

NEO EVACUATION DOCUMENTATION CHECKLIST

Sponsors and family members are responsible to take an active role in preparation for an evacuation, so that you will be better informed and able to move quickly. Preparation translates to reducing risk to you and your family.

Identification:

- ID Cards/CAC – Proper identification is important. Good forms of ID will help determine your evacuation priority and relations.
- Passports/Visas – ID/CAC cards with passports will be the first ID required at the processing center.
- Naturalization Certificates – Naturalization and Alien Registration cards will help non-US citizen's process more smoothly.
- Social Security Cards – Social Security cards are not required but are highly recommended, especially for children born overseas.
- Birth Certificates/Adoption Papers – Always a good idea to travel with birth documentation for your family in the event of an evacuation.
- Marriage License/Divorce Decree – This documentation will help establish sponsorship and relations.
- Valid Driver's License – In order to drive in the US you will need a valid driver's license.

- NEO Processing Center Station Layout – Map of gym layout.
- NEO Processing Center Station Checklist - This coversheet will act as your road map during the NEO processing.

Installation Personnel Administration Center (IPAC):

- DD Form 2585/Repatriation Processing Center Processing Sheet - Required during in-processing for personnel accountability while in a safe haven status. This information is entered into a family support system and ensures families can be kept apprised of latest news regarding changes in status. It is critical that this document is complete.
- Record of Emergency Data - Print from MOL (Marine On Line). Required to help establish next of kin. Ensure it is up to date and included with your NEO Package
- DD Form 1337/Authorization for Emergency Pay and Allowances - Used for families of military personnel. Without the appropriate form, required signatures, and in the case of civilians, appropriate sponsor's fund site, families may not be able to receive an advance pay from the sponsor's pay entitlements.
- DD Form 1610/Request and Authorization for TDY Travel of DoD Personnel (for Military Personnel) - may be required during the evacuation process. Lines of accounting and approval signatures will be provided at evacuation processing centers.

Veterinarian Service (VET):

- Animal NEO Card – Used to initiate tracking of pet(s) during an actual evacuation.
- DD Form 2209/Veterinary Health Certificate - Three copies, two in a waterproof envelope for the certified pet carrier.
- DD Form 2208/Rabies Vaccination Certificate - Three copies, two in a waterproof envelope for the certified pet carrier.

Legal Services Support Team:

NEO USE ONLY

- Authorization for Emergency Pay and Allowances - To receive your pay allotments in advance to better support your needs in the event of a NEO. Service member MUST be the one to sign this, it CANNOT be signed by POA.
- Children Loco Parentis and Medical - Two separate power of attorneys that work hand in hand. Required for dual military and single parent families. Names an individual of your choosing to care for your minor children in case you cannot evacuate with your family due to military duties. We recommend that parents have at least one for a person here in Iwakuni to care for the children, and one for a person back in the states, a power of attorney is required to fly with children under 18 and to pick them up from the airport. A medical power of attorney allows the person it is granted to the power to take the child to medical and receive medical care for them.
- SPOA Banking - Allows the person to which it is granted, the ability to utilize your bank accounts as their own.
- SPOA Government Quarters - Allows the person to which it is granted, the ability to obtain government quarters, or check out of government quarters.
- SPOA Household Goods - Allows the person to which it is granted, the ability to ship or sign for pickup of household goods shipments.
- SPOA Rental Lease - Allows the person to which it is granted, the ability to sign a housing rental agreement in your stead.
- SPOA Taxes - Allows the person to which it is granted the ability to file your taxes in your stead.
- SPOA Vehicle - Allows the person to which it is granted the ability to sell, register, drive, maintain, repair, and/or essentially do any and all acts in your stead.

Below are the forms that can be completed through our office, but only before a NEO

- Will Worksheet - Allows you to outline your last will and testament, appointment is required to obtain a will through our office.
- POA Worksheet - Allows persons to choose between special or general, if they require a special power of attorney (SPOA), then they have an array of options to choose from, or can choose "miscellaneous" and enter their own request. This must be done in our office.

Distribution Management Office (DMO):

- DD Form 1299/Application for Shipment/Storage of Personal Property - Used in case your household goods require shipment while you and your family are evacuated.
- DD Form 1701/Inventory of Household Goods - This form will be used as an inventory of household goods located in the evacuee's quarters in Iwakuni. This form may be used later upon return to the U.S. if it becomes necessary to file a claim

against the U.S. government for personal property lost and/or destroyed as a result of the evacuation. You can use the detailed list of household goods from your most recent PCS move in place of this form.

- DD Form 1797/Personal Property Counseling Checklist - You can use the detailed list of household goods from your most recent PCS move in place of this form.
- DD Form 741-E/Personal Property Record - Used to document high value items in your HHG shipment.

Facilities (Billeting and Family Housing):

- Residence Key Envelope - Provides authorities who remain in Iwakuni a means to access your residence for security reasons or to ship your household goods if required. Cut out the form and tape or glue it to a legal sized envelope, place key inside.

Provost Marshal's Office (PMO):

- Vehicle Control Form - Provides authorities who remain in Iwakuni a means to safely relocate vehicles.

Navy - Marine Corps Relief Society:

- EFT and Manual Financial Assistance Allotment Repayment Agreement – Initiates the N-MCRS loan.

American Red Cross:

- Safe and Well Registration Form - Family information will be entered in the American Red Cross Safe and Well website at www.redcross.org/safeandwell where your loved ones can search for your information about you.

Postal:

- DD Form 2258 - Temporary Mail Disposition Instructions. Redirects mail from Iwakuni to your new address.

Information for DoD Civilian Employees:

- DD Form 2461 - Authorization for Emergency Advance and Allotment Payments for DoD Civilian Employees. Required for civilian employees requesting advanced pay.