Evacuation Control Center Processing Checklist

Sponsor Information

Name: _____   Date: _____

Unit: _____   Service: _____

Rank/Grade: _____   No. of Dep: _____

NUMBER	STATION	INITIALS
1	**ATD:** Luggage drop-off & passenger weight. Weights: Bags____lbs - Pets____lbs - PAX____lbs	
2	**Veterinarian:** All must check in, regardless of pet ownership. Pet owner documents: DD2208; DD2209; DD1741; & Animal EEP Card	
3	**Provost Marshals Office:** Vehicle turn-in. Vehicle Key Envelope; Vehicle Control Form; & DD2506	
4	**Medical/Dental Screening:** Identify special care requirements and medication needs.	
5	**S-1/CHRO/DOS/Customs:** Verify priority, orders, and passport support. DD1610; DD2585; DD2461; DD1337; DS3072; & DS5528	
6	**Legal Support Team:** Power of Attorney support.	
7	**DMO:** Household goods support. DD1299; DD1701; & DD788	
8	**Housing Office:** Residential key turn-in. House Key Envelope	
9	**Post Office:** Mail forwarding address.	
10	**Navy & Marine Corps Relief:** Financial support. EFT Manual Financial Assistance Allotment Registration Form	
11	**American Red Cross:** Safe and well registration. Safe and Well Form	
12	**IPAC:** NTS manifest.	