

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

<b>Item</b>	<b>Purpose</b>	<b>Quantity</b>	<b>Distribution</b>
Identification Documents (Passports, visas, DoD identification, birth / adoption / marriage certificates)	Establishes identity, eligibility, citizenship and military affiliation	All applicable originals per NC	Maintained on person
<u>USFK Form 197-R-E</u>	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 NC'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 NC'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)]
<u>USFK Form 178-R-E</u>	Provides critical data for registration into NTS	2 per family	1 in NEO binder 1 for NEO Warden
Pet Vaccination Records (if applicable)	Assists in repatriation of pets	2 per family	1 in NEO binder (turn in with pet)
USFK Form 207 Registration/Title of POV	Proves ownership, enables use for NEO	2 per POV turned in	2 in NEO binder (turn in 1 with POV packet)
DA Form 3955 (or other applicable service form)	Redirects NC's mail from Korea to final destination	2 per family	2 in NEO binder (turn in at AP)
<u>USFK Form 123-R-E</u>	Identifies special skills NC has – does not imply willingness to volunteer	2 per family	1 for NEO Warden 1 in NEO binder (turn in at RC)
<u>DD Form 1610</u>	Validates and funds return to the U.S.	5 per family	5 in NEO binder (turn in 4 at Repatriation)
<u>DD Form 2585</u>	Assists in repatriation	1 per family	1 in NEO binder (turn in at Repatriation)

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

<b>Item</b>	<b>Purpose</b>	<b>Quantity</b>	<b>Distribution</b>
(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 NCs	1 per family	1 in NEO binder
PHS Form 731	Provides record of immunizations, facilitates border crossings	1 per NC	1 in NEO binder

**Note:** Put evidence of your personal property in Korea in your NEO Kit. Evidence can consist of a copy of the Household Goods Inventory prepared by the movers who shipped your property to Korea. Include digital pictures, hard-copy photos and/or a video of your property. It's also recommended that you prepare a spreadsheet of high-value items that's verified, signed and dated by an officer or senior enlisted. Compensation for a high-value item that you claim was lost or damaged during an evacuation can be difficult if you have no proof of the item's value or that you actually owned the item.

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

<b>Family Members of Military Service Members</b>			
<b>Item</b>	<b>Purpose</b>	<b>Quantity</b>	<b>Distribution</b>
<u>DD Form 1337</u> (See <u>Annex E</u> for details)	"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)
<b>Family Members of Emergency Essential DoD Civilians</b>			
<u>DD Form 2461</u> (See <u>Annex E</u> for details)	"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)

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

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**Notes:**

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

b. DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payment for DoD Civilian Employees): 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 your inability to receive a pre-designated evacuation allowance from the sponsor's pay entitlements. These forms must be filled out and authenticated prior to processing. They cannot be prepared and validated during actual evacuation processing.***

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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 for inclusion in the NEO binder to serve its second purpose: to ease an NC's reintegration and resumption of life in the U.S.

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

<b>Item</b>	<b>Purpose</b>	<b>Quantity</b>	<b>Distribution</b>
<u>DD Form 788-POV</u> <u>DD Form 788-Van</u> <u>DD Form 788-Motorcycle</u>	Facilitates VPC processing of POV shipment	5 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
Letter of Instruction for POV shipment	Identifies shipping destination and POC contact info in the U.S.	1 per family	Turn in at AP or RC
<u>DD Form 754</u>	Attached to residence key, identifies address and owner	1 per family	Turn in at AP or RC

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

Item	Purpose	Quantity	Distribution
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
<u>EA Form 741-E</u> (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		
Copy of Bill of Lading shipping property to Korea	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 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		

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

Item	Purpose	Quantity	Distribution
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. For that reason, 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 the adult NC.

b. Other tips. USFK recommends that you purchase a zippered binder in which to safeguard your NEO information documents. If you use a regular binder, you can use an attached zippered pencil pouch to store small, critical items such as passports, cash, credit cards, etc. During evacuation, keep your NEO binder in your carry-on bag to prevent loss or theft.

**C-5. NEO Bags**

Assemble your NEO bags and keep them stored in an easily accessible location in your house (e.g., front closet). Inventory your NEO bags twice a year in conjunction with COURAGEOUS CHANNEL and FOCUSED PASSAGE exercises to replace expired items (e.g., food, water,