

# NONCOMBATANT EVACUATION OPERATIONS



## Necessary and Recommended Items for Evacuation



*August 2011  
Edition*



**PURPOSE:** To provide DoD families information regarding necessary documentation for noncombatant evacuations.

*"Noncombatant evacuation operations (NEOs) are conducted to assist the Department of State (DOS) in evacuating noncombatants, nonessential military personnel, selected host-nation citizens, and third country nationals whose lives are in danger from locations in a host foreign nation to an appropriate safe haven and/or the United States.*

*"NEOs usually involve swift insertions of a force, temporary occupation of an objective, and a planned withdrawal upon completion of the mission.*

*"During NEOs, the U.S. Ambassador is the senior authority for the evacuation and is ultimately responsible for the successful completion of the NEO and the safety of the evacuees. The Ambassador speaks with the authority of the President and serves as direct representative on site."*

**- United States Military Joint Publication 3-68,  
Noncombatant Evacuation Operations**

**1. DOCUMENTATION**

To be accepted for relocation and evacuation, noncombatants must present proof of citizenship or other documentation that validates ties to the United States, as listed below. For citizens of other countries authorized by the U.S.



Department of State to be evacuated under the U.S. plan, noncombatants must show a clear tie to their parent country. Any of the following is sufficient and this documentation should

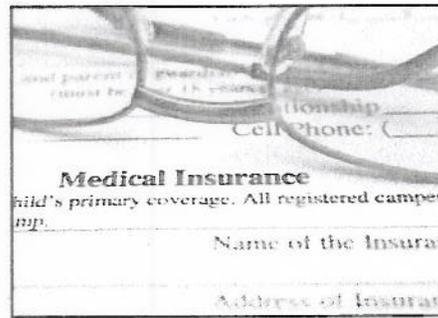
be included in your hand-carried baggage/personal property.

- A. Passport (Preferred and most effective document to clear a safe haven country)
- B. Military or U.S. government identification (ID) card
- C. Birth certificates, including adoption, marriage certificates, divorce decrees

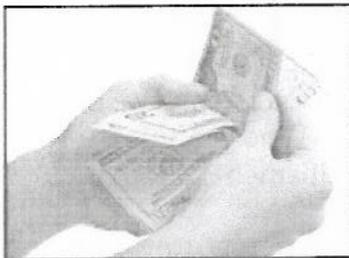




employees should have a copy of their SF 50o, Notification of Personnel Action, indicating career status and a copy of their most performance appraisal.



- F. Household Goods: SF 1203, U.S. Government Bill of Lading – Privately Owned Personal Property; Household Goods Descriptive Inventory; DD Form 619, Statement of Accessorial Services performed. These forms were provided to the member/employee by the carrier when the households were packed/picked up for shipment. Documentation will expedite the claims process in the event of loss or damages and it is highly recommended that these documents be in the evacuee's possession.
- G. Medical documents: Immunization (shot) records, copies of important medical and dental records, medical insurance card/policy information, prescriptions and 30 day supply of medication as necessary.
- H. A will and life insurance policy information.
- I. Financial records (credit cards, checkbooks, bank statements, tax records, keys to safe deposit box, current bills, etc.).
- J. Vehicle: Copy of vehicle registration/title. U.S. driver's license, automobile insurance policy information
- K. Duplicate address book.
- L. DoD parents who are to remain behind in the endangered country but whose children are under 18 must have specific powers of attorney for other adult noncombatants to escort their children to the designated safe haven and turn them over to the designated guardian.
- M. Power of Attorney for escorted children.
- N. School records, transcripts, test scores.
- O. Household inventory.
- P. DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees).
- Q. DD Form 93 (Record of Emergency Data).



### 3. MONEY

For emergency use, \$100 in cash and some of the local currency to defray costs of travel and subsistence on the economy if required. Large

amounts of money should be secured, if possible.

#### **4. EMERGENCY SUPPLIES, AS NEEDED**

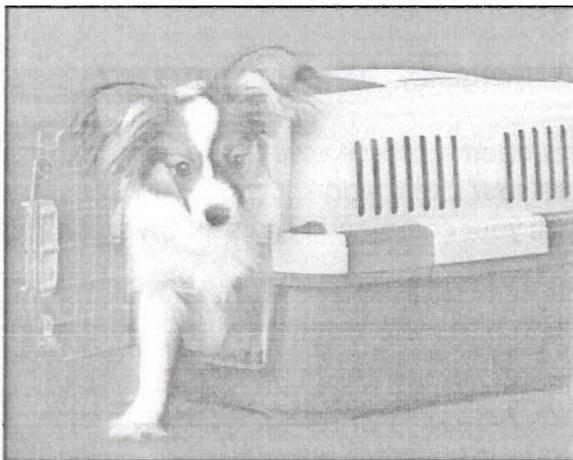
- A. A 3-day supply of lightweight, high-energy, packaged ready-to-eat food.
- B. A 3-day supply of baby food/formula, ready mixed (when appropriate).
- C. Toiletries, to include those for baby when appropriate (toilet paper, soap, Kleenex, feminine hygiene articles, etc.).



#### **5. DESIRABLE EMERGENCY SUPPLIES**

These include lightweight, easily disposable items.

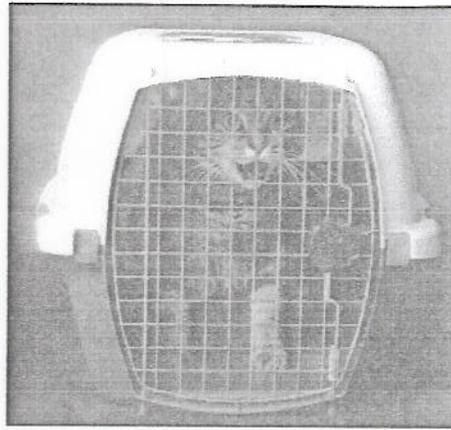
- A. A backpack
- B. Blankets or sleeping bag.
- C. Extra clothing, to include those for baby when appropriate.
- D. A first aid kit.
- E. A flashlight and extra batteries.
- F. A small transistor radio and extra batteries.



#### **6. PETS**

If the commander makes a decision to evacuate pets, families will be required to pay for any transportation beyond the designated repatriation sites. Pet transportation costs are NOT an entitlement. Families who elect to come out on commercial air accompanied by their pets are responsible for all pet

transportation costs and should be fully knowledgeable of the commercial carrier's pet transportation policies. Pet owners also should check to see if special permits are required for importation into the U.S. or if it is illegal to import the animal. In the event the pet is evacuated from the theater, the following will be required:



- A. Any special food required by the animal during the evacuation process.
- B. Separate pet containers for each animal except those with nursing litters.
- C. Movement orders, health certificates (e.g., DD Form 2209, Veterinary Health Certificates) and vaccination certificates (e.g., DD Form 2208, Rabies Vaccination Certificate attached in a waterproof pouch to the outside of the container.
- E. Dogs and cats must wear collars with owner identification information unless medical condition precludes. Microchip identification is highly recommended.

### **AIR FORCE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM**

The Air Force Personnel Accountability and Assessment System (AFPAAS) is a web site that allows Air Force personnel and their families affected by natural or man-made disasters report their status, current location, update emergency contact information and request assistance.

If you are displaced from your home, please access the internet, <https://afpaas.af.mil>, and update your information. If you do not have internet access, you can call your command representative at one of the following numbers.

*Air Force Personnel Readiness Cell: 1-800-435-9941*

*AFPASS Help Desk: 1-866-946-9183, 1-619-553-8167, or (DSN) 553-8167*

## NONCOMBATANT PREPAREDNESS CHECKLIST

The following checklist is a good reference for items to include in an evacuee NEO kit:

DOCUMENTS	YES	NO	N/A
ID cards (military or U.S. government-issued)			
Passports for all travelers (visa, if required, as well)			
Birth certificates			
Marriage certificates			
Naturalization certificates or citizenship papers (as applicable)			
Alien registration card (Fml 551, as applicable)			
Power of attorney (family care plan/spousal needs, as applicable)			
Last will and testament			
Financial records (checkbook/bank books/credit cards/tax records/current bills/etc.)			
Insurance policies (Car, life, health, etc.)			
Completed repatriation processing center processing sheet (DD form 2585)			
Request and authorization for TDY travel of DoD personnel (DD form 1610)			
Copies of PCS orders authorizing family to be in endangered country (validates command sponsorship and, for civilians, return transportation agreement)			
Employment documents (resume, latest pay voucher, latest performance eval)			
Medical records (immunization, copies of important medical and dental records)			
30-day supply of prescription medications			
School records for children/adult evacuees (transcripts, test scores, etc.)			
Record of emergency data (DD form 93)			
Vehicle registration/title/stateside driver's license			
Personal property inventory with photos (DD form 1701 - includes household goods)			
Emergency payment authorization (DA form 1337)			
Emergency cash (suggested amount: minimum \$100 U.S., plus some foreign currency)			
PETS	YES	NO	N/A
Separate carrier for each animal			
Collars on each animal with owner ID information (microchip recommended)			
Health certificate/shot records attached to cage in waterproof pouch			
Supply of pet food (specialty food, if required)			
MISCELLANEOUS	YES	NO	N/A
Food supply for all travelers sufficient for three days			
Baby toiletries (diapers, wipes, etc.) sufficient for three days			
Personal toiletries (toothbrush, toothpaste, etc.)			
Feminine hygiene articles			
First aid kit			
Flashlight with extra batteries			
Backpack or small suitcase			
Extra clothing			
Blankets (if necessary)			



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**FORCE**

SUPPORT SQUADRON



Contact the  
Ramstein Airman & Family Readiness Center  
with questions or for more information.

**Building 2120**

**480-5100 or 06371-47-5100**