

EMERGENCY EVACUATION PROGRAM (EEP) Packet

Full Name



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EMERGENCY EVACUATION PROGRAM (EEP) Checklist

| | | | | | | | |
|--|---|-------|-----------------|-----------------|------------|-----------|------------|
| SPONSOR'S NAME: | | RANK: | SPONSOR'S UNIT: | UNIT PHONE NO.: | APO AP: | | |
| Required Documents (Must be maintained by EEP Warden for every Evacuee) | | | | | YES | NO | N/A |
| 1 | USFJ Form 178-R Emergency Evacuation Operations Data Card | | | | | | |
| 2 | Map from Residence to Rally Point/Evacuation Control Center | | | | | | |
| Required Documents for EEP Packet | | | | | | | |
| <u>SECTION 1: Administration and Reference</u> | | | | | YES | NO | N/A |
| 1 | EEP/NEO Packet Checklist | | | | | | |
| 2 | Emergency Bag/Kit Checklist | | | | | | |
| 3 | USFJ Command Policy Memo | | | | | | |
| 4 | Unit, Wardens, and Community Contact Information | | | | | | |
| 5 | Map from Residence to Rally Point/Evacuation Control Center | | | | | | |
| <u>SECTION 2: Identification</u> | | | | | | | |
| 1 | USFJ Form 178-R: EEP/NEO Data Card (Complete and turn in to Warden) | | | | | | |
| 2 | DoD ID (No copy, have on person) | | | | | | |
| 3 | US Passport w/SOFA Stamp (copy and have on person) | | | | | | |
| <u>SECTION 3: Evacuation and Finance Orders/Forms</u> | | | | | | | |
| 1 | Orders or SOW assigning SOFA sponsor/family members to Japan | | | | | | |
| 2 | DD Form 1610: Evacuation Orders | | | | | | |
| 3 | DD Form 2585: Repatriation Processing Form | | | | | | |
| 4 | *DD Form 2461: (Civilian Personnel) Authorization for Emergency Evacuation Advance & Allotment Payments | | | | | | |
| 5 | *DD Form 1337: (Military Personnel) Authorization/Designation for Emergency Pay & Allowances | | | | | | |
| 6 | Change of Address form (local post office form) | | | | | | |
| 7 | DS-3072 Repatriation Emergency Medical and Dietary Assistance Loan Application | | | | | | |
| 8 | DS-5528 Evacuee Manifest and Promissory Note | | | | | | |
| <u>SECTION 4: Vehicle, Residence and Household Goods Forms</u> | | | | | YES | NO | N/A |
| 1 | DD Form 1701: Inventory of Household Goods | | | | | | |
| 2 | DD Form 1299: Application for Shipment/Storage (2 copies) | | | | | | |
| 3 | Residence Key Envelope | | | | | | |
| 4 | Vehicle Key Envelope | | | | | | |
| 5 | Military Vehicle Registration/Certificate of Title (copy) | | | | | | |
| 6 | DD form 788: Vehicle inspection document | | | | | | |
| 7 | *DD 2506: Vehicle impound document (2 copies) | | | | | | |

* if applicable



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SECTION 1

Administration and Reference

| | DOCUMENT NAME | PURPOSE/NOTES |
|-----------------------------|---|--|
| 1. <input type="checkbox"/> | EEP/NEO Packet Checklist | This document will help you to properly prepare for an emergency evacuation. Follow the checklist to prepare NOW for potential emergency evacuations. You will not have time to prepare amidst an emergency situation as most services will be closed, gates secured, etc. |
| 2. <input type="checkbox"/> | Emergency Bag/Kit Checklist | Suggested items needed during crisis and or evacuation. |
| 3. <input type="checkbox"/> | EEP/NEO Appointment Memo | These are the appointment memos for your EEP/NEO Wardens for your unit or organization. They are your first line of contact during evacuation. |
| 4. <input type="checkbox"/> | USFJ Command Policy Memo | |
| 5. <input type="checkbox"/> | Unit, Wardens, and Community Contact Information | Important contact information needed during a crisis. Identifies who your Warden is and contact information |
| 6. <input type="checkbox"/> | Map from Residence to Rally Point/Evacuation Control Center | The purpose of the map is to send a representative to your residence in case you are unaccounted for. If you live on post, use the post map with your residence clearly marked. If you live off post, use a clearly marked strip map to/from your residence. |



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SECTION 2 Identification

| | DOCUMENT NAME | PURPOSE/NOTES |
|-----------------------------|---|---|
| 1. <input type="checkbox"/> | USFJ Form 178-R: EEP/NEO Data Card | Complete this form and turn in to your organization EEP Warden |
| 2. <input type="checkbox"/> | DoD ID | ID/CAC Cards with passports will be the first ID requested at processing centers. (do not copy, have on person) |
| 3. <input type="checkbox"/> | US Passport w/SOFA Stamp | ID/CAC Cards with passports will be the first ID requested at processing centers. (1 copy) |

*if applicable

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

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



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

*if applicable

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| SECTION 4 Vehicle, Residence and Household Goods Forms | | |
|---|--|--|
| | DOCUMENT NAME | PURPOSE/NOTES |
| 1. <input type="checkbox"/> | DD Form 1701: Inventory of Household Goods | Your inventory and photos will help you file a claim if your goods cannot be recovered. Be sure to document all valuable property. Recommend you email a copy to your home of record. (2 copies) |
| 2. <input type="checkbox"/> | DD Form 1299: Application for Shipment/Storage | (1 per shipment) In the event household goods need to be shipped or placed in storage. |
| 3. <input type="checkbox"/> | Residence Key Envelope | This envelope provides authorities who remain, a means to access your residence for security reasons or to ship your household goods if required. |
| 4. <input type="checkbox"/> | Vehicle Key Envelope | This envelope provides authorities who remain, a means to safely relocate vehicles or move them to shipping ports if required. |
| 5. <input type="checkbox"/> | Military Vehicle Registration/Certificate of Title | This document would be used to help you file a claim if your vehicles cannot be recovered. |
| 6. <input type="checkbox"/> | *DD form 788 series: Private Vehicle shipping document | Facilitates VPC processing of POV shipment, if it is possible, (5 per POV, 1 with family, 4 turned in to ECC). Use appropriate 788 series for Sedans, Vans, and Motorcycles. |
| 7. <input type="checkbox"/> | *DD 2506: Vehicle impound document | This form will provide a disposition of vehicle if no other family members are Emergency Essential or a service member |

*if applicable



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SECTION 5 Family and Pets

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

*if applicable

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



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| SECTION 6 (Not required) Copies of Other Important Personal Documents | | |
|--|----------------------------------|---|
| | DOCUMENT NAME | PURPOSE/NOTES |
| 1. <input type="checkbox"/> | *Marriage License/Divorce Decree | Marriage Licenses, Divorce Papers, Birth Certificates, Adoption Papers will help establish sponsorship/relations, especially if your family changed since you arrived in Japan. |
| 2. <input type="checkbox"/> | *Immunization Records | For school aged children |
| 3. <input type="checkbox"/> | *Valid U.S. driver's license | |
| 4. <input type="checkbox"/> | | |
| 5. <input type="checkbox"/> | | |
| 6. <input type="checkbox"/> | | |
| 7. <input type="checkbox"/> | | |
| 8. <input type="checkbox"/> | | |
| 9. <input type="checkbox"/> | | |

| Recommended Documentation | |
|------------------------------|---|
| 1. <input type="checkbox"/> | Copies of Medical & Dental Information |
| 2. <input type="checkbox"/> | Immunizations Records |
| 3. <input type="checkbox"/> | Insurance (health, life, etc) |
| 4. <input type="checkbox"/> | Financial Records (checkbook/bank books/credit cards/tax records/current bills, etc) |
| 5. <input type="checkbox"/> | School Records (transcripts, test scores, etc) |
| 6. <input type="checkbox"/> | Employment Records (resume, latest pay voucher, SF50: Notification of Personal Action, latest performance evaluation, latest Performance Appraisal) |
| 7. <input type="checkbox"/> | Prescriptions for important medications |
| 8. <input type="checkbox"/> | Last Will and Testament |
| 9. <input type="checkbox"/> | Important Contacts (tailor your contact list to meet your needs) and/or a duplicate of your Personal Address Book |
| 10. <input type="checkbox"/> | Estimate: \$100 cash per person (dollars and yen) |

*if applicable