



Building a NEO Kit

To be fully prepared for any emergency, your family already should have one or more emergency kits that include enough supplies for at least three days. Keep a kit prepared at home and consider also having kits in your car, at work, and a portable version in your home ready to take with you. If you are stationed OCONUS, there are some special items, particularly important documents that can serve as proof of citizenship, that you should be sure to include in your kit in case of a noncombatant evacuation order.

Keep all items listed below in your hand-carried baggage:

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| ID cards (military or U.S. Government) | Completed Repatriation Processing Center Processing Sheet (DD Form 2585) |
| Passports for all travelers (visa, if required, as well) | Request and Authorization for TDY Travel of DOD Personnel (DD Form 1610) |
| Birth certificates | Copies of PCS orders authorizing family to be in endangered country (validates command-sponsorship, and for civilians, return transportation agreement) |
| Marriage certificates | Employment documents: resume, latest pay voucher, latest performance evaluation |
| Naturalization certificates, citizenship papers (as applicable) | Medical records (Immunization, copies of important medical and dental records) |
| Alien Registration Card (FmI 551) (as applicable) | 30-Day supply of prescription medications |
| Power of attorney (family care plan/spousal needs, as applicable) | School records for children/adult evacuees (transcripts, test scores, etc.) |
| Last will and testament | Record of Emergency Data (DD Form 93) |
| Financial records (checkbook/bank books/credit cards/tax record/current bills, etc.) | Vehicle registration/title/U.S. driver's license |
| Insurance policies (car, life, health, etc.) | Personal property inventory with photos (DD Form 1701—includes household goods) |
| Emergency Payment Authorization (DA Form 1337) | Money for emergency use (suggest U.S. \$100 minimum cash and some foreign currency) |

In a backpack or small suitcase, pack:

Lightweight, high-energy, packaged food for all travelers (sufficient to keep you going—if not satiated—for three days)

Baby toiletries (diapers, etc.) three-day supply

Personal toilet articles (toothbrush, toothpaste, etc.)

Feminine hygiene articles

First aid kit

Flashlight with extra batteries

Extra clothing

Blankets (seasonal)

Remember:

Also, be sure to wear comfortable shoes and clothing, including long pants in all seasons. During colder months, wear several layers of clothing.

Set your own course through any hazard: stay informed, make a plan, build a kit. Live Ready Marine Corps.