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| SPONSOR’S NAME: | | RANK: | SPONSOR’S UNIT: | UNIT PHONE NO.: | APO AP: | | |
| **Necessary Documents for evacuation:** Must be provided for immediate departure from Japan | | | | | | | |
|  | | | | | YES | NO | N/A |
| **1.** | USFJ Form 178-R Evacuation Data Card | | | |  |  |  |
| **2.** | DoD ID (Have on person) | | | |  |  |  |
| **3.** | US Passport (Have on person) | | | |  |  |  |
| **-** | OR any Passport and US Immigrant Visa (not US citizen) | | | |  |  |  |
| **-** | OR any Passport, birth/marriage/adoption certificate, and copy of Sponsor’s DOD ID (not US citizen)-does not guarantee access to the U.S. | | | |  |  |  |
| **4.** | Family Care Plan – As required in accordance with applicable Service regulations for all single parent military / emergency essential civilian (EEC) household or dual military / EEC household | | | |  |  |  |
| **5.** | DD Form 1610: Evacuation Orders | | | |  |  |  |
| **6.** | DS-5528 Evacuee Manifest and Promissory Note | | | |  |  |  |
| **7.** | DD Form 2585: Repatriation Processing Form | | | |  |  |  |
| **8.** | Pet Documentation: DD Form 2208 Rabies Vaccination Certificate,  DD Form 2209 Pet Health Certificate | | | |  |  |  |
| **9.** | Pet NEO Card (2 Copies, attached 1 copy to pet carrier) | | | |  |  |  |
| **Critical Documents:** Preserve military benefits and are not required for immediate travel. Can be completed upon arrival at repatriation sites after evacuation. | | | | | | | |
| **10.** | Orders or Letters of Employment (Authorization) for sponsor/family in Japan | | | |  |  |  |
| **11.** | DS-3072 Repatriation Emergency Medical and Dietary Assistance Loan Application | | | |  |  |  |
| **12.** | DD Form 2461: (Civilian Personnel) Authorization for Emergency Evacuation Advance & Allotment Payments | | | |  |  |  |
| **13.** | DD Form 1337: (Military Personnel) Authorization/Designation for Emergency Pay & Allowances | | | |  |  |  |
| **Additional Documents** | | | | | | | |
| **1.** | Inventory of Household Goods (DD Form 1701 or other like inventory docs) | | | |  |  |  |
| **2.** | DD Form 1299: Application for Shipment/Storage (2 copies) | | | |  |  |  |
| **3.** | Residence / Vehicle Key Envelope | | | |  |  |  |
| **4.** | Military Vehicle Registration/Certificate of Title (copy) | | | |  |  |  |
| **5.** | DD form 788: Vehicle inspection document | | | |  |  |  |
| **6.** | DD 2506: Vehicle impound document (2 copies) | | | |  |  |  |
| **7.** | Change of Address form (available online) | | | |  |  |  |

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| **Necessary Documents** | | |
|  | **DOCUMENT NAME** | **PURPOSE/NOTES** |
|  | **USFJ Form 178-R:** Evacuation Data Card | Complete this form and turn in to your organization Evacuation Warden. (Keep a copy in your Evacuation packet) |
|  | **DoD ID** | ID/CAC Cards with passports will be the first ID requested at processing centers. (do not copy ID, have on person) |
|  | **US Passport** | ID/CAC Cards with passports will be the first ID requested at processing centers. (1 copy) |
|  | \***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. |
|  | **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. |
|  | **DS-5528** Evacuee Manifest and Promissory Note | All critical information is recorded on the form, to include personal data, health and citizenship status, privacy warning, and promissory note. The original of  the form remains at the ECC while the copies can be used as boarding passes for evacuation  transportation and for in-processing at the temporary safe haven. |
|  | **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. This document could be used for processing prior to departure. |
|  | **\*DD Form 2208:** Rabies Vaccination Certificate  **\*DD Form 2209:** Pet Health Certificate | (2 copies in waterproof pouch for your airline- approved pet carrier.) |
|  | **Pet NEO Card** | (2 copies in waterproof pouch for your airline- approved pet carrier.) |

\*if applicable

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

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| **Critical Documents** | | |
|  | **DOCUMENT NAME** | **PURPOSE/NOTES** |
|  | Orders or Letters of Employment (Authorization) for sponsor/family in Japan | Orders or Letters of Employment/Authorization assigning SOFA sponsor and family members to Japan. Command Sponsorship paperwork if not on original PCS orders. |
|  | **DS-3072** Repatriation Emergency Medical and Dietary Assistance Loan Application | The purpose of this form is to process emergency loans and to document the safe and efficient evacuation of private U.S. citizens, family members and foreign nationals from abroad. |
|  | **\*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. |
|  | **\*DD Form 1337:**  (Military Personnel) Authorization/Designation for Emergency Pay & Allowances | This form will help you expedite emergency pay and allowances if needed. |

\*if applicable

**Privacy and Security.** Evacuation 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 a warden to inspect without being present). Wardens should inspect the contents of the packet in the presence of either the sponsor or the adult evacuee.