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Personnel-General

NONCOMBATANT EMERGENCY EVACUATION INSTRUCTIONS

***This pamphlet supersedes USFK Pamphlet 600-300, dated 24 June 2013.**

FOR THE COMMANDER:

/Original Signature/

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Summary. This pamphlet contains information and guidance for all U.S. government-affiliated noncombatants (NCs) living in the Republic of Korea (ROK). U.S. government-affiliated NCs include immediate family members of military service members or American citizen (AMCIT) civilians in the employment of a U.S. federal agency, as well as those AMCIT civilians employed by the U.S. government in positions deemed non-essential during a crisis on the peninsula. Assignment to the ROK can be both fun and rewarding. NCs residing in the ROK, however, must resist complacency and constantly be prepared to respond quickly to a crisis. Noncombatant Evacuation Operations (NEO) is a U.S. Department of State-directed, military-supported operation, but its success depends largely on the preparedness and responsiveness of NCs. 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 Change. This is a major revision, dated 17 Apr 2015 --

- Relocation Center (RC) and Assembly Point (AP) functions are clarified to align with the NEO plan.
- Armed Forces Network “(AFN)-K” is changed to “AFN and USFK command websites/social media.”
- “NEO Packet” is changed to “NEO Binder.”
- All references to “ECC”, “ACE”, “SCE” and “voluntary departure” are deleted.
- Hyperlinks to various web sites are updated.
- Weight and pet information are better defined. The pet does not count against weight limit. The pet support items do count.

Applicability. This pamphlet is applicable to United Nations Command/Combined Forces Command/United States Forces Korea (UNC/CFC/USFK) Headquarters joint and combined staffs, U.S. Service Component Commands and Department of Defense personnel assigned to the ROK.

Supplementation. Issue of further supplements to this regulation by subordinate commands is prohibited unless prior approval is obtained from Headquarter (HQ), USFK Assistant Chief of Staff (ACofS) J1, (FKJ13), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j13-workflow@mail.mil.

Forms. USFK forms are available at <http://www.usfk.mil/usfk/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is HQ USFK ACofS J1 (FKJ13). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the HQ USFK ACofS J1, (FKJ13), Unit #15237, APO AP 96205-5237, email: pacom.yongsan.usfk.mbx.j13-workflow@mail.mil.

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Chapter 1 Introduction

1-1. Purpose

This pamphlet contains information and guidance for all U.S. government-affiliated noncombatants (NCs) living in the Republic of Korea (ROK). U.S. government-affiliated NCs include immediate family members of military service members or civilians in the employment of a U.S. federal agency who are American citizens (AMCIT), as well as those AMCIT civilians employed by the U.S. government in positions deemed non-essential during a crisis on the peninsula. The latter group also includes AMCIT invited contractors, 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 NCs can be ordered to leave the peninsula by authorities in the federal government or their representatives in the ROK. Other NCs, such as those AMCITs in the ROK for private business or personal pursuits, may be authorized assistance by the American Embassy (AMEMB) in Seoul or U.S. Forces Korea (USFK) during a crisis. This pamphlet outlines procedures used during noncombatant evacuation operations (NEO), gives guidance to potential noncombatant evacuees (NCEs) on how they can prepare for such a contingency, and outlines the assistance NCs can expect from the U.S. government and military authorities.

1-2. References

Required and related publications and 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 (NCE)

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

a. AMCITs and the immediate family members in their households, regardless of their citizenship, are eligible for evacuation assistance from the U.S. government. All immediate family members of U.S. military service members and U.S. Defense Department Civilians, and the Defense Department Civilians themselves, if they are not in positions deemed “emergency-essential,” are eligible NCs. See DoDD 3025.14, Glossary Part II for the definition of NCs.

b. Pregnant and hospitalized service members are also eligible NCs. 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. NC 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. Your Role as an NC

Each NC 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 you. You are highly encouraged to develop and maintain a high degree of physical health and fitness. Acquaint yourself and your family members with primary and alternate routes (by vehicle and on foot) from your residence to the nearest Assembly Point (AP) or Relocation Center (RC). Become familiar with your surroundings and key landmarks. In the event of an emergency, you should:

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

b. Mental preparation involves an understanding of what is to be expected. The AMEMB and USFK will notify you of any evacuation order, and will move you as safely and quickly as possible away from danger once you report to an 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, NCs must understand that the major objective of the operation is to preserve NCs’ 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 NCs’ cooperation and assistance to others will be essential. NCs 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 AMEMB 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 AMEMB during a NEO. NEO in Korea has 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 your responsibility to prepare yourself and your dependent children for short-notice evacuation. See Paragraph 2-10 and Appendix C.

b. *Alert.* Alert is the process of notifying you of a NEO and instructing you to assemble. Alert notification may come by way of command information through sponsors, contact by assigned NEO Wardens, or through the media. Information and instructions pertaining to the assembly of NCs will be passed through AFN and USFK command websites/social media, as well as through NEO Wardens. You will be told when and where to report for NEO processing and evacuation.

c. *Assembly.* You will report to locations USFK and the AMEMB designate. It is your responsibility to look for instructions and listen to AFN to find out where the reporting locations are in your area. If you are in an area of lesser danger, you may be instructed to “stand fast” – to remain in your home until notified to report. You should report, with your complete NEO kit, to include the NEO bags and binder, when and where directed by your assigned NEO Warden or other USFK authorities.

(1) When assembly instructions are broadcast over AFN and USFK Command websites/social media, or through NEO Wardens, you should:

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

(b) Bring your complete NEO kit (NEO binder plus NEO bags).

(c) An official will review the NEO binder for required items.

(d) You and each of your dependents will receive a NEO Tracking System (NTS) bracelet for tracking purposes. Safeguard your NTS bracelet. Keep it on and have it ready to be scanned whenever you depart from or arrive at a location.

(e) Once processed, you will enter the relocation step in the evacuation process.

(f) Be prepared to depart the ROK without returning to your residence. Comply and cooperate with military forces on site.

d. *Relocation.* This step involves moving you 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 you will await transportation off the Korean Peninsula. Relocation may be a short trip, such as moving to a different section of a military base, or a long distance, such as moving between cities. Expect to wait for evacuation transportation at an RC from several hours to several days. You may also need to move between RCs due to safety concerns or to be closer to projected evacuation transportation node. Discuss the specific plan with your NEO Warden.

(1) Relocation from APs to RCs will be by a variety of methods: military ground vehicles and aircraft, chartered buses or trains. Military forces will be escorting you.

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

e. *Evacuation.* Evacuation involves departing the Korean Peninsula. Normally, this will occur after being transported from an RC to an air or sea port and will be 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. While this may not be the most comfortable method of flying, it often allows a greater number of people to be lifted in extreme situations. You may be evacuated temporarily to a “safe haven”, another friendly country or U.S. territory, where you will then await further transportation to the U.S.

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

(2) If you are not an AMCIT or Legal Permanent Resident of the U.S. (green card holder), expect a delay in a safe haven while U.S. immigration officials process your case. Having a thorough, up-to-date NEO binder is absolutely vital in such a case.

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

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

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

2-4. Registration

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

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

b. DoD-affiliated sponsors are responsible for advising their assigned NEO Warden of changes in address, contact information and family members. Sponsors must ensure that their ration control and DBIDS records are kept current. If a family or NC moves to a different base, you must update DBIDS at the new location to ensure accurate planning and estimates.

2-5. Communications

During emergencies, AFN radio/television and USFK command website/social media (see Appendix D) as well as AMEMB websites are the best sources of evacuation information.

a. Include a small, battery-operated radio (with fresh spare batteries) in your NEO bag to gain information and instructions during an emergency.

b. For DoD-affiliated NCs, the NEO Warden system is another valuable source of information. During an emergency, your NEO Warden will attempt to contact you with information and instructions. If he/she is unable to reach you telephonically or via e-mail/text message, he/she will visit your residence. It is essential that the adult NC 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 NC families in getting into the NEO system.

c. If you have questions during what appears to be a crisis, AFN and USFK 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 AMEMB in Seoul, AFN radio/TV and USFK command website/social media will provide information and instructions on what actions to take.

a. If you find yourself in an area of civil disorder, remain indoors and restrict travel outside as much as possible until order is restored. In case of a natural disaster, remain indoors at home if conditions are safe, monitor AFN and USFK command website/social media, as well as the AMEMB Seoul and USFK command information web sites, and wait for further instructions.

b. In case such disorder or disaster results in a Relocation, Authorized Departure, Ordered Departure or evacuation, your NEO Warden, AFN or other command information outlet will provide you instructions.

2-7. Armed Conflict

Two basic types of conflict may occur.

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

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

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

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

(1) NCs should remain indoors at home and monitor AFN and USFK command website/social media.

(2) AFN, USFK command website/social media and your NEO Warden will instruct you when and where to report in case of a NEO. Be prepared to move quickly and cooperate completely with military forces upon arrival.

2-8. Children in School 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 /evacuated by military authorities to pre-designated APs or RCs. Every attempt will be made to contact the parents.

b. The schools will release the students to a parent, guardian or family. If no one picks the student up, the school will release the student into the custody of the military authorities. They in turn will supervise the relocation and evacuation of the student and try to re-unite the student with parents as soon as possible.

c. Children located at off-base schools or day care facilities, or at a home day care not affiliated with the base (on- or off-base) must be picked up or brought on base or to an evacuation site by a parent, guardian or designated AMCIT escort (per 2-10.h.2). In these situations the military authority will not be able to assist the child or family until the child is brought to an AP or RC.

2-9. Medical Cases

If you are a hospitalized patient who can safely travel without continuous medical supervision, you will be discharged and directed to report to the nearest AP or RC. If you cannot be discharged or travel without continuous medical supervision and care, you will be evacuated via the DoD Aeromedical Evacuation (AE) system. All NCs 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 you have chronic medical conditions requiring regular prescription medication, request a "contingency prescription" from your primary care provider, in addition to your regular prescription.

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

2-10. Personal Preparation

You and your dependents (non-command-sponsored or command-sponsored) must in-process within 30 days of arrival and prepare for NEO.

a. Military personnel are required to prepare NEO kits and supplies cooperatively with their dependents. Preparations shall include a NEO binder and bag. Appendix C contains a list of required and recommended items in your NEO Kit.

b. Ask your NEO Warden to review your family's NEO Kit.

c. Military personnel shall encourage their dependents to participate in NEO exercises to the greatest extent possible.

d. Military personnel are required to review NEO plans with their dependents.

e. Personally Owned Vehicles (POVs). Do not expect to be able to drive independently on major Korean roads during a crisis. Highway access and use will be strictly controlled by Korean police and military forces in order to reduce congestion and allow military traffic freedom of movement. In extreme NEO circumstances, you may be permitted to drive your POV to an AP or RC and surrender it to military forces or to drive it as part of a military convoy during relocation. Depending on time available, your POV may be denied access to the installation. Therefore, keep the fuel tank full, and regularly service tires, engine fluids, wipers and lights.

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

(2) For vehicles purchased in the ROK and not authorized for shipment back to the U.S. at government expense, turn in the keys and registration at the AP or RC. Vehicles purchased in the ROK might be confiscated by military forces for official use. Maintain proof of ownership and value in the NEO binder to settle insurance claims upon return to the U.S.

(3) Transportation of a 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. Pets (per Joint Travel Regulation 6070): A pet is defined as a domestic dog or cat. All other animals such as horses, fish, birds, ferrets, rodents, reptiles, amphibians, snakes, spiders, etc. will not be evacuated because of their size, exotic nature, shipping restrictions, host country restrictions and/or special handling difficulties. The evacuation of up to two pets per household is authorized by federal travel regulations but cannot be guaranteed in all situations; therefore, families must make plans 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 veterinary personnel will provide veterinary assistance.

(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. For specific guidance and requirements, see http://www.korea.amedd.army.mil/Veterinary/3_pcsing/Airline%20Travel%20to%20Korea%20with%20Pets.pdf ". More pet information can be found at

<http://www.korea.amedd.army.mil/veterinary/index.html>. See Korean Pet Importation Requirements for Animal, Plant, and Fisheries Quarantine and Inspection Agency.

(2) Veterinary care may be available at RCs.

(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 is subject to UCMJ IAW USFK Regulation 40-5 (Pet Control and Veterinary Services for Domestic Pets).

g. Household Goods. If you are a U.S. military-affiliated NC who is authorized return shipment of household goods at government expense, surrender your house keys, strip maps and other related documentation of property in your NEO binder to AP or RC personnel. Should time and conditions later permit, those items may be shipped to the U.S. on your behalf, subject to weight limits established in Joint Federal Travel Regulations (JFTR) Chapter 6 Evacuation, Section 4, House Hold Goods (HHG) Transportation guidance (U6007). Non-temporary storage of household goods in excess of 18,000 lbs is not authorized at government expense. If an ordered evacuation is authorized, the local transportation officer in your installation may allow excess accompanied baggage if approved by the designated carrier. The information below is for general planning purposes only as stated in the JFTR.

(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 par. U6007-B.

(2) If you are unable to ship unaccompanied baggage by air freight because of circumstances beyond your control, an air freight replacement allowance may be authorized to help defray the cost of items ordinarily shipped that must be purchased. This is a flat rate reimbursement; \$250 for one evacuee, \$450 for two evacuees and \$600 total for three or more evacuees. No receipts are required for this allowance per JFTR, Chap 6, Section 4A3.

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

h. Escorts for Minors and Others. 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 in dual-military or emergency-essential civilian households, or those in single-parent households of military or emergency-essential civilians – even if caused by temporary separation of parents for whatever reason – must have a consenting escort designated in writing in a valid Family Care Plan (FCP) developed 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. Therefore, escorts should have ready access to the supported family's residence and NEO Kit.

i. Off-Post Leases. Contact your local finance office regarding lease payment if a NEO is ordered, if you are forced to leave your belongings in your off-post residence, if the sponsor is command-sponsored, and if the military or civil servant is paying the lease on that residence. Time and conditions permitting, your personal property located at the premises can be packed and shipped to you.

j. Family Force Protection Initiative (FFPI). USFK provides basic chemical protection to noncombatant family members of U.S. military and emergency-essential civilian personnel, as well as to non-emergency-essential DoD civilians and their families. This decision was not based on any specific threat, but as an additional general measure of protection.

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

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

(3) You can sign out ICAPS masks for familiarization where training aids and devices are issued, and are available to noncombatants during COURAGEOUS CHANNEL exercise each year. Your sponsors are responsible for exchanging ICAPS masks when the certification date expires or when a new size is necessary.

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

k. Evacuation Safe Haven Allowance Policy. Each Service is authorized to manage evacuation allowances based on the Service's needs during the authorized evacuation period. The evacuation allowances should be consistent with the dependent'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, those percentages are reduced to 60% and 30%, respectively.

2-11. Exercises

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

a. Family members of military and DoD civilians (to include those DoD civilians who are not in positions designated as "emergency essential") are highly encouraged to participate in the COURAGEOUS CHANNEL and FOCUSED PASSAGE exercises. This includes all command-sponsored and non-command-sponsored personnel. These exercises not only rehearse military forces in their NEO tactics, techniques, and procedures, but also inform and prepare NCs for a potential NEO.

b. FOCUSED PASSAGE is primarily an administrative and training exercise for personnel who conduct NEO. Participation by NCs is generally limited to inspecting and updating NEO binders, but some units and organizations may conduct additional tasks, such as alert and assembly drills and briefings.

c. COURAGEOUS CHANNEL is a training exercise designed to help all NCs and support agencies practice local NEO procedures. It expands on the FOCUSED PASSAGE training requirements, to include establishing on-post evacuation centers and rehearsing the processing of DOD noncombatants and obtaining NC population estimates. This is where NEO Wardens inspect NEO binders and NEO bags. Volunteers may be solicited to participate in a simulated evacuation. Participation in such an event is at no cost to the volunteer and usually requires spending two or three nights away from home.

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

e. Escorts designated in the Family Care Plan of single-parent and dual-military or Emergency Essential Civilian (EEC) families with children are required to process their 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 NC.

2-12. Assistance after Repatriation

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

a. An alternate avenue to receiving assistance is the Military One Source office. This contact center is open 24 hours per day, 365 days per year. 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 you are 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 and report attempts by outsiders to extract detailed information on NEO (locations, timelines, routes, procedures, units, etc.) to your chain of command or military intelligence personnel Threat Awareness and Reporting Program at DSN 723-3299 (dial 05033 and the last 6-digits of the DSN phone number if calling from a civilian or cell phone; for example, 05033-23-3299).

2-14. Conclusion

Assignment to the Republic of Korea can be both fun and rewarding. NCs residing in the ROK, however, must resist complacency and constantly be prepared to respond quickly to a crisis. NEO is a military operation, but its success depends largely on the preparedness and responsiveness of NCs like you. NEO preparedness is primarily an individual responsibility. Proactive involvement in and understanding of the NEO program, regular interaction with NEO Wardens, participation in exercises and maintenance of a current NEO Kit are all critical enablers of this 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).

JTR, The Joint Travel Regulations, Chapter 6070, "Pet Transportation and Quarantine" as of 1 Dec 2014 (U).

USFK NEO Plan for Republic of Korea 24 July 2014 (Secret-ROKUS).

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

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

Section III. Prescribed Forms

This section contains no entries.

Section IV. Referenced Forms

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 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.

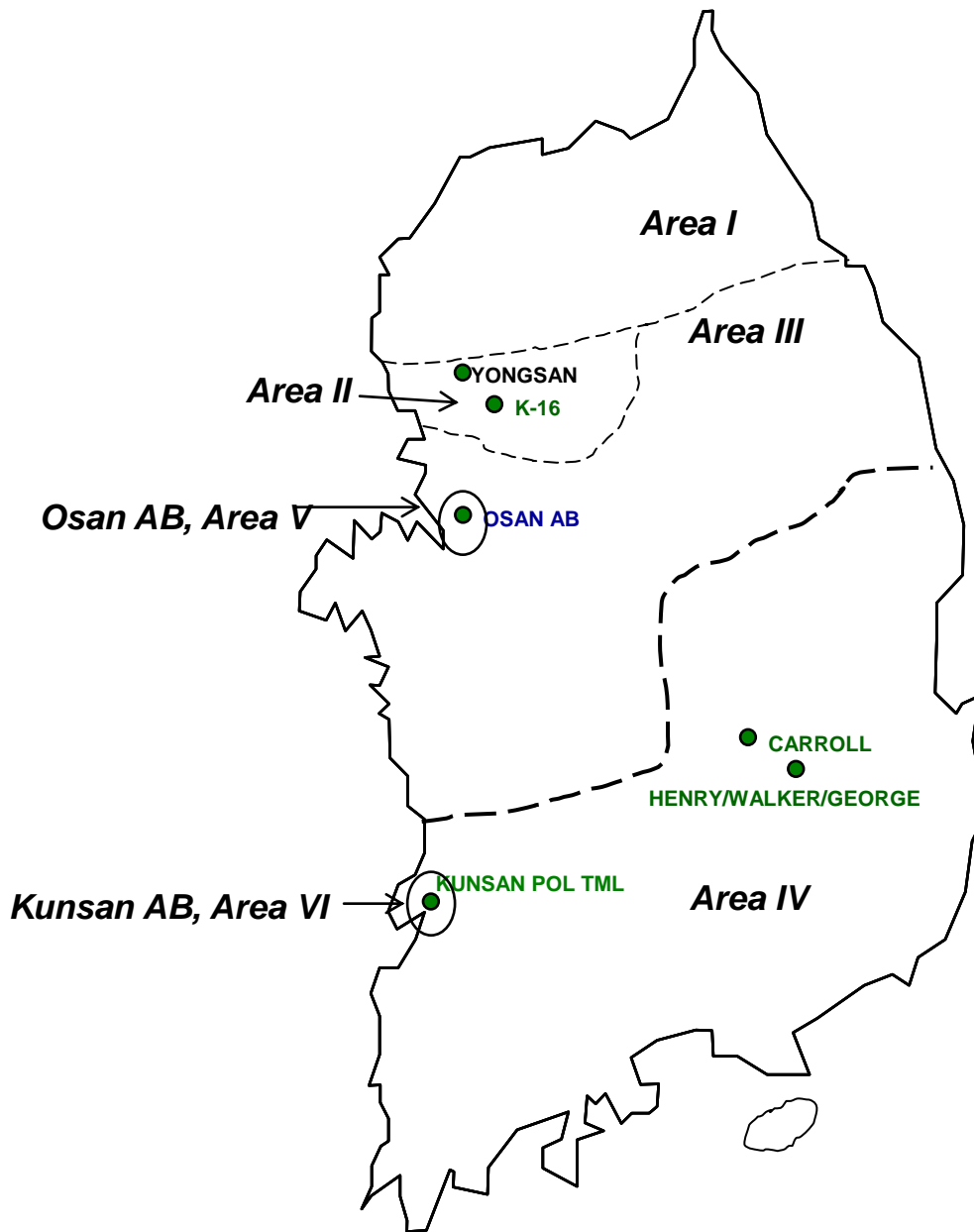
USFK Form 178-R-E, Noncombatant Evacuation Operations Data Card.

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
Korean Peninsula Area Map



Appendix C NEO Kit Contents

C-1. Composition

NEO Kits consist of the NEO binder and NEO bags.

C-2. NEO Binder

Your NEO binder will facilitate your rapid evacuation and repatriation while keeping all benefits due intact, and will assist in your reintegration and resumption of life in the United States. You can find many of the forms mentioned below at

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

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

C-3. Required Documents

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

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

(2) If you are not an AMCIT or a green card holder, you will need your passport and 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 military or EEC household, or dual-military or EEC household, a complete FCP is required in accordance with applicable Service regulations to identify, authorize and empower an adult NC to escort minors from those households through the evacuation process.

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

C-4. Critical Documents

To facilitate the expeditious evacuation from the ROK while preserving as many military benefits as possible, it's critical to include certain documents in a NEO binder. Contents of your NEO binder are determined largely by your family's status in Korea. A command-sponsored family would have more paperwork in their NEO binder than does 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 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**

Item	Purpose	Quantity	Distribution
(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**

Family Members of Military Service Members			
Item	Purpose	Quantity	Distribution
<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)
Family Members of Emergency Essential DoD Civilians			
<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)

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

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.***

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.

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

Item	Purpose	Quantity	Distribution
<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,

medication and batteries) and adjust the clothing contents for the upcoming season and possible sizing changes.

a. Weight limits. You are authorized 70 pounds of luggage total. A family of four would be authorized 280 pounds. During an evacuation, you may have to walk extended distances; therefore the lighter the baggage, the better. FFPI protective masks do not count against your weight limit. Military forces will likely not be able to load, unload or haul your baggage during evacuation; this is your responsibility.

b. Bag limitations. You are 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 70 pounds.** For families with a carry-on pet carrier, the pet carrier, not the pet, will count against your weight limitation and as your one carry-on bag. You may elect to combine multiple NCs' gear into fewer bags, so long as you can manage the weight and do not exceed your family's aggregate weight limit of 70 pounds per individual. **Note:** The pet support items (carrier, food, supplies) will count against your weight limit, but the actual pet will not. (See JTR 6070)

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

d. Contents. You may include the following in your NEO bags:

(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) FFPI protective mask.

C-6. Dressing for Evacuation

Wear comfortable clothing for the season and comfortable. You 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 all 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 and will allow you to peel off clothing when warm. The inner layers should wick moisture away from the body, while the outer layers should offer protection against moisture and wind. Half of all body heat is lost through the scalp in winter, so full coverage headgear and gloves are highly recommended.

Appendix D

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

D-1. AFN Radio Frequencies.

a. FM radio.

- (1) Area 1 Concord: FM 88.5.
- (2) Area 1 CP Casey: FM 88.3.
- (3) Area 2 Namsan: FM 102.7.
- (4) Area 3 CP Humphreys: FM 88.3.
- (5) Area 3 Osan AB: FM 88.5.
- (6) Area 4 CP Walker: FM 88.5.
- (7) Area 4 Jinhae: FM 88.5.
- (8) Area 4 Pier-8: FM 88.1.
- (9) Area 5 Kunsan AB: FM 88.5.
- (10) Area 5 Kwangju: FM 88.5.

b. AM radio.

- (1) Area 1 CP Casey: AM 1197.
- (2) Area 1 CP CRC: AM 1161.
- (3) Area 2 Yongsan: AM 1530.
- (4) Area 3 CP Humphreys: AM 1440.
- (5) Area 4 CP Carroll: AM 1440.
- (6) Area 4 Jinhae: AM 1512.
- (7) Area 4 Mujuk: AM 1512.
- (8) Area 5 Kunsan AB: AM 1440.

D-2. AFN TV

During a NEO event, NCEs should tune into the AFN Prime Pacific channel for the timeliest 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: www.twitter.com/usfkpao or search USFKPAO.
- d. YouTube: www.youtube.com/usfkpao or search USFKPAO.

Appendix E

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

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

a. Command-Sponsored Dependents.

(1) Evacuated military command-sponsored dependents are authorized transportation expense and safe haven allowances from the time the dependent departs the evacuation site until the dependent 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 dependents 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 (JFTR, par. U6005-c). **Note:** Safe haven allowances for days of departure/return are computed (JFTR, par. U4147). If the dependent 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 JFTR, par. U2605 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) Reimbursement for lodging is not authorized if dependents 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 (JFTR, pars. U6005-d and u6003-a) beyond the first 30 days after arrival at a safe haven.

(5) Local travel allowance: A local travel allowance of \$25 per day per family is paid (JFTR, par. U6006). A receipt is not required. Alternate safe haven locations must be authorized/approved by those officials (described in JFTR, par. U6003-b2).

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 authorizing/ordering the evacuation considers appropriate) if located at the member's OCONUS Permanent Duty Station (PDS) when an evacuation is authorized/ordered (JFTR, par. U6004-g). 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 (JFTR, par. U6004-i2). 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/approved by USD(P&R) (JFTR, par. U6004-i2).

c. DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances). As NEO could be initiated with little to no notice, military dependents may find themselves without adequate funds to cover the cost of dependent travel and other essential expenses incurred during the evacuation process. 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:

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

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

(3) Evacuation Travel Allowance. Only command-sponsored dependents are eligible for this per diem allowance, which also covers transportation delays within intermediate staging areas.

(4) 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 date new permanent quarters are occupied or 30 days, whichever is less. Per diem is limited to the locality rate of the designated location. Command-sponsored dependents 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.

(5) Standard Initial Payment Amounts for Personnel Currently Stationed in the ROK.

(a) Dependents 12 and older- \$80.00 per day x 5 days = \$400.

(b) Dependents under the age of 12- \$40.00 per day x 5 days = \$200.

(c) Family Separation Allowance is \$250.00/month.

d. 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 that DD Form 1337 is 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, the unit commander 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 draw an advance prior to the actual evacuation, if time permits. If they are not able to receive advance payments prior to departure, payment may be obtained during the evacuation by presenting DD Form 1337 to any military disbursing officer, whether overseas or within the United States. If it has been 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 in order 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 of the option exercised, 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 in order to obtain the respective allowances (primarily DD Form 1351-2). If a military disbursing officer is not available, dependents may obtain the allowances by forwarding the original DD Form 1337, two 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

e. Responsibilities. Military finance and disbursing offices are responsible for implementing all provisions of AR-37-105, chapters 20 through 22; AR 690-11, chapter 6; DoD Military Pay and

Allowances Entitlements Manual; CMMI 550.S4; NAVSO 3005-73; AFM 177-373; JFTR, Volume 1; Joint Travel Regulation, Volume 2.

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

a. DD Form 2461 (Authorization/Designation for Emergency Pay and Allowances). Like military dependents, DoD civilian dependents ordered to evacuate with little to no notice may not possess adequate funds to cover the cost of dependent travel or other essential expenses incurred during the evacuation process. DD Form 2461 (see Figure F-2) allows a civilian sponsor to provide funding to dependents in the event of an emergency evacuation. It is an important official document and should be kept with the primary dependent's NEO 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 that the sponsor may authorize dependents to receive all or a portion of the following evacuation payments:

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

(2) 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.

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

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

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

• 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 cannot get an exemption 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.

- 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 cannot get an exemption 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.

- 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.

- 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.

(4) Other Entitlements.

(a) 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.

(b) 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.

b. 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 office will assist dependents in completing the vouchers required to accompany DD Form 2461 to obtain the respective allowances. Questions pertaining to your entitlements may be addressed to the sponsor's servicing CPO.

c. 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:

(1) The date the sponsor commences travel under an order assigning him/her to another duty station outside the evacuated area,

(2) The effective date of arrival of the sponsor at the next assigned post,

(3) The date of termination of the sponsor's service, or

(4) 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. In order to prevent multiple conversions of this nature, DD Form 1337, DD Form 2461 or an official affidavit will be annotated each time a conversion is made. Additional conversions may be made in accordance with the provisions identified in USFK Regulation 37-14, paragraph 14. Security deposit refunds constitute a valid conversion over the established limit. Won conversions may also be conducted at the designated safe haven in accordance with the appropriate service regulations.

AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND ALLOWANCES (Read Privacy Act Statement on back before completing form)					
1. MEMBER (Last Name, First Name, Middle Initial) DOE, JAMES J.		2. GRADE, RATE OR RANK SFC		3. SOCIAL SECURITY NUMBER 000-11-2222	
4. MEMBER'S STATION OR ORGANIZATION 175TH FMC, UNIT #15300, APO AP 96205-5300					
5.a. PRIMARY DEPENDENT'S NAME (or designated representative for minor dependents) (First Name, Middle Initial, Last Name) MARY S. DOE				b. RELATIONSHIP SPOUSE	
6. DEPENDENTS OTHER THAN PRIMARY					
a. NAME (Last Name, First Name, Middle Initial)		b. DATE OF BIRTH (YYYYMMDD)	a. NAME (Last Name, First Name, Middle Initial)		b. DATE OF BIRTH (YYYYMMDD)
(1) JUDY K. DOE		19970505	(5)		
(2) JOHN J. DOE		20001002	(6)		
(3)			(7)		
(4)			(8)		
7. PAYMENT DESIGNATION					
<input checked="" type="checkbox"/> a. ADVANCE OF PAY - MAXIMUM AMOUNT \$ 2,000.00 (Not to exceed 2 months basic pay) I hereby authorize an advance of basic pay, as indicated above, to be paid to my above named dependent or representative, in the event of an emergency declared by proper authority. I understand that any amount of my basic pay paid to my dependent or representative will be deducted from pay and allowances due me.					
<input checked="" type="checkbox"/> b. EVACUATION ALLOWANCE (Designated dependent or representative)					
<input checked="" type="checkbox"/> c. EVACUATION DISLOCATION ALLOWANCE (Designated dependent or representative) I hereby designate the above named individual to receive the payment checked in the event of an evacuation ordered or approved by competent authority.					
d. DATE 02 FEB 2010		e. SIGNATURE OF MEMBER -----/S/-----			
f. SIGNATURE OF PRIMARY DEPENDENT (or designated representative for minor dependent) -----/S/-----					
g. DATE 05 FEB 2010		h. NAME, SIGNATURE, AND TITLE OF AUTHENTICATING OFFICIAL(S) ROBERT T. TANKER, CPT, AR, COMMANDING -----/S/-----			
8. RECORD OF PAYMENTS					
a. DATE (YYYYMMDD)	b. DISBURSING OFFICER	c. SYMBOL NUMBER	d. PAYROLL NO. OR VOUCHER NO.	e. TYPE OF PAYMENT (Advance of Pay - Dislocation Allowance - Evacuation Allowance)	f. AMOUNT PAID

DD FORM 1337, NOV 2007

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Figure E-1. DD Form 1337 Example

AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND ALLOTMENT PAYMENTS FOR DOD CIVILIAN EMPLOYEES				
PRIVACY ACT STATEMENT				
AUTHORITY: 5 U.S.C. 5521-5527; E.O. 9397; E.O. 10982; E.O. 12107; and E.O. 12748.				
PRINCIPAL PURPOSE(S): Information is collected to facilitate the issuance of emergency evacuation advance and allotment payments to a DoD civilian employee.				
ROUTINE USE(S): None.				
DISCLOSURE: Voluntary; however, failure to provide the requested information may result in delay in approval of the authorization.				
1. SPONSORING CIVILIAN EMPLOYEE		2. SOCIAL SECURITY NO.	3. GRADE OR LEVEL	4. STEP OR RATE
a. NAME (First, Middle Initial, Last) DAVID R. DOE		001-00-1111	GS12	8
b. ADDRESS (Street, City, State and Zip Code) 175TH FMC UNIT #15300 APO AP 96205-5300		5. POSITION TITLE ACCOUNT AUDITOR		
		6. EMPLOYING DEPARTMENT US ARMY		7. APPROPRIATION
8. EVACUATED INSTALLATION		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

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Figure E-2. DD Form 2461 Example

Glossary

Section I. Abbreviations

ACofS	Assistant Chief of Staff
AE	DoD Aeromedical Evacuation
AFN	American Forces Network
AMCIT	American Citizen
AMEMB	American Embassy in Seoul
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
JFTR	Joint Federal 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
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
USFK	United States Forces Korea

Section II. Terms

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

Assembly Point (AP). 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.

Courageous Channel. An annual NEO readiness exercise designed to help all NCEs and support agencies practice local NEO procedures. It provides a forum to inspect and update administrative data such as NEO binders and noncombatant population estimates. The exercise not only rehearses military forces in their NEO tactics, techniques, and procedures, but also informs and prepares noncombatants for a NEO.

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

Focused Passage. An annual NEO readiness exercise designed to train personnel who conduct NEO. It provides a forum to inspect and update administrative data such as NEO binders and noncombatant population estimates. The exercise not only rehearses military forces in their NEO tactics, techniques, and procedures, but also informs and prepares noncombatants for a NEO.

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

Noncombatant Evacuation Operations (NEO). 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 (RC). A location where noncombatant evacuees will be moved in Korea under military control to await evacuation from the peninsula. Basic life support is provided at these locations: shelter, food, water 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 U.S.

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