<i>1 for each Noncombatant</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
FAMILY CARE PLAN (<i>Only applies to sole/dual military parent(s) or Emergency Essential Civilian parents</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWER OF ATTORNEY			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL REFERENCES (<i>Check Book, Bank Book, Insurance Policy Information, etc.</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER PERSONAL PROPERTY RECORDS (<i>Bill of Lading, Appraisals, Receipts for locally purchased items, etc.</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NEO KIT (<i>These items should be kept readily available and brought to the ECC in the event of an actual NEO</i>) * Total NEO KIT cannot exceed two bags or a combined weight of 66 pounds.					
THREE DAYS SUPPLY OF NON-PERISHABLE FOOD AND WATER (<i>For each Noncombatant</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
FIRST AID KIT INCLUDING A 30 DAY SUPPLY OF BASIC MEDICATION (<i>For each Noncombatant</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
BABY FOOD/FORMULA/DIAPERS (<i>If applicable</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BLANKETS (<i>Keep baggage limits in mind</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
TOILETRIES (<i>For each Noncombatant</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
LIGHT BACKPACK/LUGGAGE (<i>Keep baggage limits in mind</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
EXTRA CLOTHING (<i>Keep baggage limits in mind</i>)			<input type="checkbox"/>	<input type="checkbox"/>	
FLASHLIGHT WITH EXTRA BATTERIES			<input type="checkbox"/>	<input type="checkbox"/>	
PORTABLE RADIO WITH EXTRA BATTERIES			<input type="checkbox"/>	<input type="checkbox"/>	
PET CARRIER/PET FOOD & WATER/PET VACCINATION CERTIFICATES (<i>If applicable</i>)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DATE OF INSPECTION	INSPECTORS NAME (PRINTED)	INSPECTORS SIGNATURE	SPONSORS SIGNATURE		

APPENDIX I**DD FORM 1337
AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY
AND ALLOWANCES
INSTRUCTIONS**

I-1. PURPOSE. Used by military personnel (Army, Air Force, Navy, and Marines) to authorize payment of emergency funds to their NON-Command Sponsored family members in the event of evacuation from the ROK. See USFK Reg 37-6 for additional information.

I-2. INSTRUCTIONS. Prepare DD Form 1337 in two copies as follows:

- a. MEMBER block. Self-explanatory.
- b. GRADE, RATE, OR RANK block. Self-explanatory.
- c. FILE OR SERVICE NUMBER block. Leave blank.
- d. SOCIAL SECURITY ACCOUNT NUMBER block. Self-explanatory.
- e. MEMBER'S STATION OR ORGANIZATION block. Indicate the unit where the member (sponsor) is assigned.
- f. PRIMARY DEPENDENT'S NAME block. Self-explanatory. (This is the individual who will receive the payments).
- g. RELATIONSHIP block. Self-explanatory.
- h. ADVANCE OF PAY block. Indicate the amount of advance pay authorized by the sponsor to be paid back to the primary family member. The amount may not exceed 2 months of basic pay. **NOTE:** Individuals with affidavits will receive only 1 month's basic pay. Repayment procedures may vary according to service branch.
- i. EVACUATION ALLOWANCE block. Authorizes COMMAND SPONSORED family members to be paid an evacuation (per diem) allowance after departure from the ROK in accordance with the Joint Federal Travel Regulation.
- j. EMERGENCY DISLOCATION ALLOWANCE block. Authorizes COMMAND SPONSORED family members to be paid an emergency dislocation allowance upon arrival at the designated location in accordance with the Joint Federal Travel Regulation.

k. SIGNATURE blocks. The DD 1337 is signed by the sponsor and the primary family member. The unit commander will verify the ADVANCE OF PAY block amount and sign the DD Form 1337. The original will be returned to the service member and one copy retained for unit files.

l. This form must be signed by both the sponsor and primary family member or designated representative.

APPENDIX J

**DD FORM 2461
AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND
ALLOTMENT PAYMENTS FOR DOD CIVILIAN EMPLOYEES
INSTRUCTIONS**

J-1. PURPOSE. Used by DOD civilians to authorize payment of emergency funds to their NON-Command Sponsored family members in case of evacuation from the ROK. See USFK Reg 37-6 for additional information.

J-2. INSTRUCTIONS. See sample to complete form.

J-3. PROCESSING PROCEDURES.

a. The employee will complete 3 copies of DD Form 2461 and obtain the signature of the primary dependent.

b. The CPO ensures advance authorized is IAW appropriate regulations, signs as authenticating official, and makes the following distribution: One copy is forwarded to the servicing finance office, one copy is placed in the employees official folder, and the original is returned to the employee along with a copy of USFK Pam 37-2.

J-4. ENTITLEMENTS. Entitlements for U.S. government employees and their family members during an evacuation are contained in the DOS Standardized Regulations, chapter 600, and endorsed for DOD civilians under DOD 1400.11-I and JFTR, Volume 2, chapter 12.

J-5. DISPOSITION OF DD FORM 2461. The primary family member should place the DD Form 2461 in the NEO packet.

J-6. This form must be signed by both the sponsor and the Civilian Personnel Officer.

AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND ALLOTMENT PAYMENTS FOR DOD CIVILIAN EMPLOYEES				
PRIVACY ACT STATEMENT				
AUTHORITY: 5 U.S.C. 5521-5527; E.O. 9397; E.O. 10982; E.O. 12107; and E.O. 12748.				
PRINCIPAL PURPOSE(S): Information is collected to facilitate the issuance of emergency evacuation advance and allotment payments to a DoD civilian employee.				
ROUTINE USE(S): None.				
DISCLOSURE: Voluntary; however, failure to provide the requested information may result in delay in approval of the authorization.				
1. SPONSORING CIVILIAN EMPLOYEE		2. SOCIAL SECURITY NO.	3. GRADE OR LEVEL	4. STEP OR RATE
a. NAME (First, Middle Initial, Last)		5. POSITION TITLE		
b. ADDRESS (Street, City, State and Zip Code)				
8. EVACUATED INSTALLATION		6. EMPLOYING DEPARTMENT		7. APPROPRIATION
		9. EVACUATION ORDER NO.	10. DATE OF ORDER (YYYYMMDD)	11. DATE EVACUATED (YYYYMMDD)
12. NAME OF DEPENDENT OR DESIGNATED REPRESENTATIVE (First, Middle Initial, Last)			13. RELATIONSHIP	
14. OTHER DEPENDENTS (If additional space is needed, use back.)				
a. NAME		b. DATE OF BIRTH (YYYYMMDD)		
15. I hereby authorize payment of \$ _____ per pay period and/or advance of pay of \$ _____ to dependent named above or designated representative. I understand that funds paid will be charged against any items of pay or allowances due or to become due me after date of payment.				
16. I hereby authorize dependent named above or designated representative to receive payments indicated:				
a. EVACUATION SUBSISTENCE ALLOWANCE: \$ _____			b. EVACUATION TRAVEL AND TRANSPORTATION: \$ _____	
17. EMPLOYEE				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
18. DEPENDENT OR DESIGNATED REPRESENTATIVE				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
19. AUTHORIZED OFFICIAL				
a. TYPED NAME		b. TITLE		
c. SIGNATURE			d. DATE SIGNED (YYYYMMDD)	
20. I request the amount of \$ _____ per pay period as an allotment or assignment of monies due dependent named above (to be completed only when, because of emergency conditions, certification by employee is not available). I (dependent or designated representative named above) certify that the above information is complete and accurate to the best of my knowledge and belief.				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
21. PAYMENT RECORD (If additional space is needed, use back.)				
a. DATE (YYYYMMDD)	b. PAID BY (ADSN)	c. VOUCHER NO.	d. TYPE OF PAYMENT	e. AMOUNT

APPENDIX K

**DD FORM 1701
INVENTORY OF HOUSEHOLD GOODS
INSTRUCTIONS**

K-1. PURPOSE. This form will be used as an inventory of household goods located in the noncombatant's quarters in the ROK. This form will be used upon return to the U.S. to help provide the basis of a accountability for personal property lost and/or destroyed as a result of the evacuation from the ROK. This list may provide a basis for shipment of household goods at a later date, if shipment is possible.

K-2. INSTRUCTIONS. Complete two copies of the form as follows:

- a. PROPERTY OF block. Indicate the sponsor's name.
- b. HOME PHONE NUMBER / DUTY NUMBER block. Leave blank.
- c. DATE block. Indicate the date the inventory was conducted. If the inventory is an update, this date should be changed.
- d. FROM / TO block. Leave blank.
- e. NUMBER OF PIECES block. Indicate the numerical quantity of the items of personal property in the NCE's quarters in the appropriate blocks.
- f. CUBIC FEET block. Leave blank.

K-3. DISTRIBUTION. Noncombatant families should prepare two copies of this inventory. One copy will be turned in with quarters keys at an evacuation control center. The second copy should be kept for their records, either carried in the NEO packet or mailed to a permanent address in the U.S.

INVENTORY OF HOUSEHOLD GOODS												
PROPERTY OF				HOME PHONE NUMBER			DUTY PHONE NUMBER			DATE		
FROM				TO (Destination)								
ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.	ARTICLE	CU. FT. PER PC.	NO. OF PCS	CU. FT.	
LIVING ROOM				CHILDRENS ROOM (Con't)				PROFESSIONAL ITEMS (Con't)				
Bench, fireside or piano	5	0	0	Chest	12	0	0	Reference material	0	0	0	
Bookcase	20	0	0	Chest, Toy	5	0	0	Tools	0	0	0	
Bookshelves, sectional	5	0	0	Crib, baby	10	0	0	Books	0	0	0	
Cabinet	10	0	0	Play pen	10	0	0	Papers	0	0	0	
Cartons, books	2	0	0	Table, child's	5	0	0	Equipment	0	0	0	
Chair, arm	10	0	0									
Chair, occasional	15	0	0	KITCHEN				MISCELLANEOUS				
Chair, overstuffed	25	0	0	Boxes, pots/pans	5	0	0	Ash or trash can	7	0	0	
Chair, rocker	12	0	0	Cabinet, kitchen	30	0	0	Auto tires	2	0	0	
Chair, straight	5	0	0	Cabinet, utility	10	0	0	Basket, clothes	5	0	0	
Clock, grandfather/grandmother	20	0	0	Chairs, breakfast	5	0	0	Bicycle	5	0	0	
Credenza	35	0	0	Ironing board	2	0	0	Bird cage and stand	5	0	0	
Davenport, 2, 3, 4 cushions	35	0	0	Rotisserie	5	0	0	Brooms and mops bundle	2	0	0	
Day bed	30	0	0	Stool	3	0	0	Cabinet, filing	20	0	0	
Desk, small or Winthrop	22	0	0	Table	5	0	0	Carriage, baby	20	0	0	
Desk, secretary	35	0	0	Table, breakfast	10	0	0	Carriage, doll or folding	5	0	0	
Footstool, hassock, ottoman	0	0	0	Vegetable bin	3	0	0	Chairs, folding	2	0	0	
Hideabed	50	0	0					Clothes hamper	5	0	0	
Lamp, floor, table	3	0	0	APPLIANCES (Large)				Cot, folding	3	0	0	
Magazine rack	2	0	0	Air conditioner, window	30	0	0	Golf bag	2	0	0	
Organ, electric	60	0	0	Dehumidifier	10	0	0	Golf cart/go cart	3	0	0	
Piano, baby grand or upright	70	0	0	Dishwasher	20	0	0	Fan	5	0	0	
Parlor grand	80	0	0	Dryer, electric or gas	25	0	0	Fernery or plant stand	0	0	0	
Spinnet	60	0	0	Freezer: (Cubic capacity)	0	0	0	Foot locker	0	0	0	
Radio, table or phonograph	2	0	0	10 or less	30	0	0	Heater, gar or electric	5	0	0	
Sectional, 2, 3, 4 piece	50	0	0	11 to 15	45	0	0	Incinerator	10	0	0	
Stereo, Hi Fi	10	0	0	16 and over	60	0	0	Linens, cartons	5	0	0	
Studio couch	50	0	0	Mangle	12	0	0	Mirrors	0	0	0	
Tables, drop leaf or occasional	12	0	0	Range, electric	30	0	0	Pictures	0	0	0	
Tables, coffee, end or nest	5	0	0	Refrigerator (cubic cap.)	0	0	0	Power tools	0	0	0	
Table, library	20	0	0	6 cu. ft. or less	30	0	0	Rollaway bed	20	0	0	
Telephone stand and chair	5	0	0	7 to 10 cu. ft.	45	0	0	Rugs, large roll or pad	0	0	0	
Television combination/color	25	0	0	11 cu. ft. and over	60	0	0	Rugs, small roll or pad	0	0	0	
Television, table model/color	10	0	0	Vacuum cleaner	0	0	0	Sewing cabinet	2	0	0	
				Washing machine	0	0	0	Sewing machine	10	0	0	
DINING ROOM				Washer/dryer combination	0	0	0	Shopsmith	0	0	0	
Barrel, dishes	15	0	0					Sled	2	0	0	
Buffet	30	0	0	PORCH, OUTDOOR				Table, card	1	0	0	
Chair, arm	8	0	0	FURNITURE & EQUIPMENT				Tricycle	5	0	0	
Chair, straight	5	0	0	bar	15	0	0	Trunk, steamer	10	0	0	
China closet	25	0	0	Bar stools	3	0	0	Trunk, wardrobe	15	0	0	
Server	15	0	0	Bird bath	5	0	0	TV trays	2	0	0	
Table, dinette	15	0	0	Chair, porch	10	0	0	Typewriter	2	0	0	
Table, extension	30	0	0	Chair, lawn	5	0	0	OTHER ITEMS				
				Fireplace equipment	5	0	0					
BEDROOM				Garden hose	5	0	0					
Bed, include. spring and mattress	0	0	0	Glider	20	0	0					
Double	60	0	0	Grill, barbecue, portable	10	0	0					
Single or Hollywood	40	0	0	Gym, outdoor child's	20	0	0					
Bunk (set of 2)	70	0	0	Ladder, extension	10	0	0					
King size/Queen size	70	0	0	Lawn mower (hand)	5	0	0					
Cartons, clothes	10	0	0	Mower, power	15	0	0					
Chair, boudoir	10	0	0	Picnic table	20	0	0					
Chair, straight or rocker	5	0	0	Picnic bench	5	0	0					
Chaise lounge	25	0	0	Rack, outdoor dryer	5	0	0					
Chest, cedar	15	0	0	Rocker, swing	15	0	0					
Dresser, bureau, chest of drawers, chiffr. or chiffr.	25	0	0	Sandbox	10	0	0	CONTAINERS PREPACKED BY OWNER, e.g., Footlockers or Trunks				
Dresser bench	3	0	0	Settee	20	0	0					
Dresser, double, triple	50	0	0	Slide, outdoors, child's	10	0	0					
Lamps, floor, table	3	0	0	Swings, outdoor porch	30	0	0					
Table, night	5	0	0	Table	10	0	0					
Wardrobe, small	20	0	0	TV antenna	5	0	0					
Wardrobe, large	40	0	0	Tool chest	10	0	0					
Wardrobe, carton	10	0	0	Umbrella	5	0	0					
				Wheelbarrow	3	0	0					
CHILDRENS ROOM								Sub total Column 3	180	0	0	
Bathinette	5	0	0					TOTAL Column 1	1460	0	0	
Bed, youth	30	0	0	PROFESSIONAL ITEMS				TOTAL Column 2	793	0	0	
cartons, clothes	10	0	0	Clothing, specialized	0	0	0	TOTAL Column 3	180	0	0	
Chair, child's	3	0	0	Instruments	0	0	0	GRAND TOTAL	2433	0	0	
Chair, high	5	0	0	MARS equipment	0	0	0	Summary 0 cu. ft. @ 7 lbs. per cu. ft.			0 lbs.	
Chair, rocker	3	0	0					Estimated Total Weight			0 lbs.	
Sub total Column 1	1460	0	0	Sub total Column 2	793	0	0					

APPLIANCES TO BE SERVICED		
TYPE <small>(Place "X" in applicable boxes)</small>	MAKE	YEAR
CLOTHES DRYER <input type="checkbox"/> ELECTRIC GAS <input type="checkbox"/>		
WASHING MACHINE <input type="checkbox"/> AUTOMATIC <input type="checkbox"/> NON AUTOMATIC		
<input type="checkbox"/> MANGLE IRONER <input type="checkbox"/>		
FREEZER <input type="checkbox"/> UPRIGHT CHEST <input type="checkbox"/>		
REFRIGERATOR <input type="checkbox"/> ELECTRIC GAS <input type="checkbox"/> <input type="checkbox"/> SINGLE DOOR <input type="checkbox"/> DOUBLE DOOR		
TELEVISION <input type="checkbox"/> PORTABLE TABLE <input type="checkbox"/> <input type="checkbox"/> CONSOLE <input type="checkbox"/>		
STOVE <input type="checkbox"/> ELECTRIC GAS <input type="checkbox"/>		
<input type="checkbox"/> DISHWASHER		
<input type="checkbox"/> AIR CONDITIONER		
<input type="checkbox"/> STEREO		
<input type="checkbox"/> HI-FI RADIO		
<input type="checkbox"/> RECORD PLAYER		
OTHER (<i>Specify</i>)		
THE FOLLOWING ITEMS ARE TO BE WITHDRAWN AND PLACED IN NON-TEMPORARY STORAGE IN THE EVENT WEIGHT IS IN EXCESS OF THE ADMINISTRATIVE WEIGHT RESTRICTION:		
1.		
2.		
3.		
4.		
5.		
6.		
NAME	GRADE	SERVICE NUMBER/SSAN
NOTE: <i>Disconnecting or connecting of appliances to gas, water or electricity will not be performed by the carrier. Arrangements for disconnecting or connecting must be made by the owner. Carriers will not remove or install TV antennas or air conditioners.</i>		

APPENDIX L**EA FORM 741-E
PERSONAL PROPERTY RECORD
INSTRUCTIONS**

L-1. PURPOSE. This form is used to record high dollar value items of noncombatant family personal property maintained in the ROK. This form will be used to help the US Government-affiliated noncombatant evacuee prepare claims against the US government for reimbursement for loss or damage to their personal property due to an emergency evacuation from the ROK. This form will be completed by the sponsor and noncombatant family and maintained in the NEO packet. Items that should be listed on this form include high value items, but are not restricted to:

- a. Televisions
- b. Stereos
- c. Video Cassette Recorders
- d. Microwaves
- e. Cameras (over \$200)
- f. Personal Computers
- g. Items valued over \$200 (i.e., furniture, rugs, appliances, jewelry, etc.)

L-2. INSTRUCTIONS. Complete DA Form 4986 as follows:

- a. PAGE NUMBER, NUMBER OF PAGES, DATE OF PREPARATION blocks. Self-explanatory.
- b. PRINTED NAME, SOCIAL SECURITY NUMBER, SIGNATURE blocks. Self-explanatory.
- c. NAME OF ITEM block. Indicate generic name of item (i.e., Television, Microwave, etc.)
- d. QUANTITY block. Indicate the quantity of the item described.
- e. BRAND NAME, MODEL OR STYLE, OTHER DESCRIPTION block. Indicate the description of the item to include brand name, model number, etc.

- f. SERIAL NUMBER block. Indicate the serial number of the item, if applicable.
- g. DATE ACQUIRED block. Self-explanatory.
- h. VALUE block. Indicate the purchase cost of the item.
- i. INITIALS/SIGNATURE OF INDIVIDUAL VERIFYING block. This block will be verified by a member in the grade of E-6 and above within the sponsor's chain of command.

APPENDIX N

DD FORM 2585 REPATRIATION PROCESSING CENTER PROCESSING SHEET INSTRUCTIONS

N-1. Purpose. The DD Form 2585 Repatriation Processing Center Processing Sheet is a single form to capture information that will be used to assist the noncombatant evacuee family in the process of repatriation. This form must be completed before repatriation processing can be completed in the United States. All US citizens and their families who are evacuated to the United States will complete this form. All USFK noncombatant families are provided this form as part of the NEO packet and will complete the Section III Evacuee Identifying Information and maintain one copy of this form per family in their NEO packet. The remainder of the form will be completed enroute to the United States or at the repatriation site. This form is not used during evacuation processing in the ROK.

N-2. Instructions. See detailed instructions and completed sections on the following pages.

REPATRIATION PROCESSING CENTER PROCESSING SHEET	REPORT CONTROL SYMBOL DD-P&R(AR)1885	OMB No. 0704-0334 OMB approval expires Dec 31, 2010
<p>The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0704-0334), Washington, DC 20503-2921. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display this OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE REPATRIATION PROCESSING CENTER OR STATE DEPARTMENT EMBASSY PERSONNEL IF SAFEHAVENING IN A FOREIGN COUNTRY.</p>		
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: EO 12958, EO 9397.</p> <p>PRINCIPAL PURPOSE(S): To document the movement of an evacuee from a foreign country to an announced safehaven. Information will be used, as needed, to assist the evacuee in the process of repatriation.</p> <p>ROUTINE USE(S): To family members of individuals who have been evacuated and about whom information is requested by a family member and/or American Red Cross for communication information about spouse/family member(s) to service member still in foreign country; to the U.S. Citizenship and Immigration Services (USCIS) for tracking of foreign nationals evacuated to the U.S.; to the Department of Health and Human Services, to facilitate delivery of personal and financial services and to recoup costs of financial services and to identify individuals who might arrive with an illness requiring quarantine; to state and local health departments, to further implement the quarantine of an ill individual.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish the information may limit your receipt of services and impede passage of information about your current whereabouts to family members.</p>		
<p>INSTRUCTIONS FOR COMPLETION OF DD FORM 2585, REPATRIATION PROCESSING CENTER PROCESSING SHEET (Read before completing this form.)</p> <p>GENERAL INSTRUCTIONS</p> <ol style="list-style-type: none"> The following instructions are provided for completing the Repatriation Processing Center Processing Sheet. Collection of this information is authorized by 42 U.S.C. 1313, the Department of Defense Directive 3025.14, and Executive Order 9397. Providing the information requested on this form, including Social Security Number, is voluntary; however, failure to complete the form may hinder receipt of needed services and impede passage of information about current whereabouts to family members. Before entering any information on the form, carefully read the detailed instructions provided. Not all questions are applicable for everyone. For those questions that do not apply, enter N/A on the line or check the boxes in Sections III, IV, and VI. You may be asked to have available any or all of the following documentation: <ol style="list-style-type: none"> For official government personnel and dependents, you should have available as applicable: <ol style="list-style-type: none"> Official travel orders for Safehaven Status (DD Form 1610). Permanent Change of Station (PCS) Orders. Passport, Visa and International Immigration (shot) record. Military/DoD Civilian/Dependent Identification Card. Travel documents (Transportation Request, transportation travel information or tickets, i.e., airline, train, bus, etc.). 		

SECTION I - ESCORTS OF UNACCOMPANIED MINOR CHILDREN (Page 5)	SPECIFIC INSTRUCTIONS
<p>This section and Section III (Pages 5 through 8) will be completed by the "responsible person".</p> <p>SECTION II - PROCESSING CENTER</p> <p>Item 1. Airline and Flight Number. Enter the airline and flight number arrived on.</p> <p>Item 2. Date of Arrival. Enter the date arrived in the United States at this processing center. Do this by entering the year first, then the month of the year, then the day of the month. Example: YYYY=1998, MM=08 (August), DD=20 (20th).</p> <p>Item 3. Repatriation Center. Enter the location of the Repatriation Center by airport, city, and state, or by military base. Example: Raleigh/Durham Airport, Raleigh, NC or Charleston AFB, South Carolina.</p> <p>Item 4. Processing Date. Enter the date (by year, month and day) that processing through the Repatriation Center began. In most cases it will be the same date as shown in item 2 above.</p> <p>Item 5. Processing Time. Enter the time processing began for this person or family. Use military time (24 hour clock). Example: 2:00 a.m.=0200, 3:00 p.m.=1500.</p>	<p>Item 15. Alien Number and Country of Issue. Enter Alien Number, if applicable, if not applicable, enter N/A. If applicable, enter the name of the country that issued the Alien Number.</p> <p>Item 16. Classification Number(s) and Agency Code(s). Enter the number that best identifies the evacuee's status from the classification number list (Table 1 on Page 6), and if applicable, the appropriate agency code (Table 2).</p> <p>NOTE: Any individual can fall into more than one category, i.e., a DoD Dependent can also be a government employee. If that is the case, show all appropriate classification numbers and/or agency codes. This applies to all individuals shown on the processing form.</p> <p>Item 17. Number of Family Members With You. Enter the appropriate number of family members in the family group.</p> <p>NOTE: If you are escorting unaccompanied minor children, in addition to your own children, DO NOT include them in your family group.</p> <p>Item 18. Number of Animals With You. Enter in the appropriate space, next to the type of animal, the number of animals you are bringing with you back to the U.S. You must ensure that you have all the necessary paperwork, and shot records to expedite the processing of your animals through Public Health Inspection.</p> <p>FOR ITEMS 19 AND 20: If the form is being completed by an escort for (an) unaccompanied minor child(ren), the emergency contact and final destination should be those for the child(ren).</p> <p>Item 19. Emergency Contact in U.S.</p> <ol style="list-style-type: none"> Name. Enter the name of an individual who will know how to get in touch with the evacuee should the need arise. Address. Enter the "Emergency Contact's" street, city, state and/or country, and ZIP Code. Home Telephone Number. Enter the "Emergency Contact's" home telephone number (if known or applicable), to include the area code. Work Telephone Number. Enter the "Emergency Contact's" work telephone number (if known or applicable), to include the area code. Cell Telephone Number. Enter the "Emergency Contact's" cell telephone number (if known or applicable), to include the area code. <p>Item 20. Final Destination. If the evacuee's final destination will be the same residence as the "Emergency Contact" shown in item 19 above, write "SAME." If the evacuee's final destination is going to be different than the "Emergency Contact," enter the name of the person with whom the evacuee will be staying, their telephone numbers, and complete address to include "Country," if the Safehaven location is outside the U.S.</p> <p>NOTE: If the evacuee will be living by him/herself, enter "SELF" in the Name block, and then the address.</p>

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SPECIFIC INSTRUCTIONS (Continued)

Item 21. If U.S. Department of Defense Military and Civilian Employee Dependent. This item is to be completed when the evacuee is a military or DoD civilian dependent whose sponsor remains behind. If this item is not applicable, enter N/A on the Sponsor Name line and go on to the next block. For escorted unaccompanied minor children, enter the sponsor's (parent or guardian) information to the best of your ability.

a. Branch of Service/DoD Agency. Place an "X" in the block next to the branch of Service/DoD Agency to which the sponsor belongs.

b. Name of Sponsor. Enter the name of the sponsor of the family, remaining in country, by last name, first name, and middle initial. If no middle initial, enter NMI.

c. Social Security Number. Enter the sponsor's SSN, etc.) and grade (i.e. E4, O3, etc.). For civilians, enter grade (i.e. GS12, WG10, etc.).

d. Organization/Address and Major Command. Enter the sponsor's organization, address, and major command, to include APO or FPO number, if applicable.

Item 22. Final Destination and Name of Escort for Unaccompanied Minor Child(ren). If this form is being completed by the escort for unaccompanied minor child(ren), enter the following information about the escort.

a. Name. Enter the last name, first name, and middle initial of the escort. If no middle initial, enter NMI.

b. Address. Enter the street, city, state and/or country, and ZIP Code where the escort will be living.

c. Home Telephone Number. Enter the home telephone number where the escort can be contacted (if known or applicable), to include the area code.

d. Work Telephone Number. Enter the work telephone number where the escort can be contacted (if known or applicable), to include the area code.

e. Cell Telephone Number. Enter the cell telephone number where the escort can be contacted (if known or applicable), to include the area code.

Item 23.a. through d. Accompanying Evacuees (Page 7). The data on this page pertains to each person accompanying the principal evacuee. This may be a child, spouse, sibling, or parent of the "responsible person" or an escorted unaccompanied minor child of another family. Complete one block of information for each person other than the principal evacuee who is listed on Pages 5 and 6. If there are more than four accompanying persons, use additional copies of Page 7.

(1) Name. Enter accompanying evacuee's last name, first name, and middle initial. If no middle initial, enter NMI.

(2) SSN. Enter the accompanying evacuee's Social Security Number, if known.

(3) Date of Birth. Enter the accompanying evacuee's date of birth by year, month and day.

(4) Gender. Place an "X" in the appropriate block indicating whether the accompanying evacuee is male or female.

(5) Relationship to Person Completing Form. Place an "X" in the appropriate block indicating whether the accompanying evacuee is the "responsible person's" spouse, child, parent, or other.

(6) Place of Birth. Enter the city, state, and country in which the accompanying evacuee was born.

(7) Country of Citizenship. Enter the country of which the accompanying evacuee is a citizen. Example: USA, Canada, England, France, Germany, etc.

(8) Passport Number and Country of Issue. Enter the accompanying evacuee's passport number and the country in which it was issued.

(9) Alien Number and Country of Issue. Enter the accompanying evacuee's alien number, if applicable, and the country which issued the number. If not applicable, enter N/A.

(10) Classification Number(s) and Agency Code(s). Enter all classification numbers (from Table 1) and agency codes (from Table 2) that apply to the accompanying evacuee.

NOTE: Any individual can fall into more than one category, i.e., a DoD dependent as well as a government employee.

SECTION III (Continued) - SERVICES (Page 8)

This section is provided for the "responsible person" to identify to the processing team any assistance the family group may require upon arrival in the U.S.

Item 24. If No Services are Needed. Upon reviewing the list in this section, if the family does not require any additional help, place an "X" in this block.

Item 25. Services Needed. If assistance is required, place an "X" in the block next to each service required.

Item 26. Additional Remarks. This item is provided if the "responsible person" has any questions, needs additional assistance, or has any comments to make.

NOTE: SECTION III IS THE LAST PART OF THE FORM THAT THE EVACUEE MUST COMPLETE. THE FOLLOWING SECTIONS WILL BE COMPLETED BY THE REPATRIATION TEAM AT THE PROCESSING CENTER.

SECTION IV - REPATRIATION PROCESSING CENTER DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)

This section is applicable to all evacuees other than Federal personnel and their families, i.e. private American citizens, and their families.

Item 27. If No Services Are Required/Where Provided. If the evacuee required no assistance upon arrival, place an "X" in this block. This block may also be marked by the "responsible person".

Item 28. Services Provided by DHHS.

a. Cash Assistance.

b. Onward Transportation. If funds were required to obtain airline, bus, train tickets, etc., this item must be completed. Under the cost heading in the first (Persons) block, enter the number of tickets. Enter the cost of each ticket in the next (Dollars) block. Multiply the number of tickets by the cost and enter the total to the right of the equal sign. Example: Onward transportation = 4 X \$150.00 = \$600.00.

NOTE: It is possible for family members to go to different locations; therefore, an additional line was provided to cover those exceptions. If no onward transportation support was provided, enter a zero in the "Total" block.

c. Temporary Lodging and Per Diem. If funds were required to provide lodging accommodations, this item must be completed. Enter the number of persons times the number of days they are staying at the hotel/motel, etc., times the per diem rate per day and enter the total cost to the right of the equal sign. Example: 4 people X 2 days X \$50.00 per day per diem = \$400.00.

NOTE: If no lodging or per diem was provided, enter a zero in the "Total" block.

d. Miscellaneous. For any other assistance required, itemize the assistance provided in the space shown, and enter their associated costs to the right of the equal sign.

Item 29. Total DHHS Costs. Add up all the costs shown in this column for transportation, lodging, per diem, miscellaneous and enter that figure in the space provided.

Item 30. Has Emergency Medical Assistance Been Provided Off-Site. Place an "X" in either the "Yes" or the "No" block provided. If Yes, enter the name of the hospital or medical facility known, in the space provided for Additional Remarks (Item 31.)

Item 31. Additional Remarks. Enter any additional information regarding services provided, if necessary.

SECTION V - CLOSING QUESTIONS (DHHS)

Processing officials should complete and sign this prior to the individual(s) departing the Repatriation Center.

Items 32 through 36. Questions. A processing official/interviewer will complete these questions by placing an "X" in the appropriate "Yes" or "No" block.

SECTION VI - ASSISTANCE PROVIDED DOD PERSONNEL

This section should be completed by Military Support Processing Team.

Item 39. If No Services Were Provided. If the military individual, Federal employee and/or family members do not require any assistance, place an "X" in this block.

Item 40. Services Provided. If the military individual, Federal employee and/or family members require any of the services, place an "X" in the block next to the service provided.

NOTE: For item b., specify for what purpose financial assistance is required. For item e., specify what medical care is required.

Item 41. Costs. For each item in which funds were provided, enter the amount on the line next to the service provided. In item b., enter the voucher number assigned for per diem payments.

Item 42. Total Costs. Add up all financial assistance provided to the military individual, Federal employee and/or family member and enter the total in the space provided.

SECTION VII - PROCESSING INFORMATION

This section should be completed by the Processing Team Officials prior to the evacuee(s) departing the Repatriation Center.

Item 43. Exit From Processing Center Date. Enter the date by year, month and day that the evacuees have completed their processing and are departing the Repatriation Center.

Item 44. Exit From Processing Center Time. Enter the time, using military (24 hour) clock.

Item 45. Destination. Enter the destination by city, state, and/or country that the evacuees are going to.

Item 46. Transportation Carrier(s). Enter the name of the airline, bus or train company that will be taking the evacuees to their final destination.

Item 47. ETA and Date of Arrival at Destination. Enter the estimated time and date the evacuees are expected to arrive at their final destination. Enter this by military time and by year, month and day.

Item 48. Additional Remarks. Enter any additional information regarding exit processing, if necessary.

Item 37. Name of Interviewer. The processing official/interviewer will sign in this space and print his or her name below.

Item 38. Telephone Number. The processing official/interviewer will enter the telephone number where he or she can be reached should the need arise.

SPECIFIC INSTRUCTIONS (Continued)

SECTION V - CLOSING QUESTIONS (DHHS)

Processing officials should complete and sign this prior to the individual(s) departing the Repatriation Center.

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Item 37. Name of Interviewer. The processing official/interviewer will sign in this space and print his or her name below.

Item 38. Telephone Number. The processing official/interviewer will enter the telephone number where he or she can be reached should the need arise.

SECTION I - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"	
<p>ARE YOU ESCORTING UNACCOMPANIED MINOR CHILD(REN)? (<i>X one</i>) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The designated escort is responsible for completing (to the best of their ability) a separate form for each family group they are escorting. If there is more than one child from the same family group, enter the information in Items 6 through 20 for the <u>eldest</u> child being escorted. Then, complete the family group information for each younger child in Items 23(a) through (d), as applicable.</p> <p>ADDITIONALLY, ESCORTS WILL FILL OUT A SEPARATE FORM FOR THEIR OWN FAMILY GROUP.</p>	
SECTION II - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"	
1. AIRLINE AND FLIGHT NUMBER	2. DATE OF ARRIVAL (YYYYMMDD)
3. REPATRIATION CENTER	
4. PROCESSING DATE (YYYYMMDD)	5. PROCESSING TIME (<i>Military</i>)
SECTION III - EVACUEE IDENTIFYING INFORMATION - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"	
6. NAME OF EVACUEE (<i>Last, First, Middle Initial</i>)	
7. COUNTRY EVACUATED FROM	
8. DATE OF BIRTH (YYYYMMDD)	9. PLACE OF BIRTH (<i>City, State, and Country</i>)
10. COUNTRY OF CITIZENSHIP	
11. GENDER (<i>X one</i>)	12. SOCIAL SECURITY NUMBER
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
13. MARITAL STATUS (<i>X one</i>)	
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED	
14.a. PASSPORT NUMBER	b. COUNTRY OF ISSUE
15.a. ALIEN NUMBER	b. COUNTRY OF ISSUE

SECTION III - EVACUEE IDENTIFYING INFORMATION (Continued) (Read before completing Items 16 and 23)					
(Use these tables to complete Item 16 and Item 23 (Page 7.) Choose all that apply.)					
TABLE 1a - U.S. CITIZEN		TABLE 1b - FOREIGN NATIONAL		TABLE 2	
CLASSIFICATION NUMBER		CLASSIFICATION NUMBER		AGENCY CODE	
1a DoD: Service Member		8 Adult Dependent of Repatriated U.S. Citizen (Foreign spouse or other adult dependent; not U.S. citizen)		A Army	
b DoD: Service Member Dependent and/or Family Member (Command Sponsored Dependent)		9 Minor Dependent of Repatriated U.S. Citizen (Child born in foreign country, not U.S. citizen to date)		N Navy	
c DoD: Service Member Dependent and/or Family Member (Non-Command Sponsored Dependent)		10 Non-Dependent of Repatriated U.S. Citizen (Extended family member, i.e. mother-in-law, cousin, etc.)		F Air Force	
2a DoD: Civilian Employee WITH Transportation Agreement		11 Non-U.S. Civilian Employee (Works for U.S. Government)		M Marine Corps	
b DoD: Dependent of Civilian Employee WITH Transportation Agreement		12 Citizen of Country Other Than U.S.		G Coast Guard	
c DoD: Civilian Employee WITHOUT Transportation Agreement		13 Other, None of the Above (Specify)		D DoD Agency	
d DoD: Dependent of Civilian Employee WITHOUT Transportation Agreement				O Other U.S. Government Agency	
3a Non-DoD U.S. Government (USG): Employee				X Not Applicable	
b Non-DoD USG: Employee Dependent and/or Family Member					
4 Citizen Residing Abroad (Child, Student, Private Business)					
5 Tourist					
6 Citizen on Business-Related Travel					
7 U.S. Government Contractor					
16. CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 that are applicable to the person named in Item 6.)			17. NUMBER OF FAMILY MEMBERS WITH YOU		
a. CLASSIFICATION NUMBER		b. AGENCY CODE		<input type="text"/>	ADULTS (Include yourself)
c. CLASSIFICATION NUMBER		d. AGENCY CODE		<input type="text"/>	CHILDREN (Include all children)
e. CLASSIFICATION NUMBER		f. AGENCY CODE		18. NUMBER OF ANIMALS WITH YOU (If applicable)	
				<input type="text"/>	DOGS
				<input type="text"/>	CATS
				<input type="text"/>	OTHER
				<input type="text"/>	
19. EMERGENCY CONTACT IN U.S. (For person named in Item 6 above)					
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Street, City, State/Country, ZIP Code)		
c. HOME TELEPHONE NO. (Include Area Code)		d. WORK TELEPHONE NO. (Include Area Code)	e. CELL TELEPHONE NO. (Include Area Code)		
20. FINAL DESTINATION AND NAME OF POINT OF CONTACT (If applicable) (If same as Item 19, enter "SAME")					
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Street, City, State/Country, ZIP Code)		
c. HOME TELEPHONE NO. (Include Area Code)		d. WORK TELEPHONE NO. (Include Area Code)	e. CELL TELEPHONE NO. (Include Area Code)		
21. IF U.S. DEPARTMENT OF DEFENSE MILITARY AND CIVILIAN EMPLOYEE DEPENDENTS (For escorted unaccompanied minor children enter the sponsor's (parent/guardian) information to the best of your ability.)					
a. BRANCH OF SERVICE/DOD AGENCY (X one)					
<input type="checkbox"/>	ARMY	<input type="checkbox"/>	NAVY	<input type="checkbox"/>	AIR FORCE
<input type="checkbox"/>		<input type="checkbox"/>	MARINE CORPS	<input type="checkbox"/>	COAST GUARD
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	DOD AGENCY
b. NAME OF SPONSOR (Remaining in Country) (Last, First, Middle Initial)			c. SSN		d. RANK/GRADE
e. ORGANIZATION/ADDRESS AND MAJOR COMMAND (Include APO#/FPO#)					
22. FINAL DESTINATION AND NAME OF ESCORT FOR UNACCOMPANIED MINOR CHILD(REN) (Complete if applicable)					
a. NAME OF ESCORT (Last, First, Middle Initial)			b. ADDRESS (Final Destination of Escort) (Street, City, State/Country, ZIP Code)		
c. HOME TELEPHONE NO. (Final Destination of Escort) (Include Area Code)		d. WORK TELEPHONE NO. (Final Destination of Escort) (Include Area Code)	e. CELL TELEPHONE NO. (Final Destination of Escort) (Include Area Code)		

SECTION III - EVACUEE IDENTIFYING INFORMATION (Continued)			
23. ACCOMPANYING EVACUEES <i>(Fill out for each accompanying person.)</i>			
a.(1) NAME (Last, First, Middle Initial)		(2) SSN	(3) DATE OF BIRTH (YYYYMMDD)
(4) GENDER (X one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		(5) RELATIONSHIP TO PERSON COMPLETING FORM (X one) <input type="checkbox"/> SPOUSE <input type="checkbox"/> SON/DAUGHTER <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER	
(6) PLACE OF BIRTH (City, State, and Country)		(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) <i>(Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item a.(1).)</i>	
(7) COUNTRY OF CITIZENSHIP		(a) CLASSIFICATION NUMBER	(b) AGENCY CODE
(8) PASSPORT NUMBER	COUNTRY OF ISSUE	(c) CLASSIFICATION NUMBER	(d) AGENCY CODE
(9) ALIEN NUMBER	COUNTRY OF ISSUE	(e) CLASSIFICATION NUMBER	(f) AGENCY CODE
b.(1) NAME (Last, First, Middle Initial)		(2) SSN	(3) DATE OF BIRTH (YYYYMMDD)
(4) GENDER (X one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		(5) RELATIONSHIP TO PERSON COMPLETING FORM (X one) <input type="checkbox"/> SPOUSE <input type="checkbox"/> SON/DAUGHTER <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER	
(6) PLACE OF BIRTH (City, State, and Country)		(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) <i>(Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item b.(1).)</i>	
(7) COUNTRY OF CITIZENSHIP		(a) CLASSIFICATION NUMBER	(b) AGENCY CODE
(8) PASSPORT NUMBER	COUNTRY OF ISSUE	(c) CLASSIFICATION NUMBER	(d) AGENCY CODE
(9) ALIEN NUMBER	COUNTRY OF ISSUE	(e) CLASSIFICATION NUMBER	(f) AGENCY CODE
c.(1) NAME (Last, First, Middle Initial)		(2) SSN	(3) DATE OF BIRTH (YYYYMMDD)
(4) GENDER (X one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		(5) RELATIONSHIP TO PERSON COMPLETING FORM (X one) <input type="checkbox"/> SPOUSE <input type="checkbox"/> SON/DAUGHTER <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER	
(6) PLACE OF BIRTH (City, State, and Country)		(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) <i>(Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item c.(1).)</i>	
(7) COUNTRY OF CITIZENSHIP		(a) CLASSIFICATION NUMBER	(b) AGENCY CODE
(8) PASSPORT NUMBER	COUNTRY OF ISSUE	(c) CLASSIFICATION NUMBER	(d) AGENCY CODE
(9) ALIEN NUMBER	COUNTRY OF ISSUE	(e) CLASSIFICATION NUMBER	(f) AGENCY CODE
d.(1) NAME (Last, First, Middle Initial)		(2) SSN	(3) DATE OF BIRTH (YYYYMMDD)
(4) GENDER (X one) <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		(5) RELATIONSHIP TO PERSON COMPLETING FORM (X one) <input type="checkbox"/> SPOUSE <input type="checkbox"/> SON/DAUGHTER <input type="checkbox"/> PARENT <input type="checkbox"/> OTHER	
(6) PLACE OF BIRTH (City, State, and Country)		(10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) <i>(Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item d.(1).)</i>	
(7) COUNTRY OF CITIZENSHIP		(a) CLASSIFICATION NUMBER	(b) AGENCY CODE
(8) PASSPORT NUMBER	COUNTRY OF ISSUE	(c) CLASSIFICATION NUMBER	(d) AGENCY CODE
(9) ALIEN NUMBER	COUNTRY OF ISSUE	(e) CLASSIFICATION NUMBER	(f) AGENCY CODE
NOTE: If there are more than 4 accompanying family members, use additional copies of Page 7.			

SECTION III - EVACUEE IDENTIFYING INFORMATION (SERVICES) <i>(Continued)</i>			
24. IF NO SERVICES ARE NEEDED, X THIS BLOCK			
25. SERVICES NEEDED <i>(X all that apply)</i>			
	CLOTHING		
	HOUSING	PERMANENT	TEMPORARY
	MEDICAL		
	DOD INFORMATION		
	DOD LEGAL SERVICES		
	CHILD CARE		
	FEDERAL CIVILIAN PERSONNEL ASSISTANCE		
	LOCATOR ASSISTANCE FOR OTHER FAMILY MEMBERS		
	TRANSPORTATION TO ONWARD DESTINATION		
	FINANCIAL ASSISTANCE		
	MENTAL HEALTH		
	GENERAL INFORMATION		
	CHAPLAIN ASSISTANCE		
	FUNERAL ASSISTANCE		
	DOD RELOCATION INFORMATION		
	TRANSLATOR <i>(Indicate language)</i>		
	OTHER <i>(Specify)</i>		
26. ADDITIONAL REMARKS			
STOP HERE.			

SECTION IV (ITEMS 27 - 36) - TO BE COMPLETED BY REPATRIATION PROCESSING CENTER DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF				
27. IF NO SERVICES ARE REQUIRED/WERE PROVIDED, X THIS BLOCK —————>				
28. SERVICES PROVIDED BY DHHS				
(1) SERVICES	(2) COSTS		(3) TOTAL	
a. CASH ASSISTANCE	PERSONS	DOLLARS	=	0.00
	X			
b. ONWARD TRANSPORTATION	PERSONS	DOLLARS	=	0.00
	X			
	PERSONS	DOLLARS	=	0.00
	X			
c. TEMPORARY LODGING AND PER DIEM	PERSONS	DAYS	DOLLARS	=
	X	X		0.00
d. MISCELLANEOUS <i>(Specify)</i>			=	
			=	
			=	
			=	
			29. TOTAL COSTS	= 0.00
30. HAS EMERGENCY MEDICAL ASSISTANCE BEEN PROVIDED OFF-SITE? <i>(X one)</i> —————>			YES	NO
31. ADDITIONAL REMARKS				
SECTION V - CLOSING QUESTIONS - TO BE COMPLETED BY REPATRIATION PROCESSING CENTER DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF				
			<i>(X one)</i>	
			YES	NO
32. HAS REPATRIATE BEEN GIVEN A HEALTH AND HUMAN SERVICES WELCOME BROCHURE?				
33. DOES THIS PERSON/FAMILY NEED A LOAN FOR TEMPORARY ASSISTANCE BECAUSE HE/SHE/they ARE WITHOUT RESOURCES IMMEDIATELY ACCESSIBLE TO MEET HIS/HER/their NEEDS?				
34. HAVE YOU EXPLAINED TO THE REPATRIATE THAT THE INFORMATION OBTAINED IS PROTECTED UNDER THE PRIVACY ACT AND WILL BE USED SOLELY FOR THE PURPOSE OF ESTABLISHING ELIGIBILITY FOR AND ADMINISTERING THE U.S. REPATRIATION PROGRAM?				
35. HAS THE REPATRIATE SIGNED THE HHS REPAYMENT-LOAN AGREEMENT? <i>(Agreement must be attached to file.)</i>				
36. HAS THE REPATRIATE BEEN GIVEN INFORMATION/REFERRAL FOR ASSISTANCE AT THE FINAL DESTINATION?				
37. NAME OF INTERVIEWER <i>(Last, First, Middle Initial)</i>			38. TELEPHONE NUMBER <i>(Include Area Code)</i>	

SECTION VI - ASSISTANCE PROVIDED DOD PERSONNEL - TO BE COMPLETED BY REPATRIATION PROCESSING CENTER			
39. IF NO SERVICES WERE PROVIDED, X THIS BLOCK			
40. SERVICES PROVIDED (<i>X as applicable</i>)		41. COSTS	
	a. TRANSPORTATION	a. TRANSPORTATION	
	b. FINANCIAL (<i>Advance per diem</i>)	b. FINANCIAL (<i>Amount paid</i>) VOUCHER NUMBER (<i>for per diem</i>)	
	c. AMERICAN RED CROSS (ARC)	c. AMERICAN RED CROSS (ARC)	
	d. HOUSING	42. TOTAL COST	0.00
	e. MEDICAL/OTHER		
	f. LEGAL SERVICES		
	g. CHAPLAIN ASSISTANCE		
	h. FAMILY CENTER ASSISTANCE		
SECTION VII - EXIT INFORMATION - TO BE COMPLETED BY REPATRIATION PROCESSING CENTER			
43. EXIT FROM PROCESSING CENTER DATE (YYYYMMDD)	44. EXIT FROM PROCESSING CENTER TIME (<i>Military</i>)	45. DESTINATION (<i>City, State, Country</i>)	
46. TRANSPORTATION CARRIER(S)		47.a. ETA AT DESTINATION (<i>Military Time</i>)	b. DATE OF ARRIVAL AT DESTINATION (YYYYMMDD)
48. ADDITIONAL REMARKS			

APPENDIX O

**DD FORM 1864
VEHICLE KEY TAG
INSTRUCTIONS**

O-1. PURPOSE. The DD Form 1864 Vehicle Key Tag is used to tag keys of privately owned vehicles (POVs) being left by DOD-affiliated noncombatants. Sponsor's personal information on the form ensures that the vehicle keys are given to the proper owner.

O-2. INSTRUCTIONS. This form will be completed as follows:

- a. SPONSOR'S NAME block. Enter sponsor's name (Last, first and middle initial).
- b. RANK AND PAY GRADE block. Enter sponsor's rank and pay grade (i.e., SGT/E-5).
- c. SSN block. Enter sponsor's social security number.
- d. ADDRESS FOR NOTIFICATION PURPOSES, OR NEW DUTY STATION block. Enter the address and phone number of the location that the sponsor's dependents are relocated to.
- e. MAKE OF VEHICLE block. Enter the make (i.e., FORD).
- f. YEAR block. Enter the year of the automobile.
- g. MODEL block. Enter the model (i.e., Taurus SHO).
- h. COLOR block. Enter the color of the automobile.
- i. LICENSE NUMBER AND STATE block. Enter the SOFA license number (i.e. SOFA 3-3040).

EDITION OF 1 JUN 72
AND OLD FORM 1864-
AND OLD FORM 1864-
PRIVACY ACT STATEMENT
ARE OBSOLETE

DD FORM 1864
1 SEP 77

VEHICLE KEY TAG

NAME (Print all information in block letters)			
DOE, JOHN L.			
RANK AND PAY GRADE		SSN	
SPC/E-4		111-11-1111	
ADDRESS FOR NOTIFICATION PURPOSES, OR NEW DUTY ASSIGNMENT			
1507 W. ALEDA DR., DENVER, CO, 80000			
MAKE OF VEHICLE	YEAR	MODEL	COLOR
<input type="checkbox"/> MOTORCYCLE <input type="checkbox"/> CAMPER	DAEWOO 91	PRINCE	BLACK
LICENSE NUMBER AND STATE			
SOFA 6-0000			
DIMENSIONS IN INCHES OUTSIDE VEHICLES		LENGTH	WIDTH
			HEIGHT
LOADING TERMINAL STORAGE LOCATION			

APPENDIX P

**PROPOSED USFK FORM 199-R
NONCOMBATANT HOUSEHOLD AND VEHICLE KEY TURN-IN REGISTER
INSTRUCTIONS**

P-1. PURPOSE. The Proposed USFK Form 199-R is used to account for household keys and privately owned vehicles (POVs) keys being left by DOD-affiliated noncombatants. Sponsor's personal information on the form ensures that the household keys and vehicle keys are given to the proper owner in the event noncombatants return to Korea. The information will also allow for personal property to be shipped if the situation/crisis changes.

P-2. INSTRUCTIONS. This form will be completed as follows:

- a. SPONSOR'S NAME block. Enter sponsor's name (Last, first and middle initial).
- b. UNIT block. Enter sponsor's unit or place of duty.
- d. ADDRESS OF RESIDENCE IN KOREA (on or off post) block. Enter the local residence address in Korea where personal household goods are located.
- e. LICENSE NUMBER AND STATE block. Enter the SOFA license number (i.e. SOFA 3-3040).

LEGEND CITIZENSHIP CODES: U = U.S. R = ROK T = other

USFK FORM
199-R

1 OCT 99

APPENDIX Q

**DEPARTMENT OF STATE FORM 3072
INSTRUCTIONS**

Q-1. PURPOSE. This form acts as a promissory note to ensure non-Department of Defense (DOD) and non-Department of State (DOS) affiliated evacuees will provide reimbursement to DoS for transportation provided during evacuation. All evacuated personnel will be tracked using the NTS system.

Q-2. INSTRUCTIONS. All personnel accepting evacuation assistance other than US government-affiliated evacuees will complete this form prior to evacuation. Failure to fill out this form is grounds for denial of assistance to evacuate. Follow the instructions on the form.



U.S. Department of State
**EMERGENCY LOAN APPLICATION
 and
 EVACUATION DOCUMENTATION**

OMB APPROVAL NO. 1450-0150
 EXPIRATION DATE: 03/31/2010
 ESTIMATED BURDEN: 10 MINUTES

Personal Principal Adult Family Member Information or Unaccompanied U.S. Citizen Minor						
1. Name <i>(Last, First, Middle)</i>			2. Social Security Number		3. Nationality	
4. Date of Birth <i>(mm-dd-yyyy)</i>		5. Place of Birth			6. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
7. Accompanying Family Members <i>(Immediate family: spouse, children, etc. not household staff)</i> Other eligible persons must apply individually.						
Name	Sex	Date <i>(mm-dd-yyyy)</i> and Place of Birth	Relationship to Principal	Nationality <i>(Specify)</i>	Minor <i>(Yes/No)</i>	Medical <i>(Specify)</i>
8. Verifiable Address at Final Destination in United States or other Home of Record <i>(Not a Post Office Box)</i>						
Street Address						
City			Country		ZIP/Postal Code	
Telephone Number <i>(Include Country Code, City Code, Phone Number)</i>						
9. Identify Whose Address is Listed in Item 8						
<input type="checkbox"/> Applicant's Permanent Address _____						
<input type="checkbox"/> Parent's Residence <i>(Insert Name of Owner/Resident)</i> _____						
<input type="checkbox"/> Sibling's Residence <i>(Insert Name of Owner/Resident)</i> _____						
<input type="checkbox"/> Friend's Residence <i>(Insert Name of Friend)</i> _____						
<input type="checkbox"/> Hospital <i>(Insert Name)</i> _____						
<input type="checkbox"/> Other <i>(Insert Name of Owner/Resident)</i> _____						
PART 1 - EMERGENCY LOAN APPLICATION APPLICANTS SHOULD COMPLETE PAGES ONE, TWO AND THREE						
I HEREBY APPLY FOR A U.S. GOVERNMENT ASSISTANCE LOAN <i>(Check All That Are Applicable)</i>						
10. <input type="checkbox"/> Evacuation: (International Crisis) <input type="checkbox"/> Emergency Medical and Dietary Assistance <input type="checkbox"/> Repatriation <input type="checkbox"/> Escort Required						
<input type="checkbox"/> U.S. Citizen Prisoner <input type="checkbox"/> Medical Repatriation of U.S. Citizen (and/or accompanying immediate family members)						
11. Promissory Note: <i>(Check Appropriate Box(es))</i>						
<input type="checkbox"/> I am a citizen of the United States and I hereby promise to repay to the United States Government within 90 days after the signing of this note, and at an interest rate established in accordance with Federal Law, all applicable expenses (including, but not limited to, transportation, subsistence, medical attention) incurred by the U.S. Government incident to my evacuation/repatriation/emergency medical and dietary assistance. (Box should be checked by U.S. citizens applying for crisis evacuation, emergency medical and dietary assistance or repatriation loans.)						
<input type="checkbox"/> I further understand that as the principal adult U.S. citizen applicant(s) for repatriation or emergency medical and dietary assistance my U.S. passport will be canceled and I will be issued a passport limited for direct return to the U.S. As the principal adult U.S. citizen applicant(s), my name will be included in the passport lookout system until the debt has been repaid. So long as the debt is not in default, I will be eligible for passport service. (Box should be checked by U.S. citizen adults applying for repatriation or emergency medical and dietary assistance loans.)						
<input type="checkbox"/> I am a citizen of <i>(Country - not U.S.)</i> _____, and I understand that my government and the U.S. will determine the amount and means of repayment. I also understand that my government may seek reimbursement from me for funds expended. (Box should be checked by all non U.S. citizens applying for crisis evacuation loan/assistance.)						
<input type="checkbox"/> I clearly understand that I am accepting evacuation/repatriation of my own free will and at my own risk. In a crisis evacuation, the cost of transportation charged to me will be based on the most recent full coach fare to the flight destination. I further understand that the evacuation flight may not comply with normal international and safety regulations, and in the case of military aircraft travel, the U.S. Government acts only as agent and not as contracting carrier. (Box should be checked by all U.S. citizens and non-U.S. citizens applying for crisis evacuation loan/assistance.)						
<input type="checkbox"/> I understand that assistance requested from the Department of Health and Human Services (HHS) will be provided based on availability upon arrival in the United States. In addition, reception and resettlement assistance provided by HHS is in the form of a loan which has to be paid back to the U.S. Government. (Box should be checked by all persons requiring HHS reception and resettlement assistance in the United States.)						

Last Name	First Name	Middle Name	Social Security Number
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TO BE COMPLETED BY U.S. CONSULAR OFFICER			
12. Repatriation to United States or Emergency Medical or Dietary Assistance Abroad (EMDA) Loan Amount			
Amount in Foreign Currency		Amount in U. S. Currency	
The Above Total Includes DOL (U.S. Dollars) for Subsistence		Date From (mm-dd-yyyy)	Date To (mm-dd-yyyy)
And DOLS (U.S. Dollars) For Repatriation/Emergency Medical and Dietary Assistance			
TO BE COMPLETED BY U.S. CONSULAR OFFICER			
13. Evacuation from Crisis to Safe Haven Loan Amount (Equivalent to most recent full coach fare to flight destination.)			
Amount in Foreign Currency		Amount in U. S. Currency	
Evacuation From _____ to _____ on Date (mm-dd-yyyy) _____			
14. Loan Repayment Agreement TO BE COMPLETED BY LOAN APPLICANTS			
<p>1. I understand that:</p> <ul style="list-style-type: none"> (a) my obligation to repay the funds provided will not be discharged until payment in full has cleared through the account of the Treasurer of the United States; (b) the loan will be subject to the interest, penalties, and other such charges for late payment as directed by law and regulation. (c) I will not be eligible for a full validity U.S. passport for travel abroad if the loan is in default until the funds provided have been repaid in full; and (d) I may not be eligible for a full validity U.S. passport for travel abroad if the loan has not been paid in full. <p>2. I promise to repay (Insert Amount) _____ representing the U.S. dollar equivalent of the funds advanced within 90 days after the signing of this note, and to keep the Department of State, Resource Management, Accounts Receivable, informed of my address(es), until such time as the funds are repaid in full.</p> <p>3. I agree that if I fail to make full payment within 90 days, the Department of State may declare this promissory note in default, and turn the account over to the U.S. Department of Treasury, the Department of Justice or a private collection agency.</p> <p>4. I further understand that in the event I am unable to pay this loan in full within 90 days, Resource Management, Accounts Receivable of the Department of State may, at its discretion and upon my request, determine and forward to me a new promissory note containing an installment plan for repayment of the loan.</p> <p>5. I understand that I will be liable to pay any costs for collection.</p> <p>6. I will make payment by check or money order payable to the Department of State, Accounts Receivable and mail to Accounts Receivable Division, PO Box 979005, St. Louis, MO 63197-9000</p> <p>7. Inquiries should be sent to: Accounts Receivable Division, Global Financial Services, PO Box 150008, Charleston, SC 29415-5008</p> <p style="margin-left: 40px;">Inquiries via DHL, FEDEX, UPS, etc., should be sent to: Accounts Receivable Division, Global Financial Services 1969 Dyess Ave., Building 646-B, Charleston, SC 29405 Telephone Number 1-800-521-2116</p>			
15. Signature Block for Applicant(s)			
The undersigned hereby accepts responsibility for repayment of the funds provided under the conditions outlined in the foregoing. For joint applications by spouses each party is individually responsible for the loan.			
Full Typed or Printed Name _____		Signature _____	
Full Typed or Printed Name of Spouse _____			
Spouse's signature (if a joint application, both must sign.) _____			
Date (mm-dd-yyyy) _____			
16. If Applying Jointly			
Spouse's Date of Birth _____		Spouse's Social Security Number _____	
Spouse's Place of Birth (City, State/Province, Country) _____			

Last Name	First Name	Middle Name	Social Security Number
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17. Verifiable Addresses of Applicant(s)

Complete Address Abroad	Complete Address in the United States of America
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18. Emergency Contacts (Name, Address, Phone Number, Fax, E-Mail, Relationship)

19. Authorizations for Release of Information Under the Privacy Act
(Your decision whether or not to sign these authorizations is optional and will not affect the Department of State's processing of your application for assistance)

1. I do hereby authorize the U.S. Department of State, as well as U.S. Diplomatic and Consular Missions, to release information concerning my welfare and emergency evacuation/repatriation/emergency medical and dietary assistance to family, friends, individual members of Congress, members of the press, and the general public *(Strike Out Inapplicable Items)*.

Signature(s) _____ Date (mm-dd-yyyy) _____

2. By signing here you authorize the Department of State to provide HHS (Repatriation Program) and/or its partners and grantees information regarding your medical and other pertinent personal information. Information received by HHS and/or its partners and grantees will be used in accordance with the U.S. HIPAA (Health Insurance Portability and Accountability Act) law. This statute protects the privacy of individuals receiving health services in the United States by limiting the ways providers can use patients' personal medical information. HIPAA also protects medical records and other individually identifiable health information, whether it is on paper, in computers or communicated orally.

Signature(s) _____ Date (mm-dd-yyyy) _____

PART 2. EVACUATION DOCUMENTATION FOR OFFICIAL USE ONLY. NOT TO BE COMPLETED BY APPLICANT

Check Block(s)	Total Number	
<input type="checkbox"/>	_____	Documented U.S. Citizen(s) <i>(Check Evidence Presented)</i> : <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> U.S. Birth Certificate <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Consular Report of Birth Abroad of a U.S. Citizen
<input type="checkbox"/>	_____	Probable U.S. Citizen(s). (Consular officer satisfied as to U.S. citizenship claim, but post unable to issue passport due to crisis). (The case should be reviewed and name cleared before passport issued or subject admitted to U.S. Explain: Cite Evidence Examined or Basis for Conclusion.) _____
<input type="checkbox"/>	_____	Lawful/Probable U.S. Permanent Resident. Evidence for Conclusion _____
<input type="checkbox"/>	_____	Host Country National with a U. S. Visa <i>(Type)</i> _____
<input type="checkbox"/>	_____	Third Country National <i>(List Country of Nationality)</i> with a U.S. Visa <i>(Type)</i> _____
<input type="checkbox"/>	_____	Orphan Approved for Visa. Issuance Not Possible Due to Crisis
<input type="checkbox"/>	_____	Other. <i>(Example: Refugee, Humanitarian Parole, etc.) (Specify)</i> _____
<input type="checkbox"/>	_____	Immediate Relative Alien <i>(non-parent)</i> accompanying a Minor U.S. citizen <i>(with a U.S. Visa (Type) or Eligible for a U.S. Visa (No U.S. Visa) (Only one escort permitted per child)</i> .
<input type="checkbox"/>	_____	Medical Need <i>(Specify)</i> _____
<input type="checkbox"/>	_____	U.S. Citizen Minor(s), Alien Minor(s) and escort <i>(with U.S. visa (Type) or eligible for a U.S. visa)</i>
<input type="checkbox"/>	_____	Group Affiliation _____

Last Name	First Name	Middle Name	Social Security Number
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PART 3 - CONSULAR CERTIFICATION - FOR OFFICIAL USE

Consular officer should use this space to explain:

- lack of signature by beneficiary of loan;
- lack of signature by other person incurring the indebtedness on behalf of citizens adjudged to be mentally incompetent by a court of competent jurisdiction;
- lack of signature by unaccompanied minors under the age of 14;
- lack of Social Security Number(s);
- lack of verifiable U.S. address;
- Consular officers should insert dollar/foreign currency amounts of loans in items 12, 13 and 14/2.

20. *Consular Adjudication Notes: (e.g., Minor Child Found Alone Abroad, No Next-of-Kin Located; U.S. Citizen Found Mentally Incompetent by Court; Medical Patient Gravely Ill, Insufficient Time to Apply for and Obtain Social Security Number from SSA); Impossible to Obtain Signature of Loan Recipient (Why).*

21. CONSULAR OFFICER SIGNATURE AND CERTIFICATION

The undersigned consular officer approves the loan specified above.

_____	_____
Signature of Consular Officer	Name of Post
_____	_____
Typed or Printed Name of Consular Officer	Date (mm-dd-yyyy)

Title of Consular Officer	

SEAL

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT

The information on this form is requested under the authority of 22 U.S.C. 2670, 2671 and 4802(b). Although furnishing the information, including Social Security number, is voluntary, applicants may not be eligible for the requested assistance if they do not provide the required information. The principal purpose of the information gathered is to provide an accurate list of U.S. citizens and non-U.S. citizens being evacuated from foreign countries in times of crisis. The information will also assist in collection of expenses incurred by the U.S. Government for evacuation, repatriation of citizens to the U.S. (destitute or medical emergency cases), and provision of emergency medical and dietary assistance abroad. All copies of the form are destroyed after payment of the Promissory Note.

ROUTINE USES The information solicited on this form may be made available as a routine use to other government agencies to assist the U.S. Department of State in processing emergency loan and evacuation documentation, and requests for related services, and for law enforcement and administrative purposes, such as debt collection by the U.S. Government. It may also be disclosed pursuant to court order. Information may be made available to other U.S. agencies and their contractors, and to commercial air carriers to assist in aviation security and resettlement of the family/individual and to foreign emergency medical personnel if critical medical care is needed. The information may be made available to foreign government agencies to fulfill passport control and immigration duties, to investigate or prosecute violations of law, or when a request for information is made pursuant to customary international practice. The information may also be made available to private U.S. citizen "wardens" designated by U.S. embassies and consulates to assist in emergency and evacuation situations and to the Red Cross. For further information on routine uses, please visit <http://foia.state.gov/issuances/priviss.asp>.

Paperwork Reduction Act (PRA) Statement Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please sent them to: U.S. Department of State, A/ISS/DIR, 1800 G St. N.W., Washington, D.C. 20520

APPENDIX R

USFK FORM 123-R INSTRUCTIONS

R-1. PURPOSE. USFK Form 123-R will be completed by those NCEs that possess certain skills that will be needed during an emergency evacuation. The form should be completed even though the NCE does not desire to volunteer his/her services during such an emergency. NCEs possessing such skills will not be delayed in their evacuation processing because they have volunteered their services to be used in the evacuation process. The completed form should be maintained in the NEO packet.

R-2. INSTRUCTIONS. This form will be completed as follows:

a. SPONSOR DATA section.

- (1) NAME block. Enter sponsor's name (last, first, and middle initial).
- (2) RANK block. Enter sponsor's rank.
- (3) SSN block. Enter sponsor's social security number.
- (4) DEROS block. Enter sponsor's DEROS (date eligible for return from overseas).
- (5) UNIT block. Enter sponsor's unit designation.
- (6) APO block. Enter the APO number for the sponsor's unit.

b. NONCOMBATANT DATA section.

- (1) NAME block. Enter NCEs name (last, first, and middle initial).
- (2) APO block. Enter the APO number for the NCEs residence.
- (3) SKILLS block. Enter checks in appropriate blocks which indicate skills possessed by the NCE.
- (4) SIGNATURE block. Enter the NCEs signature.

NONCOMBATANT EVACUATION OPERATIONS VOLUNTEER INFORMATION
(USFK PAM 600-300-1)

INSTRUCTIONS

Please print information as required. Listed below are selected specialties which are expected to be needed during an emergency. Check the appropriate block(s) if you are qualified in one or more of the specialties. Request that each adult noncombatant in your family provide this information (i.e. if there is 1 adult noncombatant in your family, you need only to provide data for 1 noncombatant; if there are 2 adult noncombatants in your family, provide data for both noncombatants). Request this form be filled out and returned regardless of whether or not you intend to volunteer at this time. Thank you.

ADULT NONCOMBATANT #1	NONCOMBATANT'S NAME (<i>Last, First, MI</i>)	
MEDICAL SKILLS	<input type="checkbox"/> Doctor	<input type="checkbox"/> Nurse (<i>specify type: _____</i>)
	<input type="checkbox"/> Other medical (<i>specify type: _____</i>)	
BILINGUAL SKILLS	<input type="checkbox"/> Translate from English to Korean	<input type="checkbox"/> Translate from English to Japanese
	<input type="checkbox"/> Other Translation (<i>specify languages: _____</i>)	
ADMINISTRATIVE SKILLS	<input type="checkbox"/> Typist (<i>30 words plus per minute</i>)	<input type="checkbox"/> Shorthand
OTHER SKILLS	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Auto Mechanic
	<input type="checkbox"/> Legal Assistance	<input type="checkbox"/> Cook
	<input type="checkbox"/> Child Care	<input type="checkbox"/> General Supervisory Skills
	<input type="checkbox"/> Minister/Clergy (<i>specify religion: _____</i>)	
NONCOMBATANT'S SIGNATURE		DATE (<i>DD Month YY</i>)

ADULT NONCOMBATANT #2	NONCOMBATANT'S NAME (<i>Last, First, MI</i>)	
MEDICAL SKILLS	<input type="checkbox"/> Doctor	<input type="checkbox"/> Nurse (<i>specify type: _____</i>)
	<input type="checkbox"/> Other medical (<i>specify type: _____</i>)	
BILINGUAL SKILLS	<input type="checkbox"/> Translate from English to Korean	<input type="checkbox"/> Translate from English to Japanese
	<input type="checkbox"/> Other Translation (<i>specify languages: _____</i>)	
ADMINISTRATIVE SKILLS	<input type="checkbox"/> Typist (<i>30 words plus per minute</i>)	<input type="checkbox"/> Shorthand
OTHER SKILLS	<input type="checkbox"/> Lawyer	<input type="checkbox"/> Auto Mechanic
	<input type="checkbox"/> Legal Assistance	<input type="checkbox"/> Cook
	<input type="checkbox"/> Child Care	<input type="checkbox"/> General Supervisory Skills
	<input type="checkbox"/> Minister/Clergy (<i>specify religion: _____</i>)	
NONCOMBATANT'S SIGNATURE		DATE (<i>DD Month YY</i>)

PRIVACY ACT STATEMENT

1. **AUTHORITY:** Title 5, United States Code, Section 301; Title 10, United States Code, Section 3012; and Executive Order 9397.
2. **PRINCIPAL PURPOSE:** To assist the command in noncombatant evacuation operations by establishing a database of potential noncombatants during a contingency.
3. **ROUTINE USES:** Information recorded will provide commanders with Information to assist in their contingency planning and operations by identifying noncombatants.
4. **MANDATORY AND VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:** Disclosure of information is voluntary. There will be no adverse effect for not providing the information other than certain information that will not be available to commanders for contingency planning and operations.

APPENDIX S**DA FORM 1156 INSTRUCTIONS**

Complete DA Form 1156 as follows:

a. **CONTROL NUMBER.** Completed by the senior NBO authority. Enter the number of the report provided by the Area EOC NEO Cell. The Area EOC NEO Cell will maintain a control log for assignment of casualty report numbers. Casualty report numbers will be assigned as a two-part number. The first number will be the area number (i.e., 3) and the second number will be a consecutively assigned three digit number (i.e., 011). The seventh casualty report number assigned by the Area EOC NEO Cell for Area II would be 2-007.

b. **HOSTILE/NON-HOSTILE ACTION block.** Check the appropriate box. Hostile action is that which is inflicted by an enemy force (i.e., enemy artillery results in deaths of NCEs traveling on a bus). Non-hostile action is that which is inflicted by a friendly force (i.e., driver's negligence results in the deaths of NCs traveling on a bus).

c. **ITEM #1, NAME block.** Enter the casualty's last name, first name, and middle initial.

d. **ITEM #2, SERVICE NUMBER block.** Enter the sponsor's social security number.

e. **ITEM #3, GRADE (substitute relationship of casualty to sponsor).** Enter the relationship of the casualty to the sponsor (i.e., wife, son, daughter, etc.).

f. **ITEM #4, HOUR AND DATE OF INCIDENT block.** Enter the hour and date that the casualty occurred (i.e., "1315, 12 Feb 98").

g. **ITEM #5, UNIT block.** Enter the military unit, business, or private organization to which the sponsor is assigned, if known.

h. **ITEM #6, GEOGRAPHICAL AND GRID COORDINATES block.** Enter name of nearest town and grid coordinates, if known (i.e., "Seoul, Korea, AB122344").

i. **ITEM #7, TYPE OF CASUALTY block.** Mark the appropriate box(es). If the casualty is dead, also annotate whether or not the body was recovered/identified, and, if applicable, location the body was evacuated to (i.e., "121st Evac Hospital, Seoul, Korea").

j. **ITEM #8, WITNESSES WHO SAW THE INCIDENT OR IDENTIFIED REMAINS block.** Enter the name, grade or position, service number, unit and any other identification data of witness.

k. ITEM #9, REMARKS block. Describe how the casualty occurred; indicate the type of vehicle involved, if any, and whether appropriate religious ministrations were performed by a chaplain or other appropriate person.

l. ITEM #10, FOR USE BY C.O. OR MED OFF block. Indicate the sponsor's name and grade.

m. UNIT/GRADE/SERVICE NUMBER/DATE/SIGNATURE OF PERSON PREPARING REPORT blocks. Enter the appropriate information in each block. The person preparing the report signs in the block provided.

CASUALTY FEEDER REPORT <i>(AR 600-8-1)</i>		CONTROL NO.	CHECK APPLICABLE BOX <input type="checkbox"/> HOSTILE ACTION <input type="checkbox"/> NON-HOSTILE ACTION
1. LAST NAME - FIRST NAME - MIDDLE NAME			
2. SERVICE NO.	3. GRADE	4. HOUR AND DATE OF INCIDENT	
5. UNIT	6. GEOGRAPHICAL LOCATION <i>(nearby town)</i> AND GRID COORDINATES		
7. TYPE OF CASUALTY <i>(Check applicable box(es))</i>			
<input type="checkbox"/> KILLED IN ACTION	<input type="checkbox"/> MISSING IN ACTION	<input type="checkbox"/> WOUNDED OR INJURED IN ACTION	
<input type="checkbox"/> DIED OF WOUNDS OR INJURIES	<input type="checkbox"/> CAPTURED	<input type="checkbox"/> LIGHTLY WOUNDED OR INJURED IN ACTION *	
<input type="checkbox"/> DIED NOT AS RESULT OF HOSTILE ACTION	<input type="checkbox"/> DETAINED	<input type="checkbox"/> SERIOUSLY INJURED OR INJURED IN ACTION *	
BODY RECOVERED <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> INTERNED	<input type="checkbox"/> SERIOUSLY INJURED NOT AS RESULT OF HOSTILE ACTION	
BODY IDENTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> MISSING	<input type="checkbox"/> LIGHTLY INJURED NOT AS RESULT OF HOSTILE ACTION	
EVACUATED TO			
<i>*To be indicated by medical personnel only.</i>			

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REPLACES EDITION OF 1 MAY 61, WHICH WILL BE ISSUED AND USED UNTIL EXHAUSTED.

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8. WITNESSES WHO SAW INCIDENT OR IDENTIFIED REMAINS. <i>(Name, grade, service number and unit)</i>		
9. REMARKS <i>(Additional circumstances, any religious ministrations performed, etc.)</i>		
10. FOR USE BY C.O. OR MED. OFF. <i>(only for casualties not the result of hostile action)</i>		AUTHENTICATED BY <i>(CO of Med. Off.)</i>
LINE OF DUTY: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNDETM		VERIFIED BY <i>(Pers. Off.)</i>
UNIT	GRADE	SERVICE NO.
DATE	SIGNATURE OF PERSON PREPARING REPORT	

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Appendix T - USFK NEO Reports

ARRIVAL ALPHA REPORT

(TO BE COMPLETED ONLY WHEN A CONVEYANCE ARRIVES FROM AN ECC, RC OR A/SPOE)

Each ECC, RC or A/SPOE will submit ALPHA reports immediately following any arrival by ground, air or sea.

LINE 1 – Name of NEO
site: _____

LINE 2 –Transportation
Mode: _____

LINE 3 – Movement element ID number (THIS NUMBER COMES FROM MCT):

LINE 4 – ARRIVALS:

LINE 4A – Date and Time of
Arrival: _____

LINE 4B –Location departed from:

LINE 5 – Number of NCEs:

LINE 5A – (US
citizens): _____

LINE 5B – (Other
citizens): _____

LINE 6 – Number of vehicles (buses, aircraft,
etc:) _____

LINE 7 –
Remarks: _____

Appendix T - USFK NEO Reports

DEPARTURE ALPHA REPORT

(TO BE COMPLETED ONLY WHEN A CONVEYANCE DEPARTS FROM AN ECC, RC OR A/SPOE)

Each ECC, RC, or A/SPOE will submit ALPHA reports immediately following any departure by ground, air or sea.

LINE 1 -- Name of NEO site:

LINE 2 --Transportation

Mode:_____

LINE 3 -- Movement element ID number (THIS NUMBER COMES FROM MCT):

—

LINE 4 -- DEPARTURES:

LINE 4A -- Date and Time of
Departure:_____

LINE 4B -- Destination:

LINE 4C – ETA at destination: _____

LINE 5 – Number of NCEs:

LINE 5A -- (US
citizens):_____

LINE 5B -- (Other
citizens):_____

LINE 6 -- Number of vehicles (buses, aircraft, etc.):

LINE 7 -- Remarks:

TOTAL PAX:

GLOSSARY

ABBREVIATION AND ACRONYMS

ACS – Army Community Services	EI – Essential element of information
AFNK – Armed Force Network, Korea	EOC – Emergency operations center
AMC – Air Mobility Command	EOD – Explosive ordnance disposal
AMEMB – American Embassy	EPH – Emergency Planning Handbook
CA – Civil Affairs	(8A)EUSA – Eighth U.S. Army
CHS – Combat Health Support	FM – Field Manual
CO – Commanding Officer	FORSCOM – U.S. Army Forces Command
COA – Course of Action	FSN – Foreign service national
COM – Chief of Mission	FSO – Foreign Service officer
COMMANDER, USFK – Commander, U.S. Forces, Korea	GBL – Government Bill of Lading
COMUSNAVFORK – Commander, U.S. Naval Forces, CONPLAN – Concept Plan	GSO – General Services Officer
CONUS – Continental United States	HF – High Frequency
CRAC – Combined Rear Area Coordinator	HLZ – Helicopter landing zone
CRTOC – Combined Rear Tactical Operations Center	HN – Host nation
CSAR – Combat search and rescue	HNS – Host nation support HQ – Headquarters
CSCC – Combined Sealift Coordination Center	ID – Identification
CTMC – Combined Transportation Movements Center	INS – Immigration and Naturalization Service
DA – Department of the Army	JCS – Joint Chiefs of Staff
DAO – Defense Attaché Officer	JOC – Joint operations center
DATT – Defense attaché	JOPEB – Joint Operations Planning and Execution System
DCM – Deputy Chief of Mission	JRCC – Joint reception coordination center
DEROS – Date Eligible for Rotation from Overseas	kW – Kilowatt
DHHS – Department of Health and Human Service	LNO – Liaison officer
DOD – Department of Defense	LOC – Lines of communication
DoDDS – Department of Defense Dependents Schools	LZ – Landing zone
DOS – Department of State	MAAG – Military Assistance and Advisory Group
EAC – Emergency action center	MCT – Movement Control Team
EAP – Emergency action plan	MEDEVAC – Medical emergency evacuation
ECC – Evacuation control center	MIA – Missing in Action
EEC – Emergency Essential Civilian	MP – Military Police
	MRE – Meal ready-to-eat
	MSC – Military Sealift Command
	NCE – Noncombatant Evacuee/s

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NCOIC – Noncommissioned Officer in Charge
NCE – Noncombatant Evacuee
NEO – Noncombatant Evacuation Operations
NOK – Next-of-Kin
NTS – NEO Tracking System
OIC – Officer in Charge
OPCON – Operational Control
OPLAN – Operations Plan
OPORD – Operations Order
OPSEC – Operations Security
OSD – Office of Secretary of Defense
PA – Public affairs
POE – Port of Embarkation
POV – Privately Owned Vehicle
RC – Relocation Center
ROK – Republic of Korea
SATCOM – Satellite communications
SECDEF – Secretary of Defense

SECSTATE – Secretary of State
SITREP – Situation report
SOF – Special operations forces
SOI – Signal Operating Instructions
SOP – Standard Operating Procedures
SSN – Social Security Number
TCN – Third Country National
UN – United Nations
UNDRC – UN Disaster Relief Coordinator
UNHCR – UN High Commission for Refugees
USAF – United States Air Force
USAID – U.S. Agency for International Development
US – United States (of America)
USFK – United States Forces, Korea
WHNS – Wartime host nation support
WMP – Wartime Movements Program

PART II DEFINITIONS

Aeromedical Evacuation – the movement of patients under medical supervision to and between medical treatment facilities by air transportation.

Alpha Report – The report submitted by an ECC/RC/POE staff to the area EOC or higher NEO command post reporting the departure of NCE from the ECC/RC/POE.

Area NEO Coordinator – A NEO Role appointed by the Garrison Commander responsible for armistice coordination functions to ensure smooth and expedient conduct of NEO in the event of a crisis or exercise.

Assembly Point (AP) – Location designated by military or civilian authorities where noncombatants may report to await transportation to an Evacuation Control Center. (Noncombatants, if able, may elect to report to an Evacuation Control Center directly using their own conveyance).

Authorized Departure – A procedure, short of ordered departure, by which mission employees or dependents or both, are permitted to leave post in advance of normal rotation when the national interests or imminent threat to life require it. (*JP 3-68, JP 1-02*)

Courageous Channel - A annual USFK exercise designated to practice NEO and ECC processing.

Date Eligible for Rotation from Overseas (DEROS) – The date established for the return to the Continental US (CONUS) for all military and civilian sponsors.

Designated Alien - A non-US citizen designated by AMEMB as being eligible for evacuation assistance.

Drawdown – the process of reducing the population of US Government affiliated non-essential personnel and family members within a potential crisis area.

Eligibility Verification Team. – team of consular personnel from the US Embassy who have the mission of verifying the evacuation eligibility of people requesting evacuation through the NEO process.

Evacuee – A civilian removed from a place of residence by military direction for reasons of personal security or the requirements of the military situation.

Evacuation – The ordered or authorized departure of noncombatants from a specific area by the DOS, DOD, or appropriate military commander. This refers to the movement from one area to another in the same or different countries.

The evacuation is caused by unusual or emergency circumstances and applies equally to command or non-command sponsored family members.

Evacuation Control Center (ECC) – Location where noncombatants are accounted for and first come under military control. Some USFK installations will establish ECCs. Some ECCs will also be established off-post. The purpose of each ECC is to screen noncombatants for eligibility for evacuation assistance, account for each by name, and prepare them for relocation or evacuation.

Host nation – A nation which receives the forces and/or supplies of allied nations and/or NATO organizations to be relocated on, or to cooperate in, or to transit through its territory.

Hostile environment – Operational environment that is under control of hostile forces that have the intent and capability to effectively oppose or react to the operations a unit intends to conduct.

Host nation support (HNS) – Civil and military assistance rendered in peace and war by a host nation to allied forces and NATO organizations which are located on or in transit through the host nation's territory. The basis of such assistance is commitments arising from the NATO Alliance or from bilateral or multilateral agreements concluded between the host nation, NATO organizations and nation(s) having forces operating on the host nation's territory.

NEO Kit – Bag or backpack used to carry NEO packet and emergency supplies (i.e., toiletries, ready-to-eat foods, etc.) ready to support NCE during an evacuation.

NEO packet – Envelope, binder, or folder containing the required and recommended documents required to support evacuation and repatriation processing.

NEO Steward – A non emergency essential civilian person appointed to serve as the liaison between the noncombatant and a unit or organization. Serves as an initial point of contact for the noncombatants for NEO questions or concerns and is the person designated by the unit commander, to assure noncombatants are notified of reporting or assembly procedures. Then departs the peninsula, ref. 600-300 duties/responsibilities.

NEO Warden – A military or emergency essential civilian person appointed to serve as the liaison between the noncombatant and a unit or organization. Serves as an initial point of contact for the noncombatants for NEO questions or concerns and is the person designated by the unit commander, to assure noncombatants are notified of reporting or assembly procedures.

Noncombatant evacuees (NCE) –

1. US citizens who may be ordered to evacuate by competent authority include:

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- a. Civilian employees of all agencies of the US government and their dependents, except as noted in 2a below.
 - b. Military personnel of the US Armed Forces specifically designated for evacuation as noncombatants.
 - c. Dependents of members of the US Armed Forces.
2. US (and non-US) citizens who may be authorized or assisted (but not necessarily ordered to evacuate) by competent authority include:
- a. Civilian employees of US Government agencies and their dependents, who are residents in the country concerned on their own volition, but express the willingness to be evacuated.
 - b. Private US citizens and their dependents.
 - c. Military personnel and dependents of members of the US Armed Forces outlined in 1c above, short of an ordered evacuation.
 - d. Designated aliens, including dependents of personnel listed in 1a through 1c above, as prescribed by the Department of State.

Noncombatant Evacuation Operations – Operations directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from foreign countries when their lives are endangered by war, civil unrest, or natural disaster to safe havens or to the United States. Also called NEO.

Operational control – Transferable command authority which may be exercised by commanders at any echelon at or below the level of combatant command. Operational control is inherent in Combatant Command (command authority) and is the authority to perform those functions of command over subordinate forces involving organizing and employing commands and forces, assigning tasks, designating objectives, and giving authoritative direction necessary to accomplish the mission. Operational control includes authoritative direction over all aspects of military operations and joint training necessary to accomplish missions assigned to the command. Operational control should be exercised through the commanders of subordinate organizations; normally this authority is exercised through the Service component commander. Operational control normally provides full authority to organize commands and forces and to employ those forces as the commander in operational control considers necessary to accomplish assigned missions. Operational control does not, in and of itself, include authoritative direction of logistics or matters of administration, discipline, internal organization, or unit training.

Ordered Departure – A procedure by which the number of US Government personnel, their dependents, or both are reduced at a foreign service post. Departure is directed by the Department of State (initiated by the chief of mission or the Secretary of State) to designated safe havens. (*JP 3-68, JP 1-02*)

Port of Embarkation (POE) – Air or sea ports where NCE can board evacuation transportation to depart the peninsula.

Relocation – Movement within the Republic of Korea from a location of potential danger to one of relative safety.

Relocation center (RC) – A location of relative safety where NCE are sustained and protected for extended periods to await transportation to a port of embarkation for evacuation. Relocation centers also serve as Evacuation Control Centers.

Repatriation – The procedure whereby American citizens and their families are officially processed back into the U.S. subsequent to an evacuation. Evacuees are also provided various services to ensure their well-being and onward movement to their final destination.

Rules of engagement (ROE) – Directives issued by competent military authority which delineate the circumstances and limitations under which US forces will initiate and/or continue combat engagement with forces encountered.

Safe haven – Designated area(s) to which noncombatants of the US Government's responsibility, and commercial vehicles and materiel, may be evacuated during a domestic or other valid emergency. A location of greater safety in another country to which noncombatants will be evacuated.

Senior NEO Authority – The ECC, RC and A/SPOE site OIC or convoy commander during conduct of NEO.

Stand fast – an advisory for evacuees to remain in their homes and await further instructions

Tactical control – The detailed and usually local direction and control of movements or maneuvers necessary to accomplish missions or tasks assigned.

Tactical NEO Headquarters – the headquarters designated with the tactical responsibility to command and control specific NEO sites as designated in the OPLAN.

Third Country National (TCN) – Citizens of countries who are not US Citizens; but are authorized movement from the peninsula based upon treaties between the United States and their country of citizenship.