

**PREVENTIVE LAW  
SERIES**

**Legal Assistance Program**

*TOPIC:*

***NONCOMBATANT EVACUATION  
OPERATIONS (NEO)  
KNOW YOUR RESPONSIBILITIES***

*June 2014*

**If you have questions concerning the topic  
of this pamphlet, please contact the  
Legal Assistance Office**

For additional information & useful links, please visit:  
<https://aflegalassistance.law.af.mil>

**Legal Assistance Office  
Phone: 226-4022**

**Office of the  
Staff Judge Advocate  
Misawa AB, Japan**

## **NONCOMBATANT EVACUATION OPERATIONS (NEO) KNOW YOUR RESPONSIBILITIES**

This pamphlet is designed to help family members and DoD civilians prepare in the event that a noncombatant evacuation occurs.

**What is NEO** - NEO is the process by which the United States State Department evacuates United States family members, other DoD civilians, and aliens from the overseas area.

**When will NEO occur** - NEO will be implemented at the direction of the State Department, when living conditions for both health and safety reasons are no longer feasible for family members residing in the overseas area. Examples include earthquakes, tsunamis, typhoons, and war.

**Where will you be evacuated to** - Depending on the situation, family members will be directed to shelters, processing centers, or collection points, where they will await transportation to your final destination.

**NEO will happen quickly so be prepared to act on your own** - When a NEO is implemented, a sponsor will be performing their assigned military duties and will most likely not be able to help family members relocate.

**Notification Procedures** - There are a few ways that a family member may be notified of an evacuation: the sponsor, the sponsor's unit, FEN, public address system, personal contact at quarters.

**Upon notification** - Upon notification of an evacuation ensure that the following listed steps are taken:

- Pull out the NEO kit
- Get the family together
- Review the emergency kit
- Place unaccompanied baggage on top of or under the kitchen table. Transportation Management Office will come to quarters to pick up baggage. Leave a list of the items with your baggage that are located therein
- Move exterior equipment and toys next to building
- Unplug appliances (except refrigerator)
- Turn off lights and heaters
- Close all windows
- Open all curtains
- Secure quarters and leave house and car keys in the ignition with the car unlocked
- Ensure the vehicle identification card is located in the glove compartment of the car
- Park car in designated parking spot
- Proceed to shuttle area for pick-up, with all family members, NEO kit, and luggage ready to go

The following listed information may be helpful to you in the event that an evacuation is necessary.

**NEO points of contact:**

- Fire, police, medical 911 (off base 0176-53-1911)
- Personnel Readiness 226-3698
- Readiness Plans Flight 226-5062
- Command Post 226-9899
- Chaplain 226-4630
- Airman & Family Readiness Center 226-4735
- Air Force Aid Society 226-9316
- American Red Cross 226-3016
- Sponsor's First Sergeant \_\_\_\_\_ (get this from your sponsor)
- Legal Office 226-4022

Your NEO kit should contain, at a minimum, the following items:

- MAB Form 29, NEO Registration Form
- DD Form 1337, Advance Pay Form (Military Members)
- DD Form 2274, Advance Pay Form (Civilian Employees)
- DD Form 1701, Inventory of Household Goods
- AF Form 357, Dependent Care Certification (Single Military Members or Military Married to Military with Dependents)
- AF Form 2585, Repatriation Processing Center Processing Sheet
- DD Form 2258, Temporary Mail Disposition
- Commander's NEO letter and review statement
- NEO guidance information sheet
- NEO family evacuation checklist
- Identification Cards
- Proof of Citizenship
- Passports and/or Visas
- Immunization Records
- Birth Certificates
- Wills (original or copy with name of person and address who possess the original)
- Marriage Certificates
- Bank books/Checkbooks
- Insurance policies
- Powers of Attorney, *see below*
- Auto registration
- School report cards
- \$100.00 per person
- Two bags per person (70 lbs each)

The legal office can assist you in the preparation of wills, living wills for medical decisions in the event of incapacity, and powers of attorney. The legal office can provide you with general and special powers of attorney. General powers of attorney grant unlimited authority to an attorney-in-fact, and therefore should be executed with caution. Special powers of attorney are designed to permit an attorney-in-fact to accomplish one or more specified purposes. They generally provide the principal with greater protection from civil liabilities and obligations, and are more widely recognized and accepted by third parties.

Regular general and special powers of attorney only permit an attorney-in-fact to act on behalf of the principal as long as the principal would be able to conduct such transactions personally. Therefore, death, incapacity, or incompetence revoke the authority of the attorney-in-fact to act on behalf of the principal. Only a specifically designated durable power of attorney will allow the attorney-in-fact's authority to extend into incompetence or incapacity. Authority to act extinguishes upon the death of the principal regardless of the classification of power of attorney. Durable powers of attorney are available at the legal office only upon counseling by a licensed attorney.

Evacuation can be a very stressful time for everyone, the better prepared you are ahead of time, the smoother the process will go for your family. The legal office is prepared to assist you in all legal matters that may affect your evacuation or the evacuation of your family. If you have any further questions about NEO and your responsibilities, see your orderly room NEO monitors.