

Headquarters
United States Forces Korea
Unit #15237
APO AP 96205-5237

United States Forces Korea
Pamphlet 600-300

16 August 2010

Personnel-General

NONCOMBATANT EMERGENCY EVACUATION INSTRUCTIONS

***This pamphlet supersedes USFK Pam 600-300, dated 5 April 2007.**

FOR THE COMMANDING GENERAL:

JOSEPH F. FIL, JR.
Lieutenant General, USA
Chief of Staff

OFFICIAL:



GARRIE BARNES
Chief of Publications and
Records Management

Summary.

a. This pamphlet contains information and guidance for all U.S. government affiliated noncombatants living in the Republic of Korea. U.S. government affiliated noncombatants include immediate family members of military service members or American citizen (AMCIT) civilians in the employment of a U.S. federal agency, as well as those AMCIT civilians employed by the U.S. government in positions deemed non-essential during a crisis on the peninsula.

b. Assignment to the Republic of Korea can be both fun and rewarding. Noncombatants residing in the Republic of Korea, however, must resist complacency and constantly be prepared to respond quickly and decisively to a crisis. Noncombatant Evacuation Operations (NEO) is a US Department of State directed, military supporting operation, but its success depends largely on the preparedness and responsiveness of noncombatants. NEO preparedness is primarily an individual responsibility. Proactive involvement in and understanding of the NEO program, regular interaction

with NEO wardens, participation in exercises, and maintenance of a current NEO kit are all critical enablers of this most important mission.

Summary of Change. This document has been substantially changed. A full review of its contents is required. The following are some of the changes of note:

- Clarifies Evacuation Control Centers and Assembly Points functions to align with current plan.
- Deletes the requirement for web-based registration.
- Updates recommended NEO bag contents.

Applicability. This pamphlet applies to all United States Forces Korea (USFK) component and subordinate commands.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Assistant Chief of Staff (ACofS) J1, (FKJ11), USFK, Unit #15237, APO AP 96205-5237, email: J11WorkFlow@korea.army.mil.

Forms. DoD and USFK forms are available at
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>
http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to governing Service regulations. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is Assistant Chief of Staff (ACofS) J1, (FKJ11), USFK. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the ACofS J1, (FKJ11), USFK, Unit 15237, APO AP 96205-5237, email: J11WorkFlow@korea.army.mil

Distribution. Electronic Media Only (EMO).

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Chapter 1

General

1-1. Introduction

This pamphlet contains information and guidance for all U.S. government affiliated noncombatants living in the Republic of Korea. U.S. government affiliated noncombatants include immediate family members of military service members or civilians in the employment of a U.S. federal agency who are U.S. citizens (AMCIT), as well as those AMCIT civilians employed by the U.S. government in positions deemed non-essential during a crisis on the peninsula. The latter group also includes AMCIT invited contractors and technical representatives (and their immediate households) whose presence on the peninsula is in direct support to the U.S. military or other U.S. federal agency. Should a crisis warrant it, U.S. government affiliated noncombatants can be ordered to leave the peninsula by authorities in the federal government or their representatives here in Korea. Other noncombatants, such as those AMCITs in Korea for private business or personal pursuits, may be authorized assistance by the U.S. Embassy (AMEMB) in Seoul or U.S. Forces Korea (USFK) during a crisis. This USFK pamphlet provides important information on how noncombatants should prepare for and respond to a crisis on the Korean peninsula that would necessitate their rapid evacuation due to concern for their personal safety. This pamphlet outlines procedures used during noncombatant evacuation operations (NEO), gives guidance to potential noncombatant evacuees (NCE) on how they can prepare for such a contingency, and outlines the assistance noncombatants can expect from the U.S. government and military authorities.

1-2. References

- a. Executive Order 12656, "Assignment of Emergency Preparedness Responsibilities," 18 November 1988 (U)
- b. Executive Order 13074, "Amendment to Executive Order 12656," February 1998 (U)
- c. JP 3-68 "Noncombatant Evacuation Operations," 22 January 2007 (U)
- d. DODD 3025.14 "Protection and Evacuation of U.S. Citizens and Designated Aliens in Danger Areas Abroad," certified current as of 8 December 2003 (U)

1-3. Explanation of Abbreviations And Terms

Abbreviations and terms used in this pamphlet are explained in the glossary.

Chapter 2

Policies and Procedures

2-1. Who Qualifies As A Noncombatant Evacuee (NCE)

The U.S. Secretary of State, through the U.S. Ambassador to Korea, determines the eligibility of noncombatants for evacuation assistance by the U.S. government.

- a. AMCITs and the immediate family members in their households, regardless of their citizenship, are eligible for evacuation assistance from the U.S. government. All immediate family members of U.S. military service members and U.S. Defense Department Civilians, and the Defense Department Civilians themselves, if they are not in positions deemed "emergency essential," are eligible noncombatants.

b. Pregnant and hospitalized service members are also eligible noncombatants. Service specific regulations will determine at what point in a service member's pregnancy she will be deemed a noncombatant evacuee in a crisis.

c. Extended family of eligible noncombatants, such as parents, parents-in-law, siblings, cousins, etc. who are not American Citizens, are not eligible for evacuation assistance by the U.S. government unless it can be proven that 1) they are full-time members of the immediate household and dependents thereof; or 2) they are of a nationality deemed eligible for assistance by the Ambassador.

d. Nannies, maids, or other domestic assistants, unless they are AMCITs or from a nation deemed eligible by the Ambassador, are not considered family members and, therefore, are not eligible for NEO assistance.

e. Even though a non-U.S. noncombatant family member of a U.S. military sponsor may be eligible by legal marriage for evacuation assistance, this does not automatically justify the issuance of an immigrant visa or permission to enter the United States. NCEs in these circumstances will still require a U.S. visa to enter the United States. This requirement, however, will not impede their evacuation from Korea. It will, however, likely delay their departure from a safe haven until their case is processed by consular and immigration officials. In the event of NEO in Korea, a liberal parole visa policy is likely to be implemented for those noncombatants who can prove they are immediate family members of U.S. military personnel.

2-2. Your Role As A Noncombatant

Each noncombatant has the inherent responsibility to be prepared for a potential evacuation. Being proactively involved in NEO preparations and rehearsals is critical to ensuring a safe and successful evacuation to safety. In a "worst case scenario," an evacuation ordered due to the potential resumption of hostilities on the Korean Peninsula, the warning time prior to NEO may only be a matter of hours. Upon notification of such an event, it is time to move – not time to begin preparations. Preparations include both physical and mental aspects.

a. Physical preparation includes participation in organizational NEO programs and local NEO readiness exercises, assembling and maintaining a NEO kit, and understanding what the U.S. government and military will and will not do for you. Noncombatants are also highly encouraged to develop and maintain a high degree of physical health and fitness. Acquaint yourself and your family members with primary and alternate routes (by vehicle and on foot) from your residence to the nearest assembly point or evacuation control center (ECC). Become familiar with your surroundings and key landmarks. Prepare for NEO in advance, as detailed in this pamphlet. In the event of an emergency, you should:

- (1) Disregard rumors
- (2) Stay put and listen to AFN-K radio
- (3) Be prepared to react quickly
- (4) Cooperate and comply with instructions from NEO personnel
- (5) Remain calm and be flexible
- (6) Assist other noncombatants who need help

b. Mental preparation involves an understanding of what is to be expected. A NEO will undoubtedly cause feelings of anxiety and concern. Physical preparation will alleviate a substantial amount of mental stress, but noncombatants should be mentally prepared for the inevitable inconvenience, discomfort, and confusion that will accompany a NEO. The AMEMB and USFK will notify you of any evacuation order, and will move you as safely and quickly as possible away from danger once you report to an assembly point or ECC.

c. The U.S. government and military will do their utmost to make a NEO as smooth and comfortable as possible, providing food, shelter, transportation, and protection. However, noncombatants must understand that the major objective of the operation is to preserve noncombatants' lives and safety; NCE comfort is a secondary concern.

d. Though the U.S. has conducted many NEOs around the world, none has been executed on a scale comparable to what may be required in Korea. Therefore, military forces will be stretched, and reliance on noncombatants' cooperation and assistance to others will be essential. Noncombatants are encouraged to offer help to those in need of it (i.e. those with small children, the elderly, etc.)

2-3. Noncombatant Evacuation Operations (NEO) Concept

The AMEMB in Seoul has the overall responsibility to safeguard and protect AMCITs and their family members in Korea. USFK will execute military operations in support of the AMEMB during a NEO. NEO in Korea has one primary objective: to remove American citizens and their immediate families from danger quickly and safely. The NEO system relies heavily upon the U.S. military to provide forces, facilities, and equipment necessary to execute the NEO plan. There are five separate and distinct steps in the NEO concept: *alert, assembly, relocation, evacuation, and repatriation.*

a. **Alert.** Alert is simply the process of notifying noncombatants of a NEO and instructing them to assemble. Alert notification may come by way of command information through sponsors, contact by assigned NEO wardens, or through the media. Information and instructions pertaining to the assembly of noncombatants will be passed through AFN-K and other media, as well as through NEO wardens. Noncombatants will be told when and where to report for NEO processing and evacuation.

b. **Assembly.** NCEs will report to locations the AMEMB designates. It is the NCE's responsibility to report to one of these locations (See Appendix A and B) when instructed. Noncombatants in areas of lesser danger may be instructed to "stand fast" – to remain in their homes – until notified to report. NCEs should report, with their complete NEO kits, when and where directed by their assigned NEO wardens or other USFK authorities. Noncombatants will be processed for evacuation at an ECC.

(1) When assembly instructions are broadcast over AFN-K or through a NEO wardens, you should:

- (a) Report to the nearest assembly point or ECC as directed.
- (b) Bring your complete NEO kit (NEO packet plus NEO bags)
- (c) Be prepared to depart Korea without returning to your residence. Comply and cooperate with military forces on site.

(d) Safeguard your NTS bracelet. Keep it on and have it ready to be scanned whenever you depart from or arrive at a location.

(2) It is your responsibility to get to an assembly point or ECC when instructed to do so. Though NEO wardens or other military forces may provide some assistance, you may be required to drive, ride, or even walk to that site, depending on the situation. Once processed, NCEs then enter the next step in the evacuation process: relocation.

c. **Relocation.** This step involves moving NCEs from an ECC to a relocation center (RC) in a safer area, where they will await transportation off the Korean Peninsula. Relocation may be a short trip, such as moving to a different section of a military base, or a longer one, such as moving from one city to another. NCEs may wait for evacuation transportation at a RC from several hours to several days, depending upon the availability of planes and ships. Noncombatants may also be moved from one RC to another, due to safety concerns or to stage them closer to projected evacuation transportation node.

(1) Relocation from assembly points and ECCs to RCs will be by a variety of methods: military ground vehicles and aircraft, chartered buses, trains, or privately owned vehicles under military convoy control. Movements will be controlled and escorted by military forces.

(2) Military forces will provide as much shelter, food, water, medical services, and protection as possible, but conditions will be austere and services extremely limited. NEO will likely not be a comfortable experience. Expect to rely on the supplies in your NEO Kit, and accept the inconvenience and discomfort in return for safety and evacuation. Cooperation and assistance among NCEs will improve the entire process.

d. **Evacuation.** Evacuation involves actually departing the Korean Peninsula. Normally, this will occur after being transported from one of the RCs to an air or sea port and will be by airplane or ship. Evacuation may be via commercial means, or by military transport. Evacuation may include emergency floor loading of NCEs into cargo planes and ships not designed to carry passengers. NCEs may be evacuated temporarily to a “safe haven” – another friendly country or U.S. territory where they will await further transportation back to the U.S.

(1) If an evacuation is ordered, you will be moved by aircraft or ship either to a nearby safe haven or directly to the U.S. If your movement to Korea was not paid for by the U.S. government (i.e. you are non-Command sponsored), you may be asked to sign a promissory note to repay the cost of your transportation and life support assistance. Charges will not be collected prior to evacuation so command sponsorship status does not affect your evacuation priority. The government of any safe haven area will probably require your rapid onward movement to the United States, so your stay in a safe haven could be extremely short – even to the point of never leaving the aircraft. It may involve merely touching down to refuel, and then continuing on to the U.S. While you should remain flexible as the situation may require staying for several days, you should not expect extended layovers in safe haven areas, with one exception.

(2) Those noncombatant evacuees who are not American citizens or Legal Permanent Residents of the U.S. (green card holders), can expect a delay in a safe haven while U.S. immigration officials process their cases. While a liberal parole visa policy will likely be in effect for NCEs leaving Korea, granting such visas is not an instantaneous or automatic process. Having a thorough, up-to-date NEO packet is absolutely vital in such cases.

e. **Repatriation.** Repatriation involves returning to the U.S. and receiving assistance in onward movement to a NCE's final intended destination. Headquarters, Department of the Army is responsible for establishing repatriation sites in the U.S. through which U.S.-government affiliated NCEs will receive assistance in resettling into life in the U.S.

(1) While USFK has no involvement in the repatriation process, it will be monitored from Korea so that sponsors who remained behind can be notified of their family members' safe return to the U.S.

(2) Flights into the U.S. will likely arrive at one of several pre-designated repatriation sites on the west coast of the U.S. The NEO Tracking System database will be updated at these sites, allowing USFK to know that those family members were successfully repatriated. Temporary lodging, assistance (financial, legal, medical), and follow-on transportation to a final destination will be arranged at the repatriation center.

2-4. Registration

In order to develop NEO plans, up-to-date records must be maintained on the number and locations of noncombatants in Korea.

a. For DOD-affiliated noncombatants, this information is compiled from a variety of sources, including the USFK ration control database, the USFK Defense Biometric Identification System (DBIDS), and others.

b. DOD-affiliated sponsors are responsible for advising their assigned NEO warden of changes in address, contact information, or family members. Those sponsors are also responsible to ensure their ration control and DBIDS records are kept current.

2-5. Communications

During emergencies, AFN-K radio and television (see Appendix D), as well as command information and U.S. Embassy websites are the best sources of evacuation information.

a. Noncombatants should include a small, battery-operated radio (with fresh spare batteries) in their NEO bag in order to gain information and instructions during an emergency.

b. For DOD-affiliated noncombatants, the NEO warden system is another valuable source of information. During an emergency, your NEO warden will attempt to contact you with information and instructions. If he or she is unable to reach you telephonically, he or she will visit your residence. It is essential that the adult noncombatant in each household knows his or her assigned NEO warden and keeps him or her updated on any changes in residence, contact information, family members, or travel plans. NEO wardens are assigned to prepare, alert, inform, and assist their respective noncombatant families in getting into the NEO system.

c. If you have questions during what appears to be a crisis, AFN-K will provide the most authoritative, comprehensive, and up-to-date information available from military channels.

2-6. Civil Disorder / Natural Disaster

Should civil instability or a natural disaster occur, the U.S. Embassy and AFN-K radio and TV will provide information and instructions on what actions to take.

a. If you find yourself in an area of civil disorder, remain indoors and restrict travel outside as much as possible until order is restored. In case of a natural disaster, remain indoors at home if conditions are safe, listen to AFN-K, and wait for further instructions.

b. In case such disorder or disaster results in an ordered relocation or evacuation, you will be notified and provided instructions by your NEO warden, via AFN-K, or other Command information outlets.

2-7. Armed Conflict

a. **Gradual Escalation.** If the threat of armed conflict increases gradually, you may decide to leave Korea voluntarily, at your own expense. If departure is recommended by the U.S. government, it may be at the U.S. government's expense, depending upon the noncombatants' status.

(1) During the early stages of a crisis, such recommendations will likely be made by AMEMB or military officials. In these situations, the military will facilitate the orderly departure of U.S. military affiliated noncombatants to the maximum extent possible.

(2) U.S. military affiliated noncombatants must understand that, depending upon their sponsorship status, some or all of the cost of their departure may be recouped by the U.S. Government. They must also understand that it is unlikely that the U.S. government will reimburse them for their return to Korea if the crisis is resolved following their departure.

b. **Sudden Crisis.** If a crisis occurs rapidly, and normally available commercial means of travel are no longer available, U.S. government authorities may declare and execute NEO.

(1) Noncombatants should remain indoors at home and monitor AFN-K radio or TV. USFK will transmit as much and as early as possible information and instructions to noncombatants through AFN-K and other media.

(2) AFN-K and your NEO warden will instruct you when and where to report in case of a NEO. Be prepared to move quickly and cooperate completely with military forces upon arrival.

2-8. Children In School *(Received from DODDS Safety/Security Manager)*

Although every effort will be made to maintain U.S. military affiliated family integrity during the NEO process, there may be certain situations which require the immediate evacuation and will make this extremely difficult.

a. If conditions do not permit returning students to parents, children will be relocated/evacuated by military authorities.

b. The schools will release the students to a parent, guardian, or family member until it is obvious that no one is coming to pick the student up. At that time, the school will release the student into the custody of the military authorities. They in turn will supervise the relocation and evacuation of the student and try to re-unite the child with his parents as soon as possible.

2-9. Medical Cases

Hospital patients who can safely travel without continuous medical supervision will be discharged and directed to report to the nearest assembly point or ECC. Noncombatants will be screened at each ECC to determine whether they should be evacuated through NEO or medical evacuation channels. If medical evacuation is deemed appropriate, every effort will be made to maintain family unit integrity during the evacuation process.

a. Noncombatants with chronic medical conditions requiring regular prescription medication are advised to request a “contingency prescription” from their primary care provider, in addition to their regular prescription.

b. Military pharmacies will fill a 30-day contingency prescription for inclusion in a noncombatant’s NEO bag, but it is the responsibility of the noncombatant to ensure that it is continually rotated with regular prescription refills in order to ensure a fresh supply in the event of an evacuation. There will be some exceptions to the 30-day policy depending on the type of medication.

2-10. Personal Preparation

a. **NEO Kit Documents and Supplies.** Appendix C contains a list of required and recommended items that should be maintained in your NEO kit.

b. **Personally Owned Vehicles (POVs).** Your personal vehicle may be needed during NEO. You will likely drive it to an assembly point or ECC and surrender it to military forces. In extreme circumstances, you may be required to drive it as part of a military convoy during relocation. Depending on time available your POV may be denied access to the installation. Therefore, noncombatants are encouraged to keep the fuel tank full, and regularly service their tires, engine fluids, wipers, and lights. Do not expect to be able to drive independently on major Korean roads during a crisis. Highway access and use will be strictly controlled by Korean police and military forces in order to reduce congestion and allow military traffic freedom of movement.

(1) If you are command-sponsored, and either shipped your vehicle to Korea at government expense or you bought a vehicle meeting U.S. safety specifications in Korea and are authorized to ship it back at government expense, you will surrender the keys and the appropriate shipment paperwork in your NEO packet to military forces at the ECC. Should time and conditions permit, your vehicle may be shipped back to you. Proof of ownership and value should be maintained in your NEO packet and carried back to the U.S. in order to file a claim for lost property, should it be necessary.

(2) Those vehicles purchased in Korea and not authorized for shipment back to the U.S. at government expense will also be turned in with their keys and registration at the ECC. Should it be necessary, vehicles purchased in Korea will be confiscated by military forces for official use. Proof of ownership and value should also be maintained in the NEO packet to settle insurance claims upon return to the U.S.

c. **Pets.** U.S. military affiliated noncombatants are authorized to evacuate their pets. Whenever possible, pets will be evacuated with their owners. Pets are defined as cats and dogs. Pets weighing 25 pounds or less, provided they are healthy and in an airline-approved portable pet carrier, may be lap-carried as noncombatants’ carry-on bags. Pet owners are required to include an airline-approved pet carrier and a 10-day supply of pet food in their NEO kits. Pet vaccination records must also be included in the NEO packet and a copy sent with the pet. Pets owned by unaccompanied military service members remaining in Korea are not authorized evacuation through NEO channels.

(1) Veterinary care may be available at RCs and most ECCs. Pets are recognized as family members and are registered and tracked in the NEO Tracking System.

(2) Pets will never, however, displace people from a vehicle. If space on a bus, train, or plane is available and there are no humans waiting for those seats, pets may be loaded.

(3) Abandoning a domestic pet on any USFK installation or anywhere else in the Republic of Korea is prohibited and is subject to UCMJ, IAW USFK Regulation 40-5 (Pet Control and Veterinary Services for Domestic Pets).

d. **Household Goods.** U.S. military affiliated noncombatants who are authorized return shipment of household goods at government expense will surrender their house keys, strip maps, and other related documentation of property in their NEO packets to ECC personnel. Should time and conditions later permit, those items may be shipped to the U.S. on your behalf, subject to weight limits established in Joint Federal Travel regulations.

(1) Evacuees may ship up to 350 lbs of Unaccompanied Baggage per evacuee age 12 years and older and 175 lbs per evacuee under the age of 12 years. Total Unaccompanied Baggage shipment is not to exceed 1000 lbs.

(2) If Evacuees are unable to ship unaccompanied baggage by air freight because of circumstances beyond the evacuee's control, an air freight replacement allowance may be authorized to help defray the cost of items ordinarily shipped that must be purchased. This is a flat rate reimbursement; \$250 for one evacuee, \$450 for two evacuees, and \$600 total for three or more evacuees.

(3) Certain Exceptional Family Member Program (EFMP) members may require escorts; for example, persons with disabilities.

e. **Escorts for Minors and others.** Minors (children under the age of 18) are required to be escorted through the NEO process, regardless of their maturity level or capability.

(1) Minors residing in Korea in dual-military or emergency essential civilian households, or those in single-parent households of military or emergency essential civilians – even if caused by temporary separation of parents for whatever reason – must have a consenting escort designated in writing in a valid Family Care Plan developed in accordance with applicable Service regulations. Additionally, escorts must be provided with Power of Attorney in the Family Care Plan to assume legal guardianship of the minors during the evacuation.

(2) Escorts designated in Family Care Plans must be American citizens or hold a valid U.S. immigrant visa (green card). Additionally, designated escorts must have USFK base access through all force protection levels and be able to quickly respond to a crisis and gain control of the minors in the parent(s)' absence. Therefore, escorts should have ready access to the supported family's residence and NEO kit.

f. **Off Post Leases.** Contact your local finance office regarding lease payment if a NEO is ordered and you are forced to leave your belongings in your off-post residence, AND if the sponsor is command-sponsored, AND if the military is paying the lease on that residence. The same applies for civilians and their lease conditions. Time and conditions permitting, your personal property located at the premises can be packed and shipped to you.

g. **Family Force Protection Initiative (FFPI).** USFK provides basic chemical protection to noncombatant family members of U.S. military and emergency essential civilian personnel, as well as to non-emergency essential DOD civilians and their families. This decision was not based on any specific threat, but as an additional general measure of protection. These masks are an important component of one's NEO kit.

(1) Invited contractors and technical representatives must either purchase such equipment or have it provided by the company under contract. Similarly, FFPI equipment is not provided to non-U.S. employees or their families.

(2) Eligible sponsors must sign for the FFPI equipment at their installation's issue point. Military model masks (usually issued for noncombatant adults and older youths) must be assembled and fitted to be effective. Israeli-produced positive pressure Infant, Child, Adult Protective System (ICAPS) masks are issued in a sealed container. These masks are issued for infants, young children, and those adults who cannot – for whatever reason (i.e. breathing problems, beards, facial injuries, or fitting problems) – wear a skin-sealing military style mask. Noncombatants are advised to NOT break the seal unless instructed to do so during a crisis.

(3) ICAPS masks for familiarization and training are available for sign-out where training aids and devices are issued, and are available to noncombatants during COURAGEOUS CHANNEL exercise each year. Noncombatants' sponsors are responsible for exchanging ICAPS masks when their certification date expires, or when a larger size is necessary due to growth of a child.

(4) Noncombatants should familiarize themselves with the signs and symptoms of chemical agent poisoning, so that individual decisions to mask can be made in the absence of instructions.

h. **Noncombatant Safe Arrival Note.** All DoD dependents and DoD affiliated contractor non-combatants will be provided two copies of USFK Form 194 (Noncombatant Safe Arrival Note) which is a postcard for notifying military sponsors of your safe arrival at the relocation center and in the safe haven country. These postcards must be pre-addressed by you or your sponsor. You will be able to write a brief note and mail them through the military postal system upon arrival at the relocation center and the safe haven country at no cost. They may not be used for other purposes or be mailed from other places.

2-11. Exercises

Twice each year, USFK rehearses elements of its NEO plans and procedures in exercises called FOCUSED PASSAGE and COURAGEOUS CHANNEL. These exercises are designed not only to train military forces on their NEO tasks, but to inform and increase the preparedness of DOD-affiliated noncombatants to rapidly respond to an ordered evacuation.

a. Participation in the COURAGEOUS CHANNEL exercise is required by all family members of military and DOD civilians, as well as those DOD civilians who are not in positions designated as "emergency essential."

b. Invited contractors, technical representatives, retirees, and their families are all highly encouraged to participate as well. Nonresident family members visiting Korea during a COURAGEOUS CHANNEL exercise are encouraged to participate, though no NEO packet is required for them.

c. Those escorts designated in the Family Care Plans of single-parent and dual-military or EEC families with children are required to process their children during the exercise. Military and emergency essential civilian sponsors may accompany their family members through the process, but are prohibited from processing their families in lieu of an adult noncombatant.

d. Normally, volunteers are solicited from the noncombatants to participate in an actual evacuation off the Korean Peninsula. Participation in such an event usually requires spending two or three nights away from home, but is rewarding in that it is done at no cost to the volunteer and allows them to experience (somewhat) the entire evacuation process.

2-12. Assistance After Repatriation

A NEO will be an unsettling event and is bound to raise personal issues or problems, despite thorough preparations. Noncombatants encountering problems after repatriation should first attempt to contact those agencies identified during the repatriation process for resolution.

a. An alternate avenue to receiving assistance is the Military One Source office. This contact center is open 24 hours per day; 365 days per year; and all operators are trained counselors. Military One Source offers a wide range of assistance to military families and can be contacted at 1-800-342-9647 or online at <http://www.militaryonesource.com>.

b. To learn more about what to expect during a "Repatriation" process (when you arrive in the U.S.) and information on possible entitlements, go to <http://www.army1.army.mil/MilitaryPersonnel/NEO.asp>

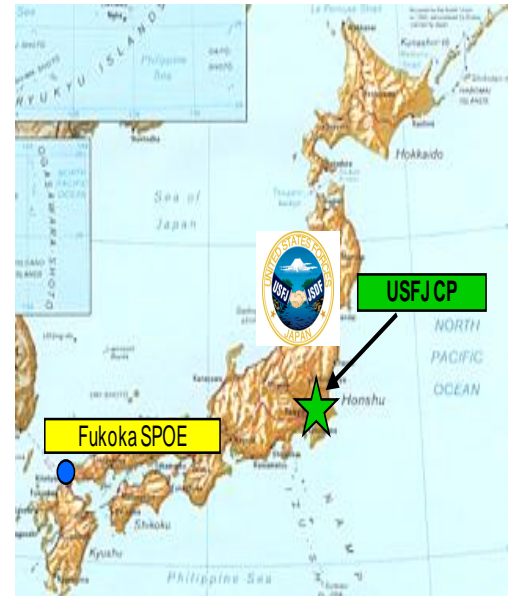
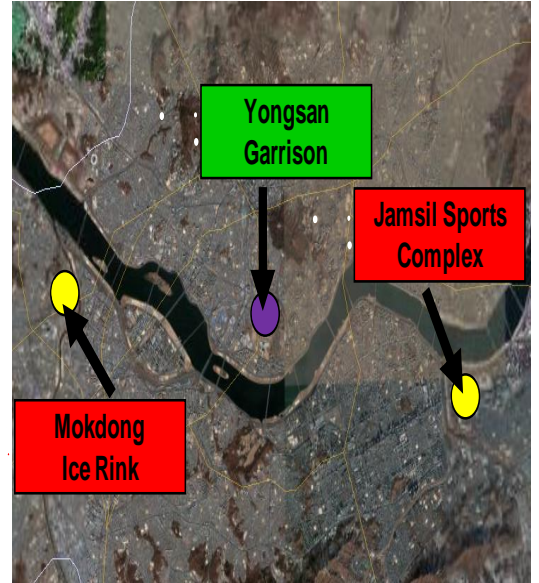
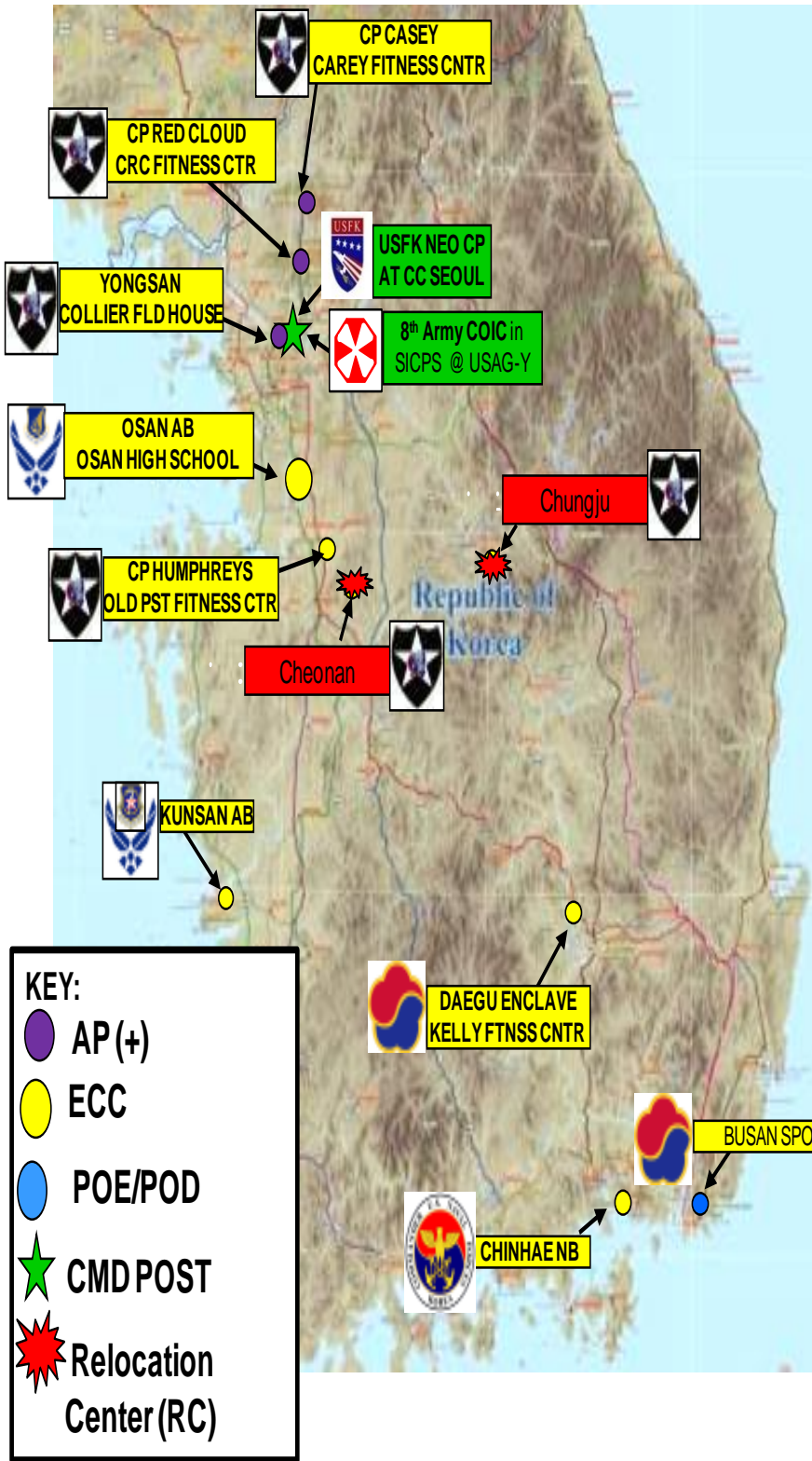
2-13. Operational Security

As with any military operation or exercise, details about it should be guarded from those who have no legitimate need to know. Noncombatants are advised to avoid discussing NEO details with those outside the U.S. military community, and are encouraged to report attempts by outsiders to extract detailed information on NEO (locations, timelines, routes, procedures, units, etc.) to their chain of command or military intelligence personnel at DSN 723-3299 (dial 0505 prefix if calling from a civilian or cell phone).

2-14. Conclusion

Assignment to the Republic of Korea can be both fun and rewarding. Noncombatants residing in the Republic of Korea, however, must resist complacency and constantly be prepared to respond quickly and decisively to a crisis. NEO is a military operation, but its success depends largely on the preparedness and responsiveness of noncombatants. NEO preparedness is primarily an individual responsibility. Proactive involvement in and understanding of the NEO program, regular interaction with NEO wardens, participation in exercises, and maintenance of a current NEO kit are all critical enablers of this most important mission.

**Appendix A
Korea Peninsula Map**



Appendix B

List of Assembly Points/Evacuation Control Centers (ECC) / Relocation Centers

<u>AREA</u>	<u>INSTALLATION</u>	<u>FACILITY</u>
1	Camp Casey	Carey Fitness Center (AP)
1	Camp Red Cloud	CRC Fitness Center (AP)
2	Yongsan	Collier Field House (AP)
2	Yongsan	Mokdong Ice Rink (ECC)
2	Yongsan	Jamsil Sports Complex (ECC)
3	Camp Humphreys	Old PST Fitness Center (ECC)
4	Camp Walker	ECC
4	Chinhae Naval Base	Robinson Center (ECC)
5	Osan AB	High School (ECC)
6	Kunsan AB	Loring Club (ECC)

Other locations may be designated by U.S. Military Authorities.

Appendix C NEO Kit Contents

C-1. Composition

NEO Kits consist of NEO packets and NEO bags.

C-2. NEO PACKETS. NEO Packets are constructed to facilitate the rapid evacuation and repatriation of noncombatants while keeping all benefits due intact, and to assist in the reintegration and resumption of life in the United States. Many of the forms mentioned below can be found at

http://8tharmy.korea.army.mil/g1_AG/Programs_Policy/Publication_Records_Forms.htm or the DoD Forms Management link at

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. If you cannot access these web sites your sponsors or NEO wardens will need to do it for you.

C-3. Required Documents

a. Identification. Identification documents required of all USFK-affiliated noncombatants are those which prove their U.S. citizenship and affiliation with the military, or their immediate relationship by birth, adoption, or marriage to a U.S. citizen or military service member. Ideally, each noncombatant will possess a valid U.S. passport and a valid DOD identification card.

(1) Should a USFK-affiliated noncombatant not be a U.S. citizen, their passport and a valid U.S. immigrant visa (green card) is then required to avoid any delays in their repatriation to the U.S.

(2) Should a USFK-affiliated noncombatant not be a U.S. citizen or a green card holder, their passport and a valid original birth, marriage, or adoption certificate (as appropriate) and a certified true copy of the sponsor's DOD identification card is required to prove their family relationship to a U.S. service member or U.S. citizen.

b. Family Care Plan. For any single-parent military or emergency essential civilian (EEC) household, or dual-military or EEC household, a complete Family Care Plan is required in accordance with applicable Service regulations in order to identify, authorize, and empower an adult noncombatant to escort minors from those households through the evacuation process.

c. Military Orders. While not needed necessarily for evacuation from Korea, military orders officially returning USFK-affiliated family members to the U.S. will be crucial in obtaining military assistance and benefits upon repatriation, and in crossing international borders should a safe haven layover be required.

C-4. Critical Documents

In order to facilitate the expeditious evacuation from Korea in a crisis while attempting to preserve as many military benefits as possible, certain other documents are critical for inclusion in a NEO packet. Contents of a noncombatant's NEO Packet are determined largely by his or her family's status in Korea. A command-sponsored family requires more paperwork in their NEO packet than does an invited contractor or technical representative.

a. Documents common to ALL USFK-affiliated noncombatants include:

Item	Purpose	Quantity	Distribution
Identification Documents (Passports, visas, DOD identification, birth/adoption/marriage certificates)	To establish identity, eligibility, citizenship, and military affiliation.	All applicable originals per noncombatant	Maintained on person
USFK Form 197-R-E	Prescribes contents of NEO Kit	2 per family	NEO warden keeps one copy; family keeps one
Strip Map from Residence to ECC	Assists NEO Warden in finding NCE residence	2 per family	1 In NEO packet 1 for NEO Warden
Strip Map from Unit to Residence	Assist NEO warden and movers in finding esidence.	1 per family (2 per if command-sponsored)	Warden keeps one copy; command-sponsored families submit 2nd copy with household goods packet
USFK Form 178-R-E	Provides critical data for registration into NEO Tracking System	2 per family	Warden keeps one copy; one copy kept in NEO packet
Pet Vaccination Records (if applicable)	Assists in repatriation of pets	2 per family	1 copy maintained with family; 1 copy turned in with pet
USFK Form 207	Registration/title of POV... proves ownership, enables use for NEO	2 per POV turned in	1 copy maintained with family (proof of ownership); 1 copy turned in with POV Packet
DA Form 3955 (or other applicable service form)	Redirects NCE mail from Korea to final destination	2 per family	2 copies turned in at ECC
USFK Form 123-R-E	Identifies special skills NCE has – does not imply willingness to volunteer	2 per family	Warden keeps one copy; 1 copy turned in at Relocation Center
DD Form 1610	Validates and funds return to the U.S.	5 per family	1 copy maintained with family; 4 copies submitted at repatriation
DD Form 2585	Assists in repatriation	1 per family	Turned in at repatriation site
Orders / Letters of Employment assigning sponsor to Korea (with all amendments)	Establishes DOD affiliation and assists in determining eligibility for certain military benefits	4 per family	1 copy maintained with family; 3 copies available to turn in at Safe Haven or repatriation site
USFK Pam 600-300	Provides important NEO information and instructions to USFK-affiliated noncombatants	1 per family	Maintained with Family
PHS Form 731	Provides record of immunizations, facilitates border crossings	1 per noncombatant	Maintained with noncombatant

NOTE: Each NEO Packet should have evidence of your personal property in Korea. Examples of acceptable evidence include a copy of the Household Goods Inventory prepared by the movers who shipped your property to Korea; digital pictures, hard-copy photos, and/or a video of your property; or a spreadsheet prepared by you that lists high value items and that is then verified and signed and dated by an officer or senior NCO. Compensation for a high value item that you claim was lost or damaged during an evacuation can be difficult when you have no proof of the item's value or that you actually owned the item.

b. Additional critical document for family members of military service members:

Item	Purpose	Quantity	Distribution
DD Form 1337 (See Annex E for details)	"Authorization, Designation for Emergency Pay and Allowances" to dependents of military personnel during an Ordered Departure	2 per family	Turned in upon repatriation

c. Additional critical document for family members of emergency essential DOD civilians:

Item	Purpose	Quantity	Distribution
DD Form 2461 (See Annex E for details)	"Authorization, Designation for Emergency Pay and Allowances" to DOD civilian personnel and their dependents during an Ordered Departure	3 per family	Turned in upon repatriation

NOTES: DD Form 1337 (Authorization for Emergency Pay and Allowances) for families of military personnel: The DD Form 1337 must be signed by the sponsor, the primary family member and the unit commander as the authenticating official.

DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payment for DOD Civilian Employees): The DD Form 2461 must be signed by the employee, the primary family member, and CPO as the authenticating official.

Failure to have the appropriate forms may result in your inability to receive a pre-designated evacuation allowance from the sponsor's pay entitlements. It is important to understand that these forms must be filled out and authenticated prior to processing. They cannot be prepared and validated during actual evacuation processing.

d. Additional recommended documents for command-sponsored USFK-affiliated noncombatants:

(1) The required and critical documents outlined above serve the first purpose of a NEO packet: to facilitate the rapid evacuation and repatriation in a crisis while preserving noncombatant benefits. The following items are recommended for inclusion in the NEO packet to serve its second purpose: to ease a noncombatant's reintegration and resumption of life in the U.S.

Item	Purpose	Quantity	Distribution
DD Form 788-series	Facilitates VPC processing of POV shipment, if it is possible	5 per POV	1 copy maintained with family; 4 copies turned in at ECC
Copy of POV import documents	Establishes eligibility for POV shipment	2 per family	1 copy maintained with family; 1 copy turned in at ECC
Command Sponsorship orders	Establishes eligibility for POV shipment	1 per family	Turned in at ECC
Letter of Instruction for POV shipment	Identifies shipping destination and POC contact info in the U.S.	1 per family	Turned in at ECC
DD Form 754	Attached to residence key, identifies address and owner	1 per family	Turned in at ECC
Inventory of Household Goods	Assists ITO personnel in planning pack-out and shipment, if it becomes possible– also, serves as proof of ownership of property and will assist in filing claim if property is lost or damaged	2 per family	1 copy maintained with family; 1 copy turned in at ECC
Letter of Instruction for HHG shipment	Identifies shipping destination and POC contact info in the U.S.	1 per family	Turned in at ECC
EA Form 741-E (or other applicable service form)	Records high-value items and approximate value	2 per family	1 copy maintained with family; 1 copy turned in at ECC

(2) Privacy and Security. Obviously, a NEO packet consisting of required, critical, and recommended documents contains some very personal, private information. For that reason, noncombatants or their sponsors should NEVER allow anyone to take sole custody of it (i.e., turning it in to a NEO warden to inspect without being present). NEO wardens should inspect the contents of the NEO packet in the presence of either the sponsor or the adult noncombatant.

(3) Other tips. Noncombatants are encouraged to purchase a zippered binder in which to safeguard their NEO information documents. If a regular binder is used, an attached zippered pencil pouch is recommended for storing small, critical items such as passports, cash, credit cards, etc. During evacuation, noncombatants are advised to keep their NEO packet in their carry-on bag to ensure it is not lost or stolen.

Item	Purpose
Social Security Cards	Hard to Replace Items
Financial Records (Bank, credit card, brokerage, tax returns) <i>NOTE: These items may be scanned onto a disc for security and space savings.</i>	Critical records.
Insurance Policies (<i>may be scanned onto CD</i>)	Critical records.
Copy of Bill of Lading shipping property to Korea	Proof of ownership, assists in filing claim for compensation if necessary
Non-temporary property storage documents	Allows recovery of property placed in storage prior to move to Korea
Photos / Video / Purchase receipts for high value property left in Korea (<i>all can be scanned onto CD</i>)	Proof of condition, assists in filing claim for compensation if necessary
Copy of Medical Records (esp. for EFMP enrollees) (<i>may be scanned onto CD</i>)	Allows for more effective transition of primary care provider
Legal Documents (i.e. divorce decrees, custody orders, wills, powers of attorney, deeds/titles, etc.)	Critical records
School records, diplomas	Allow proof/continuity of education
Stock certificates, Savings Bonds, etc.	Valuable, hard to replace items
Precious photos, videos – burned onto CD/DVD	Hard to replace items
List of online accounts User IDs, Passwords, and websites	Facilitates address changes and financial transactions
Address book (snail mail, phone, and email)	Allows contact to continue
Back-up copy of critical computer files on CD	Allows transfer to different computer
Korean transportation “T-Money” cards with KRW 10,000 value	Facilitates rapid use of Korean public transportation system
Limited amount of cash (\$100-\$200); credit cards	Allows purchases of sundry items in Safe Haven or upon repatriation

C-5. NEO Bags

Noncombatants are advised to assemble their NEO bags and keep them packed, stored in an easily accessible location in their house (i.e. front closet). Noncombatants are encouraged to inventory their NEO bags twice a year in conjunction with COURAGEOUS CHANNEL and FOCUSED PASSAGE exercises in order to replace expired items (food, water, medication, batteries), adjust the clothing contents for the upcoming season and sizing changes (kids).

a. Weight limits. Each noncombatant is authorized 70 pounds of luggage total. Therefore, a family of four is authorized 280 pounds. During an evacuation, however, noncombatants may be forced to walk extended distances; therefore the lighter the baggage, the better. FFPI protective masks do not count against a noncombatant’s weight limit. Noncombatants must remember that military forces will likely not be able to load, unload, or haul noncombatants’ baggage during evacuation; this is a responsibility of the noncombatant.

b. Bag limitations. Each noncombatant is authorized two pieces of baggage: one carry-on bag (up to 25 pounds), and one traditional suitcase or duffel bag. Combined, the two bags cannot exceed the maximum allowable weight of 70 pounds. For those families with small pets, the pet carrier will count as one noncombatant’s carry-on bag and against that noncombatant’s weight limitation. Noncombatants may elect to combine multiple noncombatants’ gear into fewer bags, so long as they can manage the weight and do not exceed their family’s aggregate weight limit of 70 pounds per individual.

c. Packing tips. Noncombatants are advised to keep their most important items in their carry-on bag as circumstances may require abandonment of the larger bag during evacuation. A small amount of food and water should be packed in the carry-on bag.

d. Contents. Noncombatants are encouraged to include the following in their NEO bags:

(1) Non-perishable, ready-to-eat, lightweight, high-energy food for 3 days. Food is intended to keep the noncombatant moving, not satisfy their appetite completely.

(2) Drinking water for 3 days (1-2 liters per day per person recommended). Water will be available from military forces – this water is intended for use during transport or in emergencies.

(3) Baby food, formula, diapers and other supplies for 10 days (if applicable)

(4) A basic first-aid kit

(5) A 30-day supply of prescription medication for chronic ailments (if applicable)

(6) A blanket

(7) Toiletries / hygiene items (toilet paper, soap, toothbrush and paste, feminine products, wet-wipes, hand sanitizer, small towel, etc.)

(8) Jacket/coat (even in summer – it can get cold in military planes)

(9) A change of seasonal clothing, underwear, and socks

(10) Flashlight (dynamo powered or with extra batteries)

(11) Portable radio with extra batteries

(12) Airline-approved pet carrier and 10-days of pet food (if applicable)

(13) A small sewing kit

(14) Trash bags (for trash or emergency rain gear)

(15) FFPI protective mask

C-6. Dressing for Evacuation

NCEs should wear clothing that is appropriate for the season and comfortable, but offers protection from the elements. Long, comfortable pants are recommended in all seasons. NCEs are HIGHLY encouraged to wear comfortable shoes in which they can walk extended distances (high heels and platform shoes are discouraged). In cold weather, dressing in multiple lighter layers instead of one heavy layer allows noncombatants to peel off clothing when they are warm and more effectively traps insulating air around the body to conserve heat. The inner layers should wick moisture away from the body, while the outer layers should offer protection against moisture and wind. Half of all body heat is lost through the scalp in winter, so full coverage headgear and gloves are highly recommended. During a crisis, functionality easily trumps fashion.

Appendix D
AFN-K Radio Frequencies and TV Channels

LOCATION	RADIO FREQUENCY		TELEVISION CHANNEL
	AM	FM	
Busan (Camp Hialeah)	1260	88.1	2
Chuncheon (Camp Eagle)	NONE	88.1	NONE
Chinhae	1512	88.5	2
Daegu (Camp Walker)	NONE	88.5	12
Dongducheon (Camp Casey)	1197	88.3	49
Gunsan (Kunsan AB)	1440	88.5	49
Gwangju (Gwangju AB)	NONE	88.5	NONE
Munsan/Pajuri (Camp Pelham)	1440	88.5	19
Pohang (Camp Mujak)	1512	88.5	NONE
Pyeongtaek (Camp Humphreys)	1440	88.3	58
Seoul (Yongsan)	1530	102.7	34
Songtan (Osan AB)	1359	88.5	49
Uijongbu (Camp Red Cloud)	1161	NONE	NONE
Waegwan (Camp Carroll)	1080	NONE	49
Wonju (Camp Long and Camp Eagle)	1440	88.3	58

Appendix E

Financial Payments to Military Dependents, DOD Civilians, and Their Dependents during Noncombatant Evacuation Operations (NEO)

Section I. Payment to Dependents of United States Military Personnel during an Ordered Evacuation

E-1. DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances)

As NEO could be initiated with little to no notice, military dependents may find themselves without adequate funds to cover the cost of dependent travel and other essential expenses incurred during the evacuation process. The DD Form 1337 (See figure E-1) allows a sponsor to provide funds to his/her dependents in the event of an emergency evacuation. It is an important official document and should be kept with the primary dependent's NEO packet at all times. Any loss, theft, or destruction of the DD Form 1337 must be reported immediately to the sponsor's chain of command. The form is designed so that the sponsor may authorize dependents to receive all or a portion of the following evacuation payments:

a. **Advance Pay.** An advance on sponsor's regular monthly pay, not to exceed two (2) months base pay. Any military dependent in Korea, regardless of command sponsorship status, is eligible to receive advance pay if authorized by his/her sponsor. Advance pay is essentially a loan, thus the amount advanced will be deducted from the sponsor's future pay entitlements.

b. **Emergency Dislocation Allowance (DLA).** An allowance for command sponsored dependents only, this is essentially a grant established to help alleviate the expense of an emergency household relocation. Emergency DLA is authorized only if the dependent(s) relocate to a location within the United States (to include Alaska and Hawaii) or a territory or possession of the United States (e.g., Puerto Rico or Guam). When an emergency necessitates relocation, the "one DLA payment per fiscal year" rule does not apply. However, if the dependent(s) does not return to the U.S. or one of its territories or possessions, the Emergency DLA must be repaid.

c. **Evacuation Travel Allowance.** Per diem allowance for all periods of travel, including transportation delays within intermediate staging areas, for which only command sponsored dependents are eligible.

d. **Evacuation Allowance upon Arrival at Designated Location.** Per diem allowance paid at the final location of the dependent(s) for a period limited to the date new permanent quarters are occupied or 30 days, whichever is less. Per diem is limited to the locality rate of the designated location. Command sponsored dependents of age 12 years or older are authorized full locality rate, while those younger than 12 years of age are authorized 50 percent of locality rate.

E-2. Procedures

a. Each service member with dependents residing within Korea must complete two (2) copies of the DD Form 1337. The service member will obtain the signature of the primary dependent or designated representative and submit both documents to the unit commander within five (5) working days of signing-in to the unit, or, if the primary dependent arrives after in Korea after the service member has signed-in to the unit, within five (5) working days of the primary dependent's arrival.

b. Unit commanders are responsible for ensuring that the DD Form 1337 is properly prepared by all military personnel within five (5) working days of either the arrival of dependents (either command sponsored or non-command sponsored) to Korea, or a change in marital status of a military member. Once received, the unit commander will verify the information on the document, to include the amount(s) requested in the blocks 7a-7c, and then sign in block 7g if all data is sufficient. The original DD Form 1337 will be returned to the service member to be placed in the dependent's NEO packet, and the other copy will be retained in the unit's files. If a service member chooses not to authorize an advance pay to his/her dependent or designated representative, he/she must still complete the DD Form 1337. In such cases the service member will annotate "\$ NONE" in block 7a on the DD Form 1337. All signatures are still required upon this type of DD Form 1337.

c. If dependents are authorized an advance pay on DD Form 1337, they may draw an advance prior to the actual evacuation, if time permits. If they are not able to receive advance payments prior to departure, then payment may be obtained during the evacuation by presenting the DD Form 1337 to any military disbursing officer, whether overseas or within the United States. If the DD Form 1337 has been lost or misplaced, then an affidavit must be obtained from the Staff Judge Advocate's office at the nearest military installation. Along with this affidavit, a proper form of identification and two copies of the dependent's evacuation orders must be presented to the installation's disbursing officer in order to obtain payment. An advance payment obtained by an affidavit is limited to one (1) month's base pay, rather than the two (2) month's base pay authorized with the DD Form 1337.

d. While at the intermediate staging area, officials will determine whether to return the dependents to the original duty station, move them to another intermediate staging area, or continue movement to the United States. Regardless of the option exercised, dependents will be offered transportation at the government's expense. If government transportation is refused, then the per diem entitlement will cease on the date that government transportation is scheduled.

e. The allowances may be obtained from any military disbursing officer in the United States upon presentation of the original DD Form 1337 and copies of evacuation orders. Personnel in any military finance and accounting office will assist dependents in completing the vouchers that must accompany the DD Form 1337 in order to obtain the respective allowances (primarily the DD Form 1351-2). If a military disbursing officer is not available, dependents may obtain the allowances by forwarding the original DD Form 1337, two (2) copies of evacuation orders, and a completed travel voucher (DD Form 1351-2) to the appropriate Finance Center listed below:

Army: Defense Finance and Accounting Service
ATTN: DFAS-IN/FJ
8899 E. 56th Street
Indianapolis, IN 46249-8000

Air Force: Defense Finance and Accounting Service
ATTN: Military Pay Operations
6760 E. Irvington Place
Denver, CO 80279-8000

Navy: Director
Defense Finance and Accounting Service
1240 9th Street
Cleveland, OH 44199-2055

E-3. Responsibilities

Military finance and disbursing offices are responsible for implementing all provisions of AR-37-105, chapters 20 through 22; AR 690-11, chapter 6; DOD Military Pay and Allowances Entitlements Manual; CMMI 550.S4; NAVSO 3005-73; AFM 177-373; Joint Federal Travel Regulation (JFTR), Volume 1; Joint Travel Regulation (JTR), Volume 2.

Section II. Payment to DOD Civilian Personnel and their Dependents during an Ordered Evacuation

E-4. DD Form 2461 (Authorization/Designation for Emergency Pay and Allowances)

Like military dependents, DOD civilian dependents ordered to evacuate with little to no notice may not possess adequate funds to cover the cost of dependent travel or other essential expenses incurred during the evacuation process. The DD Form 2461 (See figure E-2) allows a civilian sponsor to provide funding to dependents in the event of an emergency evacuation. It is an important official document and should be kept with the primary dependent's NEO packet at all times, and any loss, theft, or destruction of the DD Form 2461 must be reported immediately to the sponsor's servicing Civilian Personnel Office (CPO), and an affidavit must be submitted identifying the facts contributing to the loss. The DD Form 2461 is designed so that the sponsor may authorize dependents to receive all or a portion of the following evacuation payments:

a. **Advance Pay.** An advance of regular monthly pay (not to exceed one (1) month's base pay).

b. **Travel Expense Allowance.** Evacuation departure payments for all periods of travel, to include transportation delays, to a designated location. This allowance is for the evacuated employee and his/her dependent(s) in accordance with the travel rates specified in the Standardized Regulations issued by the Secretary of State and the Federal Travel Regulations. Dependents over the age of 12 years are authorized per diem at an equal rate to the sponsor, while those under the age of 12 years of age receive 50 percent of the full per diem rate.

c. **Subsistence Expense Allowance.** A subsistence expense allowance paid beginning the day following the arrival at an authorized safe haven location. The daily amount of the subsistence expense allowance will not exceed the applicable per diem rate for the officially designated safe haven. However evacuees who travel to an approved alternate safe haven in a foreign area (other than the officially designated safe haven) will receive the lower of the following rates:

(1) The subsistence expense allowance rate authorized for the officially designated safe haven (Foreign or U.S.).

(2) The subsistence expense allowance rate for the approved alternate safe haven.

E-5. Procedures

a. During in-processing, the servicing CPO will provide three (3) copies of the DD Form 2461 to the employee. The employee will complete all copies of the DD Form 2461 and obtain the signature of the primary dependent or designated representative. The employee will return the signed copies of the DD Form 2461 to the CPO.

AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND ALLOTMENT PAYMENTS FOR DOD CIVILIAN EMPLOYEES				
PRIVACY ACT STATEMENT				
AUTHORITY: 5 U.S.C. 5521-5527; E.O. 9397; E.O. 10982; E.O. 12107; and E.O. 12748.				
PRINCIPAL PURPOSE(S): Information is collected to facilitate the issuance of emergency evacuation advance and allotment payments to a DoD civilian employee.				
ROUTINE USE(S): None.				
DISCLOSURE: Voluntary; however, failure to provide the requested information may result in delay in approval of the authorization.				
1. SPONSORING CIVILIAN EMPLOYEE		2. SOCIAL SECURITY NO.	3. GRADE OR LEVEL	4. STEP OR RATE
a. NAME (First, Middle Initial, Last) DAVID R. DOE		001-00-1111	GS12	8
b. ADDRESS (Street, City, State and Zip Code) 175TH FMC UNIT #15300 APO AP 96205-5300		5. POSITION TITLE ACCOUNT AUDITOR		
8. EVACUATED INSTALLATION		6. EMPLOYING DEPARTMENT US ARMY		7. APPROPRIATION
		9. EVACUATION ORDER NO.	10. DATE OF ORDER (YYYYMMDD)	11. DATE EVACUATED (YYYYMMDD)
12. NAME OF DEPENDENT OR DESIGNATED REPRESENTATIVE (First, Middle Initial, Last) TERRI A. DOE		13. RELATIONSHIP SPOUSE		
14. OTHER DEPENDENTS (If additional space is needed, use back.)				
a. NAME		b. DATE OF BIRTH (YYYYMMDD)		
DAVID R. DOE, JR.		20020925		
15. I hereby authorize payment of \$ 0.00 per pay period and/or advance of pay of \$ 1,000.00 to dependent named above or designated representative. I understand that funds paid will be charged against any items of pay or allowances due or to become due me after date of payment.				
16. I hereby authorize dependent named above or designated representative to receive payments indicated:				
a. EVACUATION SUBSISTENCE ALLOWANCE: \$ 0.00		b. EVACUATION TRAVEL AND TRANSPORTATION: \$ 500.00		
17. EMPLOYEE				
a. SIGNATURE -----/S/-----			b. DATE SIGNED (YYYYMMDD) 20100215	
18. DEPENDENT OR DESIGNATED REPRESENTATIVE				
a. SIGNATURE -----/S/-----			b. DATE SIGNED (YYYYMMDD) 20100215	
19. AUTHORIZED OFFICIAL				
a. TYPED NAME PATRICIA S. BROWN		b. TITLE CHIEF, INTERNAL REVIEW, GS13		
c. SIGNATURE -----/S/-----			d. DATE SIGNED (YYYYMMDD) 20100216	
20. I request the amount of \$ _____ per pay period as an allotment or assignment of monies due dependent named above (to be completed only when, because of emergency conditions, certification by employee is not available). I (dependent or designated representative named above) certify that the above information is complete and accurate to the best of my knowledge and belief.				
a. SIGNATURE			b. DATE SIGNED (YYYYMMDD)	
21. PAYMENT RECORD (If additional space is needed, use back.)				
a. DATE (YYYYMMDD)	b. PAID BY (ADSN)	c. VOUCHER NO.	d. TYPE OF PAYMENT	e. AMOUNT

DD FORM 2461, MAR 2000

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

Figure E-2. Example of DD Form 2461

b. Once received, the CPO will verify the information on the documents, to include the amounts requested in blocks 15 and 16, and sign the form in block 19 if all data is sufficient. The three (3) completed copies of the DD Form 2461 are distributed as follows: one (1) copy is forwarded to the servicing finance office, one (1) copy is placed in the employee's official personnel folder, and one (1) copy (with original signatures) is returned to the employee to be placed in the primary dependent's NEO packet.

c. The advance base pay entitlement may be made at any time after the evacuation order has been authorized. If time allows, the advance may be obtained prior to the evacuation; however, payment will not be made later than 30 days after the evacuation has been effected. This payment is not a gratuity; it will be disbursed in a lump sum and later collected from the sponsor's pay. If the DD Form 2461 has been lost or misplaced, then an affidavit detailing the loss must be obtained from the Staff Judge Advocate office of the nearest military installation. Along with the official affidavit, a proper form of identification and two (2) copies of evaluation orders must be presented in order to obtain payment.

d. Personnel in any military finance and accounting office will assist dependents in completing the vouchers required to accompany the DD Form 2461 in order to obtain the respective allowances. Questions pertaining to your entitlements may be addressed to the sponsor's servicing civilian personnel officer.

E-6. Termination of Payments

While civilian employee dependents are in a safe haven area, appropriate action will be taken by the Secretary of State to reassign the sponsor to another post, return the sponsor and dependents to the previous post assignment, or terminate the sponsor from Federal Service. This will be done within 180 days of the date of evacuation. Exceptions will be determined by the State Department on a case-by-case basis (EEC personnel). Entitlement to the advance and evacuation allowances during an evacuation shall cease as of the earliest of the following dates:

a. The date the sponsor commences travel under an order assigning him/her to another duty station outside the evacuated area.

b. The effective date of arrival of the sponsor at the next assigned post.

c. The date of termination of the sponsor's service

d. The date specified by the Secretary of State.

E-7. Responsibilities

Military finance and disbursing offices are responsible for implementing all provisions of AR-37-105, chapters 20 through 22; Department of State Standardized Regulations, chapter 600; DOD 1400.11-I: Joint Travel Regulation (JTR), Volume 2.

Section III. Won Conversion

Each evacuated employee, primary dependent or designated representative is authorized to convert won into dollars, but is limited to the greater of one month's base pay and allowances or \$1000. In order to prevent multiple conversions of this nature, the DD Form 1337, DD Form 2461, or official affidavit will be annotated each time a conversion is made. Additional conversions may be made in accordance with the provisions identified in USFK Regulation 37-14, paragraph 14. Security deposit refunds constitute a valid conversion over the established limit. Won conversions may also be conducted at the designated safe haven in accordance with the appropriate service regulations.

Glossary

Section I. Abbreviations

AFN-K	Armed Forces Network – Korea
AMCIT	American Citizen
AMEMB	American Embassy in Seoul
DBIDS	Defense Biometric Identification System
DOD	Department of Defense
DODDS	Department of Defense Dependent School
ECC	Evacuation Control Center
EEC	Emergency Essential Civilian
EFMP	Exceptional Family Member Program
FFPI	Family Force Protection Initiative
ICAPS	Infant, Child, Adult Protective System
NCE	Noncombatant Evacuee
NEO	Noncombatant Evacuation Operations
POV	Privately Owned Vehicle
RC	Relocation Center
U.S.	United States of America
USFK	United States Forces Korea

Section II. Terms

Aerial/Sea Port of Embarkation (APOE / SPOE). The location where noncombatant evacuees board an airplane or ship leaving the Korean peninsula.

Airfield/Seaport Control Element (ACE / SCE). The forces at an APOE or SPOE that facilitate noncombatant evacuees' transport from the peninsula.

Assembly Point. Location designated by military or civilian authorities where noncombatants may report to await transportation to an Evacuation Control Center. (Noncombatants, if able, may elect to report to an Evacuation Control Center directly using their own conveyance).

Authorized Departure. A precursory condition to NEO in which U.S. government and military-affiliated noncombatants are encouraged to leave Korea at government expense, normally by commercial or chartered means.

COURAGEOUS CHANNEL. An annual NEO readiness exercise designed to practice local NEO procedures. These exercises not only rehearse military forces in their NEO tactics, techniques, and procedures, but also inform and prepare noncombatants for a potential NEO.

Evacuation. An ordered departure from the Republic of Korea under emergency conditions.

Evacuation Control Center (ECC). Location where noncombatants are accounted for and come under military control. Some USFK installations will establish ECCs. Some ECCs will also be established off-post. The purpose of each ECC is to screen noncombatants for eligibility for evacuation assistance, account for each by name, and prepare them for relocation or evacuation.

NEO Kit. A set of prepared items set aside to assist noncombatants in their processing through the NEO flow, facilitate their departure from Korea, maintain any appropriate benefits, and assist in their transition to residence elsewhere. For U.S. Military affiliated noncombatants, the NEO Kit comes in two parts: 1) The NEO packet – a collection of forms and records; and 2) a NEO bag – a set of clothing and supplies designed to sustain a noncombatant until they are repatriated.

NEO Bag. NEO bags include those clothes, food, medicine, and supplies required to sustain a noncombatant through the evacuation process. (See Annex C for a list of items to include in the NEO bag).

NEO Packet. NEO packets are preassembled and current files, forms, and records maintained for two primary reasons: 1) to keep benefits intact following an evacuation (i.e. prove a noncombatant's official status, provide a record of property left behind, enable USFK to ship said property later, if possible); and 2) to ease the transition back to life in the U.S. (i.e. having critical legal documents, financial and medical records, etc.). (See Annex C for a list of items to include in the NEO packet).

NEO Tracking System (NTS). The computer system used to account for and track noncombatants throughout the NEO process. Noncombatant evacuee data are captured at an ECC, entered into NTS, and a bar-coded bracelet issued to each noncombatant. Throughout the NEO process, the bar-coded bracelet is scanned, updating the evacuees' location in the NEO Tracking System. This procedure allows the U.S. government and the military to track each noncombatant's progress and inform concerned governments and relatives.

NEO Warden. An individual appointed to serve as the liaison between a unit or organization and a noncombatant. Assists noncombatants in preparing their NEO kit, serves as an initial point of contact for noncombatants with NEO questions or concerns, and is responsible to ensure noncombatants receive notification and/or instructions for NEO events such as exercises or actual contingencies.

Noncombatant Evacuee (NCE). A person who has been, or is about to be, moved out of the Republic of Korea under emergency conditions by U.S. military forces. Though many people in Korea are noncombatants, only those designated by the U.S. Ambassador or Secretary of State as eligible for U.S. government or military assistance are classified as noncombatant evacuees.

Noncombatant Evacuation Operations (NEO). Actions taken to effect the rapid, safe, and orderly removal of designated noncombatants from areas of danger to areas of safety in an emergency. Operations conducted by the U.S. military in support of the U.S. Department of State to protect and remove eligible noncombatants from danger when normal commercial transportation is nonexistent or insufficient.

Ordered Departure. A precursory condition to NEO in which all U.S. government and military-affiliated noncombatants are required to leave Korea at government expense. Depending upon conditions, departure may be by commercial, chartered, or military transport.

Relocation. Movement of noncombatant evacuees within the boundaries of the Republic of Korea from locations of relative danger to those relatively safer places from where to await evacuation.

Relocation Center (RC). A location where noncombatant evacuees will be moved in Korea under military control to await evacuation from the peninsula. Basic life support is provided at these locations: shelter, food, water, protection. Noncombatant evacuees may remain in an RC from several hours to several days, depending on the availability of evacuation transportation.

Repatriation. The process of returning to reside in the United States. An interagency team from the federal government, military, and non-governmental organizations will receive noncombatant evacuees from Korea and assist in assimilating back into life in the United States.

Safe Haven. A location of greater safety outside of Korea – normally in a friendly nation or U.S. territory – to which noncombatant evacuees may be temporarily moved to await repatriation to the U.S.

United States Forces Korea (USFK). The U.S. military stationed in the Republic of Korea.

Voluntary Departure. A precursory condition to NEO in which noncombatants are encouraged to leave Korea at their own expense, normally by commercial means.