



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

01 Jan 2018

EXAMPLE

MEMORANDUM FOR 374 FSS PERSONNEL

FROM: 374 FSS Noncombatant Evacuation Operation Coordinator

SUBJECT: Noncombatant Evacuation Operation Coordinator Contact Letter

1. The 374 FSS Director has appointed me as your Noncombatant Evacuation Operation (NEO) Coordinator. I am your liaison to assist you (and your family) in preparing for potential disaster situations. I will guide you in establishing your NEO Folder and be available to answer any questions you might have about preparing for and responding to disasters.

374 FSS Noncombatant Evacuation Operation Coordinators

Primary/Alternate	Rank	Name	Duty Phone
Primary	GS-06	Brian Smith	225-0000
Alternate		Vacant	
Alternate	TSgt	Jennifer Smith	225-0000

EXAMPLE

374 FSS Noncombatant Evacuation Operation Warden

Ward	Rank	Name	Office	Duty Phone
1	SSgt	Brian Smith	FSVF	225-0000
2	SSgt	Jennifer Smith	FSVS	225-0000
3				
4				
5				

2. Noncombatant Evacuation Operation is an important aspect of your personal, and our unit's overall, readiness posture. While the Noncombatant Evacuation Operation folder is your responsibility, I will assist you in preparing and maintaining its accuracy.

3. If you have any questions or concerns relating to the Noncombatant Evacuation Operation processes, please do not hesitate to contact them.

EXAMPLE

Brian Smith, GS-06, DAF
NEO Program Coordinator
374 Force Support Squadron