

Headquarters
United States Forces Korea
Unit #15237
APO AP 96271-5237

United States Forces Korea
Pamphlet 600-300

30 January 2019

Noncombatant Evacuation Operations

NONCOMBATANT EMERGENCY EVACUATION INSTRUCTIONS

***This pamphlet supersedes USFK Pamphlet 600-300, dated 17 April 2015.**

FOR THE COMMANDER:

STEPHEN C. WILLIAMS
Major General, USAF
Deputy Chief of Staff

OFFICIAL:



ROCKSON M. ROSARIO
Chief, Publications and
Records Management

Summary. This pamphlet contains information and guidance for all United States government-affiliated noncombatant evacuees (NCEs) living in the Republic of Korea (ROK). United States government-affiliated NCEs include immediate family members of military service members or American citizen (AMCIT) civilians in the employment of a United States federal agency, as well as those AMCIT civilians employed by the United States government in positions deemed non-essential during a crisis on the peninsula. NCEs residing in the ROK must resist complacency and constantly be prepared to respond quickly to a crisis. Noncombatant Evacuation Operations (NEO) are a United States Department of State-directed, military-supported operations, but success depends largely on the preparedness and responsiveness of NCEs. NEO preparedness is primarily an individual responsibility. Understanding of the NEO program, regular interaction with NEO Wardens, participation in NEO exercises and maintenance of a current NEO Kit are all critical enablers of this very important mission.

Summary of Changes. Revision dated 25 January 2019

- Changed all references of Noncombatants (NCs) to Noncombatant Evacuees (NCE) to ensure consistency.
- Updated NCE registration requirements in NEO Tracking System (NTS) and Personnel Accountability and Assessment Systems (PAAS).
- Changed proponent for NEO instructions from USFK Assistant Chief of Staff, J1 to J3.
- Added civilian PCS orders with any amendments and civilian letters of employment to Critical Documents.
- Added a note that POVs authorized for shipment back to the United States will not be temporarily shipped to a safe haven location.
- Updated links to applicable websites and forms; removed incorrect form references.
- Removed references to Family Force Protection Initiative and specific styles of protective masks
- Removed references to named USFK NEO exercises.
- Removed references to fluid base operations area boundaries.
- Updated all references to the Joint Travel Regulation.
- Clarified that limitations on the weight of personal and pet food and water are tied to evacuation from theater, and do not necessarily apply to relocation movements within theater.
- Updated AFN radio broadcast information.
- Adjusted applicability in order to reference Force Protection MOA between PACOM and USEMB Seoul

Applicability. This pamphlet is applicable to DoD organizational entities located in the Republic of Korea. For a detailed list of these DoD organizational entities, see the MOA between PACOM and USEMB Seoul for Security and Force Protection of DoD Elements and Personnel in South Korea (appendix B).

Supplementation. Issue of further supplements to this pamphlet by subordinate commands is prohibited unless prior approval is obtained from Headquarters (HQ), USFK Assistant Chief of Staff (ACofS) J3, (FKJ35), Unit #15237, APO AP 96271-5237, email: pacom.yongsan.usfk.mbx.j35-workflow@mail.mil.

Forms. USFK forms are available at 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 pamphlet must be identified, maintained and disposed of according to AR 25-400-2 and USFK Regulation 923.1. Record titles and descriptions are available on the Army Records Information System

(ARIMS) website at: <https://www.arims.army.mil> and under USFK Regulation 923.1, Appendix H~K.

Suggested Improvements. The proponent of this pamphlet is HQ USFK ACoS J3 (FKJ35). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the HQ USFK ACoS J3, (FKJ35), Unit #15237, APO AP 96271-5237, email: pacom.yongsan.usfk.mbx.j35-workflow@mail.mil.

Distribution. Electronic Media Only (EMO).

CONTENTS

Chapter 1

Introduction, *page 1*

- 1-1. Purpose
- 1-2. References
- 1-3. Explanation of Abbreviations and Terms

Chapter 2

Policies and Procedures, *page 1*

- 2-1. Who Qualifies as a Noncombatant Evacuee
- 2-2. NCE Roles
- 2-3. Noncombatant Evacuation Operations Processing
- 2-4. Registration
- 2-5. Communications
- 2-6. Civil Disorder/Natural Disaster
- 2-7. Armed Conflict
- 2-8. Children in School or Day Care
- 2-9. Medical Cases
- 2-10. Personal Preparation
- 2-11. Exercises
- 2-12. Assistance after Repatriation
- 2-13. Operational Security
- 2-14. Conclusion

Appendixes, *page 11*

- A. References
- B. Relative Locations of Select USFK Installations
- C. NEO Kit Contents
- D. AFN Radio/TV and USFK Public Affairs Command Website/Social Media
- E. Financial Payments to Military Dependents and Department of Defense (DoD) Civilians and Their Dependents During Noncombatant Evacuation Operations

Table List

- Table C-1. NEO BINDER-Documents Common to All USFK-Affiliated Noncombatants, *page 15*
- Table C-2. NEO BINDER-Additional Critical Documents for Family Members of Military Service Members/Emergency-Essential DoD Civilians, *page 16*
- Table C-3. NEO BINDER-Additional Recommended Documents for Command-Sponsored USFK-Affiliated Noncombatants, *page 17*

Figure List

- Figure E-1. DD Form 1337 Example, *page 28*
- Figure E-2. DD Form 2461 Example, *page 29*

Glossary, *page 30*

Chapter 1 Introduction

1-1. Purpose

This pamphlet contains information and guidance for all potential United States (U.S.) government-affiliated noncombatant evacuees (NCEs) living in the ROK. U.S. government-affiliated NCEs 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 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, technical representatives and their immediate family members 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 NCEs can be ordered to leave the peninsula by authorities in the federal government or their representatives in the ROK. Other NCEs, such as those AMCITs in the ROK for private business or personal pursuits, may be authorized assistance by the United States Embassy (USEMB) in Seoul or USFK during a crisis. This pamphlet outlines procedures used during Noncombatant Evacuation Operations (NEO), gives guidance to potential NCEs to prepare for such a contingency, and outlines expected assistance from the U.S. government and military authorities.

1-2. References

Required and related publications along with prescribed and referenced forms are listed in appendix A.

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?

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

a. AMCITs and 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, regardless of command sponsorship status, U.S. Defense Department Civilians serving in positions not deemed emergency essential, and all immediate family members of Defense Department Civilians are eligible NCEs. See DoDD 3025.14, Glossary Section II for the definition of NCEs.

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

c. Extended family of eligible NCEs, such as parents, parents-in-law, siblings, cousins, etc., who are not AMCITs, 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 thus not eligible

for NEO assistance.

e. Even though a non-U.S. NCE 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 will not impede his/her evacuation from the ROK. However, it will likely delay departure from a safe haven until the case is processed by consular and immigration officials.

2-2. NCE Roles

Each NCE has the inherent responsibility to be prepared physically and mentally for a potential evacuation. 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.

a. Physical preparation includes participation in organizational NEO programs and local NEO readiness exercises, assembling and maintaining a NEO kit (see appendix C), and understanding what the U.S. government and military will and will not do for NCEs. NCEs are highly encouraged to develop and maintain a high degree of physical health and fitness. NCEs should be acquainted with primary and alternate routes (by vehicle and on foot) from residences to the nearest Assembly Point (AP) or Relocation Center (RC). NCEs should also become familiar with surroundings and key landmarks. In the event of an emergency, NCEs should:

- (1) Disregard rumors.
- (2) Listen to Armed Forces Network (AFN) radio and television, and check the USEMB Seoul and USFK command information websites.
- (3) Cooperate and comply with instructions from NEO personnel.
- (4) Remain calm and be flexible.
- (5) Assist other NCEs who need help.

b. Mental preparation involves an understanding of what is to be expected. The USEMB and USFK will notify the public of any evacuation order, and will move NCEs as safely and quickly as possible away from danger once NCEs report to an AP or RC.

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, NCEs must understand that the major objective of the operation is to preserve NCEs' lives and safety; comfort is a secondary concern.

d. Though the U.S. has executed a number of NEO missions around the world, none have been executed on a scale comparable to what may be required in Korea. Therefore, military forces will be stretched, and reliance on NCEs' cooperation and assistance to others will be essential. NCEs are encouraged to offer help to those in need of it (e.g., the elderly and those with small children).

2-3. Noncombatant Evacuation Operations (NEO) Processing

There are 6 separate and distinct steps in the NEO concept: *preparation, alert, assembly, relocation, evacuation and repatriation*. The USEMB in Seoul has the overall responsibility to

safeguard and protect AMCITs and their family members in the ROK. USFK, upon notification of approved NEO operations or upon receipt of a DoD exercise order, will coordinate military operations in support of the USEMB during a NEO. NEO in Korea have one primary objective: to remove AMCITs 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.

a. *Preparation.* Preparation includes responsibility to prepare short-notice evacuation. See Paragraph 2-10 and appendix C.

b. *Alert.* Alert is the process of notifying NCEs of NEO and instructions to assemble. Alert notifications 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 NCEs will be passed through AFN and USFK command websites/social media, as well as through NEO Wardens. When and where to report for NEO processing and evacuation will be clear.

c. *Assembly.* Report to locations USFK and the USEMB designate. Individual NCEs are responsible for listening to AFN and/or following social media to find out where the reporting locations are in respective areas. NCEs may be instructed to “stand fast” – to remain at home until notified to report. NCEs will report with complete NEO Kits, to include the NEO bags and binder, when directed by an assigned NEO Warden or other USFK authorities.

In the event of an ordered relocation or evacuation, assembly instructions will be broadcast over AFN and USFK Command websites/social media, or through NEO Wardens, NCEs will:

(1) Report to the nearest AP or RC as directed. Though NEO Wardens or other military forces may provide some assistance, NCEs may be required to drive, ride or even walk to that site.

(2) NCEs will bring their complete NEO Kit (NEO binder plus NEO bags). An official will review the NEO binder for required items.

(3) Each NCE will receive a NEO Tracking System (NTS) bracelet for tracking purposes. NCEs should safeguard, continuously wear, and have NTS bracelets ready to be scanned whenever departing or arriving locations.

(4) Once processed, NCEs will enter the relocation step in the evacuation process.

(5) NCEs will be prepared to depart the ROK without returning to their residence. Comply and cooperate with military forces on-site.

d. *Relocation.* Relocation moves NCEs from an assembly point (AP) to an Aerial Port of Embarkation (APOE), Sea Port of Embarkation (SPOE) or Relocation Center (RC) in a safer area, where NCEs 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 long distance, such as moving between cities. NCEs may have to wait for evacuation transportation at an RC anywhere from several hours to several days. NCEs may also need to move between RCs due to safety concerns or to be closer to projected evacuation transportation modes. Relocation from APs to RCs will vary between military ground vehicles, military aircraft, or chartered buses and trains. Military forces will escort NCEs.

Military forces will provide as much shelter, food, water, basic medical services, and protection as possible, but NCEs should expect conditions to be austere with limited space and privacy. NEO

will not likely be a comfortable experience. NCEs will rely on the supplies in NEO Kits and accept the inconvenience and discomfort in return for safety and evacuation. Cooperation and assistance among NCEs will improve the entire process.

e. *Evacuation.* Evacuation involves departing the Korean Peninsula. Normally, evacuation occurs after transportation from an RC to an air or sea port by aircraft 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. “Floor loading” entails having passengers seated on the floor versus aircraft seating. Floor loading allows a greater number of people to be lifted in extreme situations. NCEs may be evacuated temporarily to a “safe haven”, another friendly country or U.S. territory, to await further transportation to the United States.

(1) If an evacuation is ordered, NCEs will be moved by aircraft or ship either to a nearby safe haven or directly to the United States. If NCE movement to Korea was not paid for by the U.S. government (i.e., non-Command-sponsored), NCEs may be asked to sign a promissory note to repay the cost of transportation and life support assistance. Charges will not be collected prior to evacuation and command sponsorship status does not affect evacuation priority.

(2) The government of any safe haven area will probably require rapid onward movement to the United States, so stops in a safe haven could be extremely short – even to the point of never leaving the aircraft. While situations may also require staying several days, NCEs should not expect extended layovers in safe haven areas, unless individuals are not AMCITs or Legal Permanent Residents of the United States (green card holders). NCEs who are not AMCITs or Legal Permanent Residents of the United States should expect a delay in a safe haven while United States immigration officials process their case. NCEs should maintain a thorough, up-to-date NEO binder to alleviate delays.

f. *Repatriation.* Repatriation involves returning to the United States and receiving assistance in onward movement to a final intended destination. United States Northern Command is responsible for establishing repatriation sites in the United States through which United States government-affiliated NCEs will receive assistance in resettling into life in the United States.

(1) While USFK has no involvement in the repatriation process, sponsors remaining behind will be notified of their family members’ safe return to the United States.

(2) Flights into the United States will likely arrive at one of several pre-designated repatriation sites. The NTS database will be updated at these sites, allowing USFK to confirm family members were successfully repatriated. Temporary lodging, assistance (financial, legal, medical), and follow-on transportation to final destinations will be arranged at the repatriation center.

2-4. Registration

To develop NEO plans, up-to-date records must be maintained on the number and locations of NCEs in the ROK.

a. DoD maintains all records for DoD-affiliated NCEs in service component Personnel Accountability and Assessment Systems (PAAS). Service components will validate registration for all DoD affiliated NCEs in both the corresponding service PAAS (i.e., ADPAAS, AFPAAS, NFAAS and FEPAAS) and NTS during semi-annual theater NEO exercises.

b. All DoD-affiliated personnel (Mil, Civ, Contractors, DoDEA, AAFES, DECA) are responsible

for advising their assigned NEO Warden of any changes in address and contact information for themselves and all family members. Sponsors must ensure PAAS and NTS profiles are current. If an NCE moves to a different base, the sponsor must update PAAS and NTS at the new location to ensure accurate planning and estimates.

2-5. Communications

During emergencies, AFN radio, AFN TV, the Public Affairs Command Website, and social media (see appendix D) as well as USEMB websites are the best sources of evacuation information.

- a. Include a small, battery-operated radio (with fresh spare batteries) in NEO Kits to gain information and instructions during an emergency.
- b. For DoD-affiliated NCEs, the NEO Warden system is another valuable source of information. During an emergency, NEO Wardens will attempt to contact NCEs with information and instructions. If he/she is unable to reach NCEs telephonically or via e-mail/text message, he/she will visit respective residences. It is essential that the adult NCE 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 NCE families.
- c. If NCEs have questions during what appears to be a crisis, AFN and Public Affairs command website/social media 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 USEMB in Seoul, AFN radio/TV and USFK command website/social media will provide information and instructions on what actions to take.

- a. If in an area of civil disorder, NCEs will remain indoors and restrict travel outside until order is restored. In case of a natural disaster, NCEs will remain indoors if conditions are safe, monitor AFN, Public Affairs command, and USEMB Seoul websites/social media, and await further instructions.
- b. Civil instability or a natural disaster may results in a relocation, Authorized Departure, Ordered Departure or NEO for those in the affected area. In such cases, NEO Wardens, AFN, or another command information outlet will provide instructions.

2-7. Armed Conflict

Two basic types of conflict may occur.

- a. Gradual Escalation. If the threat of armed conflict increases gradually, NCEs may decide to leave the ROK voluntarily, at their expense. If the U.S. government recommends departure, it may be at the U.S. government's expense, depending upon the NCE's status.

(1) During the early stages of a crisis, USEMB or military officials will likely make recommendations. In these situations, the military will facilitate the orderly departure of U.S. government-affiliated NCEs to the maximum extent possible.

(2) U.S. government-affiliated NCEs 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. NCEs must also understand that the U.S. government will not likely reimburse their return to the ROK if the crisis is resolved following departure.

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

(1) NCEs will remain indoors at home and monitor AFN and USFK command websites/social media.

(2) AFN, USFK command websites/social media and NEO Wardens will instruct NCEs when and where to report in case of a NEO. NCEs should be prepared to move quickly and cooperate completely with military forces upon arrival.

2-8. Children in School or Day Care

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 children's immediate evacuation and will make returning students to their parents extremely difficult.

a. If conditions do not permit returning students to parents, students will be relocated and evacuated by military authorities to pre-designated APs or RCs. Every attempt will be made to contact parents.

b. Schools will release students to a parent or guardian. If a parent or guardian cannot be reached, schools will release students into the custody of the military authorities. Military authorities will supervise the relocation and evacuation of students and make every attempt to reunite students with parents in a timely manner.

c. Children located at off-base schools or day care facilities, or at a home day care unaffiliated with the base must be transported on base or to an evacuation site by a parent, guardian or designated AMCIT escort (per 2-10.h.2). Military authorities are unable to assist until children are brought to an AP or RC.

2-9. Medical Cases

Hospitalized NCEs who can safely travel without continuous medical supervision, will be discharged and directed to report to the nearest AP or RC. If NCEs cannot be discharged or travel without continuous medical supervision and care, they will be evacuated via the DoD Aeromedical Evacuation (AE) system. All NCEs will be screened at each NEO site to determine whether they should be evacuated through NEO or medical evacuation channels. Every effort will be made to maintain family unit integrity during the evacuation process.

a. If chronic medical conditions requiring regular prescription medication exist, NCEs should request a "contingency prescription" from primary care providers, in addition to regular prescription.

b. Military pharmacies will fill a 30-day contingency prescription for inclusion in NEO Kit, but it is the NCE's responsibility to ensure prescription rotation with regular prescription refills to maintain a fresh supply in the event of an evacuation. Depending on the medication, potential NCEs may request an exception to the 30-day policy dependent on medication.

2-10. Personal Preparation

NCEs, both command-sponsored and non-command-sponsored, must in-process with their designated NEO Warden within 30 days of arrival in order to prepare for NEO.

a. All DoD affiliated personnel (military, civilian, contractors) identified as NCEs or sponsors of NCEs must prepare NEO Kits and supplies cooperatively with their dependents. Preparations will

include a NEO binder and bag. Appendix C contains a list of required and recommended items in NEO Kits.

b. Assigned NEO Wardens will inspect family NEO Kits during initial in-processing to the ROK and during semi-annual NEO exercises.

c. Military personnel will encourage their dependents to participate in NEO exercises to the greatest extent possible. Military personnel may be directed to role-play their family members for accountability or training purposes if the family members are unable to participate.

d. Military personnel will review NEO plans with dependents during in-processing to the ROK and during semi-annual NEO exercises.

e. Personally Owned Vehicles (POVs). NCEs will likely be unable to drive independently on major 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 movement. In extreme NEO circumstances, NCEs may be permitted to drive POVs to an AP or RC and surrender their POC to military forces upon arrival. Depending on time available, POVs may be denied access to the installation.

(1) If command-sponsored NCEs shipped a vehicle to the ROK at government expense, or bought a vehicle meeting United States safety specifications in the ROK, and are authorized to ship it back at government expense, NCEs will surrender keys and appropriate shipment paperwork (located in their NEO binder) to military forces at the AP or RC. Should time and conditions permit, vehicles may be shipped back to the U.S. NCEs will maintain proof of ownership and value in NEO binders to file a claim for lost property, should it be necessary.

(2) If a vehicle is not authorized for shipment back to the United States at government expense, NCEs should turn in the keys and registration at the AP or RC. Vehicles purchased in the ROK may be confiscated by military forces for official use. NCEs should maintain proof of ownership and value in the NEO binder to settle insurance claims upon return to the United States.

(3) Transportation via POV at government expense to a safe haven is not authorized. Safe havens, by definition, are temporary in nature. Each sponsor is authorized the shipment of one POV to a designated place in the Continental United States (CONUS).

f. A pet (per Joint Travel Regulations (JTR) para 060204 and 060407) is defined as a domestic dog or cat. Due to potential complications related to size, exotic nature, shipping restrictions, host country restrictions and/or special handling difficulties, all other animals such as horses, fish, birds, ferrets, rodents, reptiles, amphibians, snakes, spiders, etc. will not be evacuated. The evacuation of up to two pets per household is authorized, but cannot be guaranteed in all situations. Therefore, families may have to arrange for their pets to stay behind or be transported commercially. Service members are authorized transportation or reimbursement up to the constructed cost to the government for transporting pets. Pet holding areas will be established in all USFK NEO nodes, staging and processing sites, and USFK will make efforts to provide veterinary services.

(1) USFK will make every effort to accommodate the transportation of pets if the evacuation of DoD personnel is conducted through a military or chartered aircraft. Pets will be registered and tracked in NTS. However, NEO will not be delayed if it is determined pets cannot be accommodated. More pet information can be found at the following site:
<https://phc.amedd.army.mil/topics/animed/vtfo/Pages/Animal-Import.aspx>

(2) Veterinary care may be available at RCs, but cannot be guaranteed.

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

(4) Abandoning a domestic pet on any USFK installation or anywhere else in the Republic of Korea is prohibited and doing so is punishable under the UCMJ IAW USFK Regulation 40-5 (Pet Control and Veterinary Services for Domestic Pets). Should a pet need to be left behind, it is the responsibility of the pet owner to arrange for its proper care.

g. If a U.S. military-affiliated NCE is authorized return shipment of household goods at government expense, the NCE should surrender house keys, strip maps and other related documentation of property in their NEO binder to AP or RC personnel. Should time and conditions later permit, items may be shipped to the United States (subject to the weight limits established para 0603 of the JTR). Non-temporary storage of household goods in excess of 18,000 lbs is not authorized at government expense. In the event of an ordered evacuation, or NEO, the local transportation officer may allow excess accompanied baggage if approved by the designated carrier. The information below is for general planning purposes only as stated in the JTR.

(1) Unaccompanied Baggage (UB) items may be transported separately from HHG in an amount not to exceed 350 lbs for each dependent age 12 or older, and 175 lbs for each dependent under age 12. The maximum weight allowed per family is 1,000 lbs for expedited shipments. The 1,000-lb limitation applies to the total UB transported for the member's family. See JTR Table 6-20.

(2) If NCEs are unable to ship unaccompanied baggage by air freight because of circumstances beyond control, an air freight replacement allowance may be authorized (flat rate reimbursement; \$250 for one evacuee, \$450 for two evacuees and \$600 total for three or more evacuees). No receipts are required for this allowance per the JTR.

(3) Certain Exceptional Family Member Program (EFMP) members such as those with disabilities may require escorts.

h. Minors (children under the age of 18) must be escorted through the NEO process, regardless of their maturity level or capability.

(1) Minors residing in Korea with a single-parent, dual military or dual emergency essential-civilian (EEC) must have a consenting escort designated in writing in a valid Family Care Plan (FCP) in accordance with applicable service regulations. Additionally, escorts must be provided with a power of attorney in the FCP to assume legal guardianship of the minors during the evacuation.

(2) Escorts designated in FCPs must be an AMCIT 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 gain control of the minors in the parent(s)' absence. Escorts should have ready access to the supported family's residence and NEO Kit.

i. Off-Post Leases. NCEs should contact the local finance offices regarding off-post lease payment in the event of an Ordered Departure or NEO. If NCEs are forced to leave belongings in off-post residences, the sponsor is command-sponsored, and the service member or civil servant is

paying the lease on that residence, personal property can be packed and shipped back to the United States if time and conditions permit.

j. Protective Masks. USFK components may provide basic chemical protection to noncombatant family members of U.S. military, emergency-essential civilian personnel, and non-emergency-essential DoD civilians and their families as an additional general measure of protection.

(1) Invited contractors and technical representatives, non-U.S. employees, and their families may wish to purchase such equipment or have it provided by the company under contract.

(2) Eligible sponsors must sign for protective masks at their installation's issue point.

(3) Potential NCEs should familiarize themselves with the use and function of any provided protective equipment, as well as the signs and symptoms of chemical agent poisoning, so individual decisions to mask can be made in the absence of instructions.

k. Each Service is authorized to manage evacuation allowances based on the service's needs during the authorized evacuation period. Evacuation allowances should be consistent with the NCE's status and the evacuated location conditions. Evacuation allowances are based on the safe haven per diem rate and are paid at the rate of 100% for each dependent age 12 or older and 50% for each dependent under age 12 for the first 30 days. Effective Day 31, percentages are reduced to 60% and 30%, respectively.

2-11. Exercises

Twice a year, USFK rehearses procedures of its NEO plans in training exercises. These exercises are designed not only to train military forces on NEO tasks, but to inform and increase the preparedness of DoD-affiliated NCEs to rapidly respond to an ordered evacuation.

a. DoD family members, both command sponsored and non-command sponsored and DoD non-emergency essential are highly encouraged to participate in these exercises. Exercises inform and prepare potential NCEs for a NEO.

b. All exercises include administrative and training events for personnel who conduct NEO. Participation by NCEs is generally limited to inspecting and updating NEO binders, but some units and organizations may conduct additional tasks, such as alert, assembly drills, and briefings.

c. Exercises may also be designed to help NCEs and support agencies practice local NEO procedures. Such exercises expand training requirements to establishing on-post evacuation centers, rehearsing the processing of DoD noncombatants, and obtaining NCE population estimates. NEO Wardens will also inspect NEO binders and NEO bags. Potential NCEs may be solicited to participate in a simulated evacuation. Participation in such an event will be at no cost to the participant and usually requires spending two or three nights away from home.

d. Invited contractors, technical representatives, retirees, and families are all highly encouraged to participate in these exercises. Nonresident family members visiting Korea during an exercise are also encouraged to participate, though no NEO binder is required for them.

e. Escorts designated in the Family Care Plan of single-parents, dual military or a dual EEC family are required to process with their respective children during the exercise. Military and EEC sponsors may accompany their family members through the process, but are prohibited from processing their families in lieu of an adult NCE escort.

2-12. Assistance after Repatriation

Evacuations can be unsettling and are bound to raise personal issues or problems, despite thorough preparations. NCEs who experience problems after repatriation, should contact 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. All operators are trained counselors. Go online at <http://www.militaryonesource.com> or call 1-800-342-9647.

b. For information on possible entitlements and what to expect once back in the U.S., go to <http://www.armyg1.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. Avoid discussing NEO details with those outside the U.S. military community. Personnel should report any attempts by outsiders to extract detailed information on NEO (locations, timelines, routes, procedures, units, etc.) up their chain of command or to the military intelligence personnel Threat Awareness and Reporting Program (TARP). The DSN phone number for TARP in Korea during duty hours is (315) 736-6385 and the commercial numbers is 050 3336 6385. For after-hours emergencies, the Korean TARP office can be reached at 010-9252-09236.

2-14. Conclusion

Assignment to the Republic of Korea can be both fun and rewarding, however noncombatants residing in the ROK must resist complacency and be prepared to respond quickly to a crisis. DoD will support the DoS NEO effort, but its success depends largely on the preparedness and responsiveness of NCEs and is primarily an individual responsibility. Proactive involvement in understanding of the NEO program, regular interaction with NEO Wardens, participation in exercises, and maintaining a current NEO kit are all critical enablers of this very important mission.

Appendix A References

Section I. Required Publications

This section contains no entries.

Section II. Related Publications

[Executive Order 12656](#), "Assignment of Emergency Preparedness Responsibilities," 18 November 1988 (U).

[Executive Order 13074](#), "Amendment to Executive Order 12656," 9 February 1998 (U).

[JP 3-68](#), "Noncombatant Evacuation Operations," 23 December 2010 (U).

[DoDD 3025.14](#), "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad", 26 February 2013 (U).

USFK Regulation 37-14, US and ROK Currency and Currency Instruments version.

USFK Regulation 40-5, Pet Control and Veterinary Services for Domestic Pets.

USFK Regulation 614-2, In-processing and Orientation Program.

Joint Travel Regulations Chapter 6 as of 1 January 2018.

MOA between PACOM and USEMB Seoul for Security and Force Protection of DoD Elements and Personnel in South Korea (Validated 21 Jun 2017)

Section III. Prescribed Forms

This section contains no entries.

Section IV. Referenced Forms

APHIS Form 7001, United States Interstate and International Certificate of Health Examination.

DA Form 2402, Maintenance Tag.

DA Form 3955, Change of Address and Directory Card.

DD Form 754, Repair Tag.

DD Form 788, Private Vehicle Shipping Document For Automobile.

DD Form 788-1, Private Vehicle Shipping Document For Van.

DD Form 788-2, Private Vehicle Shipping Document for Motorcycle.

DD Form 1337, Authorization/Designation for Emergency Pay and Allowances.

DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel.

DD Form 2208, Rabies Vaccination Certificate.

DD Form 2209, Veterinary Health Certificate.

DD Form 2285, Invitational Travel Order (ITO) for Foreign Military Students (IMS).

DD Form 2461, Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees.

DD Form 2585, Repatriation Processing Center Processing Sheet.

EA Form 741, Personal Property Record.

PHS Form 731, International Certificates of Vaccination.

USFK Form 123-R-E, NEO Volunteer Information.

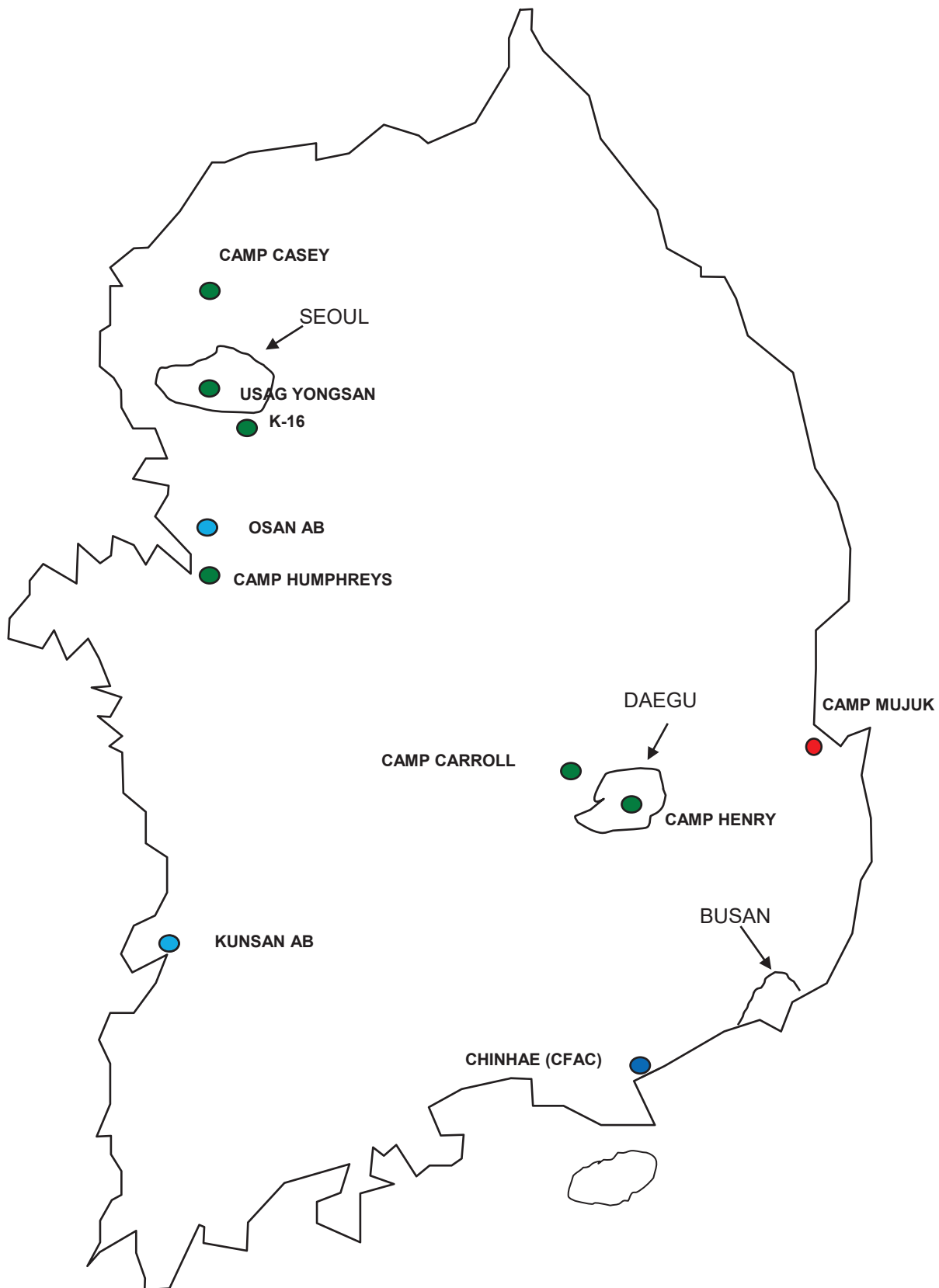
USFK Form 178-R-E, Noncombatant Evacuation Operations Data Card.

USFK Form 197-R-E, Noncombatant Preparedness Checklist.

USFK Form 207, Military Registration and Certificate of Title of Motor Vehicle (Not Transferable).

USFK Form 700-19A-R-E, Invited Contractor and Technical Representative Personnel Data Report.

Appendix B
Relative Locations of Select USFK Installations



Appendix C

NEO Kit Contents

C-1. Composition

NEO Kits consist of the NEO binder and NEO bags.

C-2. NEO Binder

NEO binders will facilitate rapid evacuation and repatriation while keeping all benefits due intact. Documents in NEO binders also assist reintegration and resumption of life in the United States. Many of the forms mentioned in appendix A are available at <https://8tharmy.korea.army.mil/g1/forms-archives.asp> or the DoD Forms Management link at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. If unable to access these websites, contact sponsors or NEO Wardens.

C-3. Required Documents

a. Identification. Identification documents required of all USFK-affiliated NCEs are those which prove U.S. citizenship and affiliation with DoD, or their immediate relationship by birth, adoption or marriage to an AMCIT or military service member. Ideally, NCEs will also possess a valid U.S. passport and a valid DoD identification card.

(1) If not an AMCIT, NCEs will need a passport and a valid U.S. immigrant visa (green card) to avoid delays in repatriation to the U.S.

(2) If not an AMCIT or a green card holder, NCEs will need a passport, an original birth, marriage or adoption certificate (as appropriate), and a certified true copy of the sponsor's DoD identification card to prove family relationship to a U.S. service member or AMCIT.

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

c. Military Orders. While not necessary for evacuation from Korea, military orders officially returning USFK-affiliated family members to the U.S. will be crucial to obtain military assistance and benefits upon repatriation, and crossing international borders should a safe haven layover be required. DoD civilians should ensure they carry PCS orders, to include any amendments, along with the Letter of Employment.

C-4. Critical Documents

To facilitate the expeditious evacuation from the ROK, critical documents must be updated and stored in NEO Binders. Contents of the NEO binder are determined largely by each respective family's status in Korea. A command-sponsored family requires more paperwork than an invited contractor or technical representative.

Table C-1
NEO BINDER-Documents Common to ALL USFK-Affiliated Noncombatants

Item	Purpose	Quantity	Distribution
Identification Documents (Passports, visas, DoD identification, birth / adoption / marriage certificates)	Establishes identity, eligibility, citizenship and military affiliation	All applicable originals per NCE	Maintained on person
USFK Form 197-R-E	Prescribes contents of NEO binder and bag	2 per family	1 in NEO binder 1 for NEO Warden
Strip Map from Residence to AP	Assists NEO Warden in finding NCE's residence	2 per family	1 in NEO binder 1 for NEO Warden
Strip Map from Unit to Residence	Assists NEO Warden and movers in finding NCE's residence	1 per family (2 if command-sponsored)	2 in NEO binder [1 for NEO Warden, 1 for Household goods packet (command-sponsored families)]
Family Care Plan	NCE Preparedness	1 per family	NEO binder
Power of Attorney	Execute Family Care Plan	1 per family	NEO binder
USFK Form 178-R-E	Provides critical data for registration into NTS	2 per family	1 in NEO binder 1 for NEO Warden
DD Form 2209	Veterinary certification	2 per pet	2 in NEO binder (turn in 1 with pet)
DD Form 2208	Rabies certification	2 per pet	2 in NEO binder (turn in 1 with pet)
APHIS Form 7001	U.S./International certification of pet health	2 per pet	2 in NEO binder (turn in 1 with pet)
USFK Form 207 Registration/Title of POV	Proves ownership, enables use for NEO	2 per POV	2 in NEO binder (turn in 1 with POV packet)
USFK Form 123-R-E	Identifies special skills NCE has – does not imply willingness to volunteer	2 per family	1 for NEO Warden 1 in NEO binder (turn in at RC)
DD Form 1610	Validates and funds return to the U.S.	5 per family	5 in NEO binder (turn in 4 at Repatriation)
DD Form 2585	Assists in repatriation	1 per family	1 in NEO binder (turn in at Repatriation)
(Military)-Orders / (Civilians)-Letters of Employment / (Contractors)-USFK Form 700-19A-R-E assigning sponsor to Korea (with all amendments)	Establishes DoD affiliation and assists in determining eligibility for certain military benefits	4 per family	4 in NEO binder (turn in 3 at Safe Haven or Repatriation)
USFK Pam 600-300	Provides important NEO information and instructions to USFK-affiliated NCEs	1 per family	1 in NEO binder

Table C-1
NEO BINDER-Documents Common to ALL USFK-Affiliated Noncombatants - Continued

Item	Purpose	Quantity	Distribution
PHS Form 731	Provides record of immunizations, facilitates border crossings	1 per NCE	1 in NEO binder

Note. NCEs will also place evidence of personal property in Korea in NEO Binders. Evidence can consist of a copy of the Household Goods Inventory prepared by the movers when property was shipped to Korea. Digital pictures, hard-copy photos and/or a video of property and a spreadsheet of high-value items that's verified, signed and dated by an officer or senior enlisted is recommended. Claiming compensation for high-value items lost or damaged during an evacuation can be difficult if there is no evidence of the possession or the item's value.

Table C-2
NEO BINDER-Additional Critical Document for Family Members of Military Service Members /Emergency-Essential DoD Civilians

Family Members of Military Service Members			
Item	Purpose	Quantity	Distribution
DD Form 1337 (See Annex E for details) See Note A:	"Authorization, Designation for Emergency Pay and Allowances" to dependents of military personnel during an Ordered Departure	2 per family	2 in NEO binder (turn in upon Repatriation)
Family Members of Emergency Essential DoD Civilians			
DD Form 2461 (See Annex E for details) See Note B:	"Authorization, Designation for Emergency Pay and Allowances" to DoD civilian personnel and their dependents during an Ordered Departure	3 per family	3 in NEO binder (turn in upon Repatriation)

Notes.

a. DD Form 1337 must be signed by sponsor, the primary family member, and the unit commander as the authenticating official.

b. DD Form 2461 must be signed by the employee, the primary family member and Civilian Personnel Office (CPO) as the authenticating official.

****Failure to have the appropriate forms may result in inability to receive a pre-designated evacuation allowance from the sponsor's pay entitlements. Forms must be filled out and authenticated prior to processing. Forms cannot be prepared and validated during an actual evacuation processing.***

The critical documents outlined above serve the first purpose of a NEO binder: to facilitate the rapid evacuation and repatriation in a crisis while preserving noncombatant benefits. USFK recommends the following items, Table C-3, for inclusion in the NEO binder to serve its second purpose: to ease an NCE's reintegration and resumption of life in the United States.

Table C-3
NEO BINDER-Additional Recommended Documents for Command-Sponsored USFK-Affiliated Noncombatants

Item	Purpose	Quantity	Distribution
DD Form 788 POV DD Form 788-1 Van DD Form 788-2 Motorcycle	Facilitates VPC processing of POV shipment	2 per POV	1 with family (turn in 4 at AP or RC)
Copy of POV import documents	Establishes eligibility for POV shipment	2 per family	1 with family (turn in 1 at AP or RC)
Command Sponsorship orders	Establishes eligibility for POV shipment	1 per family	Turn in at AP or RC
DA Form 2402	Exchange Tag	1 per NCE	
DA Form 3955	Change of Address	2 per family	
Letter of Instruction for POV shipment	Identifies shipping destination and point of contact info in the U.S.	1 per family	Turn in at AP or RC
DD Form 754	Attached to residence key, identifies address and owner	1 per family	Turn in at AP or RC
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 assist in filing claim if property is lost or damaged	2 per family	1 with family (turn in 1 at AP)
Letter of Instruction for HHG shipment	Identifies shipping destination and POC contact info in the U.S.	1 per family	Turn in at AP or RC
EA Form 741-E (or other applicable service form)	Records high-value items and approximate value	2 per family	1 with family (turn in 1 at AP or RC)
Social Security Card	Identifies social security number; hard to replace item		
Financial Records (Bank, credit card, brokerage, tax returns) <i>Note: These items may be scanned onto a disc/memory stick for security and space savings.</i>	Critical records		
Insurance Policies (<i>may be scanned onto a disc/memory stick</i>)	Critical records		
Non-temporary property storage documents	Allows recovery of property placed in storage prior to move to Korea		

* As this form is no longer produced, a locally developed equivalent may be used in its place when supplies are exhausted

Table C-3
NEO BINDER-Additional Recommended Documents for Command-Sponsored USFK-Affiliated Noncombatants - Continued

Item	Purpose	Quantity	Distribution
Photos/Video/ Purchase receipts for high-value property left in Korea (<i>all can be scanned onto a disc/memory stick</i>)	Proof of condition, assists in filing claim for compensation if necessary		
Copy of Medical Records (especially for EFMP enrollees) (<i>may be scanned onto a disc/memory stick</i>)	Allows for more effective transition of primary care provider		
Legal Documents (e.g., divorce decrees, custody orders, wills, powers of attorney, deeds/titles, etc.)	Critical records		
School record, diploma	Allows proof/continuity of education		
Stock certificates, Savings Bonds, etc.	Establishes ownership of investments		
Precious photos, videos – burned onto CD/DVD/memory stick	Hard to replace items		
List of online accounts User IDs, passwords and websites	Facilitates address changes and financial transactions		
Address book (US postal address, phone and email)	Allows contact to continue		
Back-up copy of critical computer files on disc/memory stick	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		

a. Privacy and Security. A NEO binder consisting of required, critical and recommended documents has some very personal, private information. 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 binder in the presence of either the sponsor or adult NCE.

b. USFK recommends purchasing a zippered binder to safeguard NEO information documents. If using a regular binder, attach a zippered pencil pouch to store small, and critical items such as passports, cash, credit cards, etc. During evacuation, keep NEO binders in carry-on bag to prevent loss or theft.

C-5. NEO Bags

NCEs should assemble and store NEO bags in an easily accessible location in the home (e.g., front closet). NCEs will inventory NEO bags twice a year in order to replace expired items (e.g., food, water, medication and batteries) and adjust the clothing contents for the upcoming season and possible sizing changes.

a. Weight limits. Each NCE is authorized 66 pounds of luggage total. A family of four would be authorized 264 pounds. During an evacuation, NCEs may walk extended distances; therefore

the lighter the baggage, the better. Issued protective masks and food to be consumed during relocation do not count against the weight limit. Military forces will likely not be able to load, unload or haul baggage during evacuation; this is an NCE responsibility.

b. Bag limitations. Each NCE is authorized two pieces of baggage: one carry-on bag (up to 25 pounds), and one traditional suitcase or duffel bag (50 pounds). **Combined, the two bags cannot exceed the maximum allowable weight of 66 pounds.** Families with carry-on pets, the pet carrier, not the pet, will count against the weight limitation and as one carry-on bag. NCEs may elect to combine multiple NCEs' gear into fewer bags, so long as the weight does not exceed the family's aggregate weight limit of 66 pounds per individual.

Note: Pet support items (carrier, food, supplies) will count against the weight limit, but the actual pet will not. During on-peninsula relocation operations, pet food exceeding the allowed weight will be accommodated whenever possible. However, pet owners must be able to load, unload, and haul the food without assistance.

c. Packing tips. Keep important items in carry-on bag as circumstances may require abandonment of larger bags during evacuation. Include a small amount of food and water in carry-on bags.

d. Contents. NEO bags may include the following:

(1) A three-day supply of non-perishable, ready-to-eat, lightweight, high-energy food and water (one to two liters per day per person). Water will be available from military forces at APs and RCs.

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

(3) A basic first-aid kit.

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

(5) A blanket.

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

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

(8) A change of seasonal clothing, underwear and socks.

(9) Flashlight (dynamo-powered or with extra batteries).

(10) Portable radio with extra batteries.

(11) Airline-approved pet carrier and a 10-day supply of pet food (if applicable).

(12) A small sewing kit.

(13) Trash bags (for trash or emergency rain gear).

(14) Protective mask.

C-6. Dressing for Evacuation

NCEs should wear comfortable clothing for the season. NCEs are HIGHLY encouraged to wear long pants and comfortable closed-toe shoes for safety and comfort when walking extended distances. High heels, sandals, open-toe shoes and platform shoes are discouraged. In cold weather, dressing in multiple lighter layers instead of one heavy layer will more effectively trap 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. Full coverage headgear and gloves are highly recommended.

Appendix D

AFN Radio/TV and USFK Public Affairs Command Website/Social Media

D-1. AFN Radio Services

a. FM radio

Location	Frequency	Station
Seoul	102.7MHz	AFN Humphreys
Camp Casey	88.3MHz	AFN Humphreys
Osan AB	88.5MHz	AFN Humphreys
Camp Humphreys	88.3MHz	AFN Humphreys
Kunsan AB	88.5MHz	AFN Kunsan
Kwangju AB (ROK)	88.5MHz	AFN Kunsan
Daegu area	88.5MHz	AFN Daegu
Pier 8	88.1MHz	AFN Daegu
Chinhae	88.5MHz	AFN Daegu

b. AM radio

Location	Frequency	Station
Camp Humphreys/Pyeongtaek	1440KHz	AFN Humphreys
Daegu area	1440KHz	AFN Daegu
Chinhae	1512KHz	AFN Daegu
Camp Mujuk/Pohang	1512KHz	AFN Daegu

D-2. AFN TV

During a NEO event, NCEs should tune into the AFN Prime Pacific channel for the most current information. AFN Prime Pacific channel broadcasts across the Korean peninsula.

D-3. USFK Public Affairs Command Website/Social Media

The below command and social media sites are the official USFK command sites and will provide timely and factual information during all phases of a NEO event.

- a. Command website: www.usfk.mil.
- b. Facebook: www.facebook.com/myusfk or search U.S. Forces Korea (Official Page).
- c. Twitter: <https://twitter.com/U.S. Forces Korea> or search U.S. Forces Korea
- d. YouTube: www.youtube.com or search U.S. Forces Korea
- e. Instagram: <https://www.instagram.com/USFK> or search USFK

Appendix E

Financial Payments to Military Dependents and Department of Defense (DoD) Civilians and Their Dependents During Noncombatant Evacuation Operations

E-1. Payment to Dependents of United States Military Personnel during an Ordered Evacuation

As NEO could be initiated with little to no notice, families may find themselves without adequate funds to cover the cost of travel and other essential expenses incurred during the evacuation process. DD Form 1337 (see figure F-1) allows a sponsor to provide funds to his/her dependents in the event of an emergency evacuation and should be kept with the primary dependent's NEO binder at all times. Any loss, theft, or destruction of 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 upon arrival at designated safe haven:

a. Command-Sponsored Dependents.

(1) Evacuated military command-sponsored dependents are authorized transportation expense and safe haven allowances from the time the NCE departs the evacuation site until the NCE reaches the safe haven location. This includes time spent processing through a repatriation site, if designated. Reimbursement is limited to allowable travel time (excludes personal travel time).

(2) Command-sponsored NCEs age 12 or older each receive up to the full applicable locality rate. Children under age 12 receive up to 50% of the locality rate (JTR, para. 060206.A (table 6-15)). **Note:** Safe haven allowances for days of departure/return are computed in accordance with JTR, para. 010203. If an NCE chooses to travel from the port of entry to the safe haven location via rental car, only Monetary Allowance in Lieu of Transportation is reimbursable (see JTR, para. 020204 for rates).

(3) Safe haven allowances consist of 2 separate allowances: one for lodging and one for meals and incidental expenses (M&IE). The lodging allowance is paid for commercial quarters and must be documented by a receipt showing the daily rate of lodging.

(4) Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. After 30 days, safe haven allowances decrease to up to 60% of the locality per diem rate for the area, and up to 30% of the locality rate for children under the age of 12. (JTR para. 060205.B.2.c)

(5) Reimbursement for lodging is not authorized if NCEs stay with friends/relatives, even if money is paid. An exception is when dependents rent lodging from a friend/relative with a bona fide written lease and the friend/relative does not jointly occupy the leased lodging. Tax for lodging in CONUS and non-foreign Outside the Continental United States (OCONUS) locations is a separate reimbursable expense. Travel advances should be based on actual lodging costs to avoid overpayment. For evacuations over 30 days, accrual vouchers should be filed to ensure proper payment of allowances (JTR para. 060205.B.2.a) beyond the first 30 days after arrival at a safe haven.

(6) A local travel allowance of \$25 per day per family is paid (JTR, para. 060205.B.1.a). A receipt is not required. Alternate safe haven locations must be authorized and approved by those officials (described in JTR, para. 060103).

(7) Command-sponsored military dependents are offered:

(a) **Advance Pay.** This is an advance on the sponsor's regular monthly pay, not to exceed two months' base pay. Military dependents in the ROK, regardless of command sponsorship status, are 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. This entitlement can be claimed upon arrival of the designated safe haven.

(b) **Emergency Dislocation Allowance (DLA).** Only command-sponsored dependents are eligible for this allowance 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 dependents do not return to the U.S. or one of its territories or possessions, the Emergency DLA must be repaid.

(c) **Evacuation Travel Allowance.** Only command-sponsored dependents are eligible for this per diem allowance, which also covers transportation delays within intermediate staging areas. Evacuation Allowance Upon Arrival at Designated Location Per diem allowance is paid at the final location of the dependent(s) for a period limited to the locality rate of the designated location. Command-sponsored dependents 12 years of age or older are authorized full locality rate, while those younger than 12 years are authorized 50 percent of the locality rate.

b. Non-Command-Sponsored Military Dependents.

(1) Non-command-sponsored military dependents are authorized transportation to a safe haven or designated place (whichever the authority ordering the evacuation considers appropriate) if located at the member's OCONUS Permanent Duty Station (PDS) when an evacuation is authorized/ordered (JTR, para. U060205). A non-command-sponsored dependent is not authorized per diem or safe haven allowances.

(2) Non-command-sponsored military dependents who have been transported to, diverted to, or retained at an OCONUS safe haven incident to an evacuation will be furnished transportation to the member's PDS from the safe haven when Office of the Under Secretary for Personnel and Readiness (USD(P&R)) has authorized the dependents to return to the member's PDS (JTR, para. U060209). Non-command-sponsored military dependents transported to a safe haven in CONUS incident to an evacuation will not be furnished transportation to the member's PDS from the safe haven, except when authorized and approved by USD(P&R) (JTR, para. U060209).

(3) Non-command-sponsored military dependents are offered: **Advance Pay.** This is an advance on the sponsor's regular monthly pay, not to exceed two months' base pay. Military dependents in the ROK, regardless of command sponsorship status, are 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. This entitlement can be claimed upon arrival of the designated safe haven.

c. Procedures.

(1) Each service member with dependents residing within Korea must complete two copies of 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 working

days of signing in to the unit, or, if the primary dependent arrives in the ROK after the service member has signed in to the unit, within five working days of the primary dependent's arrival.

(2) Unit commanders are responsible for ensuring DD Form 1337s are properly prepared by all military personnel within five working days of either the arrival of dependents (either command-sponsored or non-command-sponsored) to the ROK, or a change in marital status of a military member. Once received, unit commanders will verify the information on the document, to include the amount(s) requested in blocks 7a-7c, and then sign in block 7g. The original DD Form 1337 will be returned to the service member to be placed in the dependent's NEO binder, 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 DD Form 1337 and annotate "NONE" in block 7a. All signatures are still required upon this type of DD Form 1337.

(3) If dependents are authorized an advance pay on DD Form 1337, they may obtain payment upon arrival of the designated safe haven by presenting DD Form 1337 to any military disbursing officer. If the form is lost or misplaced, 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 to obtain payment. An advance payment obtained by an affidavit is limited to one month's base pay, rather than the two months' base pay authorized with DD Form 1337.

(4) 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, dependents will be offered transportation at the government's expense. If government transportation is refused, the per diem entitlement will cease on the date that government transportation is scheduled.

(5) 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 DD Form 1337 to obtain the respective allowances (primarily DD Form 1351-2). If a military disbursing officer is unavailable, dependents may obtain allowances by forwarding the original DD Form 1337, two copies of evacuation orders, and a completed travel voucher (DD Form 1351-2) to the appropriate Finance Center listed below:

- (a) Army: Defense Finance and Accounting Service
ATTN: DFAS-IN/FJ
8899 E. 56th Street
Indianapolis, IN 46249-8000
- (b) Air Force: Defense Finance and Accounting Service
ATTN: Military Pay Operations
6760 E. Irvington Place
Denver, CO 80279-8000
- (c) Navy: Director
Defense Finance and Accounting Service
1240 9th Street
Cleveland, OH 44199-2055

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 Travel Regulations.

E-2. Payment to DoD Civilian Personnel and Their Dependents during an Ordered Evacuation

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. DD Form 2461 (see figure F-2) allows a civilian sponsor to provide funding to dependents in the event of an emergency evacuation. Forms should be kept with the primary dependent's NEO binder at all times, and any loss, theft or destruction of DD Form 2461 must be reported immediately to the sponsor's servicing CPO, and an affidavit must be submitted identifying the facts contributing to the loss. DD Form 2461 is designed so 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 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 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 traveling 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.
- (a) The per-day amounts allowed for days 1 through 30 following arrival at the safe haven location are (Commercial Rate):
- For the 1st evacuee: up to 100% (or up to 150% for special family compositions listed below) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 100% of the meals and incidental expense (M&IE) portion of the safe haven per diem rate. If the first evacuee is not exempt from paying the tax on commercial lodging in the continental U.S. or non-foreign area, he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.
 - For each additional evacuee aged 18 and over: a flat amount equal to 100% of the M&IE portion of the safe haven per diem rate.
 - For each additional evacuee under age 18: a flat amount equal to 50% of the M&IE portion of the safe haven per diem rate.

(b) The per-day amounts allowed from the 31st day following arrival at the safe haven location are (Commercial Rate):

- For the 1st evacuee: up to 100% (or up to 150% for special family compositions listed below) of the lodging portion of the safe haven per diem rate (receipt required) plus a flat amount (no receipts required) equal to 80% of the M&IE portion of the safe haven per diem rate. If the first evacuee is not exempt from paying the tax on commercial lodging in the continental U.S. or non-foreign area, he/she may be reimbursed for the tax in addition to the amount allowed for the lodging portion.

- For each additional evacuee aged 18 and over: a flat amount equal to 80% of the M&IE portion of the safe haven per diem rate.

- For each additional evacuee under age 18: a flat amount equal to 40% of the M&IE portion of the safe haven per diem rate.

(c) The per-day amounts allowed for days 1 through 30 following arrival at the safe haven location are (Non-Commercial Rate): for the 1st evacuee: a flat amount of 10% of the lodging portion of the safe haven per diem rate (no receipts required) plus a flat amount (no receipts required) equal to 100 percent of the M&IE portion of the safe haven per diem rate. For each additional evacuee aged 18 and over: a flat amount equal to 100% of the M&IE portion of the safe haven per diem rate. For each additional evacuee under age 18: a flat amount equal to 50% of the M&IE portion of the safe haven per diem rate.

(d) The per-day amounts allowed from the 31st day following arrival at the safe haven location are (Non-Commercial Rate): for the 1st evacuee: a flat amount of 80% of the M&IE portion of the safe haven per diem rate. For each additional evacuee aged 18 and over: A flat amount equal to 80% of the M&IE portion of the safe haven per diem rate. For each additional evacuee under age 18: a flat amount equal to 40% of the M&IE portion of the safe haven per diem rate.

d. Other Entitlements.

(1) Separate Maintenance Allowance is provided to assist an employee to meet the additional expenses of maintaining members of family elsewhere than at the employee's foreign post of assignment.

(2) An advance payment may be paid based on the rate of compensation, including any allowances or post differential to which an employee was entitled immediately prior to the issuance of the evacuation order. The amount of the advance payment is the monetary amount covering a period not to exceed 30 days or a lesser number of days as determined appropriate by the authorizing officer.

e. Procedures.

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

(2) 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 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 binder.

(3) 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 DD Form 2461 has been lost or misplaced, obtain an affidavit detailing the loss from the Staff Judge Advocate office of the nearest military installation. Along with the official affidavit, present a proper form of identification and two (2) copies of evaluation orders.

(4) Personnel in any military finance and accounting offices will assist dependents in completing the vouchers required to accompany DD Form 2461 to obtain the respective allowances. Questions pertaining to entitlements may be addressed to the sponsor's servicing CPO.

(5) 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 evacuation date. Exceptions are determined by the State Department on a case-by-case basis. Entitlement to the advance and evacuation allowances during an evacuation ceases 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-3. Won Conversion

Each evacuated employee, primary dependent or designated representative is authorized to convert won into U.S. dollars, but is limited to the greater of one (1) month's base pay and allowances or USD 1,000. To prevent multiple conversions, DD Form 1337, DD Form 2461 or an official affidavit will be annotated for each conversion. Additional conversions may be made in accordance with the provisions identified in USFK Regulation 37-14, paragraph 2-8. 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.

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 a. NAME (First, Middle Initial, Last) DAVID R. DOE		2. SOCIAL SECURITY NO. 001-00-1111	3. GRADE OR LEVEL GS12	4. STEP OR RATE 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)	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. DD Form 2461 Example

[*http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2461.pdf](http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2461.pdf)

Glossary

Section I. Abbreviations

ACofS	Assistant Chief of Staff
AE	DoD Aeromedical Evacuation
AFN	American Forces Network
AMCIT	American Citizen
AP	Assembly Point
APOE	Aerial Port of Embarkation
CONUS	Continental United States
CPO	Civilian Personnel Office
DBIDS	Defense Biometric Identification System
DLA	Dislocation Allowance
DoD	Department of Defense
EEC	Emergency Essential Civilian
EFMP	Exceptional Family Member Program
FCP	Family Care Plan
FFPI	Family Force Protection Initiative
HHG	House Hold Goods
ICAPS	Infant, Child, Adult Protective System
JTR	The Joint Travel Regulations
M&IE	Meals and Incidental Expenses
NCE	Noncombatant Evacuee
NEO	Noncombatant Evacuation Operation
NTS	NEO Tracking System
OCONUS	Outside the Continental United States
PDS	Permanent Duty Station

POV	Privately Owned Vehicle
RC	Relocation Center
ROK	Republic of Korea
SPOE	Sea Port of Embarkation
UB	Unaccompanied Baggage
U.S.	United States of America
USD (P&R)	Office of the Under Secretary for Personnel and Readiness
USEMB	United States Embassy in Seoul
USFK	United States Forces Korea

Section II. Terms

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

Assembly Point. Location designated by military or civilian authorities where noncombatants may report to await transportation to a Relocation Center. (Noncombatants, if able, may elect to report to a Relocation Center directly using their own conveyance, but must notify their NEO Warden prior to deviation).

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

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

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) NEO binder - a collection of forms and records, and 2) NEO bag - a set of clothing and supplies designed to sustain a noncombatant until repatriation.

NEO Bag. A bag with those clothes, food, medicine and supplies required to sustain a noncombatant through the evacuation process. See Appendix C for items to include in the NEO bag.

NEO Binder. A binder with files, forms and records maintained for two primary reasons: 1) to keep benefits intact following an evacuation (e.g., 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. (e.g., having critical legal documents, financial and medical records, etc.). See appendix C for items to include in the NEO binder.

NEO Tracking System. The computer system used to account for and track noncombatants throughout the NEO process. Noncombatant evacuee data is captured at an AP or RC, 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 NTS. 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. 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 NCEs.

Noncombatant Evacuation Operations. Actions taken to effect the rapid and safe 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. Although normally considered in connection with hostile action, evacuation may also be conducted in anticipation of, or in response to, any natural or man-made disaster.

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. 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 and 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 United States.

United States Forces Korea. The United States military stationed in the Republic of Korea.