



# EMERGENCY EVACUATION PROGRAM (EEP) Checklist

SPONSOR'S NAME:		RANK:	SPONSOR'S UNIT:	UNIT PHONE NUMBER:	CURRENT ADDRESS:		
<b>Documents for EEP Packet</b>							
<b>SECTION 1: Administration and Reference</b>					YES	NO	N/A
1	Emergency Bag/Kit Checklist						
2	USFJ Command Policy Memo						
3	Unit, Wardens, and Community Contact Information						
4	* Map from Residence to Rally Point/Evacuation Control Center						
<b>SECTION 2: Identification</b>					YES	NO	N/A
1	* USFJ Form 178-R: EEP/NEO Data Card (Complete and turn in a copy to Warden)						
2	** DoD ID (No copy, have on person)						
3	** US Passport w/SOFA Stamp (copy and have on person)						
<b>SECTION 3: Evacuation and Finance Orders/Forms</b>					YES	NO	N/A
1	** Orders or Letters of Employment/Assigning SOFA members to Japan						
2	DD Form 1610: Evacuation Orders						
3	DD Form 2585: Repatriation Processing Form						
4	DD Form 2461: (Civilian) Authorization for Emergency Evac Advance &						
5	DD Form 1337: (Military) Authorization for Emergency Pay & Allowances						
6	Change of Address form (local post office form)						
7	DS-3072 Repatriation Emergency Medical & Dietary Assistance Loan Application						
8	DS-5528 Evacuee Manifest and Promissory Note						
<b>SECTION 4: Vehicle, Residence and Household Goods Forms</b>					YES	NO	N/A
1	Inventory of Household Goods (DD Form 1701 or other like inventory)						
2	DD Form 1299: Application for Shipment/Storage (2 copies)						
3	Residence Key Envelope						
4	Vehicle Key Envelope						
5	Military Vehicle Registration/Certificate of Title (2 copies)						
6	DD form 788: Vehicle Inspection Document						
7	DD 2506: Vehicle Impound Document (2 copies)						
<b>SECTION 5: Family and Pets</b>					YES	NO	N/A
1	Family Care Plan / Certification (Forms for each branch)						
2	DD Form 2208 Rabies Vaccination Certificate						
3	DD Form 2209 Pet Health Certificate						
4	Pet NEO Card (2 copies, attached 1 copy to pet carrier)						
<b>SECTION 6: (Not required) Other Important Personal Documents</b>					YES	NO	N/A
1-12	** Various others, such as Power of Attorneys (you may want to give a person who would remain in Japan a POA to sell your vehicle, care for pets that are not eligible for evacuation, etc.)						
DATE OF INSPECTION:		INSPECTOR'S NAME (PRINTED):		INSPECTOR'S SIGNATURE:		SPONSORS SIGNATURE:	

\* Required Documents (Must be maintained by EEP Warden for every Evacuee)

\*\* No example provided in this packet



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### SECTION 1 - Administration and Reference

	DOCUMENT NAME	PURPOSE/NOTES
1 <input type="checkbox"/>	Emergency Bag/Kit Checklist	Suggested items needed during crisis and or evacuation.
2 <input type="checkbox"/>	USFJ Command Policy Memo	Outlines the Sub-Unified Commander's intent for the EEP and compliance requirements.
3 <input type="checkbox"/>	Unit, Wardens, and Community Contact Information	Important contact information needed during a crisis. Identifies who your Warden is and contact information.
4 <input type="checkbox"/>	Map from Residence to Rally Point/Evacuation Control Center	The purpose of the map is to send a representative to your residence in case you are unaccounted for. If you live on post, use the post map with your residence clearly marked. If you live off post, use a clearly marked strip map to/from your residence.

**Privacy and Security.** EEP packet consists of required, critical, and recommended documents which contain some very personal and private information. For that reason, evacuees or their sponsors should NEVER allow anyone to take sole custody of it (i.e., turning it in to an EEP warden to inspect without being present). EEP wardens should inspect the contents of the EEP packet in the presence of either the sponsor or the adult evacuee.



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## SECTION 2 - Identification

	DOCUMENT NAME	PURPOSE/NOTES
1 <input type="checkbox"/>	** USFJ Form 178-R: EEP/NEO Data Card	Complete this form and turn in to your organization EEP Warden. (Also keep a copy in your EEP packet)
2 <input type="checkbox"/>	DoD ID	ID/CAC Cards with passports will be the first ID requested at processing centers. (do not copy ID, have on person)
3 <input type="checkbox"/>	US Passport w/SOFA Stamp	ID/CAC Cards with passports will be the first ID requested at processing centers. (1 copy)

**If identification documents are unavailable you may need one or more of the following: VISA, Birth Certificates, Citizenship Document, Adoption paperwork, Marriage/Divorce Cert, etc.**

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### SECTION 3 - Evacuation and Finance Orders/Forms

	DOCUMENT NAME	PURPOSE/NOTES
1 <input type="checkbox"/>	Orders or Letters of Employment	Orders or Letters of Employment/Authorization assigning SOFA sponsor and family members to Japan. Command Sponsorship paperwork if not on original PCS orders.
2 <input type="checkbox"/>	DD Form 1610: Evacuation Orders	Fill in these forms as much as possible. They might be required during the evacuation process as Evacuation Orders. Lines of Accounting and approval signatures will be provided at processing centers if this document is used.
3 <input type="checkbox"/>	DD Form 2585: Repatriation Processing Form	This is an important document. To speed up the evacuation process, fill in as much of the document as you can now. Complete it after boarding your evacuation flight/vessel.
4 <input type="checkbox"/>	* DD Form 2461: (Civilian Personnel) Authorization for Emergency Evacuation Advance & Allotment Payments	(DoD Civilian Employees & family members) This form will help you expedite emergency pay and allowances if needed.
5 <input type="checkbox"/>	* DD Form 1337: (Military Personnel) Authorization/Designation for Emergency Pay & Allowances	This form will help you expedite emergency pay and allowances if needed.
6 <input type="checkbox"/>	Change of Address Form	This form can redirect mail from your local address to your new address. (Use your local post office form)
7 <input type="checkbox"/>	DS-3072 Repatriation Emergency Medical and Dietary Assistance Loan Application	This form can be used to apply for emergency loan, repatriation, or medical assistance.
8 <input type="checkbox"/>	DS-5528 Evacuee Manifest and Promissory Note	Important information for evacuation and manifests – fill in as much as possible prior to being assigned a flight, and complete at Evacuation Coordination Center (ECC).

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<b>SECTION 4 - Vehicle, Residence, and Household Goods Forms</b>		
	<b>DOCUMENT NAME</b>	<b>PURPOSE/NOTES</b>
1 <input type="checkbox"/>	Inventory of Household Goods (DD Form 1701 or similar inventory)	Your inventory and photos will help you file a claim if your goods cannot be recovered. Be sure to document all valuable property. Recommend you email a copy to your home of record. (2 copies)
2 <input type="checkbox"/>	DD Form 1299: Application for Shipment/Storage	In the event household goods need to be shipped or placed in storage. (1 per shipment)
3 <input type="checkbox"/>	Residence Key Envelope	This envelope provides authorities a means to access your residence for security reasons or to ship your household goods if required.
4 <input type="checkbox"/>	Vehicle Key Envelope	This envelope provides authorities a means to safely relocate vehicles or move them to shipping ports if required.
5 <input type="checkbox"/>	Military Vehicle Registration/Certificate of Title	This document would be used to help you file a claim if your vehicles cannot be recovered. (2 copies)
6 <input type="checkbox"/>	* DD form 788 series: Private Vehicle Shipping Document	Facilitates VPC processing of POV shipment, if it is possible. Use appropriate 788 series for Sedans, Vans, and Motorcycles. , (5 copies per POV; 1 with family, 4 turned in to ECC)
7 <input type="checkbox"/>	* DD 2506: Vehicle Impound Document	This form will provide a disposition of your vehicle (2 copies)

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## SECTION 5 - Family and Pets

	DOCUMENT NAME	PURPOSE/NOTES
1 <input type="checkbox"/>	*Family Care Plan/ Certification (Service Specific)	Contact your Legal Office for Powers of Attorney if needed. Military and Emergency Essential sponsors who will rely on others to escort their children must provide powers of attorney and Family Care Plans to alleviate complications. Family Care Plans are required under normal circumstances for sole/dual-military parents or Emergency Essential Civilians. Ensure a copy is filed in your Evacuation Information Packet.
2 <input type="checkbox"/>	DD Form 2208: Rabies Vaccination Certificate	(2 copies in waterproof pouch for your airline-approved pet carrier)
3 <input type="checkbox"/>	DD Form 2209: Pet Health Certificate	(2 copies in waterproof pouch for your airline-approved pet carrier)
4 <input type="checkbox"/>	Pet NEO Card	(2 copies, attach 1 copy to your airline-approved pet carrier)

**Pets.** If the government is able to evacuate your pets, you will be responsible for transportation costs from the Repatriation site to your Home of Record.

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<b>SECTION 6 - (Not required) - Other Important Personal Documents</b>	
<b>1</b>	<input type="checkbox"/> Power Of Attorneys (POA)
<b>2</b>	<input type="checkbox"/> Marriage License / Divorce Decree / Adoption paperwork
<b>3</b>	<input type="checkbox"/> Copies of Medical & Dental Information
<b>4</b>	<input type="checkbox"/> Immunizations Records
<b>5</b>	<input type="checkbox"/> Insurance (health, life, etc.)
<b>6</b>	<input type="checkbox"/> Financial Records (checkbook/bank books/credit cards/tax records/current bills, etc.)
<b>7</b>	<input type="checkbox"/> Valid U. S. Driver's License
<b>8</b>	<input type="checkbox"/> Employment Records (resume, latest pay voucher, SF50, etc.)
<b>9</b>	<input type="checkbox"/> Prescriptions for Important Medications
<b>10</b>	<input type="checkbox"/> Last Will and Testament
<b>11</b>	<input type="checkbox"/> Important Contacts / Personal Address Book
<b>12</b>	<input type="checkbox"/> Estimate: \$100 Cash Per Person (dollars and yen)

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