



UNITED STATES MARINE CORPS

MCAS IWAKUNI, JAPAN
PSC 561 BOX 1861
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19 Aug 03

MARINE CORPS AIR STATION ORDER 3500.1A

From: Commanding Officer
To: Distribution

Subj: NONCOMBATANT EVACUATION OPERATIONS (NEO) PROCEDURES

Ref: (a) MCASO 3120.2D
(b) MCAS Iwakuni AT/FPP-02
(c) USFJPAM 30-13
(d) Appendix 10 of Annex C to OPLAN 5027-98 16 Mar 01
(e) Joint Pub 3-07.5
(f) Emergency Action Plan, American Consulate General, Osaka (NOTAL)

Encl: (1) Information and Regulations for NEO Billeting Camp
(2) NEO Phase Summary
(3) Noncombatant Evacuation Operations Instruction Pamphlet
(4) Dining Facilities Instructions for Contingency Feeding
(5) Joint Processing Center/Collection Point Procedures
(6) NEO Key Personnel
(7) NEO Processing Center Station/Assembly and Processing
(8) NEO Processing Center Station Layout
(9) Station Postal Officer NEO Letter
(10) Processing Center Command and Control
(11) Motor Transportation Procedures
(12) Air Terminal Procedures
(13) Instructions to Pet Owners during NEO Activities

1. Purpose. To establish policy and procedures for Noncombatant Evacuation Operations aboard the Air Station.

2. Cancellation. MCASO 3500.1.

3. Information

a. The U. S. Embassy and Department of State (DOS) in Tokyo has overall responsibility for the protection, evacuation and emergency care of U.S. citizens and designated aliens in Japan. MCAS Iwakuni and its tenant units may be tasked to support NEO operations caused by various situations such as natural disasters, civil disturbances, or military hostilities. It is also possible that a NEO would occur amid a combination of these events, and planning

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should take this into consideration especially the worst case where all may be combined. DOS representative(s) will be present aboard MCAS Iwakuni in the event of a NEO operation, and will be the final approving authority for determination of who will be evacuated.

b. The CO, MCAS Iwakuni is the local coordinator for NEO in the geographic location of southern Honshu. The tasking to support a NEO comes from U.S. Forces Japan through Commander, Marine Corps Bases Japan to Commanding Officer, MCAS Iwakuni. In the event of an actual evacuation, tenant units and the Commander, U.S. Army Ammunition Headquarters, Kure will coordinate with MCAS Iwakuni for the evacuation of noncombatants as discussed in reference (a). The MCAS Operations Officer is designated as the MCAS Iwakuni NEO coordinator by the CO, MCAS Iwakuni. The Assistant Operations Officer serves as the Deputy. The MCAS Operations Officer is responsible for ensuring that station NEO preparations are in the highest state of readiness at all times; that the deputy NEO coordinator is fully trained and available to take over, if necessary; and that all commands understand and have standard operating procedures to handle NEO contingencies in a timely and effective manner, especially in terms of ongoing training, compliance with current directives, and updated recall information. It is also vital that all commands recognize and plan for the variety of scenarios within which a NEO may occur and be vigilant about identifying support deficiencies and recommended corrective actions to the CO, MCAS Iwakuni via the MCAS NEO coordinator on a regular basis.

c. The primary means of evacuation will be by aircraft with a secondary option of using sealift or ground transportation. A NEO is an emergency situation and, if declared by USFJ, takes precedence over routine operations or training exercises. MCAS Iwakuni should be viewed as a staging area for transportation of noncombatants outside the immediate Iwakuni/Akizuki locale. NEO support should focus on providing lodging, meals, transportation, medical services, and logistics, in addition to providing daily by name accountability on NEO activity in a report to higher headquarters. Specifically, per reference (d), MCAS Iwakuni has been tasked by USFJ to support evacuation operations as a reception site, alternate safe haven site, and as an aerial port of embarkation (APOE). MCAS Iwakuni has assessed its support capabilities based on a variety of scenarios, which can include: (a) handling transiting evacuees from other countries, (b) handling the evacuation of Japan-based American citizens, and (c) handling the evacuation of Iwakuni-based personnel. Reasons for such

evacuation could include natural disaster and/or military hostilities. Emergency evacuation of U.S. Army Ammunition Headquarters Kure will proceed per reference (a).

d. The following process will be used to complete the general evacuation of authorized noncombatants through MCAS Iwakuni in all instances. The Evacuation Control Center (ECC) will be stood up per reference (e) as directed by the Emergency Operations Center (EOC). A primary processing center will be established at a facility easily accessible by road or on foot from the air terminal, preferably one with sufficient space and facilities to handle 400 or more people at once such as the main gym, hangar 291, MAC Dome, mid-rise community rooms, etc. Use of tents or prefabricated structures should be considered as a last alternative if other existing facilities are unserviceable. If the evacuees arrive by air, their baggage will be offloaded and stored near the air terminal in a secure space while they take their carry-on bags and NEO documents to the processing center. If the evacuees arrive through the front gate, those with identification proving their American citizenship will be taken directly to the processing center to complete appropriate manifest documentation. Those evacuees whose status is uncertain will be taken to the Chaplain's Office (Bldg 1100) or another suitable place where evaluation by DOS personnel can occur. All third country nationals or American citizens not being repatriated to the United States will be turned over to the Government of Japan (GOJ) or their representative embassy personnel. Evacuees living on MCAS Iwakuni will proceed to the processing center as directed with their NEO documents in hand. All evacuees will be limited to one checked bag weighing a maximum of 66 lbs and a carry-on bag no larger than a backpack. It is highly recommended that evacuees bring basic toiletries, snack food (chocolate, granola bars, etc.), multivitamins, and children's play items (coloring books, reading material, etc.) sufficient to last for 3 days. During processing, evacuees will update/create their NEO records, receive evacuation priority numbers, and receive special care (postal, financial, medical, legal, or crisis counseling) as necessary and available per reference (e).

e. After processing and category assignment, those evacuees manifested for a flight within the next 12 hours will be transported by bus to the designated waiting area (Hangar 291 or other designated space) and their luggage will be transported to the customs area for security screening and processing. Those evacuees who will be leaving after 12 hours will be assigned to specific transient or other billeting spaces, ideally consisting of

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hard-walled structures, with tents and/or hangars as a last resort per reference (e).

f. Evacuees will depart Iwakuni according to the priority classification number assigned by the NEO processing center and annotated on their NEO evacuation data check sheet. Announcements over American Forces Network (AFN) and loudspeakers will direct personnel to appropriate assembly points for mass transit to the Processing Center, billeting, and holding areas.

g. The quickest way to evacuate noncombatants is via normally scheduled commercial airline departures. U.S. Government employees and family members will be on funded orders. Personnel offices need to acquire accounting data and issue mass mobilization orders, and TMO must be ready to issue multiple airline tickets. Chartered civilian air carriers will be contracted for those personnel remaining to be evacuated; military aircraft will not be used for long flights to CONUS, but may be the primary means of transportation to safe havens. Any personnel at MCAS Iwakuni not being evacuated within 12 hours will be assigned billeting aboard the Air Station or in contracted billeting spaces in the local community. Mass billeting assignments in the main gym, tents, or hangars are to be utilized only as a last resort. Host nation should provide for contracted billeting spaces and messing per the Memorandum of Understanding (MOU) between USG and GOJ outlined in reference (d). In the absence of host nation support, MCAS Iwakuni will contract for messing, billeting, and ground transportation seeking funding data from USFJ. The US government will acquire transportation and assist in the evacuation of all eligible non-combatant evacuees (NCE's). However, non-US Government employees and dependents must be provided with an Optional Form-28 by DOS representatives. This form will serve as a boarding pass and promissory note to cover the cost of evacuation. Not signing the promissory note does not preclude evacuation per references (e) and (f). Nonetheless, the remainder of the form must be filled out for all non-funded travelers in order to be evacuated.

4. Action

a. All commands, tenant units and departments identified in paragraph 3b below shall designate a NEO coordinator and an assistant to work closely with the Station NEO coordinator to establish and maintain a unit program which emphasizes NEO training and the creation/maintenance/updating of fast reaction procedure cards (FRPC's) to ensure a smooth and timely transition from

regular duties to NEO related responsibilities. Specifically, those appointed as NEO coordinators and assistants will, in coordination with the applicable unit command element, state unit NEO manning responsibilities, regularly review and update NEO packages (available on the Station Intranet online), create/maintain/update FRPC's, conduct training in accordance with the unit NEO training support plan, and maintain a detailed recall roster of all NCE's. NEO coordinators must also be available full time in the event of NEO plan implementation.

b. The following commands, tenant units, and departments must designate a NEO Coordinator and an assistant:

- (1) H&HS.
- (2) MAG-12.
- (3) MALS-12.
- (4) VMFA-212.
- (5) MACS-4, Det-B.
- (6) MWSS-171.
- (7) CSSD-36.
- (8) Naval Hospital Branch Clinic.
- (9) 11th Dental Company Detachment.
- (10) AFN.
- (11) Commander, U.S. Army Ammunition Depot, Akizuki.
- (12) Station S-1/Manpower.
- (13) IPAC.
- (14) Facilities Department.
- (15) Motor Transportation.
- (16) S-4.
- (17) Air Terminal.

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- (18) PMO.
- (19) S-6.
- (20) Chaplain.
- (21) PAO.
- (22) Comptroller.
- (23) MCCS.
- (24) Family Housing.
- (25) CHRO.
- (26) MC Perry High School.
- (27) MC Perry Elementary School.
- (28) SJA.
- (29) Veterinarian.
- (30) Aviation Supply Officer

c. Responsibilities and Procedures for NEO Coordinators

(1) Establish check-in procedures for personnel to ensure that the following tasks are accomplished:

(a) Brief military and civilian personnel and their family members upon arrival about their responsibilities during NEO, in particular the need for correct NEO documentation, the means of obtaining such documents easily, restrictions on baggage and pet transport, and circumstances which may require temporary sharing of housing facilities with NEO participants.

(b) Fill out the most current NEO documents (available on the Station Intranet online) immediately upon arrival.

(c) Provide NEO data to the IPAC NEO coordinator for entry into the NEO database no later than 30 days from check-in.

(d) Identify and report essential U.S. civilians to include retired or reserve service members to the MCAS NEO coordinator.

(2) Establish a list of unit-specific NEO responsibilities and training requirements at the unit and create a unit NEO training support plan. Evaluate unit NEO training requirements in coordination with the unit CO, this Order, and the Station NEO coordinator. Include NEO coordinator and assistant appointment criteria, unit/section/family NEO recall roster creation and update procedures, NEO packet completion criteria, timelines for packet submission and entry into NEO database, update schedule for the Station NEO coordinator, unit responsibilities in various NEO scenarios, regular dependent briefings, and FRPC review/update schedule.

(3) Identify NEO support deficiencies (manpower, equipment, etc.) and brief the MCAS NEO coordinator as necessary.

(4) When planning for NEO, consider the variety of scenarios within which NEO may take place (tenant commands deployed or resident and base infrastructure in place or damaged) to include situations where NEO support occurs in the context of Crisis Operations Center (COC) and Emergency Operations Center (EOC) establishment.

(5) Develop a FRPC listing immediate action procedures to be taken at every unit level as soon as NEO notification occurs. Steps to producing such cards should include the following:

(a) Evaluate unit NEO training requirements in coordination with the unit CO, this Order, and the Station NEO coordinator.

(b) Delineate individuals who need to be notified and immediate actions that should take place by section and department to facilitate a timely NEO response. Be sure to consider multiple NEO scenarios (Iwakuni outbound only/natural disaster, transiting NEO's, and Iwakuni outbound with transiting NEO's).

(6) Ensure that the MCAS NEO coordinator is briefed by the unit/organization NEO coordinator every 3 months on present NEO readiness to include NEO packet completion status and ongoing training efforts.

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(7) Prepare to participate in a realistic multi-scenario NEO exercise on short notice (12-24 hours) at least once a year. Submit after-action results in writing to the MCAS NEO coordinator within 48 hours of the end of the exercise for forwarding to CO, MCAS Iwakuni within 7 days of exercise completion.

d. CO, MAG-12

(1) MAG-12 S-4. Update the MCAS NEO coordinator on TPFDD requirements every quarter to ensure NEO support assessments are current.

(2) MAG-12 NBC. Provide appropriate detection support and NBC training of the NST as needed.

e. CO, MWSS-171. Provide material, equipment and personnel to support NEO operations as available.

f. CO, CSSD-36. Support MCAS NEO activities (especially Air Terminal Operations) with personnel and equipment as available.

g. OIC, IPAC

(1) Prepare to set up the NEO Processing Center in various NEO scenarios (outbound, transiting, and/or both). Establish the primary processing center in the best place depending on the situation. Coordinate with the Facilities Officer to ensure that generators and wireless communications capability are available if needed.

(2) Establish processing center functions to handle Iwakuni, Non-Iwakuni, Non-Japanese based, Non-Iwakuni Japanese-based NEO personnel, and VIP's. Prepare detailed NEO processing center diagram plans for each scenario showing location of center and the stations therein. Coordinate with unit and organization NEO coordinators to solicit and enter NEO information on Iwakuni, Akizuki, Hiro, and Kawakami personnel into the NEO database (as specified by reference (a)). Plans should be able to accommodate 1,500 NEO personnel on short notice (24 hours or less) and up to 5,000 personnel within 30 days.

(3) Ensure NEO evacuation data sheets are distributed to non-Iwakuni based NEO personnel for completion and entry into NEO database upon arrival in Iwakuni. Confirm non-combatant tracking

system (NTS) information already entered at point of embarkation for non-Iwakuni personnel or enter information on non-Iwakuni based NEO personnel into the NEO database in a timely and efficient manner. Ensure that the following information is included (most important manifest information is preceded by an asterisk symbol (*)):

- *PASSPORT/GREEN CARD/US DRIVER'S LICENSE NUMBER
- *NAME
- *WEIGHT

(4) Employ identification system to distinguish processing center personnel from NEO individuals.

(5) Be prepared to operate in field conditions with generator power and laptops.

(6) Prepare daily report(s) per reference (e).

(7) Ensure copies of NEO database are available on disk/CD to provide current information in the event LAN connectivity is lost.

h. Adjutant/S-1 Officer

(1) Assign priority codes and categories to personnel being evacuated per reference (e).

(2) Act as camp commandant if a tent city is erected as part of NEO support, using enclosure (1) as a guide.

i. MCAS Operations Officer

(1) The MCAS Operation Officer is designated as the MCAS NEO coordinator. The Assistant Operations Officer serves as the Deputy.

(2) Maintain a current recall roster for all NEO coordinators at MCAS Iwakuni (to include Kure, Akizuki, Hiro, and Kawakami), command personnel, and higher headquarters NEO POC's.

(3) Initiate NEO recall upon notification of CO, MCAS Iwakuni.

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(4) Establish NEO Command Post in Bldg 757 (Air Operations) Conference Room, DSN 253-5501/5503; commercial 0827-21-4171 extension 5501/5503; STU III 253-4362.

(5) Ensure that recall, training plan, and FRPC cards are on file and updated on a 3-month basis for units aboard MCAS Iwakuni, including Akizuki, Hiro and Kawakami.

(6) Maintain familiarity with applicable NEO directives through communication with USFJ and MARFORJ NEO coordinators and review/update NEO order annually. Ensure that MOU's exist between critical on-base organizations H&HS (food service), MCCA (billeting), facilities (portable toilets, cots, blankets), and medical) and applicable JSDF and local civilian organizations to handle expected and unexpected shortfalls. Ensure that Station plans can accommodate 1,500 NEO personnel on short notice (24 hours or less), up to 5,000 personnel within 30 days, and consider scenarios with and without MWSS/CSSD/MAG personnel and equipment.

(7) Review TPFDD/JOPES information with MAG-12 S-4 every 3 months to ensure NEO support assessments are accurate.

(8) Plan a comprehensive NEO exercise each year, which tests air terminal passenger and baggage arrival/departure procedures, customs and security procedures, billeting assignments (using gym, MCCA, and family housing), MCCA support capability (toiletry distribution, snack bar set-up, and childcare), imminent departure holding area set-up, processing center set-up/use by non-Iwakuni NEO personnel from Japan, non-Iwakuni NEO personnel arriving by air, Iwakuni-based NEO personnel, DOS setup and evaluation procedures, foodservice provision, and transportation. Brief CO, MCAS Iwakuni on the plan, determine date, and seek maximum realism and training opportunity. Consider options to test partial aspects of the NEO process more completely (arrival, customs, and departure procedures, billeting and food service, and DOS evaluation of non-Iwakuni personnel) and to close the base for one 24-hour period to test all scenarios to include flying people in and out of Iwakuni. Look at ways to secure maximum participation (Osan shopping trip, days off, or special sales).

(9) Assess and be prepared to support sea and alternate airlift NEO scenarios if the airfield is out of service.

(10) Open the airfield and harbor for continuous operations when directed.

(11) Develop and update AHOD NEO FRPC's and NEO training support plan encompassing multiple NEO scenarios as outlined in paragraph 6(b), and support unit efforts to do the same as requested.

j. MCAS S-4 Officer

(1) Ensure, through the Food Services Officer, that a plan is created and maintained to provide additional food and services at specified locations for NEO personnel with plans in place to cover all scenarios, including special meals for diabetics and foreign nationals, outsourcing from MCCS, JSDF and/or civilian agencies and meal transport to various NEO areas in the event MWSS is deployed. Plans should be able to accommodate 1,500 NEO personnel on short notice (24 hours or less), and up to 5,000 personnel within 30 days. This support planning should take into account scenarios with and without MWSS/CSSD/MAG personnel and equipment. Reference (d) specifies the need to offer two hot meals and one MRE to each NEO individual per day.

(2) Provide for the inventory, consignment, warehousing, and shipping of the unaccompanied personal effects of evacuees.

(3) Develop MOU's with civilian and/or DoD organizations to handle shortfalls in MCAS property support (cots, blankets, towels, and portable toilets).

(4) Prepare a flexible, scaleable, scenario-based transportation plan emphasizing mass transportation supplemented via contracting in coordination with the Facilities NEO coordinator.

(5) Maintain current lists of all available emergency Garrison equipment at MCAS Iwakuni to support additional personnel aboard the air station to include MRE's, cots, blankets, and Cambro food and beverage containers.

k. Aviation Supply Officer

(1) Coordinate the provision of air terminal services for arriving and departing evacuees as well as aircraft support to include baggage storage, baggage checking (x-ray and EOD/K-9 back up), and degraded manifesting/support scenarios. Ensure that air

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terminal plans can accommodate 1,500 NEO personnel on short notice (24 hours or less), up to 5,000 personnel within 30 days, and consider scenarios with and without MWSS/CSSD/MAG personnel and equipment.

(2) Notify the NEO Processing Center of space available for noncombatants on departing aircraft as timely as possible.

1. Facilities Officer

(1) Ensure that all organizations under the Facilities Department (i.e., Family Housing) have clearly defined NEO support responsibilities and plans. In particular, ensure that Family Housing and pertinent Facilities Divisions have plans which can accommodate 1,500 NEO personnel on short notice (24 hours or less), up to 5,000 personnel within 30 days, and consider scenarios with and without MWSS/CSSD/MAG personnel and equipment. Maintain an updated list of all available family housing facilities with minimum and maximum assignment numbers on a monthly basis. Develop assignment criteria to support a variety of circumstances to include which rooms have the highest and lowest assignment priority and rooms available for sick/elderly, and seek to maintain family integrity to the maximum extent possible.

(2) Coordinate with IPAC to ensure processing center location and stations are appropriately supported to include back-up locations and degraded operations.

m. Provost Marshal

(1) Develop standard operating procedures to handle a NEO with attention given to the best locations for the processing center and back-ups (gym and hangar space), DOS evaluation station, billeting (gym, MAC Dome, MC Perry Schools, and MCCS), baggage processing and storage, customs, and the like. Determine staffing priorities/deficiencies relating to multiple contingency situations. Prepare to handle 1,500 NEO personnel on short notice (24 hours or less), up to 5,000 personnel within 30 days, and consider scenarios with and without MWSS/CSSD/MAG personnel and equipment.

(2) Set threat conditions per reference (b) when directed by the CO, MCAS Iwakuni.

(3) Assess NEO security arrangements every quarter and brief the MCAS NEO coordinator on recommendations/deficiencies.

(4) Provide customs personnel as required.

(5) Implement crowd control measures throughout the air station, in coordination with other units, to maintain discipline and order.

(6) Coordinate with the GOJ and local Third Country National (TCN) embassies in order to provide security for un-credentialed evacuees at the chapel (Bldg 1100), the processing center, the air terminal, baggage control points, billeting, food service, and the imminent departure holding area.

(7) Coordinate with the air terminal to ensure that baggage x-ray equipment is working and meets the most recent screening requirements.

(8) Coordinate with EOD and canine unit for back-up baggage check procedures in the event x-ray equipment is down.

(9) Support the EOC as necessary in connection with NEO operations.

(10) Develop a detailed parking plan for noncombatants.

n. S-6 Officer

(1) Provide the most effective means to initiate timely NEO recall by telephone, email and pager, to include number assignment and recommendations on recall improvements as technology changes.

(2) Monitor Commander, Naval Forces Japan (CNFJ) emergency/disaster control nets.

(3) Establish crisis management nets, to include Crisis Operations Center (COC) and Emergency Operations Center (EOC) if needed during NEO.

(4) Maintain minimum communication capability per reference (e).

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(5) Provide telephone, fax and email connectivity for NEO personnel use to the maximum extent practicable, considering scenarios where from 1,500 to 5,000 additional personnel may be on Iwakuni with relatively short notice.

o. OIC, Branch Medical Clinic

(1) Provide emergency medical care as required. Monitor evacuation areas for proper sanitation. Be prepared to request additional medical assistance in the event of mass casualties.

(2) Coordinate with local Japanese and applicable US medical facilities to provide family practice, pediatric, internal medicine, dental, psychological, maternity, and surgical support.

(3) Provide medical aid stations at the processing center, DOS evaluation center and billeting areas as necessary.

p. OIC, Branch Dental Clinic. Provide emergency medical care as required.

q. Chaplain

(1) Provide religious services, spiritual guidance and pastoral/personal counseling to NEO evacuees to the maximum extent possible. Create plans to handle 1,500 NEO personnel on short notice (24 hours or less), up to 5,000 personnel within 30 days, and consider scenarios with and without MWSS/CSSD/MAG personnel and equipment.

(2) Construct and administer appropriate programs to increase morale and meet the spiritual needs of evacuees.

(3) Support DOS personnel by providing the following in Bldg 1100: a spacious room to conduct NEO evaluation, 2 or more support staff to provide assistance, 5 desks, 20 chairs, standard stationery, extension cords, a copy machine, one or more phone lines, and a nearby room/area to house those waiting to be interviewed.

r. Public Affairs Officer

(1) In conjunction with AFN, provide mass communications to support the flow of evacuees and disseminate essential information. Provide AFN with CNFJ-approved releases.

(2) Publish timely announcements directing evacuees to report to assembly points for transport to safe havens. Broadcast evacuation classification numbers when directed by the MCAS NEO coordinator.

(3) Coordinate NEO reporting and information release with MARFORJ, USFJ, and the American Embassy, Japan.

s. Comptroller. Provide financial services to noncombatant evacuees as required.

t. Director, Marine Corps Community Services

(1) Create appropriate plans and be prepared to assist in the support of 1,500 NEO personnel on short notice (24 hours or less) and up to 5,000 personnel within 30 days. Create and maintain an MCCS support plan detailing how to support multiple NEO scenarios with and without MWSS/CSSD/MAG personnel and equipment to include the following services: the provision of snack bars/basic toiletries at strategic locations (i.e., the processing center and billeting areas), child care, counseling services, telephone/internet access, and entertainment for NEO evacuees.

(2) Maintain a current list of all property which can be used to support the NEO and related contingencies and provide the MCAS NEO coordinator with an updated copy every 3 months.

(3) Provide health and comfort necessities as practicable in coordination with billeting.

(4) Provide snack bar and refreshments at the processing center, imminent departure holding area, and the Chapel.

(5) Provide childcare as practicable at the processing center, imminent departure holding area, and the Chapel.

(6) Supervise billeting assignment/maintenance activities and develop an assignment system to handle NEO personnel and provide support services on short notice.

(7) In coordination with the billeting manager, maintain a NEO billeting availability list on a monthly basis, showing all available billeting facilities with minimum and maximum assignment

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numbers. Develop assignment criteria to support a variety of circumstances to include single personnel, families with children, and infirm/elderly NEO personnel. Maintain this information and provide to MCAS NEO coordinator every 3 months.

(8) Try to maintain family integrity to the maximum extent possible.

(9) Develop and practice NEO billeting assignment drills every quarter to refine procedures.

u. Director, CHRO. Identify and report essential U.S. civilians to include retired or reserve service members to the MCAS NEO coordinator.

v. MC Perry School. Be prepared to handle 1,500 NEO personnel on short notice (24 hours or less) and up to 5,000 personnel over a 30 day period.

w. Station Judge Advocate. Coordinate preparation and execution of Powers of Attorney and Wills. Assist the Adjutant in assigning priority codes and categories to personnel being evacuated per reference (e) (see par 3i). Coordinate citizenship questions with the U.S. Consulate in Fukuoka. Obtain DOS on-station augmentation to support evacuees. Set up point of contact/legal team at the NEO processing center.

x. Veterinarian. Develop procedures for the evacuation and limited storage of pets in support of a NEO operation.

/S/
D. T. DARRAH

INFORMATION AND REGULATIONS FOR NEO BILLETING CAMP

1. All members must read the NEO camp rules.
2. All members are required to have an authorized ID (passport, Green Card, US driver's license) on their person at all times.
3. All members who enter or leave the NEO camp must check in and out with the camp commandant's office with a name roster, including ID number (SSN, Passport, Green Card). The camp commandant's office is located in front of the camp at the entry/exit point. All members of the NEO camp must obey instructions issued by the guard force.
4. Laundry service will be provided as supportable.
5. No weapons will be allowed at the NEO camp.
6. No smoking is allowed in the NEO camp except in authorized areas.
7. Food can only be consumed in the messing area.
8. No garbage should be flushed down the toilets. Each individual/family is responsible for keeping their living areas clean.
9. Recreation is permitted in the designated recreation area(s).
10. Any damage to the NEO camp should be reported to the camp commandant's office immediately.
11. Transportation to and from the NEO camp will be on foot or as directed by the camp commandant.
12. All logistic and administrative support requirements relevant to the provision medical, food, showers, laundry, and billeting should be processed through the camp commandant's office.

ENCLOSURE (1)

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13. Food hall operation will be posted.
14. Medical aid station is available 24 hours.
15. Laundry facilities will be provided as necessary in the designated area.
16. Shower facilities are operational as required in the morning and the evening.
17. MCCS snack bar/Essential toiletries open 0630-2100.
18. Chaplain aid station available 24 hours.
19. Childcare station open 0630-1800.

ENCLOSURE (1)

NEO PHASE SUMMARY

In order to support the assembly of noncombatants for protection, care and processing, MCAS Iwakuni will complete the following actions when subject conditions are set by USFJ.

1. Warning Condition. Notify tenant NEO representatives/key civilians.

a. Distribute specific NEO instruction pamphlets to onboard personnel. Update information completed during check-in.

b. Instruct air station residents to update their required documents and check emergency supplies.

c. Assess the force protection condition (FPCON). On order from the CO, MCAS Iwakuni set the appropriate FPCON.

2. Public Warning (When Directed)

a. Prepare MCAS Iwakuni for potential evacuation.

b. Order additional Class I rations from Naval Supply Depot, Yokosuka.

c. Curtail/ration retail sales of essential health and comfort items.

d. Set up the gym (bldg 1010) or SOMD hangar (bldg 291B) as the Collection Point and Processing Center. The CO, H&HS activates the Crisis Management Team and directs that the NEO Processing Center is also activated.

e. Establish NEO Command Post in building 757. Establish crisis management nets. Report daily NEO evacuee numbers.

f. MCCS will set up additional temporary beds in the following building precedence: TLF, BEQ/BOQ, gym, and school. Tenant units will consolidate billeting, when required.

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g. Augment passenger terminal, air traffic control, harbor operations and mess halls with personnel.

h. Set mass casualty conditions.

i. The dining facility will provide centralized additional food services for up to 1,500 additional personnel.

j. The billeting officer will assign all billeting in both temporary housing and tent cities.

3. Evacuation Ordered

a. Open field for continuous flight operations.

b. The Air Terminal Operations Center (ATOC) coordinates passenger departures with the billeting officer through the processing center.

c. The facilities department provides public transportation.

d. AFN/EOC provides mass communications to support the flow of evacuees.

ENCLOSURE (2)

NONCOMBATANT EVACUATION OPERATIONS INSTRUCTION PAMPHLET

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NONCOMBATANT EVACUATION OPERATIONS INSTRUCTION PAMPHLET

1. General Emergency Guidelines

a. Introduction. This section contains information and guidance for noncombatants living in Japan. It tells you how to prepare for evacuation emergencies and what assistance you can expect from the United States Government and military authorities. The more serious the emergency, the more important it will be for you to be well informed and well prepared. The most serious emergency would be armed conflict which would require you to rapidly evacuate from Japan. This pamphlet explains how to prepare for and respond to that emergency.

b. Terms

(1) Assembly Point. A location chosen by military or civilian authorities where noncombatants will go when directed to report for relocation or evacuation processing.

(2) Evacuation. Departure from Japan to a safe location under emergency conditions.

(3) Evacuee. A person who has been or is about to be moved out of Japan under emergency conditions.

(4) Noncombatants. U.S. citizens and any foreign nationals living in Japan (except military personnel) who are not Japanese citizens and those Japanese citizens who are bona fide family members of resident foreign nationals. (Although evacuation could also involve foreign nationals other than U.S. citizens, this pamphlet is written for DoD civilians and dependents of U.S. Forces personnel.)

(5) Relocation. Movement within Japan from a location of potential danger to one of relative safety.

(6) Safe Haven. A location of greater safety in another country to which noncombatants will be evacuated.

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c. Registration. The authorities responsible for emergency notification and planning need to maintain current records on the number and location of noncombatants in Japan. United States Government civilian employees and military personnel and their family members provide this information. Sponsors will advise their respective unit personnel office of changes in local addresses or dependent information.

d. Communication

(1) Sources of Information. During emergencies, American Forces Radio and Television Service (AFRTS), Armed Forces Network (AFN), and the U.S. Embassy are the best sources of information. If you have a portable radio, keep it with you during an emergency and keep extra batteries available. The AFN radio stations in Japan and their frequencies are as follows:

| <u>BROADCAST LOCATION</u> | <u>FREQUENCY</u> |
|---------------------------|---|
| MISAWA | AW 1575 KHz |
| KANTO PLAIN | SW 3.91/6.155/11.75/15.26 MHz AM 810 KHz FM 89.1 (Closed Circuit Cable) |
| IWAKUNI | AM 1575 KHz TV CH 5 |
| SASEBO | AM 1575 KHz |
| OKINAWA | AM 648 KHz FM 89.1 MHz |

(2) Military Authorities. Avoid calling U.S. military authorities. Armed Forces Network will provide the most authoritative, up-to-date information available from military authorities. Within their geographical area of responsibility, U.S. military commanders have established a system to contact all noncombatant DoD family members and employees during an emergency. Similar provisions have been established by the U.S. Embassy and other organizations in Japan.

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e. Natural Disasters. The natural disasters most likely to occur in Japan are earthquakes, typhoons, and flooding. Warnings and information on natural disasters, severe weather, and highway conditions are broadcast over AFN radio and TV. Military area commanders may also post signs on installation gates indicating current road conditions. United States Forces Japan road condition codes are as follows:

| | |
|-------|---|
| GREEN | Road conditions normal, no restrictions. |
| AMBER | Hazardous road conditions. |
| RED | Extremely hazardous road conditions, use vehicles only in an emergency. |
| BLACK | Roads are closed, no traffic allowed. |

f. Civil Disorder. In the event of an outbreak of civil disorder, the U.S. Embassy and AFN will provide information and recommend actions. If the disorder occurs in your area, remain indoors and restrict travel as much as possible until order is restored. Do not go and watch!

g. Sudden Crisis. If a crisis should occur suddenly and normal commercial means of travel are no longer available, American authorities will coordinate noncombatant relocation or, if necessary, evacuation. As much advanced notice and necessary information as possible will be broadcast over AFN radio and TV. Information will also be available from the U.S. Embassy. Directions will require you to report to the nearest assembly point for immediate relocation or evacuation.

(1) Movement to an Assembly Point. When assembly instructions are broadcast over AFN or when you are contacted by an evacuation authority, you should do the following action:

- (a) Report to the nearest assembly point when told to do so.
- (b) Bring essential required documents.
- (c) Bring only essential supplies you can carry by yourself.

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(2) Relocation from Assembly Point to Location of Relative Safety or Evacuation Point. Relocation from assembly points will use available military vehicles, charter buses, trains, or privately owned vehicles under military convoy control. Convoys will be controlled and escorted by military authorities. United States military forces will attempt to provide limited feeding, sleeping, and medical services at ports of embarkation, but conditions may be austere. Expect to rely on the supplies you have brought and be prepared to accept some inconvenience and discomfort.

(3) Evacuation to Safe Haven, Onward Travel, and Return. If an evacuation is ordered, you will be moved, either by ship or air, to a nearly safe haven country or directly to the United States. (If initially evacuated to a safe haven country, you will be returned to Japan if conditions permit, or to the United States.)

h. Medical Cases. Hospital patients who can safely travel without constant medical care will be discharged. Pregnancy cases beyond the seventh month, mothers with babies under 6 weeks of age and other patients as determined by U.S. military medical authorities may be evacuated through military medical channels (i.e., MEDEVAC).

i. Personnel Preparation

(1) Essential Required Documents. For relocation and evacuation, you must present proof of citizenship or resident status in Japan, such as follows:

- (a) Military ID card (U.S. DoD family members).
- (b) Passport.
- (c) Birth certificate.
- (d) Other forms of identification.

(2) Required Documents. The following documents are provided in the NEO evacuation package.

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(a) Authorization for emergency evacuation advance and allotment payments for DoD civilian employees and family members (DD Form 2461).

(b) Authorization/Designation for emergency pay and allowances (DD Form 1337). This form is required for military family members only.

(c) Inventory of household goods (DD Form 1701).

(d) Personal property record (DA Form 4986).

(e) Repatriation processing center processing sheet (DD Form 2585).

(f) Noncombatant safe arrival note (MCAS Form 3500/1), included at the end of pamphlet. Pre-stamped, pre-addressed (Use standard-sized postcards).

(g) Powers of attorney, wills, marriage licenses, and other legal documents.

(3) Additional Required Information

(a) Immunization records.

(b) Money (U.S. dollars).

(c) Financial records such as credit cards, checkbooks, and other items.

(4) Emergency Supplies. Bring with you only the bare minimum (2 to 3 days) of food and supplies, but in no case more than can be easily carried. As a general rule, bring lightweight disposable items. You may want to consider taking the following articles:

(a) Backpack (per person).

(b) Sturdy and comfortable shoes or hiking boots.

(c) Canned and packaged food with can and bottle opener.

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- (d) Blankets (one per person).
- (e) Extra clothing.
- (f) Prescription medication.
- (g) Small pocket flashlight with batteries.
- (h) Radio with batteries.
- (i) Feminine hygiene articles.
- (j) Bath Towels (one per person).
- (k) Baby articles.

(5) Personal Vehicle. Depending on conditions, you may be permitted to drive your personal vehicle to the port of embarkation as part of a military convoy. In some instances, you may be required to abandon your car, or it may be expropriated by military or civilian authorities for official use. Highway access and use will be strictly controlled by government and military authorities to reduce congestion, so do not expect to be able to drive your family in your vehicle unescorted on the highways during times of crisis.

j. Your Responsibilities. You should acquaint yourself and family members with primary and alternate route (walking and by automobile) from your residence to the nearest assembly point. Become familiar with your surroundings and landmarks. Should an emergency arise, you should ensure the following:

- (1) Remain calm and flexible.
- (2) Listen to AFN.
- (3) Disregard rumors.
- (4) Obey instructions.

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2. NEO Evacuation Package. To provide evacuees with instructions concerning procedures to be taken in the event evacuation from Japan is directed, NEO packages will be issued by the Family Service Center or unit NEO coordinators.

a. Completion of Forms. Heads of household of potential evacuee families are required to complete the necessary documentation provided in the NEO evacuation package using instructions provided for their household. Only those forms which pertain to a particular household need to be completed. Households consisting of two military members, no children and living on a military installation need only to complete DD Form 1701 (Inventory of Household Goods) and DA Form 4986 (Personal Property Record). All households consisting of two military members must also complete the packet showing the senior member as the sponsor/head of household.

b. Form Requirements

(1) Authorization/Designation for Emergency Pay and Allowances (DD Form 1337). Used by military personnel (Army, Air Force, Navy and Marine) to authorize payment of emergency funds to their family members in the event of evacuation.

(2) Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees (DD Form 2461). To authorize and record emergency payments to DoD civilian employees and their dependents.

(3) Inventory of Household Goods (DD Form 1701). To inventory household goods located in the quarters of evacuees. This form may be used later upon return to the U.S. in the event that it becomes necessary to file a claim against the Government for personal property lost and/or destroyed as a result of the evacuation of the noncombatant evacuees from Japan. Indicate as best as possible all property to be shipped. This form will also be used to determine size of shipping containers required and packing natural for the shipment. Ensure you indicate make model and serial number of items listed.

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(4) Personal Property Record (DA Form 4986). Used to record high dollar value items of noncombatant evacuees' personal property. This form may be used to help the noncombatant evacuee prepare claims against the U.S. Government for reimbursement for loss or damage to their personal property due to an emergency evacuation from Japan.

(5) Repatriation Processing Center Processing Sheet (DD Form 2858). To document the movement of evacuees from a foreign country to an announced safe haven. Information will be used as needed to assist the evacuee in the process of repatriation.

Note: All forms are available for download via internet/intranet.

3. Implementation of NEO. When word to assemble for evacuation is received, ensure the following:

a. Pack one suitcase or backpack per evacuee with needed items. Suitcase must be carried by evacuees unassisted, with a maximum weight of 66 lbs per person.

b. Assemble suitcases or backpacks and emergency supplies.

c. Ensure that copies listing household and personal items, DD 1701 and DA Form 4989, are turned in at the NEO processing center.

d. Close windows and curtains.

e. Turn off all lights and unplug all electrical appliances except refrigerators and freezers.

f. If a member of the family will remain, leave keys to your quarters and family vehicle(s) with that person. If all family members are evacuating, lock quarters, tag keys with name and address and turn them in at the NEO processing center.

g. Avoid using the telephone. Do not delay in reporting to the center.

ENCLOSURE (3)

DINING FACILITIES INSTRUCTIONS FOR CONTINGENCY FEEDING

1. Purpose. To establish a basic plan governing messing support to military personnel and family members during periods of emergency/disaster/evacuation of personnel from or through MCAS Iwakuni.

2. Concept of Operation

a. The MCAS Iwakuni contingency feeding plan is based on the Marine Corps field feeding policy and will consist of serving a limited menu and extended meal hours for all personnel.

b. Messing support will be commensurate with the logistical, operational and tactical situation and is dependent on availability of military personnel (MOS 33XX) and Master Labor Contract (MLC) cooks to staff and operate enlisted messhalls.

c. Contingency feeding will be implemented when natural disaster (earthquake, typhoon, flood), civil disorders, or the threat of or actual hostilities dictate evacuation of family members and other personnel.

3. Feeding Plan

a. Contingency Feeding Plan. The feeding plan for contingencies at MCAS Iwakuni is two hot meals and one meal ready to eat (MRE) per day for all personnel. The hot meals prepared and served by enlisted messhalls will generally be the breakfast and dinner meals each day and the MRE will constitute the lunch meal.

b. Messing Priorities. Clearly defined priorities of messing support must be established to facilities emergency feeding on a large scale. The following categories will be considered in determining priorities.

(1) Enlisted personnel with meal cards.

(2) All other active duty personnel.

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(3) Family members.

(4) All others.

c. Meal Forecasting. The Evacuation Coordination Center (ECC) will provide current rosters/manifests of all evacuees to the Food Service Officer for meal forecasting, accountability, and reimbursement purposes.

d. Contingency Menus. Limited menus will be implemented during periods of contingency feeding. The basic menu will consist of one meat entrée, one starch item, two cooked vegetable items, limited salad, desserts, and basic beverages. All specialty items/services such as fast food/deli and pasta bars will be discontinued. Daily menus will be based on availability of on-hand stores within the messhalls, uninterrupted supply lines, and access to Defense Commissary Agency (DECA) commissary issues.

e. Meal Hours. Hours of operation will be extended in both messhalls to accommodate the influx of personnel. The following hours will permit maximum feeding in shortest time with least demand on messhall seating, equipment, and personnel.

Breakfast

| | |
|-------------|----------------------------|
| 0500 - 0700 | Active duty personnel only |
| 0700 - 0900 | Evacuees only |

Dinner

| | |
|-------------|----------------------------|
| 1500 - 1700 | Active duty personnel only |
| 1700 - 1900 | Evacuees only |

f. Box Lunches. In the likelihood that local sources of supply may be unable to deliver perishable food items (bread) in sufficient quantities, or in timely manner, coupled with the fact that preparation of box lunches is labor intensive and time-consuming, box lunches will not be offered.

g. Flight Meals. Meals required for aircrew and passengers manifested for evacuation will consist of MRE's.

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h. Supplements. In every case where MRE's are the primary meal, messhalls will attempt to furnish supplements consistent with the availability of fresh fruits, additional beverages, etc.

4. Limiting Factors

a. Messing support depends on uninterrupted lines of supply. An assumption must be made that supply lines will be disrupted by natural disaster/civil disorder/hostilities.

b. Availability of personnel is central to providing and sustaining minimum messing support during emergency situations. The following factors must be kept in mind in regard to the Food Services ability to support this plan.

(1) Unavailability of MLC's to report to work due to crisis.

(2) Tenant units with organic food service personnel must ensure 100% of those individuals are assigned/attached to HQHQRON for employment in support of messing operations.

(3) Food Services personnel (MOS 33XX) cannot be tasked with duties outside of food preparation and serving, i.e., guard duty, processing center, working parties.

(4) Quotas for mess attendants may be increased as the situation requires.

(5) A crisis situation and subsequent mass evacuation of personnel may require sourcing of additional military food service personnel from within 1st MAW and/or III MEF.

5. Coordination

a. The Food Service Officer and Station Food Technician should be included in all planning and consulted on all issues concerning messing support.

b. During an actual contingency, continuous coordination with the Food Service Officer and Station Food Technician is required.

ENCLOSURE (4)

JOINT PROCESSING CENTER/COLLECTION POINT PROCEDURES

1. Purpose. To provide instruction regarding the NEO Processing Center/Collection Point.
2. Background. To ensure the timely and orderly evacuation of noncombatants in a safe and efficient manner, this enclosure provides the information necessary for the movement of personnel from arrival at the air station to departure from the flight line. To better accomplish this mission, ideas and suggestions are solicited to enhance the readiness of all personnel involved in noncombatant evacuation operations. Accordingly, send any suggestions to the Station NEO Coordinator for incorporation into future revisions of MCASO 3500.1A.
3. Action. Upon notification from the CO, H&HS of establishment of the command post, the processing/collection point commander will accomplish the following:
 - a. Recall all NEO key personnel listed on appendix A to this enclosure.
 - b. Appoint and arrival point/processing point NCOIC for the main gym (bldg 1010).
 - (1) The main gym (bldg 1010) is established as the initial arrival point for U.S. Citizen NEO personnel and their personal effects, household goods and baggage. The initial focus for NEO personnel will be the processing of personal effects for shipment and choosing those essential health and comfort items for transport. The Traffic Management Officer (TMO)/air terminal will operate under current regulations regarding the processing of 66 pounds of accompanied baggage per person and the shipment of unaccompanied household/personal effects.
 - (2) The main gym (bldg 1010) is established as the point for in-processing the NEO personnel, completion of their paperwork, collection of documents, establishing evacuation priority/category, segregation by category, assignment of transient billeting, emergency medical treatment and transportation. Upon notification

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of transportation availability from the air terminal operations center (ATOC), the processing point NCOIC will arrange for transportation from billeting to the air field for NEO personnel.

c. Direct the arrival point/processing point NCOIC to accomplish the following:

(1) Gain access and establish security at each facility.

(2) Contact the S-6 Officer to immediately establish class A multiline telephones in both facilities.

(3) If not available in building 1010 at the time the processing center is activated, contact the Logistics Officer and request the necessary tables and chairs to make processing stations.

(4) Recall the personnel required to staff the processing stations.

(5) Open the NEO file cabinet maintained by the Station S-1 and move it to the main gym (bldg 1010).

(6) Contact the H&HS Personnel Officer to gain the required data processing for movement to the main gym (bldg 1010).

d. Report to the command post the number of NEO evacuees and their categories.

e. Notify the ATOC of the number of evacuees requiring transportation by category. Determine the number of evacuees successfully evacuated daily.

f. The processing/collection point assistant commander will at all times keep the command post informed of NEO movements.

g. Maintain communications with all NEO coordinators, camp commandant, Provost Marshal's Office (PMO) and the command post.

h. Bldg 1470 will be established as the initial collection point for Non-U.S. citizen evacuees and will be manned and operated by Department of State personnel with assistance from MCAS Iwakuni.

ENCLOSURE (5)

NEO KEY PERSONNEL

| <u>NEO Billet</u> | <u>T/O Billet</u> | <u>Phone Number</u> |
|--|------------------------|---------------------|
| Command Post | AHOD Dept Head | 253-6600 |
| MCAS NEO Coordinator | Harbor OIC | 253-3623 |
| NEO Processing Center Officer | IPAC OIC | 253-5363 |
| Air Terminal NCOIC | NCOIC, TMO/PCP | 253-6147 |
| Dining Facility OIC | HHS Food Service Div. | 253-3903 |
| MAG-12 NEO Coordinator | MAG Admin Officer | 253-4341/4029 |
| H&HS NEO Coordinator | H&HS Admin Officer | 253-5363 |
| MWSS-171 NEO Coordinator | MWSS Admin Officer | 253-3404/6406 |
| CSSD-36 NEO Coordinator | CSSD Operation Officer | 253-4220 |
| Branch Clinic NEO Coordinator | NHBC Admin Officer | 253-6467/5572 |
| PAO | PAO Department Head | 253-5551 |
| AFN | OIC, AFN | 253-5661 |
| Provost Marshal | PMO Department Head | 253-3933 |
| Family Service Center (Maintains NEO Packets) | MCCS Director | 253-3070 |
| Logistics Officer | LOG Department Head | 253-3381 |
| Facilities Officer | FAC Department Head | 253-3452 |
| Chaplain Office | Chapel Staff | 253-5218 |

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| <u>NEO Billet</u> | <u>T/O Billet</u> | <u>Phone Number</u> |
|---|------------------------|---------------------------|
| S-6 Officer | S-6 Department Head | 253-4339 |
| US Army Ammo Dept, Akizuki, Representative | Command Sergeant Major | 256-2440/2578 256-2400 |
| Bachelor Housing Office | MCCS Division Head | 253-3181 |
| Moral, Welfare, and Recreation | MCCS Department Head | 253-3424 |
| Veterinarian, US Army | Officer/NCOIC | 253-3588/4622 |
| Station Judge Advocate | SJA Department Head | 253-5591 |
| 11th Dental Det | Administrative Chief | 253-5252 |
| US Army Engineer | Project Engineer | 253-4083 |
| DECA Commissary | Deputy Officer | 253-6898 |
| Naval Aviation Engineer Service | AOIC NAESU | 253-4043 |
| M.C. Perry High School | School Secretary | 253-5448 |
| M.C. Perry Elementary School | School Secretary | 253-3447 |

ENCLOSURE (6)

NEO PROCESSING CENTER STATIONS/ASSEMBLY AND PROCESSING

1. The IPAC OIC will establish and supervise the NEO Processing Center.
2. The purpose of the center is to have one central point where all evacuees will be directed to complete administrative requirements. The center will expeditiously process personnel in an orderly manner. A priority of evacuating has been established by the DoS and this priority will be used for evacuating all personnel through MCAS Iwakuni.
3. The appendices explain the location and reason for each step of the process. Adherence to the process flow shown in the appendices will be enforced. Good order and discipline will be maintained among dependents, civilians and military evacuees.
 - a. Appendix A NEO Processing Center Stations
 - b. Appendix B, Station #1 Veterinarian Service/Pet Control (Bldg 1009)
 - c. Appendix C, Station #2 I.D. Card/Paper Check/Briefing
 - d. Appendix D, Station #3 Luggage Control
 - e. Appendix E, Station #4 Medical Screening
 - f. Appendix F, Station #5 Medical Records
 - g. Appendix G, Station #6 PMO Vehicle/Key Control
 - h. Appendix H, Station #7 Disbursing Assistance
 - i. Appendix I, Station #8 TMO Household Goods
 - j. Appendix J, Station #9 Legal Assistance
 - k. Appendix K, Station #10 Priority Number Issued
 - l. Appendix L, Station #11 Evacuees/Pet Database Info

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- m. Appendix M, Station #12 American Red Cross
- n. Appendix N, Station #13 Navy/Marine Corps Relief Society
- o. Appendix O, Station #14 Luggage Holding Area
- p. Appendix P, Station #15 Luggage Weigh-in Area
- r. Appendix Q, Station #16 Exit Control/Waiting Area
- s. Appendix R, Station #17 Billeting
- t. Appendix S, Station #18 Family Housing Key Control

4. Assembly. Once an evacuation has been ordered and notification of noncombatant evacuees has begun, assembly points and processing centers will be set up and activated. The main gym (bldg 1010) will be the NEO processing center for the Iwakuni area. Personnel assembling at any other assembly point will be transported in convoys (POV and/or government vehicle) to the MCAS Iwakuni main gym (bldg 1010) for processing.

5. Processing Center Arrival. The main gym or SOMD hangar processing center will be set up as indicated in appendix A and manned and equipped as indicated.

6. Processing. When processing, noncombatant evacuees will pass through the following stations as indicated in the appendices listed above. Station personnel will ensure that there are sufficient forms available at each station.

7. Processing Center Departure. Upon completion of processing, noncombatants will either proceed directly to the waiting area (if their outbound transportation is leaving within 8 hours), or be escorted by their sponsors to their assigned billeting. While awaiting outgoing transportation, it is critical that all evacuees continually monitor AFN radio and/or TV channel 5 and be reachable at the point of contact phone number provided to the processing center.

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8. Waiting Area. The waiting area will be manned and equipped with two personnel and radios. The ATOC will communicate with the processing center and waiting area to determine which evacuees are next on the priority list for onward transportation, and Public Affairs (via AFN) and waiting area personnel will begin notifying evacuees what time to muster at the waiting area. Evacuees will report to the waiting area approximately 2 hours prior to the departure of their onward transportation to ensure smooth out-processing.

ENCLOSURE (7)

NEO PROCESSING CENTER STATIONS

1. Personnel not already on board will arrive via the main gate or north gate. Security personnel will check identification papers, and then direct personnel arriving at either gate with proper identification to the north (left) around the perimeter road to Penny Lake Ball Park. Persons without proper identification will be directed to the designated holding area. State Department personnel will be stationed there to determine whether or not these personnel will be supported by the U.S. Government. Persons receiving DoS clearance will be allowed to proceed around the perimeter road to Penny Lake Ball Park. Those personnel who are not cleared by the DoS will be escorted back to the north gate and off the Air Station.

2. Personnel already on the Air Station with POV's where both sponsor and family members will be evacuating will go to Penny Lake Ball Park and leave their POV's. Security personnel will direct personnel to park in the long term parking area, lock their vehicle, fill out a key tag, and take the keys with them to the processing center. A shuttle bus will be making round trips between Penny Lake and the processing center approximately every 10 minutes. Evacuees will take their baggage with them on the shuttle bus to the processing center.

3. Personnel with POV's where the sponsor will remain behind and still be in need of the POV can bring their family members to the processing center and drop them and their baggage off. Traffic Control personnel will not allow anyone to park their vehicles at the processing center. POV's will be directed to one unloading zone. Family members and baggage must immediately unload from the POV and the POV driven away from the processing center. Penny Lake Ball Park will have short term parking available for personnel who desire to accompany their family members through the processing center.

4. Personnel should have in their possession: completed NEO evacuation package, pencil or pen, one piece of check-in luggage per person weighing no more than 66 pounds, one small carry-on

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backpack, a Department of Transportation (DOT) approved infant car safety seat for each child under 2 years of age, and pet processing information from the veterinarian clinic if transporting a pet.

STATION #1. The Veterinarian Services, Building 1009, Directly Across from Penny Lake Ball Park. PET OWNERS ONLY. Pets will be dropped off and owners will complete processing papers for each pet at the veterinarian clinic. Each pet must be in a carrying kennel. Pets will remain at the clinic and be transported as aircraft capacity is available. If parking around the veterinarian clinic becomes congested, personnel will be told to unload their pets and proceed to the parking lot at Penny lake Ball Park.

STATION #2. I.D. Card/Paper Check and Admin Briefing. ALL PERSONNEL. Personnel will be told to leave their luggage on the floor and take a seat in the bleachers. Processing center personnel will present a short brief explaining how the process will work, what the different stations are and which ones are mandatory. Personnel will be asked to present their identification cards/passports. Personnel without proper identification papers will be asked to stand in a designated area next to the door.

First - Personnel will be asked if they have their emergency evacuation package and if all forms in the package are completed. Those who do not have a package and those who have not filled out their package will be directed to stop at the tables after they have checked their luggage in. Luggage identification tags will be passed out for everyone to complete and place on their luggage. Those who do not have the package or have not filled it out will be directed to tables to fill out their forms before continuing on. A NEO processing center and evacuation data check-in sheet will be issued which has questions pertaining to the medical status of themselves and their family members. Everyone will be asked to fill out these forms at this time.

Second - Personnel will then be asked: "Does anyone have any medical condition now that requires medical attention?" If so, they will be asked to stop at station #4, medical.

Third - If you are presently on medication, do you have at least 5 days of required medication with you? If not, stop at station #4, medical.

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ENCLOSURE (7)

Fourth - Do you have medical records at MCAS Iwakuni? If so, stop at station #5, medical records.

STATION #3. Luggage Control. ALL PERSONNEL. Everyone will leave all of their tagged luggage in the designated holding area. Those with completed evacuation forms will be allowed to proceed into the processing area.

STATION #4. Medical Screening. Medical personnel will review the needs of those personnel who have serious medical conditions or are in need of medication.

STATION #5. Medical Records. Those personnel who have been patients at MCAS Iwakuni Branch Medical Clinic will be given their medical records to take with them.

STATION #6. POV Key Turn-in. Only those personnel who are leaving their POV behind will turn-in their POV keys.

STATION #7. Disbursing Assistance. Only those U.S. Forces personnel who desire emergency pay will process through this station.

STATION #8. TMO Household Goods. Only those U.S. Forces personnel who will be leaving behind household goods either on or off station will process through this station.

STATION #9. Legal Assistance. Only these U.S. Forces personnel who are in need of powers of attorney should process through this station. Where both the sponsor and the family members are evacuating together, powers of attorney for household goods will be needed.

STATION #10. Priority Number Determination Issue. ALL PERSONNEL will process through this station. Evacuation priority numbers will be determined and assigned at this station.

STATION #11. Evacuees and Pet Database Information. ALL PERSONNEL will process through this station. Paperwork regarding pets, family members, and evacuation priority numbers will be submitted and placed into a computer database.

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STATION #12. American Red Cross. Only personnel desiring American Red Cross assistance will process through this station.

STATION #13. Navy/Marine Corps Relief Society. Only personnel whose sponsor is military and who desire Navy/Marine Corps Relief Society assistance will process through this station. This assistance is not available for DoD employees, contractors or other civilian personnel. If this type of special assistance is needed, DoD civilian personnel should seek assistance from the CHRO in Bldg 1 prior to arriving at the processing center.

STATION #14. Luggage Holding Area. ALL PERSONNEL will return to this station and pick up their tagged luggage.

STATION #15. Luggage Weigh-In Area. ALL PERSONNEL will have all luggage weighed at this station. Each person is allowed one check-in bag weighing not more than 66 pounds. Luggage will be weighed, and excess items will be placed in either the person's second piece of luggage, if they have other luggage, or into a cardboard box furnished by the station. After weighing and sorting their personnel items, personnel will be allowed to enter the rest of the gymnasium. Personnel will be told not to leave the building unless directed to do so and to listen to the public address system. As aircraft are ready for boarding, priority evacuation numbers will be called and personnel will be boarded onto buses and taken to the air terminal.

STATION #16. Exit Control/Waiting Area. Personnel will be responsible for ensuring that no unauthorized personnel enter or exit the gymnasium via the main entrance/exit and that all luggage departing the processing center is in the possession of its rightful owners. Advise evacuees to retain their NEO processing center and evacuation data check sheet for use as temporary passes for billeting, meal card, and manifesting. Evacuees will be directed to the waiting area.

STATION #17. Billeting. If persons must remain overnight for less than 12 hours, they will be asked to find a place to sleep in the gymnasium. If they will remain overnight for more than 12 hours, personnel living on the Air Station will be told to return to their

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on-station family housing quarters. Those personnel from off-station will be taken to bldg 603 by bus and assigned BOQ/BEQ rooms. All personnel will be told to stay tuned to AFN for recall of their priority evacuation numbers. Personnel will reassemble at the gymnasium and then be transported to the air terminal. Billeting will attempt to billet personnel by their priority evacuation numbers. No effort will be made to billet personnel by sponsor's rank or by a particular set of quarters. Primary concern is to provide overnight quarters.

STATION #18. Family Housing Key Control. This station will be located at the air terminal (bldg 779) and all persons who have on or off-station family housing quarters or residences where both the sponsor and the family members are being evacuated will turn in family housing keys. Keys will be tagged with the occupant's name and the address of the quarters. Air terminal personnel will manifest evacuees based on their priority evacuation number and availability of aircraft seating. This manifest will be transmitted to the processing center and announcements made over FEN notifying evacuees being evacuated to return to the gymnasium. Evacuees will be transported to the air terminal from the gymnasium. To reduce congestion to expedite the loading of personnel and aircraft, POV's and personnel whose numbers have not been called will not be allowed in the air terminal area.

Notes for processing center personnel:

1. Need small cardboard boxes for excess personal effects.
2. Need address labels for excess personal effects boxes.
3. Need extra forms and pencils.
4. Need tables and chairs.
5. Need preventive medicine to regularly check the gymnasium area to ensure sanitary conditions are being maintained.
6. Need on-duty janitorial personnel to maintain sanitary conditions throughout the gymnasium area.
7. Ensure some means is available to keep sanitary items in stock. Draw from GSA mart.

Note: Necessary stock/material for 24 hour operation.

STATION #1
VETERINARIAN SERVICE/PET CONTROL

1. Station #1. The veterinarian service/pet control station reception desk will be located in building 1009. Station personnel should be knowledgeable enough to answer basic questions about the evacuation but should refer detailed queries to the evacuee briefer.

2. Staffing. Station #1 reception desk will be staffed by Veterinary Office personnel, preferably familiar with the NEO Date Base System Series of computer program provided by the ISMO with watch rotation and scheduling of watch relief's determined by the veterinary detachment NCOIC.

3. Equipment. Station #1 reception desk personnel will reproduce copies of the attached form as necessary and will have a supply of pens/pencils for use in filling out forms. Station #1 holding area checkpoint personnel will be responsible for maintaining an adequate supply of dog/cat food in the holding area. The pet food should be obtained by liaison with supply representatives who will requisition/provide the required food.

4. Pet Maintenance. Holding area checkpoint personnel will periodically hose down the pet holding area and will notify the processing center if problems with pets are observed that they cannot handle on their own. The processing center will obtain help for the station veterinary detachment as necessary.

5. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure, based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

NEO PET CONTROL DATABASE CHECK IN FORM

STATION #1

(Verifying Official)

PET CONTROL

Evacuee Name: _____
Last First MI SSN (Last 4)

Pet information: (Fill out separate line for each pet)

| <u>Pet Cont NO.</u> | <u>Pet Type</u> (Dog, Cat, Other) | <u>Pet Breed</u> (Be specific) | <u>Pet Carrier</u> (Yes/No) | <u>Holding Area</u> (Yes/No) |
|---------------------|--------------------------------------|-----------------------------------|--------------------------------|---------------------------------|
| P- _____ | _____ | _____ | _____ | _____ |
| P- _____ | _____ | _____ | _____ | _____ |
| P- _____ | _____ | _____ | _____ | _____ |
| P- _____ | _____ | _____ | _____ | _____ |

Rabies Tag No. _____

HOLDING AREA

RECEPTION/BRIEFING

Local Area Sponsor's Name: _____
Last First MI SSN (Last 4)

Sponsor's Address: _____

Sponsor's Command: _____

Sponsor's Phone Numbers: Home _____ Work _____

SAFE HAVEN INFORMATION

Point of contact at safe haven: _____
Last First MI

Relationship: _____

Safe Haven Address: _____

Safe Haven Phone Number: () _____

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PET CONTROL NUMBER (Completed by Veterinarian Service Office)

- Pet control number will be issued as follows:
 - P-0001 (1st Pet)
 - P-0002 (2nd Pet)
 - P-0003 (3rd Pet)
- In the sequence pets are checked in to the Station #1,

DATABASE ENTRY

(This portion to be completed upon departure)

HOLDING AREA (N/A if no pets in holding area) _____

TRANSPORTATION STAGING AREA _____

DATABASE ENTRY _____

MCAS Form 3500/1 (8-03) - Cont'd

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DD FORM 1745/2209

| ANIMAL EUTHANASIA | | |
|--|------------------|--|
| <i>THIS FORM IS AFFECTED BY THE PRIVACY ACT OF 1974</i> | | |
| 1. AUTHORITY: Sections 133, 1071-87, 5031 and 8012, Title 10, United States Code. | | |
| 2. PRINCIPAL PURPOSE(S): The purpose of requesting personal information is to enable veterinary service personnel to document coordination of your request for animal euthanasia and subsequent disposal of the remains. | | |
| 3. ROUTINE USES: This information will be utilized to identify and remove your animal's registration record from the files of animals registered with the Veterinary Animal Disease and Control Facility in order to facilitate the Veterinary Preventive Medicine and Zoonotic Disease Control Program. | | |
| 4. MANDATORY OR VOLUNTARY DISCLOSURE: Providing personal information is voluntary. If the required information is not provided your animal will not be euthanized by military veterinary personnel. | | |
| CASE NUMBER | TELEPHONE NUMBER | DATE |
| NAME OF OWNER | | ADDRESS (Include ZIP Code) |
| ANIMAL DATA | | |
| NAME | BREED | SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE |
| COLOR | AGE | MARKINGS |
| I, THE UNDERSIGNED, CERTIFY THAT I AM THE OWNER (or duly authorized agent for the owner), OF THE ANIMAL DESCRIBED ABOVE AND THAT I GIVE PERMISSION TO PERFORM EUTHANASIA OF THE ANIMAL. I ALSO CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE ANIMAL HAS NOT BITTEN ANY PERSON OR ANIMAL DURING THE LAST TEN (10) DAYS, AND HAS NOT BEEN EXPOSED TO RABIES. | | |
| SIGNATURE OF OWNER | | |

DD FORM 1745
1 JUL 76

EDITION OF 1 FEB 75 IS OBSOLETE.

| VETERINARY HEALTH CERTIFICATE | | | | |
|--|--|--|--|---|
| <i>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - See Reverse)</i> | | | | |
| TYPE OR PRINT NAME OF OWNER (Last, First, MI) | | | | |
| COMPLETE ADDRESS (Include Zip Code) | | | | SPECIES <input type="checkbox"/> DOG <input type="checkbox"/> CAT |
| SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | AGE <input type="checkbox"/> 3 MO. TO 12 MO. <input type="checkbox"/> 12 MO. OR OLDER | SIZE <input type="checkbox"/> UNDER 20 LBS. <input type="checkbox"/> 20 - 50 LBS. <input type="checkbox"/> OVER 50 LBS. | PREDOMINANT BREED | COLOR(S) |
| NAME OF ANIMAL | | TAG NUMBER | | |
| PRODUCER (First 3 letters) | RABIES IMMUNIZATION DATA | | MODIFIED | KILLED |
| | <input type="checkbox"/> 1 YR. LIC./VACC. <input type="checkbox"/> 3 YR. LIC./VACC. <input type="checkbox"/> OTHER | | <input type="checkbox"/> CEO <input type="checkbox"/> TCO <input type="checkbox"/> CLO | <input type="checkbox"/> MURINE <input type="checkbox"/> CAPRINE |
| This is to certify that the above described animal has been examined by me on the date below and was found free of any communicable disease. To the best of my knowledge this animal has not been exposed to rabies and did not originate from a rabies quarantine area. | | | | |
| NAME, GRADE AND ORGANIZATION OF VETERINARIAN | | SIGNATURE | | DATE |

DD FORM 2209
1 AUG 79

REPLACES DA FORM 4728, 1 SEP 78, WHICH WILL BE USED.

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STATION #2
I.D. CARD/PAPER CHECK/BRIEFING

1. Station #2. The I.D. card/paper check and reception briefing station will be located at the entrance of the south side of the Main Gymnasium (bldg 1010). Station #2 personnel should be knowledgeable enough to answer basic questions about the evacuation but should refer detailed queries to the evacuee briefer. Station #2 personnel will ensure that evacuees have completed all required forms provided in the NEO evacuation package. Hand out the NEO Processing Center and evacuation data check form (MCAS 3500/2) contained in annex I to this appendix for completion by family members.
2. Staffing. Station #2 will be staffed by H&HS Administrative personnel.
3. Equipment. Station #2 personnel will need access to a copy machine to reproduce copies of the attached NEO processing center evacuation data check form and all other required forms as necessary and will have a supply of pens/pencils for use in filling out forms.
4. Evacuee Processing. Initial the NEO processing center and evacuation data check form for station #2 and hand the check form back to the group leader. Evacuees checking in at station #2 will receive and fill out all required evacuation processing forms, receive a situation briefing, annex II to this appendix, and then proceed to station #3.
5. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure, based on projected/actual evacuee flow. If this should occur, station personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

PRIORITY EVACUATION NUMBER
NEO PROCESSING CENTER AND EVACUATION DATA CHECK FORM
(PLEASE PRINT ALL INFORMATION)

NEO Evacuation Data Sheet

SPONSOR INFO

SSN: _____ Last Name: _____ First: _____ MI _____
DOB: _____ Gender: Male/Female Citizenship: _____ Weight: _____
Service: USMC NAVY ARMY USAF DoD CIV Non-DoD CIV
Pay Grade: _____ Work Phone: _____ Home Phone: _____
Complete Sponsor's Organization Address: _____
_____ Rotation Date: _____
Quarters Address: (Bldg number on base or off base quarters address): _____

FAMILY MEMBER INFO

| Last Name | First Name | MI | Gender (M or F) | Weight (lbs) | Citizenship | DOB MM/DD/YY |
|-----------|------------|----|--------------------|-----------------|-------------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Name: _____ SSN: _____

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Designated Place: Where you want your family members to go upon evacuation; Point of Contact/Relative (if applicable)

Last Name: _____ First: _____ MI: _____

Relation to: _____ Phone number: _____

Address: _____
Street City State Zip

IF A SINGLE PARENT OR DUAL MILITARY FAMILY, NAME OF ADULT WHO HAS AGREED TO BE "LOCO PARENTIS" FOR YOUR DEPENDENTS

Name: _____ SSN (Last 4): _____

MEDICAL INFORMATION

Is any member of the family pregnant? Yes/No. If yes, identify pregnant person: _____; Term of pregnancy: _____ If yes, stop at Station #4.

Is any member of the family currently taking prescription medication? Yes/No. If yes, identify person: _____. Type of condition requiring medication? _____ If prescription medicine is needed, does the family member have at least 5 days worth of prescription medicine with them? Yes/No. If no, stop at Station #4.

Does any evacuee in your family currently have a contagious or serious medical condition? Yes/No. If yes, identify person: _____. Describe condition: _____ If yes, stop at Station #4.

If dependents have been seen at MCAS Iwakuni medical clinic stop at Station #5.

MCAS Form 3500/2 (8-03)-Cont'd

Annex I to
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ADMINISTRATION BRIEF

1. Processing center personnel will present a brief explaining how the process will work, what the different stations are, and which ones are mandatory stops for ALL PERSONNEL. The following step will be taken at station #2.

First: At the entrance, station #2 personnel will ask to see the evacuee's I.D. card and will provide them a NEO processing center and evacuation data check sheet and ask evacuees to complete it during their admin brief.

Second: Instruct the evacuees to leave their luggage at station #3, luggage control point, complete luggage tags, and take a seat in the bleachers.

Third: ADMIN BRIEF: I am _____.
Welcome to the NEO processing center. If you have a "Welcome to the NEO evacuation package," please see if all forms in the package have been completed. If not, the tables behind me can be used to complete forms.

Fourth: Explain how the process center will work, what each station is and which ones are mandatory stops for all evacuees.

STATION #1. Veterinary Services. Pets will be dropped off, and the owners required to complete processing papers for each pet at the Veterinarian Clinic. Each pet must be in carrying kennel. Pets will remain at the clinic and be transported later as aircraft capacity is available.

STATION #2. I.D. Card/Paper Check and Admin Briefing. ALL PERSONNEL.

First: A NEO processing center and evacuation data check-in sheet will be issued which has questions pertaining to the medical status of evacuees and their dependents. Everyone will be asked to fill out those questions at this time.

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Second: Personnel will then be asked: "Does anyone have any medical condition now that requires medical attention? If so, you need to stop at the station #4, medical."

Third: "If you are presently on medication, do you have at least 5 days of required medication with you? If not, stop at station #4, medical."

Fourth: "Do you have medical records at MCAS Iwakuni? If so, stop at station #5, medical records."

STATION #3. Luggage Control. All personnel will process through this station.

STATION #4. Medical Screening. Medical personnel will review the needs of those personnel who have serious medical conditions or are in need of medication.

STATION #5. Medical Records. Those personnel who have been patients of MCAS Iwakuni Branch Medical Clinic will be given their medical records to take with them.

STATION #6. POV Key Turn-in. Only those personnel who are leaving their POV behind will turn in their POV keys.

STATION #7. Disbursing Assistance. Disbursing will issue funds as necessary.

STATION #8. TMO Household Goods. Personnel who will be leaving behind household goods either on or off-station will process through this station.

STATION #9. Legal Assistance. Personnel who are in need of powers of attorney should process through this station. Personnel where both the sponsor and the family members are evacuating together will need powers of attorney for household goods.

STATION #10. Priority Number Determination Issued. All personnel will process through this station. Evacuation priority numbers will be determined and assigned at this station.

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STATION #11. Evacuees and Pet Data Base Information. All personnel will process through this station. Paperwork regarding family members, pets, and evacuation priority numbers will be submitted and placed into a computer database.

STATION #12. American Red Cross. Only personnel desiring American Red Cross assistance need process through this station.

STATION #13. Navy/Marine Corps Relief Society. Only personnel whose sponsor is military, and branch, and personnel who desire Navy/Marine Corps Relief Society assistance will process through this station. This assistance is not available for DoD civilian personnel; if this type of special assistance is needed, arrangements must be made with the HRO prior to arriving at the processing center.

STATION #14. Luggage Holding Area. All personnel will return to this station and pick up their tagged luggage.

STATION #15. Luggage Weigh-in Area. All personnel will have all luggage weighed at this station. Each person is allowed one check-in bag weighing not more than 66 pounds. Excess items will be placed in either the person's second piece of luggage if they have other luggage or into a cardboard box furnished by the station.

STATION #16. Exit Control/Waiting Area. Personnel manning this station will ensure that no unauthorized personnel enter or exit the gymnasium via the main entrance/exit, and that all luggage departing the processing center is in the possession of its rightful owners.

STATION #17. Billeting. This station will be located in building 603, Billeting Office. If persons must remain overnight for less than 12 hours, they will be asked to find a place to sleep in the gymnasium. If they will remain overnight for more than 12 hours, personnel living on the air station will be told to return to their on-station family housing quarters. Those personnel from off-station will be taken to building 603 by bus and assigned BOQ/BEQ rooms.

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STATION #18. Family Housing Key Control. This station will be located at the air terminal (bldg 779). When sponsors have either on-station family housing quarters or off-station residences, and both the sponsor and the family members are being evacuated, keys will be turned in and tagged with the occupant's name and the address of the quarters.

2. Evacuees will be instructed to proceed through the processing center after they have completed all required forms. Station #2 must initial the appropriate line of the evacuee's NEO processing center and evacuation data form and hand it back to the evacuee.

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STATION #3
LUGGAGE CONTROL

1. Station #3. The luggage control station will be located at the luggage drop-off point by station #2.
2. Staffing. Station #3 will be staffed by personnel from the Logistics Department.
3. Equipment. Station #3 personnel will have a supply of luggage tags for marking luggage and pens/pencils for use in filling out forms.
4. Evacuee Processing. Evacuees checking-in at station #3 will tag their luggage and turn it in to the luggage holding area. Those evacuees without large bags will proceed directly to station #4, medical screening.
5. Instruction. Ask each evacuee if they have any luggage to check-in and have the evacuees fill out luggage tags for each piece of luggage checked-in. Then initial the NEO processing center and evacuation data check form for station #3 and hand the form back. Thank the evacuees for their patience and instruct them to proceed to the next station.
6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #4
MEDICAL SCREEING

1. Station #4. The medical screening/aid station will be located next to station #2. Station #4 will screen evacuees who are identified as having medical needs and provide primary care and evaluation for minor illnesses. Patients requiring acute care beyond the scope of the aid station will be referred to the Branch Medical or Dental Clinic, treated and then returned to the NEO processing center.
2. Staffing. Station #4 will be staffed by one physician assistant, one independent duty corpsman, and three general duty hospital corpsman. Watch rotation and watch relief will be determined by the Administrative Officer, Branch Medical Clinic.
3. Equipment. Station #4 personnel will have a supply of pens/pencils for use in filling out forms and all other medical supplies deemed necessary to properly screen evacuees.
4. Evacuee Processing. If MCAS Iwakuni residents are to be evacuated, all non-active duty medical and dental records will be relocated to the processing center for distribution to the evacuees. If the evacuee are not residents of MCAS Iwakuni and have been properly screened at their point of embarkation, they do not need prescreening at station #4. Every effort will be made to take care of their medical needs at the aid station or Branch Medical and Dental Clinics if necessary.
5. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #5
MEDICAL RECORDS

1. Station #5. The medical records station will be located next to station #4. Station #5 personnel will screen evacuee medical records for those evacuees who are identified as having medical care needs. Patients requiring acute care beyond the scope of the aid station will be referred to the Branch Medical or Dental Clinic, treated, and then returned to the NEO processing center.
2. Staffing. Station #5 will be staffed by one independent duty corpsman. Watch rotation and watch relief will be determined by the Administrative Officer at the Branch Medical Clinic.
3. Equipment. Station #5 personnel will have a supply of pens/pencils for use in filling out forms and all other medical supplies deemed necessary to properly screen evacuees.
4. Evacuee Processing. If MCAS Iwakuni residents are to be evacuated, all non-active duty medical and dental records will be relocated to the processing center for distribution to the evacuees. If the evacuees are not residents of MCAS Iwakuni and have been properly screened at their point of embarkation, they do not need prescreening at station #5. Every effort will be made to take care of their medical needs at the aid station or Branch Medical and Dental Clinic if necessary.
5. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #6
PMO VEHICLE/KEY CONTROL

1. Station #6. The PMO vehicle/key control station will be located next to station #5. Station #6 personnel should be knowledgeable enough to answer basic questions about the evacuation but will refer detailed queries to the evacuee briefer.

2. Staffing. Station #6 will be staffed by PMO personnel with watch rotation and scheduling of watch reliefs determined by the Provost Marshal. At least five additional Security Department patrolmen will be needed to control traffic and pedestrian flow into the processing/staging area.

3. Equipment. Station #6 personnel will reproduce copies of the vehicle control form, annex I to this appendix as necessary and will have a supply of tags for car keys and pens/pencils for use in filling out forms.

4. Traffic Control. PMO department personnel will post signs and traffic cones blocking off road access to the gym area and will only allow vehicular access to the processing/staging area. A patrolman at the processing/staging area vehicle access point will direct sponsors to proceed in one of the following two ways:

a. Directly to the south side entrance of the gym to drop off family members and luggage.

b. Directly to the long/short-term vehicle parking lot on Penny Lake, field numbers 1 and 2.

5. Long-Term Parking. Only sponsors departing Japan with their families and leaving their vehicles behind will be allowed to long-term park on the Penny Lake fields. These drivers will bring copies of the vehicle registration or title along with a complete set of vehicle keys to turn in at station #6. The patrolmen in the parking area will advise sponsors of requirements before allowing them to park. Any sponsors with incomplete documentation will not be parked but will be sent out of the processing/staging area to

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get documentation/keys as necessary. Documentation/keys are required for all vehicles left in Japan by U.S. servicemembers; merely parking the vehicle(s) on the field is insufficient.

6. Evacuee Check-in. Evacuees checking-in at station #6 will complete vehicle control forms for each vehicle being left behind in Japan without an authorized driver. Station #6 personnel will collect vehicle control forms, keys, and documentation as necessary, and update their tally of the total number of turned-in vehicles.

7. Vehicle Check-out. When the S-1 Officer determines that POV's left behind by evacuees are required to relocate evacuees, the command post will be notified to expect drivers to check-out vehicles. Station #6 personnel will check drivers' identification, annotate the appropriate vehicle control forms, ensure drivers sign the forms, and then issue keys to the drivers. Upon the drivers return, they will check the keys back in with station #6 personnel who will properly annotate the vehicle control form and update their tally of the total number of turned-in vehicles used, if necessary, to relocate evacuees. The same procedures will be used to check out vehicles to families who have completed processing but will have to wait for more than 4 hours for their onward transportation.

8. Required Report. Station #6 watch personnel will cease processing evacuees and provide the current total number of vehicles turned-in and the current total number of turned-in vehicles used to relocate noncombatants to the processing center command post. Once accurate numbers have been determined, station #6 personnel will resume processing of evacuees.

9. Instructions. Instruct the evacuee to tag all vehicle keys with the sponsor's name, SSN, command, and house address. Instruct the group leader to fill out the top section only of one vehicle control form for each vehicle being left behind and collect the vehicle control forms, a copy of the registration or title, and one complete set of keys for each vehicle being left in Japan regardless of where it is parked. Staple the paperwork together, tape the keys to the paperwork, file the forms alphabetically, and

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increase the tally of vehicles turned-in appropriately. If the evacuee is missing any required documentation or keys, they cannot continue processing without those items and must go get them.

10. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

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VEHICLE CONTROL FORM

Evacuee Information:

NAME: _____
 Last First MI Rank/Rate

COMMAND: _____

SSN: _____

Vehicle Information: (Fill out separate form for each vehicle)

MAKE _____ (Toyota, Honda, Mitsubishi, etc.)

MODEL _____ (Sunny, Hi-Ace, etc.)

TYPE _____ (Van, truck, 4-dr, 2-dr, etc.)

COLOR _____

SERIAL # _____

ENGINE # _____

PASSENGER
CAPACITY _____

Vehicle Location (Penny Lake field or address): _____

VEHICLE CHECK-OUT

| <u>Driver Name</u> | <u>SSN/ID#</u> | <u>Date/Time Out</u> | <u>Signature</u> | <u>D/T In</u> | <u>VC Init</u> |
|--------------------|----------------|----------------------|------------------|---------------|----------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

STATION #7
DISBURSING ASSISTANCE

1. Station #7. The disbursing assistance station will be located next to station #6. Disbursing personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #7 will be staffed by finance clerks and a disbursing supervisor drawn from the Finance Office with watch rotation and scheduling of watch reliefs determined by the Finance Officer. The senior enlisted disbursing officer will draw a sidearm from the armory to provide security for the funds that will be present.
3. Equipment. Station #7 personnel will have a supply of pens/pencils for use in filling out forms, a battle lantern, and an adequate supply of cash. The senior enlisted disbursing officer will be armed with a pistol.
4. Evacuee Processing. Evacuees checking-in at station #7 will be issued funds as necessary.
5. Instructions
 - a. Each evacuee will be asked if their group is SOFA-sponsored. If the answer is "NO," insert "N/A" in the DD Form 2461, annex I to this appendix, DD Form 1337, annex II to this appendix of affidavit of loss as appropriate.
 - b. Each family sponsor will be asked if the family will require any type of advance pay and allowances. If the answer is "NO," insert "N/A" in the DD Form 2461, DD Form 1337, or affidavit of loss as appropriate.
 - c. Each evacuee will be asked for an original DD Form 2461 or DD Form 1337. If the group leader or evacuee does not have this form, send the personnel to station #9. This will allow them to get an affidavit of loss of DD Form 1337 from station #9 that will permit them to draw funds.

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d. Each DD Form 2461, DD Form 1337, or affidavit of loss will be checked carefully to ensure that the information provided is complete and in the correct format. If any information is incomplete or not in the correct format, the noted deficiencies will be pointed out to the group leader and corrected.

e. What payments each evacuee group leader desires and is entitled to will be determined, and those payments will be disbursed following disbursing SOP. Ensuring that an entry is made on the first appropriate line available in the payments record section of the original DD Form 1337 and enter the appropriate symbol and date. Retain a copy of the appropriate payment form used and return the original to the group leader or evacuee.

6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

Appendix H to
ENCLOSURE (7)

DD FORM 2461 INSTRUCTIONS

1. Use of DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees). Used by DoD civilians to authorize payment of emergency funds to their family members in case of evacuation.

2. Instructions. See sample to complete form.

3. Processing Procedures

a. The employee will complete three copies of DD Form 2461 and obtain the signature of the primary family member.

b. The HRO will ensure that the advance authorized is per appropriate regulations, sign as authenticating official, and make the following distribution: one copy is forwarded to the servicing finance office, one copy is placed in the employee's official folder, and the original is returned to the employee.

4. ENTITLEMENTS. Entitlements for U.S. government employees and their family members during an evacuation are contained in the Department of State Standardized Regulations, chapter 600 and endorsed for DoD civilian under DoD 1400.11-I and the JTR, Volume 2, chapter 12.

5. Disposition of DD Form 2461. The primary family member should place the DD Form 2461 in the NEO packet.

DD FORM 1337 INSTRUCTIONS

1. Use of DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances). Used by military personnel (Army, Air Force, Navy and Marines) to authorize payment of emergency funds to their family members in the event of evacuation.

2. Instructions. See sample to complete form. Prepare two copies as follows:

- a. MEMBER block. Self-explanatory.
- b. GRADE, RATE OR RANK block. Self-explanatory.
- c. FILE OR SERVICE MEMBER block. Leave blank.
- d. SOCIAL SECURITY MEMBER block. Self-explanatory.
- e. MEMBER'S STATION OR ORGANIZATION block. Indicate the sponsor's command.
- f. PRIMARY DEPENDENT'S NAME block. Self-explanatory.
- g. RELATIONSHIP block. Self-explanatory.
- h. ADVANCE OF PAY block. Indicate the amount of advance pay authorized to be paid. The amount may not exceed 2 months of basic pay.
- i. EVACUATION ALLOWANCE block. Authorizes command-sponsored family members to be paid an evacuation (per diem) allowance after departure.
- j. EMERGENCY DISLOCATION ALLOWANCE block. Authorizes command-sponsored family members to be paid an emergency dislocation allowance upon arrival at their designated location.
- k. SIGNATURE block. The DD Form 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 will be retained for unit files.
- l. Military personnel not desiring to have family members receive emergency advance of pay are still required to prepare the DD Form 1337 with "\$ NONE" entered in the ADVANCE OF PAY block. This form must be signed by both the sponsor and primary family member or designated representative.

MCASO 3500.1A
 19 Aug 03

SAMPLE AUTHORIZATION/DESIGNATION FOR EMERGENCY
 PAY AND ALLOWANCES

| AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND ALLOWANCES | | | | | |
|---|---|---------------------|--|---|---------------|
| MEMBER (Last Name, First Name, Middle Initial) | | GRADE, RATE OR RANK | FILE OR SERVICE NUMBER | SOCIAL SECURITY ACCOUNT NUMBER | |
| MEMBER'S STATION OR ORGANIZATION | | | | | |
| PRIMARY DEPENDENT'S NAME (or designated representative for minor dependents) (First Name, Middle Initial, Last Name) | | | | RELATIONSHIP | |
| DEPENDENTS OTHER THAN PRIMARY | | | | | |
| NAME (Last Name, First Name, Middle Initial) | | DATE OF BIRTH | NAME (Last Name, First Name, Middle Initial) | | DATE OF BIRTH |
| 1. | | | 5. | | |
| 2. | | | 6. | | |
| 3. | | | 7. | | |
| 4. | | | 8. | | |
| <input type="checkbox"/> ADVANCE OF PAY - MAXIMUM AMOUNT \$ _____ (NOT TO EXCEED 2 MONTHS BASIC PAY) I HEREBY AUTHORIZE AN ADVANCE OF BASIC PAY, AS INDICATED ABOVE, TO BE PAID TO MY ABOVE NAMED DEPENDENT OR REPRESENTATIVE, IN THE EVENT OF AN EMERGENCY DECLARED BY PROPER AUTHORITY, I UNDERSTAND THAT ANY AMOUNT OF MY BASIC PAY PAID TO MY DEPENDENT OR REPRESENTATIVE WILL BE DEDUCTED FROM PAY AND ALLOWANCES DUE ME. | | | | | |
| <input type="checkbox"/> EVACUATION ALLOWANCE (DESIGNATED DEPENDENT OR REPRESENTATIVE) | | | | | |
| <input type="checkbox"/> EVACUATION DISLOCATION ALLOWANCE (DESIGNATED DEPENDENT OR REPRESENTATIVE) I HEREBY DESIGNATE THE ABOVE NAMED INDIVIDUAL TO RECEIVE THE PAYMENT CHECKED IN THE EVENT OF AN EVACUATION ORDERED OR APPROVED BY COMPETENT AUTHORITY. | | | | | |
| DATE | SIGNATURE OF MEMBER | | | | |
| SIGNATURE OF PRIMARY DEPENDENT (or designated representative for minor dependent) | | | | | |
| DATE | NAME, SIGNATURE AND TITLE OF AUTHENTICATING OFFICIALS | | | | |
| RECORD OF PAYMENTS | | | | | |
| DATE | DISBURSING OFFICER | SYMBOL NUMBER | PAYROLL NO. OR VOUCHER NO. | TYPE OF PAYMENT (Advance of Pay - Dislocation Allowance Evacuation Allowance) | AMOUNT PAID |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |

DD Form 1337, MAR 68 (EG)

REPLACES EDITION OF SEP 60 WHICH IS OBSOLETE

Form Approved by Comptroller General, U.S.,
 7 September 1967
 Designed using Perform Pro, WHS/DIOR, Oct 96

Annex II to
 Appendix H to
 ENCLOSURE (7)

INSTRUCTIONS TO DESIGNATED DEPENDENT OR REPRESENTATIVE FOR USE OF
DD FORM 1337 (AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND ALLOWANCES)

1. The Authorization/Designation For Emergency Pay and Allowances is a means of providing funds direct to you in the event of an emergency evacuation. It is an important document and should be kept at all times with your passport and other important papers.

2. To obtain payment of any of the evacuation allowances on this DD Form 1337, present it, together with proper identification, to any military disbursing officer, either overseas or in the United States.

3. Payment of the amount of base pay (*if any*) authorized in DD Form 1337 as an advance of pay, may be obtained in installments (*normally not more than two*) or in one lump sum, as you request. The total amount of this base pay cannot exceed the amount designated by your sponsoring member. The advance of pay is not a gratuity and will be deducted in full from the sponsoring member's pay unless the Secretary of the Service concerned waives recovery of up to one month's portion when the recovery of the full amount would work a hardship, would be against equity and good conscience, or against the public interest. If the sponsor wishes to request a waiver of recovery of one month's basic pay he should consult his commanding officer. If the sponsor does not wish to authorize an advance of basic pay he

will insert "NONE" in the space provided for the amount - "\$ _____".

4. If you have been receiving a military allotment of pay, and your evacuation is temporary to a safe haven location, your allotment checks will be forwarded to you at the safe haven area. If you have been evacuated to a designated place, as specified by your sponsor, at a location in the United States (including Alaska and Hawaii) or a territory or possession of the United States, it is YOUR RESPONSIBILITY to forward your new address immediately to the office which issues your allotment checks.

5. If DD Form 1337 is lost prior to evacuation, you or your sponsor must report the loss, theft or destruction immediately to the commander or personnel officer, and a new DD Form 1337 will be issued to you.

6. If you lose the DD Form 1337 during evacuation, report the loss, theft or destruction to the military disbursing officer from whom you request payment. Be prepared to state the circumstances of the loss, the amount of advance pay authorized in the DD Form 1337 and the amount of any previous payments you have received of each type.

*THIS IS AN IMPORTANT DOCUMENT
KEEP IT WITH YOUR PASSPORT*

DD Form 1337 Reverse, MAR 68

Annex II to
Appendix H to
ENCLOSURE (7)

STATON #8
TMO HOUSEHOLD GOODS

1. Station #8. The TMO household goods station will be located next to station #7. Station TMO personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #8 will be staffed by TMO clerks drawn from station TMO with watch rotation and scheduling of watch reliefs determined by the TMO.
3. Equipment. Station #8 personnel will have a supply of pens/pencils for use in filling out forms.
4. Evacuee Processing. Evacuees checking-in at station #8 will require shipment of their household goods.
5. Instructions. Collect each family group's household goods DD Form 1701, annex I to this appendix and DA Form 4986, annex II to this appendix and verify that they have submitted correct information. This will ensure that shipments are made to the correct destination. Verify and check for power of attorney. Ensure that each evacuee provides a map if residing off-station.
6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

DD FORM 1701 INSTRUCTIONS

1. Use of DD Form 1701 (Inventory of Household Goods). This form will be used as an inventory of household goods located in the noncombatant evacuee's quarters in Japan and will be locally reproduced. This form may be used later upon return to the U.S. in the event that it becomes necessary to file a claim against the government for personal property lost and/or destroyed as a result of the evacuation of the noncombatant evacuee from Japan.
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 updated, 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 noncombatant evacuee's quarters in the appropriate blocks.
 - f. CUBIC FEET block. Leave blank.
3. Distribution. Noncombatant should keep one copy of this form in their NEO packet and mail the other copy to a permanent address in the U.S.

SAMPLE INVENTORY OF HOUSEHOLD GOODS

| 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 (Cont) | | | | PROFESSIONAL ITEMS (Cont) | | | | |
| Bench, fireside or piano | 5 | | | Chest | 12 | | | Reference material | | | | |
| Bookcase | 20 | | | Chest, toy | 5 | | | Tools | | | | |
| Bookshelves, sectional | 5 | | | Crib, baby | 10 | | | Books | | | | |
| Cabinet | 10 | | | Play pen | 10 | | | Papers | | | | |
| Cartons, books | 2 | | | Table, child's | 5 | | | Equipment | | | | |
| Chair, arm | 10 | | | | | | | | | | | |
| Chair, occasional | 15 | | | KITCHEN | | | | MISCELLANEOUS | | | | |
| Chair, overstuffed | 25 | | | Boxes, pots/pans | 5 | | | Ash or trash can | 7 | | | |
| Chair, rocker | 12 | | | Cabinet, kitchen | 30 | | | Auto tires | 2 | | | |
| Chair, straight | 5 | | | Cabinet, utility | 10 | | | Basket, clothes | 5 | | | |
| Clock, grandfather/grandmother | 20 | | | Chairs, breakfast | 5 | | | Bicycle | 5 | | | |
| Credenza | 35 | | | Ironing board | 2 | | | Card cage and stand | 5 | | | |
| Davenport, 2, 3, 4 cushions | 35 | | | Rotisserie | 5 | | | Combs and mops bundle | 2 | | | |
| Day bed | 30 | | | Stool | 3 | | | Cabinet, filing | 20 | | | |
| Desk, small or Winthrop | 22 | | | Table | 5 | | | Cradle, baby | 20 | | | |
| Desk, secretary | 35 | | | Table, breakfast | 10 | | | Curtain, doll or folding | 5 | | | |
| Footstool, hassock, ottoman | 50 | | | Vegetable bin | 3 | | | Chair, folding | 2 | | | |
| Hideabed | 50 | | | | | | | Clothes | 5 | | | |
| Lamp, floor, table | 3 | | | APPLIANCES (Large) | | | | Cot, folding | 8 | | | |
| Magazine rack | 2 | | | Air conditioner, window | 3 | | | Golf bag | 2 | | | |
| Organ, electric | 60 | | | Dehumidifier | 1 | | | Golf cart/Go cart | 3 | | | |
| Piano, baby grand or upright | 70 | | | Dishwasher | 12 | | | Fan | 5 | | | |
| Piano, grand | 80 | | | Dryer, electric or gas | 3 | | | Fernery or plant stand | 10 | | | |
| Spinnet | 60 | | | Freezer (Cubic capacity) | 10 or less | | | Foot locker | 5 | | | |
| Radio, table or phonograph | 2 | | | 11 to 15 | 30 | | | Heater, gas or electric | 5 | | | |
| Sectional, 2, 3, 4 piece | 50 | | | 15 and over | 45 | | | Incinerator | 10 | | | |
| Stereo - Hi Fi | 10 | | | Range, electric or gas | 1.2 | | | Linens, cartons | 5 | | | |
| Studio couch | 50 | | | Refrigerator (Ice cap.) | 3 | | | Mirrors | 5 | | | |
| Tables, drop leaf or occasional | 12 | | | 6 cu. ft. or less | 30 | | | Pictures | 5 | | | |
| Tables, coffee, end or nest | 5 | | | 7 to 10 | 45 | | | Power tools | 5 | | | |
| Table, library | 20 | | | 11 cu. ft. or more | 60 | | | Rollaway bed | 20 | | | |
| Telephone stand and chair | 25 | | | Mangle | 3 | | | Rugs, large roll or pad | 5 | | | |
| Television combination/color | 25 | | | Range, electric or gas | 1.2 | | | Rugs, small roll or pad | 5 | | | |
| Television, table model/color | 10 | | | Refrigerator (Ice cap.) | 3 | | | Sewing cabinet | 2 | | | |
| | | | | 8 cu. ft. or less | 30 | | | Sewing machine | 10 | | | |
| | | | | 9 to 10 | 45 | | | Shopsmith | 2 | | | |
| | | | | 11 to 15 | 60 | | | Sled | 2 | | | |
| | | | | 15 and over | 60 | | | Table, card | 1 | | | |
| | | | | 16 and over | 60 | | | Tricycle | 5 | | | |
| | | | | 17 and over | 60 | | | Trunk, steamer | 10 | | | |
| | | | | 18 and over | 60 | | | Trunk, wardrobe | 15 | | | |
| | | | | 19 and over | 60 | | | TV trays | 2 | | | |
| | | | | 20 and over | 60 | | | Typewriter | 2 | | | |
| | | | | 21 and over | 60 | | | | | | | |
| | | | | 22 and over | 60 | | | | | | | |
| | | | | 23 and over | 60 | | | | | | | |
| | | | | 24 and over | 60 | | | | | | | |
| | | | | 25 and over | 60 | | | | | | | |
| | | | | 26 and over | 60 | | | | | | | |
| | | | | 27 and over | 60 | | | | | | | |
| | | | | 28 and over | 60 | | | | | | | |
| | | | | 29 and over | 60 | | | | | | | |
| | | | | 30 and over | 60 | | | | | | | |
| | | | | 31 and over | 60 | | | | | | | |
| | | | | 32 and over | 60 | | | | | | | |
| | | | | 33 and over | 60 | | | | | | | |
| | | | | 34 and over | 60 | | | | | | | |
| | | | | 35 and over | 60 | | | | | | | |
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| | | | | 37 and over | 60 | | | | | | | |
| | | | | 38 and over | 60 | | | | | | | |
| | | | | 39 and over | 60 | | | | | | | |
| | | | | 40 and over | 60 | | | | | | | |
| | | | | 41 and over | 60 | | | | | | | |
| | | | | 42 and over | 60 | | | | | | | |
| | | | | 43 and over | 60 | | | | | | | |
| | | | | 44 and over | 60 | | | | | | | |
| | | | | 45 and over | 60 | | | | | | | |
| | | | | 46 and over | 60 | | | | | | | |
| | | | | 47 and over | 60 | | | | | | | |
| | | | | 48 and over | 60 | | | | | | | |
| | | | | 49 and over | 60 | | | | | | | |
| | | | | 50 and over | 60 | | | | | | | |
| | | | | 51 and over | 60 | | | | | | | |
| | | | | 52 and over | 60 | | | | | | | |
| | | | | 53 and over | 60 | | | | | | | |
| | | | | 54 and over | 60 | | | | | | | |
| | | | | 55 and over | 60 | | | | | | | |
| | | | | 56 and over | 60 | | | | | | | |
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| | | | | 59 and over | 60 | | | | | | | |
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| | | | | 61 and over | 60 | | | | | | | |
| | | | | 62 and over | 60 | | | | | | | |
| | | | | 63 and over | 60 | | | | | | | |
| | | | | 64 and over | 60 | | | | | | | |
| | | | | 65 and over | 60 | | | | | | | |
| | | | | 66 and over | 60 | | | | | | | |
| | | | | 67 and over | 60 | | | | | | | |
| | | | | 68 and over | 60 | | | | | | | |
| | | | | 69 and over | 60 | | | | | | | |
| | | | | 70 and over | 60 | | | | | | | |
| | | | | 71 and over | 60 | | | | | | | |
| | | | | 72 and over | 60 | | | | | | | |
| | | | | 73 and over | 60 | | | | | | | |
| | | | | 74 and over | 60 | | | | | | | |
| | | | | 75 and over | 60 | | | | | | | |
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| | | | | 92 and over | 60 | | | | | | | |
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| | | | | 94 and over | 60 | | | | | | | |
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| | | | | 123 and over | 60 | | | | | | | |
| | | | | 124 and over | 60 | | | | | | | |
| | | | | 125 and over | 60 | | | | | | | |
| | | | | 126 and over | 60 | | | | | | | |
| | | | | 127 and over | 60 | | | | | | | |
| | | | | 128 and over | 60 | | | | | | | |
| | | | | 129 and over | 60 | | | | | | | |
| | | | | 130 and over</ | | | | | | | | |

DA FORM 4986 INSTRUCTIONS

1. Use of DA Form 4986 (Personal Property Record). This form is used to record high dollar value items of noncombatant evacuee's personal property maintained in Japan. This form may be used to help the noncombatant evacuee prepare claims against the U.S. Government for reimbursement for loss or damage to their personal property due to an emergency evacuation from Japan and will be locally reproduced. Items that should be listed on this form include but are not restricted to the following:

- a. Television, stereos, video cassette recorders.
- b. Microwaves.
- c. Cameras (over \$200).
- d. Items valued over \$200 (i.e., appliances, jewelry, etc.).

2. Instructions. Completed DA Form 4986 as follows:

- a. PAGE NUMBER, NUMBER OF PAGES, DATE OF PREPARATION blocks. Self-explanatory.
- b. PRINTED NAME, SOCIAL SECURITY NUMBERS, 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 drained name, model number, etc.
- f. SERIAL NUMBER block. Indicate the serial number of the item.
- 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 or above within the sponsor's chain of command.

Annex II to
Appendix I to
ENCLOSURE (7)

STATION #9
LEGAL ASSISTANCE

1. Station #9. The legal assistance station will be located next to station #8. Station Legal personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #9 will be staffed by notaries, public, and legal administrative clerks as administrative support and attorneys drawn from the Office of the Station Judge Advocate (SJA) with watch rotation and scheduling of watch reliefs determined by the Station Judge Advocate.
3. Equipment. Station #9 personnel will have a supply of blank powers of attorney and affidavits of loss of DD Form 1337, annexes I through IX, a supply of pens/pencils for use in filling out forms, and will reproduce forms as necessary.
4. Evacuee Processing. Evacuees checking-in at station #9 will be issued powers of attorney or affidavits of loss as required by their particular circumstances.
5. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #10
PRIORITY NUMBER ISSUED

1. Station #10. The priority determination number issue station will be located next to station #9. Station personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #10 will be staffed by Station Adjutant personnel.
3. Equipment. Station #10 personnel will have supply of pens/pencils for use in filling out forms, as necessary.
4. Evacuee Processing. Evacuees checking-in at station #10 will be issued evacuation priority code numbers using the identification procedures listed in the annex to this appendix.
5. Instructions. Collect each family group's NEO processing center and evacuation data check form and complete the priority evacuation number section. Write the priority evacuation number on the top of the NEO processing center and evacuation data check form. Then initial the NEO processing center and evacuation data check form for station #10 and hand the check form back to the group leader.
6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

EVACUATION PRIORITIES

1. Using the identification procedures listed in paragraph 4(a) below, evacuation priorities will be determined by each evacuee's major and minor category. The "Evacuation Priority Number" block on each NEO processing center and evacuation data check form will combine the major category number and the minor letter to form a single alphanumeric expression as indicated on each form.
2. Following the alphanumeric expression will be a sequence number based on the order in which individuals were processed by station #10.
3. This information will be entered at station #11 into a database for proper manifesting.
4. Evacuation Priorities. During any noncombatant evacuation from Japan or conduct of temporary safe haven operations for noncombatant evacuees arriving from another country, priorities will be based on citizenship status and humanitarian considerations. All noncombatant evacuees sponsored by the U.S. Government will be afforded protection and support on an equal basis regardless of service or department affiliations. Within the priority system, every effort will be made to maintain family integrity. Aliens for whom the United States has accepted evacuation responsibility will be afforded the same priority considerations as U.S. sponsored evacuees. In line with the preceding guidelines, noncombatant evacuees will be classified for priority purpose according to citizenship, sex, age, and physical condition and assigned codes as follows:

a. Major Category

| <u>Status</u> | <u>Priority Code</u> |
|---|----------------------|
| American citizens with documentation (either valid or expired). Immediate foreign national family members (spouse and children) of American citizens (to include children in the process of being adopted). | 1 |

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| | |
|---|---|
| Other foreign national members of American families | 2 |
| Foreign national employees | 3 |
| Other foreign nationals | 4 |
| Persons on grey or black list | 5 |

b. Minor Category

| <u>Status</u> | <u>Priority Code</u> |
|---|----------------------|
| Medical Evacuees. Medical authority will identify personnel who require medical evacuations pregnant women. Included within this category are pregnant military women who will be evacuated per service policy. Highest priority will be given to those women in the most advanced stages of pregnancy. | A |
| Parents of either sex with children and designated female sponsors of unaccompanied children under 18 years of age. Within this group, first priority will be accorded mothers with the youngest child and second priority to mothers with the greatest number of children. | B |
| Aged and infirm. Persons over 65 years of age will be considered aged. | C |
| Unaccompanied women 18 years of age and over. | D |
| Able-bodied adult of 18 years of age and over. | E |

c. Different Priorities in Same Family Group. Persons of relatively high priority will normally be assigned a lower priority to avoid separating members of the same family group. However,

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under extreme conditions only, the watch commander may direct that personnel having access to sensitive categories of information evacuate according to their priority with their families to follow them later.

d. Priority Recording. The registration, tabulation, and reporting of priorities will be accomplished by processing center personnel at station #11.

e. Medical Evacuations. Medical authorities will identify personnel who require medical evacuation. These personnel will be assigned a separate evacuation priority and will be evacuated ahead of all others when seats/beds are available on aircraft/ships that can accommodate their special needs.

f. Temporary Safe Haven Evacuees. Evacuees arriving at the processing center who were evacuated from another country will be processed for further transfer to their eventual safe haven location even if they do not meet evacuation criteria and even if they declare they do not want to continue on to CONUS. The general rule is if the U.S. brings evacuees in under relaxed evacuation immigration rules allowed by the Government of Japan, the U.S. will take them out.

g. Sample in Issuing Priority Evacuation Numbers

(1) Sponsor is evacuating with the four family members: "Major Category Status," all American citizens and "Minor Category Status," no medical conditions identified.

PRIORITY EVACUATION MEMBER

MedEvac Situation: N/A

(a) Major Category: (1), 2, 3, 4, 5

(b) Minor Category: A, (B), C, D, E

(c) Code (combination of 1 and 2; e.g., 1B): 1B

(d) Sequence Number: 0001

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(e) Issue letter "A" to the sponsor if the sponsor is evacuating with their family members. If the sponsor is not evacuating with their family members, assign letter "A" to the adult family member and (in no particular order) assign subsequent letters of the alphabet to the remaining family members in the same family group: A-E

(f) Priority Evacuation Number (combination of 3, 4, and 5) here and top of page 1 of the NEO Processing Center and Evacuation Data Check Form: 1B-0001-A-E. Example of Priority Evacuation Numbers issued above:

1B-0001-A (Sponsor)
1B-0001-B (Wife)
1B-0001-C (1st Child)
1B-0001-D (2nd Child)
1B-0001-E (3rd Child)

(2) Sponsor is not evacuating with the four family members: "Major Category Status," all American citizens and "Minor Category Status," no medical conditions identified.

PRIORITY EVACUATION NUMBER

MedEvac Situation: N/A

(a) Major Category: (1), 2, 3, 4, 5

(b) Minor Category: A, (B), C, D, E

(c) Code (combination of 1 and 2; e.g., 1B): 1B

(d) Sequence Number: 0002

(e) Issue letter "A" to the sponsor if the sponsor is evacuating with their dependents. If the sponsor is not evacuating with their family members, assign letter "A" to the adult dependent and (in no particular order) assign subsequent letters of the alphabet to the remaining family members in the same family group: A-D.

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(f) Priority Evacuation Number (combination of 3, 4 and 5) here and top of page 1 of the NEO Processing Center and Evacuation Data Check Form: 1B-0002-1-D. Example of a Priority Evacuation Numbers issued above:

1B-0002-A (Wife or Adult)
1B-0002-B (1st Child)
1B-0002-C (2nd Child)
1B-0002-D (3rd Child)

h. Priority Evacuation Number Logbook. Station #10 is requested to maintain a logbook of all priority evacuation sequence numbers issued to evacuees by major category. Example of logbook is as following:

MAJOR CATEGORY SEQUENCE NUMBER PRIORITY CODE - 1

| EVAC PRIORITY # | LNAME, INITIALS | RANK | # OF DEPENDENT'S |
|-----------------|-----------------|-------|------------------|
| 1B-0001-A-E | SMITH, R. Q. | SSGT | 4=WIFE/3 CHILD |
| 1B-0002-A-D | JOY, T. T. | N/A | ADULT=3 CHILD |
| 2B-0001-A-E | JONES, R. W. | GYSGT | 4=WIFE/3 CHILD |
| 2B-0002-A-D | SCOTT, W. C. | N/A | ADULT=3 CHILD |

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STATION #11
EVACUEES/PET DATABASE INFORMATION

1. Station #11. The evacuees data base information station will be located next to station #10. Station personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #11 will be staffed by admin clerks and admin supervisors drawn from IPAC.
3. Equipment. Station #11 personnel will have seven computers equipped with a special program created by ISMO using the NEO data base system series of computer programs, to input, store, and retrieve evacuee information as necessary and a supply of pens/pencils for use in filling out forms.
4. Evacuee Processing. Evacuees checking-in at station #11 will provide their completed NEO processing center and evacuation data check form to enter information into the database is current.
5. Instructions
 - a. Collect each family group's NEO data check sheet.
 - b. Check the NEO processing center and evacuation data check form carefully to ensure that the information provided is complete/current. If any information is incomplete, point out the noted deficiencies to the group leader and have the personnel complete the form.
 - c. Enter data from the completed NEO processing center and evacuation data check form into the computer. Print out a new NEO data sheet and sign in the issued block of the NEO processing center and evacuation data check form and hand the new NEO data sheet back to the group leader.
6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on

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watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

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STATION #12
AMERICAN RED CROSS

1. Station #12. The American Red Cross station will be located at the air terminal (bldg 774). Red Cross personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. #12 will be staffed by Red Cross personnel with watch rotation and scheduling of watch relief determined by the Red Cross station manager.
3. Equipment. Station #12 personnel will also have a supply of pens/pencils for use in filling out forms.
4. Evacuee Processing. Evacuees checking-in at station #12 may request assistance in notifying families in CONUS of their status.
5. Instructions. The Red Cross will attempt to provide these services using the following guidelines and assuming needed resources will be available.

a. Notification-Communication Service: There are two options to choose from to provide this service. The Red Cross Notification-Communication Service under this option would be coordinated with a larger system organized in CONUS where information about traveling families/individuals would be sent to a central point. Families in CONUS would work with the local Red Cross chapter to inquire about the status of loved ones being evacuated through NEO. Overseas locations like MCAS Iwakuni would send copies of flight manifests on outgoing flights to the central location. This would keep the information about the movement of evacuated families/individuals updated. The American Red Cross cannot release information about a family or individual without their consent. The following steps would be followed for each outgoing flight:

(1) The flight manifest would be given to the Red Cross.

(2) A public announcement over a public affairs system or by megaphone would be made advising that the Red Cross will be

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forwarding flight manifest information to a notification communication center in CONUS for use in answering inquiries from families in the states about the movement of NEO evacuees. Everyone on the outgoing flight will need to advise the Red Cross before they board the plane if they want information about them released to family members. They can do this by going to the Red Cross table in the terminal.

(3) When a family/individual checks-in at the Red Cross, their name(s) will be checked-off on the manifest and with an "OK" or, "Do not release information." Before the departing group leaves the terminal, names on the manifest that have not been checked-off will be paged.

(4) After the plane has departed, the manifest will be sent to the CONUS central location by the quickest and most reliable method available.

(5) A hand-out which describes this notification-communication service will be handed to each family/individual when they process through the processing center at station #10 where they receive their evacuation priority number. This hand-out will alert evacuees of this service they can utilize when they arrive at the air terminal for departure. It will also encourage them to make direct contact with their families in the states using commercial communication systems.

b. The notification-communication service may also be organized to send individual message on families/individuals. Staff will be needed for intake tables and to create and send messages. The Station Communication Center will be used to send out-going messages. The most meaningful information that could be sent to families in CONUS about evacuees would be the states of their welfare, the date they departed Iwakuni, and their destination. The departure information may not be known during processing at the processing center but the initial message intake process could be accomplished there. The message would not be finalized and sent. The message would be followed to provide the following service.

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(1) Red Cross will staff a station in the processing center. Families/individuals who want a message sent on their behalf would fill out a message form and give it to the person at the Red Cross station. This person would check the information for completeness and clarity and determine to which Red Cross chapter the message will be sent, using ARC 4614 as a reference.

(2) These message forms will then be filed alphabetically and kept at the air terminal.

(3) The Red Cross table will be staffed at the air terminal each time a flight departs enroute to CONUS. Families/ individuals who want messages sent will go to the Red Cross and the message will be completed with the departure and destination information.

(4) The completed message forms will then be taken to the Red Cross office, and the message will be sent using the MDS system.

6. Augment of Personnel. Augment personnel will be provided by the CO, H&HS to augment stations as requested by the Red Cross station manager.

7. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #13
NAVY AND MARINE CORPS RELIEF SOCIETY

1. Station #13. The Navy and Marine Corps Relief Society (NMCRS) station will be located next to station #12. NMCRS personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #13 will be staffed by NMCRS volunteers drawn from the NMCRS office with watch rotation and scheduling of watch relief determined by the NMCRS.
3. Evacuee Processing. Evacuees checking-in at station #13 may require assistance with loans or grants for unaccompanied personnel who have family in the area.
4. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #14
LUGGAGE HOLDING AREA

1. Station #14. The luggage holding area station will be located next to the luggage drop-off point by Station #13. Luggage personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #14 will be staffed by Logistics Department personnel with watch rotation and scheduling of watch relief determined by the TMO Officer.
3. Evacuee Processing. Evacuees checking-in at station #14 will pick up all of their luggage.
4. Instructions. Ensure that the evacuee picks up all their luggage, collect the NEO processing center, and evacuation data check form and initial the check form for station #14 and hand the check form back to the group leader. Thank the evacuees for their patience and instruct them to proceed directly to station #15 luggage weigh-in area.
5. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #15
LUGGAGE WEIGH-IN AREA

1. Station #15. The luggage weigh-in area station will be located next to station #14. Station air terminal personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #15 will be staffed by air terminal clerks drawn from the MCAS air terminal office with watch rotation and scheduling of watch relief determined by the Air Terminal Officer.
3. Equipment. Cardboard boxes furnished by the station will be available at station #15 for evacuees with bags weighing more than 66 pounds. Luggage tags and pens and pencils will also be available.
4. Evacuee Processing. Evacuees checking-in at station #15 will be required to weigh-in all luggage.
5. Instructions
 - a. Ensure that each piece of luggage has a tag and is within the established weight limits of 66 pounds.
 - b. Collect the NEO processing center and evacuation data check form from the family group leader and initial for station #15 and hand the check form back to the group leader.
6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

STATION #16
EXIT CONTROL/WAITING AREA

1. Station #16. The exit control/waiting area station will be located near the north side entrance of the gym basketball court (bldg 1010). Exit control/waiting area personnel should be knowledgeable enough to answer general questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #16 will be staffed by personnel drawn from the PMO with watch rotation and scheduling of watch reliefs determined by the provost marshal.
3. Responsibilities. Station #16 personnel will ensure that no unauthorized personnel enter or exit the gym via the main entrance/exit, and that all luggage departing the processing center is in the possession of its rightful owners.
4. Waiting Area. The waiting area will be manned by personnel with radios. The ATOC will communicate with the processing center and waiting area to determine which evacuees are next on the priority list for onward transportation, and the Public Affairs (via FEN) and waiting area personnel will notify evacuees what time to muster at the waiting area. Evacuees will report to the waiting area approximately 2 hours prior to the departure of their onward transportation to ensure smooth out-processing.
5. Evacuee Processing. Evacuees checking-in at station #16 will have their luggage identification tags issued at station #3 or #15, and checked to ensure they have the correct luggage.
6. Instructions. Ask the family group leader to see the identification card. Verify that the tag on each piece of luggage is appropriately marked with the group leader's last name and the last 4 digits of the social security number or other identification number. Thank the evacuees for their patience, inform them that their in processing is complete, and advise them to retain their NEO processing center and evacuation data check form to use for temporary pass for billeting, meal card, manifest boarding pass, monitor AFN television and radio continuously, and stay close to

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their point of contact phone numbers, so that they will know when to report to the transportation staging area for onward transportation.

7. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

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STATION #17
BILLETING

1. Station #17. Billeting personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #17 will be staffed by personnel assigned to Bachelor Housing with watch rotation and scheduling of watch relief determined by the director, bachelor housing.
3. Equipment. Station #17 personnel will have a supply of registration cards and pens/pencils for use in filling out forms.
4. Evacuee Processing. Evacuees checking-in at station #17 will require overnight quarters.
5. Instructions. No effort will be made to billet personnel by sponsor's rank or by particular set of quarters. Assignment to quarters will be accomplished according to quarters or space available. Billeting procedures are as follows:

a. Station #17 personnel at the gym: upon confirmation that personnel will need billeting, designated Bachelor Housing personnel will hand out registration cards to sponsors/families. Only one registration card is needed per family.

(1) Ensure that the registration card is filled out prior to arriving at the Kintai Inn.

(2) List all family members' names, ages, and SSN's on the back of the registration card.

(3) Families will keep the completed registration card and present to the bachelor housing personnel/representative upon arrival at the Kintai Inn.

b. Upon arrival at the Kintai Inn, the registration procedures are as follows:

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(1) The sponsor will present the completed registration card to the front desk clerk.

(2) The front desk clerk will assign quarters and issue room keys to the sponsor.

(3) Linen and towels will be issued according to the number of family members listed on the registration card.

(4) Upon completion of the registration process, personnel will be directed to board the bus, and the bus will transport the families to their assigned quarters.

c. Check-out Procedures

(1) Family members will return all towels and linen that were issued to the drop-off areas. Drop-off areas are the lounges located in each deck inside the building. Signs will be clearly posted for the drop-off areas.

(2) Ensure family members take all personnel belongings with them.

(3) Family members will board the shuttle bus for transportation.

(4) Turn-in the keys to the quarters assigned at the front desk.

(5) Family members will board the bus that will transport them back to the processing center (gym bldg 1010) for onward transportation.

(6) No maid service will be available during this process. Clean linen and towels will be issued based on availability.

6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command

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post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

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STATION #18
FAMILY HOUSING KEY CONTROL

1. Station #18. Housing personnel should be knowledgeable enough to answer questions about the evacuation but will refer detailed queries to the evacuee briefer.
2. Staffing. Station #18 will be staffed by personnel drawn from the Facilities Department with watch rotation and scheduling of watch relief determined by the Facilities Officer.
3. Responsibilities. Station #18 personnel will have a supply of tags for housing keys and pens/pencils for use in filling out forms.
4. Evacuee Processing. Evacuees checking-in at station #18 will be required to turn-in keys for on-station family housing quarters and off-base residences when both the sponsor and the family members are being evacuated.
5. Instructions
 - a. Housing Officer. The Housing Office will provide two copies of current on and off-station residence lists. One copy will be provided to the command post and one set with keys to the Housing Office.
 - b. Facilities Officer
 - (1) Receive and control Housing Office and key box keys from Housing Office.
 - (2) Receive current on and off-station residence lists from the Housing Office.
 - (3) Receive copy of power of attorney, local contacts, CONUS contacts, and maps from each departing resident.
 - (4) Log-out keys to TMO when shipments of household goods are required.

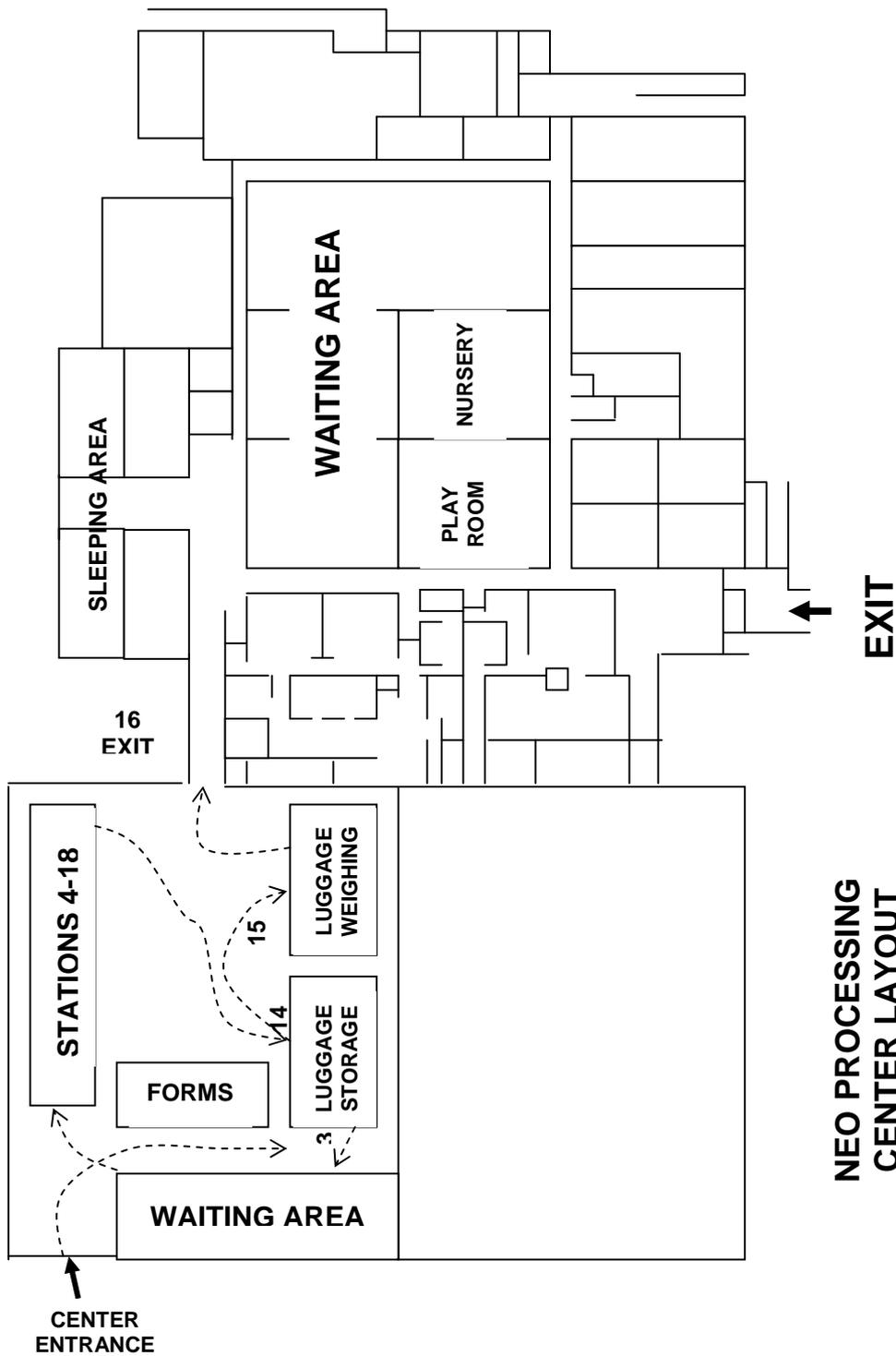
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(5) Ensure keys are tagged with the occupant's name and the address of the quarters with a copy of a map for off-station residents.

6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, personnel on watch will submit point of contact phone numbers to the command post administrative assistant or processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down the watch station so that watch station personnel can be recalled quickly if necessary.

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NEO PROCESSING CENTER STATION LAYOUT



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STATION POSTAL OFFICER NEO LETTER

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION POST OFFICE
PSC 561 BOX 10
FPO AP 96310-0010

Post Office Customers,

MCAS Iwakuni is establishing procedures for conducting an emergency "Noncombatant Evacuation Operation (NEO)" should it become necessary. There are several conceivable scenarios which could necessitate the emergency evacuation of all noncombatants from the MCAS Iwakuni area such as natural disasters, regional conflicts, or wars, etc. The likelihood of any such event occurring during your tour here may seem remote; however, the possibility does exist, and it is always best to be prepared ahead of time.

WHAT ROLE WILL THE POST OFFICE PLAY IN THE CONDUCT OF A NEO?

The answer to that question is simple. In the event that you (the sponsor) and your family are suddenly evacuated during a NEO, we want to ensure that we can forward your family's mail to you (at a single, predetermined location) as expeditiously as possible. To do this, we are asking all P.O. box holders to provide us with a mailing address to which we may forward mail in the event of a NEO. You may select the address of a relative, a trusted friend, or anyone else you desire, so long as it is a domestic, U.S. mailing address, or an APO/FPO mailing address. International mailing addresses may not be used as additional postage would be required to forwarded mail.

HOW DO I SUBMIT MY "NEO ADDRESS" TO THE POST OFFICE?

NEO addresses must be provided to the Station Post Office using OPNAV Form 5110/5 (Notice of Change of Address). For your convenience, you are being initially provided with two copies of this change of address card (in the event you make mistakes on one). These change of address cards along with an example of a properly completed card are attached to this letter as appendix A.

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Remember when completing your card, please ensure you print neatly, legibly, and in ink only. Never abbreviate city names or street names and always include the proper ZIP code (all 9 digits if known). This will help us to get your mail to you as quickly and efficiently as possible. After completion of your change of address card, you may either bring it by the main Post Office (parcel pick-up window) or place it into any U.S. mail collection box aboard the Air Station. Although you are being provided with two cards initially, we ask that you only return one completed card to the Post Office. If the second card is not needed or used, you may either return it (unused) to the main Post Office, or simply drop it into any U.S. mail collection box. It is requested that all P.O. box holders submit their NEO change of address cards to the Post Office as soon as possible after receipt of this letter.

We will keep your properly completed card on file at the main Post Office for use during a NEO only. Otherwise, it will be held until your permanent transfer from MCAS Iwakuni at which time it will be destroyed.

IF WE ARE EVACUATED, HOW LONG WILL MY FAMILY'S MAIL BE FORWARDED?

As long as necessary. Mail transit times between the United States and Iwakuni normally range from 5 to 10 days for first class/priority mail and 3 to 6 weeks or more for surface mail (each direction). It is also very likely that any event which necessitates an emergency NEO will cause additional delays in mail transit times. For these reasons, we would strongly recommend that if you and your family members are evacuated during a NEO you formally notify all your correspondents of an address change as soon as practical after your arrival in the United States. This will cause your mail to travel directly to your new location (or to any other interim address) much faster and will dramatically reduce the likelihood of problems caused by the delayed receipt of your mail (late charges, bounced checks, etc.). Remember that unless you change your address with all correspondents, your mail will continue to travel all the way to MCAS Iwakuni and then back to you, resulting in significant delays.

ENCLOSURE (9)

WHAT HAPPENS IF THE SPONSOR IS NOT EVACUATED WITH THE FAMILY MEMBERS?

In this situation, the Post Office will not automatically forward mail for evacuated family members. Each individual sponsor who remains at MCAS Iwakuni must continue to receipt for the entire family's mail through their current P.O. box. Sponsors may then readdress and forward any or all of their family's mail (unopened) if they so desire. Detailed instructions for proper readdressal and forwarding of mail will be published and distributed at a later time.

WHAT IF I AM SINGLE AND DO NOT HAVE ANY FAMILY MEMBERS AT MCAS IWAKUNI?

All P.O. box holders need to submit a NEO change of address card as described above. Whether you are single, married, civilian, or military, we want to have a forwarding address on file in the event you are suddenly evacuated during an emergency NEO. This even includes all box holders that live off-station.

WHAT ABOUT MY P.O. BOX KEYS?

If ordered to evacuate, Air Station personnel may either turn in their keys at the Main Post Office (if time permits) or drop them into any U.S. Mail collection box aboard the Air Station. Command-sponsored family members whose sponsor is not evacuating may simply give their key to their sponsor prior to departure.

NOTE: When dropping these keys into mail collection boxes, there is no need to tag or mark them with your box number. These keys are serialized and can be easily sorted at the Post Office.

HOW WILL THE POST OFFICE KNOW WHEN I AND/OR MY FAMILY EVACUATE(S)?

The Post Office has been placed onto automatic distribution to receive copies of passenger manifests for all flights departing from MCAS Iwakuni during a NEO. These manifests will list all passengers by name and will indicate which passengers are "sponsors." Whenever a sponsor is evacuated, we will begin to immediately forward all mail for that person/family.

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WHAT IF MY NEO FORWARDING ADDRESS SHOULD CHANGE PRIOR TO
EVACUATION?

You may change your "NEO forwarding Address" at any time. To do so, sponsors must simply stop by the Main Post Office (parcel pick-up window) and fill out a new "NEO Change of Address Card" like the one attached to this letter. The old card will be returned to you if you desire or destroyed as waste.

I hope that this letter has answered all your questions and concerns regarding this matter. If you have additional questions, or if I may be of assistance to you in any way, please contact the Station Postal Officer at 253-6217 or the Postal Chief 253-6322. Finally, let me thank you in advance for your cooperation and assistance in this important matter and for enabling your post office to serve you better.

Sincerely,
Station Postal Officer

ENCLOSURE (9)

OPNAV 5110/5 COMPLETION INSTRUCTIONS

DATE: Date Form Completed

NAME: Sponsor's Full Name

RANK: Sponsor's Rank/Rate/Grade

SOCIAL SECURITY NUMBER: Sponsor's SSN

NEW ADDRESS: Enter the single address as to which you would like your family's mail to be forwarded, in the event of a NEO.

OLD ADDRESS: Enter your current MCAS Iwakuni mailing address.

ESTIMATED REPORTING DATE: Enter the sponsor's work/home phone numbers.

DEPENDENT'S NAME: List all Command-Sponsored family members who actually reside with their sponsor aboard MCAS Iwakuni or in the Iwakuni area, or "None" (as appropriate).

SIGNATURE: Sponsor's signature only.

FORWARD 2ND CLASS MATTER: Enter yes or no, and check the appropriate blocks.

| | | |
|--|---|--|
| NOTICE OF CHANGE OF ADDRESS | | DATE: 961024 |
| OPNAV 5110/5 (Rev 3-90) S/N 0107-LF-009-2500 | | |
| NAME (Last, first, middle) SMITH, John A. | RANK / RATE GS-9 | SOCIAL SECURITY NUMBER 123-45-6789 |
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PROCESSING CENTER COMMAND AND CONTROL

1. Command Post. The crisis management/NEO command post will be located in bldg 1.

2. Staffing. The command post will be under the overall control of the Airfield and Harbor Operations Officer (AHO) and the processing center will be staffed by personnel from IPAC in a port-and-starboard watch rotation as follows (watch hours will be set/modified by the S-1 Officer based on evacuee flow):

| <u>Position</u> | <u>Rank</u> | <u>Duties</u> |
|---------------------------------|-------------|--|
| Processing Center Supervisor | (2) E-8/9 | Liaison with command post. Oversee processing operations. Ensure smooth flow of evacuees. Resolve processing problems. |
| Administrative Assistant | (2) E-6/7 | Assist supervisor. Brief evacuees. Gather/Disseminate evacuee data. |
| Evacuee Database Info/Messenger | (7) E-3/4/5 | Assist administrative assistant. Courier evacuee data. |

3. Equipment. Command post personnel will use the computers, printers, FAX and copy machines already located in building 780/291B to accomplish this tasking. The processing center will require six computers, two printers, one fax machine, and a high capacity/speed copy machine.

4. Operations. Command post personnel will continually monitor processing center operation to ensure smooth evacuee flow through the center and recommend modifications to the AHO and processing center supervisor as they deem necessary.

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5. Briefing. At 15-30 minute intervals, an administrative assistant will brief evacuees on processing center operations and expected average time that evacuees will be in Japan awaiting transportation. This will be a short information brief followed by an opportunity for evacuee questions and will be given to evacuees as they sit in the waiting area, station #2.

6. Securing. The processing center supervisor may periodically allow processing center personnel to stand down or secure based on projected/actual evacuee flow. If this should occur, all stations will inform the processing center supervisor immediately following the processing of the last evacuee in the center and prior to standing down their watch stations. The command post will remain staffed throughout the stand-down period. Each watch station will submit point of contact phone numbers to the command post administrative assistant and processing center supervisor prior to departing the center so that watch station personnel can be recalled quickly if necessary.

7. Emergency Medical Technicians (EMT's). Upon request of the processing center supervisor, the Branch Medical Clinic will provide two EMT-qualified personnel equipped with an emergency medical kit who will be based in the processing center to respond to any emergent medical need in the processing center. Every 15 minutes, an EMT will make a round through the processing center and waiting area to include all processing stations and any personnel waiting in line to ensure that the emergency medical needs of all evacuees are met.

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MOTOR TRANSPORTATION PROCEDURES

1. Mission. On call, stand-up 24 hour motor transportation (MT) operations to provide shuttle services to evacuees out of MCAS Iwakuni.

2. Execution. Maintain a MT operating center to establish and manage the following:

a. A shuttle route service from the parking lot at Penny Lake to the rear entrance of the gym (bldg 1010). The largest passenger bus will be used for this route (44 passengers).

b. A shuttle route service from the main entrance of the gym to the main entrance of the passenger terminal.

c. A shuttle service from the front of the gym to the southside messhall.

d. A shuttle from the front of the gym to bachelor housing.

e. The shuttle service will be augmented as required.

f. 24 hour maintenance operations.

3. Logistics

a. Only military permanent personnel of MT Division and MLC's will be required to provide NEO support. All FAP's will be deFAPped.

b. Driver schedules will be established based on the situation.

c. Phone and local area network (LAN) communication will be maintained with the Station S-1, Bachelor Housing, passenger terminal, and gym.

d. Drivers will maintain radio communication with the Dispatch Office.

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e. At a minimum, five shuttles will be on continuous operations. Three buses will on stand-by in the motor pool.

f. Work schedules will be determined based on the situation.

g. Command and control for evacuation will be the command post (AHO).

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AIR TERMINAL PROCEDURES

1. Provide air terminal services for all evacuees as well as aircraft support. Notify the Airfield and Harbor Operations officer and processing center of aircraft schedules and aircraft loading capacities.
2. If a flight has been scheduled, air terminal personnel will manifest evacuees based on their priority evacuation number and availability of aircraft seating. This manifest will be transmitted to the processing center and announcements made over AFN notifying evacuees to return to the gymnasium (bldg 1010). Evacuees will be transported to the air terminal from the gymnasium. To reduce congestion and to expedite the loading of personnel and aircraft, POV's and personnel whose numbers have not been called will not allowed in the air terminal area.
3. Passenger terminal personnel will ensure all passengers at the terminal have been manifested, completed baggage check-in, given a baggage tag receipt and boarding passes. Passengers will then be instructed to wait until the boarding time is called.
4. Advance manifests may be made prior to passengers actually checking-in by extracting the names of evacuees from the NEO database. However, the passenger must still check-in at the air terminal to receive a boarding pass and baggage tag receipt.
5. Terminal personnel will collect all the "NEO PROCESSING CENTER AND EVACUATION DATA CHECK FORMS" upon verifying priority evacuation numbers and manifesting of family members. Deliver all forms to the S-1 Officer or processing center supervisor for filing.

INSTRUCTIONS TO PET OWNERS DURING NEO ACTIVITIES

1. Purpose. To provide pet owners a list of options and instructions for the handling of pets during NEO activities.

2. Points of Major Interest and Facts

a. During full-scale NEO activities, commercial and military shipment of pets may be limited. Priority of travel will be given to family members and non-essential personnel. The following information outlines options available to pet owners.

(1) Give the pet to a local national.

(2) Military shipments of pets are limited to two pets (dogs and cats only) per family.

(3) Arrange to ship the pet by commercial transportation. The owner must present the pet to the US Army veterinary treatment facility located in Bldg. 1009 for a health certificate. The rabies vaccination must be over 30 days old but less than one year for issuance of a health certificate. A USFJ Form 380 (Import/Export form) must be obtained and completed by the owner. These forms are available at the TMO/Customs Office located in the MCAS Air Mobility Command Terminal or at the Motor Transportation Office.

(4) Deliver the pet to the MCAS stray facility located in Bldg. 1815. Owners will be required to sign a generalized release form authorizing adoption or humane euthanasia if necessary. This form can be provided for you at the US Army veterinary treatment facility (bldg. 1009).

b. Under no circumstances should owners abandon the pet. Animals running loose on the installation during NEO activities could jeopardize the health of the population and interfere with evacuation procedures.

3. Concepts. Several different scenarios may present themselves in which pets must be considered. Following are those most likely for Iwakuni.

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a. Evacuation of Iwakuni

(1) Pets depart but do not accompany owners. In this situation, pets would be presented to a central holding facility and accompanied by an aircraft kennel, 5 days-worth of food, food and water dishes, rabies certificate, health certificate, NEO datasheet, and any prescribed medications the pet may be taking. A leash and collar is also preferred so that veterinary personnel can exercise and walk the animals.

(2) Pets and owners leave together. In this situation pets would stay with their owners up until the time of departure. The base veterinarian must issue health and rabies certificates prior to departure. This requires examination by the base veterinarian at building 1009.

(3) Pets Unable to Depart. In this final evacuation scenario, pets would be taken to a central holding area. Disposition of the animals would depend on the situation but could include euthanasia and disposal or coordination with the GOJ to attempt adoption to local nationals or disposal by the Japanese animal control authorities.

NOTE: There could be a scenario in which a large number of pets would have to be euthanized. In this situation, the following is required.

1 A pre-signed NEO certificate (DD Form 1745, Animal Euthanasia - annotated for NEO use only) will expedite processing. This form should be included in the NEO packet each sponsor is given during in processing. Extra blank forms would be available at the processing center.

2 Transportation would be required to move animals from the central processing facility to the area where euthanasia will be performed.

3 Animals would be euthanized, as directed by the Veterinary Corps Officer in the most humane and expeditious manner possible.

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4 Support may be required from the Engineers to dig a burial pit capable of disposing of approximately 3,000 lbs of animal carcasses. Carcasses would need to be covered at least once a day until the operation is completed. Carcasses could also be cremated or incinerated at an off-base facility. None is currently known to exist.

5 Military police support is required for animal control and to keep onlookers from interfering.

(4) Transient Pet Population Through Iwakuni. In this scenario a situation similar to the above would exist in which incoming animals would be processed through a central holding area and maintained here until departure.

b. Logistical Support for Central Holding Facility. The general plan of a central holding facility is to take a large securely fenced area (a baseball/softball field is ideal because it usually has both a fence and lights) and place within it tents to provide protection for the animals. Pallets are placed within the tents and the animals (in their aircraft kennels) are placed on top of the pallets. Each tent is manned 24 hours per day. The "tent manager" provides food and water to the animals and continually updates an inventory of the animals located in its tent. Besides the animal tent, the central holding facility must have a tent for administration, latrine facilities, mess tent, an in/out processing area where trucks loaded with animals are handled, and a wash rack with waste disposal capabilities where animal cages are cleaned. Following are certain aspects for each of these central holding facility components, which must be considered:

(1) Animal Tents. Pallets must be acquired, delivered, and arranged in animal tents to keep animal cages off of the ground. This helps both with ventilation and ensures the cages do not take in water and mud should it rain. Each tent should be supplied with a large watertight container (trash can) for storage of dog/cat food, a container or other source for water, and extra feed and water dishes should the ones within the animal kennels become overly soiled. The tent manager should have a chair and table if possible, as well as a clipboard, pen, flashlight, and inventory forms to help him manage the animals within its tent. Though the

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tent manager is responsible for feeding and watering animals, the tent manager must notify veterinary personnel should the animal look ill, or if it must be taken from its cage to allow cleaning.

(2) Administration Point. This is essentially an office area (such as the veterinary treatment facility) and must be equipped as such. Ample tables, chairs, and office supplies should be available. Storage cabinets should also be available to store extra supplies. The admin area will operate 24 hours per day thus must have electric lighting installed. Communication is a central feature of an operation of this nature. The admin area must have telephones and a fax machine. If the evacuation were handling more than 500 animals, a PC with Modem, printer, and a database programming support would greatly enhance the flow of animals through the facility. Radio communication within the compound would also be a great benefit.

(3) In/Out Processing. A covered area is needed into which trucks (or individuals bringing their pets to the holding facility) can unload animals. It is in this area that veterinary personnel determine the presence or absence of communicable disease and a health certificate is initiated after examination of animals. Veterinary personnel should also administer vaccinations if appropriate. It is critical that the identification of the pet is established and that accountability be started and maintained throughout the animal's stay at the facility. From this processing area the pet will be delivered to an animal tent awaiting final disposition. If the owner's flight sequence number is known, it is important to connect this number to the animal's kennel and any records kept on that animal. It is also wise to house animals based on the owner's sequence number since similar sequence numbers may depart on or about the same time. Housing the animals in this manner can speed processing when flights are available.

(4) Wash Rack and Waste Disposal Area. Inevitably, the kennels in which the animals are housed will become soiled. Tent managers should notify veterinary personnel when kennels become soiled. Vets should take the animal out of the kennel and allow the wash crew to transport it to the wash rack. This rack should be in a "remote" corner of the facility and should be equipped with a high pressure hose, brushes, sanitizing solutions, etc. A method

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must be established for disposal of fecal matter, which will reduce odor and insect attraction. This may be as simple as shovels and lined trashcans, which are emptied frequently, or more elaborate systems set up with help from Civil Engineers. It is important to continually monitor this area. Another area for the cleaning of feed and water dishes must also be available. Similar care should be taken in this area for disposal of left over food.

(5) Latrine and Mess Facilities. A great number of personnel may end up working at this holding facility depending on the number of animals that must be processed. These personnel must have latrine facilities (including an area for hand washing) readily available. They should also be provided with an area in which to take meals. Plenty of drinking water should also be made available.

(6) Animal Disease Control. The veterinarian in charge of the operation must make appropriate decisions on zoonotic disease matters as well as animal health. Protection of the individuals working with the animals as well as the rabies free status of Iwakuni must be given high priority. Heat injury to a stressed population of animals will be a major consideration as well depending on the time of year the operation is initiated. This will be compounded due to the methods of housing. Another area of concern is the parasite burden to the ball field. Since most of the fecal matter will be disposed of at the wash rack, this would not be a major problem. The soil around the wash rack would have to be removed after the exercise; however, exotic animals (including birds) must be treated with special care. Housing these animals will require special attention. Close communication with U.S. Department of Agriculture, Animal and Plant Health Inspection Service for birds and US Fish and Wildlife for other exotics is essential. Actual points of contact will depend upon the scenario and where the animals are being shipped.

(7) Personnel Requirements. A coordinated effort such as the one described here takes a lot of people from areas other than veterinary service. Although animal health and humane treatment are main considerations, in reality this is a huge baggage claim area. Keeping track of these animals and ensuring that they eventually end up with their owners is the essence of the mission.

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To do this requires people in positions not only of animal care but also in transportation, security, in/out processing, public relations, and communications to name a few. These people must be provided by other units and must be motivated to do the job right. Exact numbers depend upon the situation, but numbers alone will not do the job. Command and control is of the essence. Units must augment us with quality people and not just bodies. Use the leadership qualities of these individuals to our benefit. We also need people to be provided to us for the duration of the mission. We cannot afford the time required to train new crews every day.

(8) Public Relations. Though this would seem to be a minor portion of the overall mission, good PR from the outset can save valuable time later. Veterinary personnel should be present to talk with animal owners when they present their animals to us for processing no matter what the scenario. A thorough briefing at this time and an attitude of compassion, consideration and concern for both the owner and the animal are essential. In the central holding area, limited-visiting privileges can demonstrate to the owners that their animals are being properly cared for and should they become concerned. The owners should not be allowed to take their animal for a walk, but they could hold them on a leash while our people clean the animal's cage.

(9) Conclusion. Though this NEO Order is somewhat general in nature, it is impossible to pin down the exact scenario with which we will be faced. Hopefully we will receive enough support from outside sources to accomplish the mission successfully. Exotic animals and birds can be a problem. Coordination must be made with authorities in the receiving country and constant communication must be maintained to assure that these animals are successfully transported to their destination. Should the situation be so severe that animals have to be euthanized and disposed of, other obvious problems present themselves. Coordination with the GOJ Civil Engineers would be critical as would acquiring the necessary drugs and supplies to do the job.

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POINTS OF CONTACT

Though this list is far from inclusive, it should be beneficial as a starting point. This list must be updated routinely to be of use:

Deputy Commander for Veterinary Service Support District Japan,
Camp Zama, Japan
Phone: Duty: (DSN) 263-3317

Chief, Security, Plans, and Operations, Marine Corps Air Station,
Iwakuni, Japan
Phone: Duty: (DSN) 253-_____

USARPAC Veterinarian; TAMC, Hawaii
Phone: Duty (DSN) 433-6624/6623

Commander, UASMEDDAC-Japan, Camp Zama
Phone: Duty (DSN) 263-3208

USDA, APHIS, Washington D.C. Administrator
Phone: (Comm) 202-447-3688

USDA, APHIS, Hawaii Office
Phone: (Comm) 808-546-7529/7920

US Fish and Wildlife Service, Department of the Interior,
Washington, D.C.
Phone: (Comm) 202-343-9242

Narita Animal Quarantine Office
Phone: (Japan) 0476-34-2342/2343

EQUIPMENT AND SUPPLY LIST
(WITHOUT QUANTITIES)

1. Certain specific veterinary/animal husbandry supplies will be needed. The exact quantities of supplies will depend upon the number of animals handled. Below is a partial list of supplies/equipment, which may be needed.

Catch poles
Heavy leather gloves
Cat restraint bags
Four foot sections of rope for leashes
Refrigerator for vaccine storage
Rabies vaccine and syringes/needles for administering vaccine
(VTF)
Sharps containers for used syringes, needles and vaccine vials
(VTF/NHBMC)
Aircraft kennels of various sizes depending on situation
Wooden pallets on which to place kennels
Dog and cat food as well as watertight containers for their
storage
Large 5-gallon containers (or larger depending on conditions)
for storing the animal's water in their tents
Feed and water dishes
Cat litter/disposable litter pans
Enclosed area for changing cats (only those amiable to changing)
Euthanasia solution
Forms: Euthanasia release
Rabies certificates
Health certificates
Tent inventory forms (local)
Zip lock bags and tape for attaching forms to kennels

Wash rack material: Hoses and nozzles
Various sized brushes
Washing and sanitizing chemicals (kennels
and dishes)
Shovels and rakes
Pallets for drying cages
Trash cans (with lids) and plastic liners
Rubber gloves and boots
Coveralls

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2. Certain supplies and equipment are not purely animal related. These items will be needed and must be supplied by the unit being supported. Below is a partial list.

- GP medium tents
- Flashlights and batteries
- Clipboards, pens, pencils, paper, staplers, paper clips, etc.
- Tables, chairs, storage cabinets
- Typewriter
- Lap top computer with data base program and perhaps modem
- Fax machine
- Phone lines and phones
- Radios for communication in facility as well as with terminal
- Portable latrines if needed

3. NEO plan for in transit animals Iwakuni Branch Veterinary Service.

a. NEO Philosophy. NEO Plans need to address evacuation and care enroute. Maintaining the safety and health of pets is our utmost concern. If the pet owners know this, they can concentrate on other concerns.

b. Planning for these contingencies is difficult because the scope is unknown. Lessons learned from the Philippine evacuation stress that the local veterinary service and kennel personnel cannot do this alone. The Government of Japan animal quarantine office must be brought into the action early and kept informed. Other resources in the island will also be called upon such as preventive medicine, engineers, security police, volunteers, and transportation.

c. The following plan is detailed specifically for the possibility of a few hundred animals coming in transit through MCAS Iwakuni to the U.S. from Korea. The incoming animals would be processed through a central holding area and maintained there until departure.

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(1) Central Holding Facility

(a) Requirements

- 1 Large securely fence area.
- 2 Place tents within area for overload of cages.
- 3 Pallets within the tents to place cages on.

(b) Animal Facilities/Tents

1 Pallets Acquired Delivered and Arranged

- a Keep cages off wet ground.
- b Helps ventilation.

2 Need Large Watertight Containers

- a Storage of dog/cat food.
- b Container for water.
- c Hold extra dishes for food/water.

3 Personnel on Duty 24 Hours A Day

- a Provides food and water.
- b Maintains an updated roster of animals.
- c Notify vets* if animal looks ill.
- d Notify vets if animal needs to be removed for
cleaning.
- e Separate tent for sick/contagious animals.
- f Separation location (vet clinic limited
number).

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g Spaced away from healthy pets in area.

h Limited entry to vets only.

i Drugs for treatment, special foods, etc.

*Vets refer to animal caretakers and veterinary technicians and veterinarians. These people are the only ones allowed to remove animals from their cages or kennels. Not even the owners may remove their own pets! This is for safety, liability, and quarantine reasons.

(2) Administration Area

(a) Communication with air terminal, owners, and security.

(b) Coordination of vets, volunteers, and supplies.

(c) Requires telephones, fax machine, and office supplies.

(3) In/Out Processing

(a) Requires a drive up area where trucks or individuals can bring the pets to unload.

(b) A veterinarian or veterinary technician will examine animals.

(c) Vaccinations given, health certificates issued.

(d) Pets Identified and Labeled

1 Human hospital wristbands around necks.

2 Papers collars.

3 Any info about owner flight numbers, if known.

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(4) Wash Rack and Waste Disposal Area

(a) Remove Animal from Kennel (Vets)

- 1 Kennel taken to tub area for cleaning.
- 2 Feces placed in covered, lined can.
- 3 Kennel hosed, washed, sanitized, and dried.
- 4 Hoses, brushes, towels, soap, and sanitizer.

(b) Food Bowls Cleaning

- 1 Leftover food dumped into covered, lined can.
- 2 Bowls washed, sanitized, and dried.

(5) Animal Disease Control

(a) Veterinarian in charge makes decisions on zoonotic. Disease Control is as follows:

- 1 Protection of people working with animals.
- 2 Rabies free status of Japan.
- 3 Heat injury to a stressed population of pets.
- 4 Exotic animals (birds) present special problems.

(b) Communication with Regulatory Officials

- 1 Base officials and base vet with GOJ.
- 2 Base vet with USDA for dog and cat entry into US.
- 3 Base vet with APHIS for birds.

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4 Base vet with US Fish and Wildlife for other exotics.

(6) Personnel Requirements

(a) Personnel Needed Above and Beyond Veterinary Service Personnel

1 Animal care.

2 Transportation.

3 Security.

4 In/out processing.

5 Public relations.

6 Communications.

(b) Need people for the duration, not new bodies to train every day.

(c) Command and Control centralized to best utilize people - veterinarian in command.

(7) Public Relations. Vets talk with animal owners upon presentation of animals.

(a) Limited visiting privileges (if supervision available).

(b) Can not remove from cages by themselves.

(c) Can hold leash while cage is cleaned.

(d) No walking on leash.

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(8) Worst Case Scenario. Euthanasia of animals with owners permission in writing.

(a) Coordinate disposal with GOJ and Civil Engineers.

(b) Small supply of drugs available at Iwakuni veterinary treatment facility.

(c) Veterinarians and veterinary technicians to administer drugs.

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