

NONCOMBATANT PREPAREDNESS CHECKLIST

SPONSOR'S NAME	RANK	SPONSOR'S UNIT	UNIT TELEPHONE NO.	APO AP		
REQUIRED DOCUMENTS (Must be maintained by NEO warden for every noncombatant)				YES	NO	N/A
* USFK FORM 178-R-E NONCOMBATANT EVACUATION OPERATIONS DATA CARD						
* STRIP MAP FROM RESIDENCE TO ECC						
REQUIRED DOCUMENTS FOR NONCOMBATANTS (Keep these items in your NEO KIT)				YES	NO	N/A
* IDENTIFICATION DOCUMENTS (Military or Government ID Card, Passport, Marriage Certificate, or Birth Certificate, for all Noncombatants)						
DD FORM 754 - REPAIR TAG (1 for each Noncombatant Family)						
* DD FORM 788 - PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE (2 for each Motor Vehicle)						
* DD FORM 1337 or DD FORM 2461 - AUTHORIZATION FOR EMERGENCY FUNDS (DD Form 1337 for Military Sponsor, DD Form 2461 for Civilian Sponsor /2 Copies of DD Form 1337 or 3 Copies of DD Form 2461)						
* DD FORM 1864 - VEHICLE KEY TAG (1 for each Motor Vehicle)						
* DD FORM 2585 - REPATRIATION PROCESSING CENTER PROCESSING SHEET (1 for each Noncombatant Family)						
* DA FORM 2402 - EXCHANGE TAG (1 for each Noncombatant)						
* DA FORM 3955 - CHANGE OF ADDRESS AND DIRECTORY CARD (2 Copies)						
* USFK FORM 123-R-E - NONCOMBATANT VOLUNTEER INFORMATION (1 for each adult Noncombatant - 2 copies)						
* USFK FORM 207 - MILITARY REGISTRATION AND CERTIFICATE OF TITLE OF MOTOR VEHICLE or OTHER LEGAL MOTOR VEHICLE OWNERSHIP REGISTRATION (1 for each Motor Vehicle)						
* EA FORM 741-E - PERSONAL PROPERTY RECORD (2 Copies in Packet; 1 for the Transportation & 1 for you)						
USFK PAM 600-300 - EMERGENCY EVACUATION INSTRUCTIONS						
* ORDERS ASSIGNING SPONSOR/NONCOMBATANT TO KOREA (1 for each Noncombatant Family)						
PHS FORM 731 - INTERNATIONAL CERTIFICATES OF VACCINATION (1 for each Noncombatant)						
* FAMILY CARE PLAN (Only applies to sole/dual military parent(s) or Emergency Essential Civilian parents)						
* POWER OF ATTORNEY						
FINANCIAL REFERENCES (Check Book, Bank Book, Insurance Policy Information, etc.)						
OTHER PERSONAL PROPERTY RECORDS (Bill of Lading, Appraisals, Receipts for locally purchased items, etc.)						
NEO KIT (These items should be kept readily available and brought to the ECC in the event of an actual NEO) *Total NEO KIT cannot exceed two bags or a combined weight of 66 pounds.				YES	NO	N/A
THREE DAYS SUPPLY OF NON-PERISHABLE FOOD AND WATER (For each Noncombatant)						
FIRST AID KIT INCLUDING A 30 DAY SUPPLY OF BASIC MEDICATION (For each Noncombatant)						
BABY FOOD/FORMULA/DIAPERS (If applicable)						
BLANKETS (Keep baggage limits in mind)						
TOILETRIES (For each Noncombatant)						
LIGHT BACKPACK/LUGGAGE (Keep baggage limits in mind)						
EXTRA CLOTHING (Keep baggage limits in mind)						
FLASHLIGHT WITH EXTRA BATTERIES						
PORTABLE RADIO WITH EXTRA BATTERIES						
PET CARRIER/PET FOOD & WATER/PET VACCINATION CERTIFICATES (If applicable)						
DATE OF INSPECTION	INSPECTORS NAME (PRINTED)		INSPECTORS SIGNATURE	SPONSORS SIGNATURE		

NONCOMBATANT PREPAREDNESS CHECKLIST (CONTINUED)

(USFK PAM 600-300-1)

1. PURPOSE. Used by the unit NEO warden during NEO packet and kit inspections to assist in determining the preparedness of individual NC NEO packets and kits.

2. INSTRUCTIONS. This form will be completed as follows:

SPONSOR'S NAME (DOE, JOHN)

RANK (E-7, SFC)

SPONSOR'S UNIT (HHC, 34TH SUPPORT GROUP)

UNIT PHONE NUMBER (738-7225)

CITY AND STATE (APO AP 96205-0009)

DATE OF INSPECTION

INSPECTORS (WARDEN) NAME AND SIGNATURE

SPONSORS SIGNATURE

ITEM BLOCK. Enter the appropriate remarks, such as:

(1) Items on hand (Check YES)

(2) Items not on hand (Check NO)

(3) Items not applicable (Check N/A)

3. GUIDANCE.

Mandatory items are:

IDENTIFICATION DOCUMENTS. The passport is the preferred means of identification, since that document will aid in the NCEs processing through any safe haven country to the country of final destination.

DD Form 788, POV Shipping Document

DD Form 1337 or DD Form 2461, Authorization for Emergency Funds

DD Form 1864, Vehicle Key Tag

DD Form 2585, Repatriation Processing Center Processing Sheet

DA Form 3955, Change of Address

USFK Form 123-R-E, Noncombatant Volunteer Information

EA Form 741-E, Personal Property Record

4. OPTIONAL

DA Form 2402, Exchange Tag (For Luggage or Pets)