



**HEADQUARTERS  
UNITED STATES FORCES, JAPAN  
APO AREA PACIFIC 96328-5068**

MEMORANDUM FOR COMMANDER, FIFTH AIR FORCE  
COMMANDER, MARFORJ  
COMMANDER, CNFJ  
COMMANDER, USARJ  
DEPUTY COMMANDER, U.S. FORCES, JAPAN  
COMMANDERS OF TENANT UNITS IN JAPAN  
ALL MILITARY PERSONNEL IN JAPAN

**APR 06 2018**

FROM: COMUSFJ

SUBJECT: IMPLEMENTATION OF A STANDARDIZED EMERGENCY EVACUATION  
PROCEDURES CHECKLIST

1. PURPOSE:

This memorandum directs the implementation of a standardized NEO/EEP checklist across USFJ. The attached checklist is designed to replace each service component's individual emergency evacuation checklist and provide all SOFA status members, regardless of their location and service component affiliation, with one standardized emergency evacuation checklist.

2. AUTHORITY AND APPLICABILITY

USPACOMINST 0530.1, Command Relationships in U.S. PACOM (S), 14 January 2018  
USPACOM FY 18/19 Theater Campaign Order, 3 August 2017  
Joint Publication 1, Doctrine for the Armed Forces of the United States, 25 March 2013  
Joint Publication 3-0, Joint Operations, 11 August 2011

3. BACKGROUND:

In order to standardize service component NEO/EEP procedures a NEO/EEP Working Group began meeting in July 2017. SMEs from USFJ, CNFJ, 5 AF, USARJ, MARFORJ, and DODEA were present and reviewed each service specific NEO/EEP checklists. The working group developed the attached standardized checklist. The checklist was then staffed with each service component for comment. Based on the comments received, the checklist was further modified to the attached checklist for implementation.

#### 4. REQUIREMENTS:

a. All service components and tenant units in Japan will ensure that the attached USFJ NEO/EEP checklist is implemented and utilized by their respective commands and NEO/EEP coordinators. Personnel who are present in Japan and have already prepared a service specific NEO/EEP checklist will have 90 days to update their NEO/EEP checklist IAW the attached standardized checklist. Personnel arriving in Japan after today will utilize the attached checklist. Standardizing the NEO/EEP checklist will ensure that in the event of an emergency evacuation all USFJ personnel will be utilizing a common checklist. This will simplify and expedite personnel handling during an emergency evacuation.

b. Service component commanders in Japan will publish and direct implementation of this directive to all assigned military personnel, military dependents, and SOFA members assigned to Japan. Military and Department of Defense civilian personnel who fail to prepare a NEO/EEP checklist within 180 days of this memorandum using the attached updated checklist are subject to UCMJ punishment and/or adverse administrative action.

c. Questions concerning this memorandum should be directed to the USFJ J35, at (DSN) 225-5601.



JERRY P. MARTINEZ,  
Lieutenant General, USAF  
Commander, United States Forces, Japan

Attached:  
USFJ EEP Packet