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RESEARCH REPORT

DEPARTMENT OF DEFENSE NONCOMBATANT EVACUATION OPERATIONS IN THE FEDERAL REPUBLIC OF GERMANY: TIME FOR TOUGH DECISIONS

COLONEL CHRISTIAN H. TREUTLER

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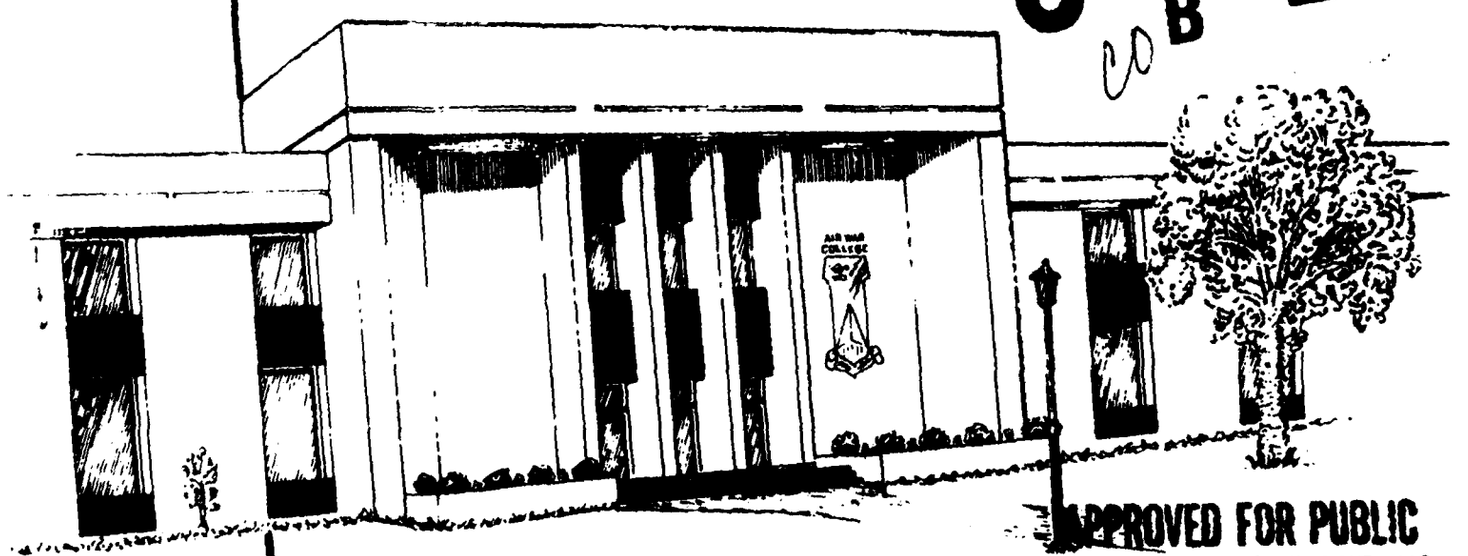

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DEPARTMENT OF DEFENSE NONCOMBATANT EVACUATION OPERATIONS IN THE FEDERAL REPUBLIC OF GERMANY: TIME FOR TOUGH DECISIONS

by

Christian H. Treutler
Colonel, USAF

A DEFENSE ANALYTICAL STUDY SUBMITTED TO THE FACULTY

IN

FULFILLMENT OF THE CURRICULUM

REQUIREMENT

Advisor: Colonel John M. Vickery

MAXWELL AIR FORCE BASE, ALABAMA

May 1989

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EXECUTIVE SUMMARY

TITLE: Department of Defense Noncombatant Evacuation Operations in the Federal Republic of Germany (FRG): Time for Tough Decisions

AUTHOR: Christian H. Treutler, Colonel, USAF

This paper is an analytical study of how United States noncombatant evacuation operations (NEO) are currently envisioned to operate in the FRG based on existing United States (US) Department of State (DOS) and Department of Defense (DOD) policies and plans, an assessment of whether or not the NEO objectives can be met, and a presentation of alternative courses of actions that might be selected to improve the chances of US DOD dependent noncombatant survivability, without seriously degrading the combat capability of United States and NATO forces, immediately prior to and after the start of a conventional war with the Soviet Union and its Warsaw Pact Allies. Since the majority of US noncombatants in Europe reside in the FRG and are the closest to the "front," this study will concentrate on noncombatant evacuation from the FRG. Furthermore, it will focus on DOD military and civilian dependents who are directly under DOD control, and for whom DOD bears primary responsibility. Additionally, current NEO deficiencies, or detractors, will be discussed and specific alternatives to improve the process will be analyzed. Repatriation, or specifically the onward movement of noncombatants once at the Continental United States (CONUS) Port of Deportation (POD), will not be addressed.

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BIOGRAPHICAL SKETCH

Colonel Christian H. Treutler (B.S. Aviation Management, Auburn University; M.S. Business Administration, University of Northern Colorado) is a logistician. Among Colonel Treutler's varied logistics assignments, he has served as Transportation Squadron Commander, 36th Tactical Fighter Wing, Bitburg Air Base, Germany, from 1971-1973; and as Commander of the 86th and 316th Transportation Squadron at Ramstein Air Base, Germany. From 1986 to 1988, he was the Deputy Commander for Resource Management, 7350th Air Base Group, Tempelhof Central Airport, Berlin, Germany. He is a graduate of Air Command and Staff College, National Security Management-NDU, and the Air War College, Class of 1989.

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SCENARIO

Clausewitz said, "Material forces are only the wooden scabbard: moral forces are the noble metal, the sharp and gleaming sword."[16:200] It is true that threats against objects which we value greatly, country and family, can enhance as well as threaten motivation. It is proper then that in trying to solve the NEO challenge we take a serious look at the combat distractions that are caused by fear for dependents.[24:177] Further, it is proper that we look at the system to see if it will work.

The date is 29 July 1990, 0732 hours, Sunday, Rhein-Main Air Base, Germany. A charter Boing 747 has just touched down and is taxiing to the passenger terminal; and in a few minutes 364 airmen, soldiers, and sailors coming from McGuire AFB, New Jersey, will begin to debark and fan-out all over the FRG to begin their tours of duty. At the United States air base complexes, of Bitburg-Spangdahlem-Hahn and Ramstein-Sembach-Zweibruecken, as shown on Map 3, all is quiet. Just having completed a tough week filled with demanding flying schedules that may have even included an Operational Readiness Inspection (ORI), NATO Tactical Evaluation (NATO Tac Eval), Unit Effectiveness Inspection (UEI), or Nuclear Surety Inspection (NSI), everyone is looking forward to a relaxing Sunday. Suddenly the air is filled with screaming jets and the ground

shudders under terrifying explosions. How can that be? This is Germany and there is no flying allowed on Sundays, without prior coordination with the local German Government officials. Telephones start ringing, the battle staff is convened, and suddenly everyone deciphers the ultimate nightmare. The Soviet and Warsaw Pact Air Forces have just attacked NATO by air, and enemy ground forces have crossed the Inter German Border (IGB) on a line running south to north, approximately 25 kilometers east of Bamberg, Fulda, Kassel, Braunschweig, and Hamburg.(39)

Though the scenario described here is a hypothetical one, it is, nevertheless, one that could occur and one that fits Soviet doctrine.

"Soviet military doctrine stresses that the Armed Forces must be capable of winning a war from its outset, under conditions of surprise or unexpected escalation. It does not accept the concept of a transition from peace to war that allows for extended mobilization."(2:4-35) Potential areas of action, attack axes, and objectives of the Soviet armies are shown on Map 5.

In order to make this scenario even more credible, let us briefly discuss why the Soviet Union decided on such an attack and why their doctrine of surprise is feasible.

Since the introduction by Mr Gorbachev of GLASNOST and PERESTROIKA, during 1986-1987, the Soviet Union changed at least outwardly in a significant way. It appeared to become more humane, approachable, and believable. Certainly, it could

not have found a better salesman than Mr Gorbachev. In this scenario though, by early 1990, Mr Gorbachev's economic reforms have proven themselves to be a tremendous failure. Shortages of food and consumer goods are greater than ever before. The freedoms that GLASNOST brought about by 1990, resulted in severe confrontations between the Politbureau and the Baltic Republics. The Warsaw Pact nations, with the exception of East Germany, desired to leave the Pact. The Soviet Government felt extremely threatened internally and externally. An attack against NATO was, in their minds, the only way out of this dilemma.

The initial Soviet attack hypothetically succeeded because the salesman Gorbachev had lulled the west into a false sense of security. Was he not the one who initiated the Intermediate Nuclear Force (INF) treaty? Was he not the one that preached that Soviet strategy had changed from offense to defense by offering to unilaterally withdraw 500,000 troops, 10,000 tanks, and 850 combat aircraft from eastern Europe? The west let itself be deceived. It did not want to believe reality. Realities were that 80 percent of Soviet forces were still concentrated against central Europe and the force relationship was still 2 or 3 to 1 for the Soviets.(7:155)

Some of the characteristics of NATO that played into the hands of the Soviets prior, during, and after their attack are "NATO's deployment which is unsuited and incapable of coping with a sudden surprise attack because of the often

considerable distances between peacetime garrisons, and the planned wartime deployment positions in application of the forward strategy, the regrettable absence of standardization of equipment, and the total dependence--except as regards the United Kingdom (UK) and France--on the ultimate decision of the President of the United States on the use of nuclear weapons, tactical or strategic."(7:16)

CHAPTER 1

INTRODUCTION

Having described a plausible, worst case scenario of conventional war in Europe, Noncombatant Evacuation Operation (NEO) suddenly becomes a serious challenge. Why should NEO be an issue? Let us examine the issue more closely.

> No one wants war. To observe that war is probable is not an expression of advocacy, but merely a prudent observation. Just as a life insurance analyst begins by assuming death. The military analyst must assume that war will occur. Squeamishness is dysfunctional (and potentially disastrous) in either case.(16:198)

If war then, is a probable event, NEO has to be probable as well. Generally this has become a recognized fact, but as has been stated to a certain degree already and will further be documented later in this analysis, attitudes toward NEO planning, training, and successful execution leave a lot to be desired. The assumptions that this defense analytical study is based on, are that there will be some indications of potential enemy actions prior to the start of open hostilities, but the indicators will not be totally believed because of the cozy relationship that has developed between the United States and the Soviet Union.

There might be some readers of this study that will tend to immediately discard the second part of this assumption. However, let it suffice to say that historical precedents do exist; the intelligence concerning the attack on Pearl Harbor by

the Japanese were largely ignored by the United States, and the Soviet leadership refused to believe the rather clear warnings that Germany was about to attack in 1940. The best preparations can and should, generally, be made based on the most demanding scenarios and not on more ideal conditions. This study will attempt to do that.

The basic questions that the President of the United States and planners within the DOD will have to answer are: What priority do dependents have in relationship to warfighting forces, should dependents stay where they are in the local theater, or should they be moved temporarily to "safe havens" within the theater; or should they be returned directly from the theater to the CONUS? The answers to these questions are significant, especially in the FRG where the United States maintains 211 Army and 13 Air Force installations which represent the bulk of the 375 foreign installations worldwide.(13:53)

The number of dependents in the FRG amount to approximately 215,000. This compares to 35,300 in the UK, 15,400 in Italy, and 385,000 worldwide.(37:4) Distribution of US dependents worldwide is shown on Map 2. While there is a much more significant number of US citizens in the FRG as tourists, business representatives, church groups, students, etc., this study will specifically address the 215,000 American dependents and civilians, in the FRG, that are under the direct control of DOD.

In general terms, NEO is an operation that identifies potential dependent evacuees, trains them in the evacuation process, assembles them in personnel processing centers, transports them to the ports of departures, and moves them to interim local safe havens or back to the CONUS.

"For the most part, our allies do not want to discuss the possibility of American dependents and civilians leaving Europe. They view this as lowering the nuclear threshold for US first-strike usage of strategic nuclear weapons, since American noncombatants would no longer be in harms way. Therefore, we do not now have, nor have we been able to obtain concrete agreements with our allies on specifically what we could expect during an evacuation."(4:i)

How does logistics availability affect NEO? Is there enough theater surface transportation available, as well as air and sealift back to the CONUS? Could part of the commercial US airline fleet be used to provide timely evacuation? Specific answers to these questions will be addressed later in this analysis.

What are the attitudes of the NEO program staffs and the dependents themselves concerning current NEO possibilities, program administration, and credibility? Are those involved serious about the program or are they just providing lip service? Taking one example, a 5 January 1988 Noncombatant Evacuation Operation Exercise (NEOEX) after action report for the Kaiserslautern Military Community (KMC) stated that the

dependents' notification rate improved to approximately 35 percent, and about 50 percent of the NEO kits reviewed were ready for use.(23:2)

Are the NEO staffs going to be available to carry out their NEO taskings? Current NEOEX use dependents, school teachers, and even boy/girl scouts to perform NEO staff taskings; i.e., the same personnel that are on the evacuation list. What about the morale of the fighting troops being concerned about the well being of their dependents? One must consider that, "The battlefield of tomorrow will be bewildering, complex, fluid, and incredibly violent. The technology will be ultramodern; the psychological stresses on soldiers, as terrible and lonely as any in the history of warfare."(16:200) It is natural for the fighting troops to worry about their mothers, wives, and children who are trying to survive in the same combat zone. The motivational impact on these troops is real and detracts from their combat effectiveness.

This paper will explore the current issues of NEO and present some potential improvements to the NEO system. Improvements will include establishment of a Joint Task Force (JTF), reduce accompanied tours, and establish a minimum of dependents in the theater policy.

What happens once the dependents arrive in the United States? Repatriation, or the onward movement from the CONUS PODs, will not be addressed because it is not considered to be a significant problem during a conventional war in Europe. Why?

For example, the deregulated bus industry in the United States during mobilization, theoretically, can move one million people 1,000 miles in 24 hours.(3:17) Together with millions of POVs, the railroads, and commercial aviation the task of moving 215,000 noncombatants is manageable.

CHAPTER II

NEO FUNDAMENTALS

Who is responsible? The DOS has the authority and responsibility as vested in Executive Order 11490 and 42 US Code 1313.(3). Section 201, of this executive order, makes the Secretary of State responsible for the development of plans for the purpose of protecting and evacuating all US citizens abroad. Furthermore, Section 401 of Executive Order 11490 makes the Secretary of Defense responsible for the evacuation of the noncombatants from overseas. Due to the especially large numbers of potential evacuees in the FRG, United States Commander in Chief Europe (USCINCEUR) located in Stuttgart, and the US Ambassador in Bonn share the NEO task in the FRG. The former has direct responsibilities for the DOD noncombatants and the latter for non-DOD US citizens.(4:7) This paper will only address USCINCEUR responsibilities for NEO of DOD dependents.

Further, due to the sensitivity of the NEO issue to US/FRG and US/NATO relations always remember only the President can make the crucial and final decision whether or not to evacuate noncombatants from Europe.(4:8) As shown in Figure 2, liaison groups have been established for effective control of the decision-making process; planning for NEO; and coordination of efforts between the President, DOS, DOD, USCINCEUR, and United States European Command (USEUCOM) component commanders. The Washington Liaison Group (WLG) consists of representatives

from the DOS (chairmanship) and representatives (membership) from DOD, Joint Chiefs of Staff (JCS), and the Departments of Army, Navy, and Air Force. It reigns supreme over the various regional groups. The European Liaison Group (ELG) is a vehicle for the Secretary of State to carry out NEO responsibilities within USCINCEUR's area of responsibility. Chairmanship is still retained by the Secretary of State, but membership comes from the USCINCEUR and USEUCOM component commanders.(10:J-1) It is interesting to note that the ELG operational control does not include Berlin. Due to Berlin's special status as an officially still occupied city, responsibility rests with the WLG.(20:5-7, 5-8)

USCINCEUR has direct responsibility for the following categories of noncombatants: family members (military and civilian) who are dependents as defined in Joint Travel Regulations (JTR), Volumes 1 and 2; Red Cross and educational staff employees who are command sponsored; Non Appropriated Fund (NAF) employees as defined in AFR 176-14; and US citizen civilian employees of DOD or Department of Defense Schools System (DODDS). A special category of evacuees are those personnel who are sick, injured, disabled, or women in their ninth month of pregnancy. Specially designated aliens or residents may also be subject to evacuation.(31:W-1)

In planning for NEO, the DOS has recognized four distinct phases. Phase I is based on deteriorated political or security conditions, but not seriously enough to provide an

immediate threat to Americans or American installations. Phase II means that conditions have become serious enough to warrant the departure of nonessential personnel using normal commercial transportation. Phase III indicates an immediate threat against American personnel and evacuation operations are initiated. Phase IV recognizes the fact that conditions have deteriorated to such a critical level that no American personnel should remain.[20:5-6] While the above phases primarily apply to Consular District Emergency and Evacuation (E&E) Plans, they do effect military commanders because of the command relationships described earlier.[31:W-1] Under Phase I for instance, the Secretary of Defense may put into operation the Joint Plan for the Reception and Onward Movement of DOD Noncombatant Evacuees (ROMODNE). It allows for the withdrawal of noncombatants from overseas while emergency conditions do not exist. It might be during a time of increasing tension that does not justify a fullfledged NEO, and such a withdrawal would simply be a normal out accelerated rotation.[32:1]

None of these plans, however, can function as designed if responsible personnel, including especially the potential noncombatants and all organizations within the chain of command, are not familiar with the plans and their objectives. So who is responsible for training and exercising NEO plans? There is no question that NEO affects everyone in the theater. It certainly affects the noncombatants, as well as, their military sponsors

and commanders. This then makes every potential evacuee in the theater responsible for NEO. Training in support of NEO and exercising NEO is a shared responsibility. However, this effort like any other requires leadership.

The overall leadership responsibility rests with USCINCEUR and USEUCOM component commanders. USAREUR Regulation 525-27 establishes the specific responsibilities during NEO in the FRG. It is applicable to United States Air Forces Europe (USAFE) as well as United States Navy Europe (USNAVEUR), and it provides the systems to train and exercise NEO in the FRG.(26:1) Figure 1 shows a typical organizational chart of the NEO chain of command in the FRG. Attachment 3 lists the United States Army Europe (USAREUR) Military Communities, the Major Command Support Areas (MCSA), and MCSA NEO commanders. Map 1 shows the locations of USAREUR Military Communities in the FRG (see Atch 1, KMC NEO Program Guide). The KMC, for example, encompasses not only Army installations in the area, but also Ramstein AB and Sembach AB. The KMC Commander, who is also the 316th Air Division Commander at Ramstein AB, is responsible for conducting NEOEXs, and in that capacity is responsible to the 21st Support Command (SUPCOM) Commander. The NEO responsibilities that the KMC Commander holds are typical of what each of the 34 USAREUR Military Community Commanders and unit commanders within those communities hold. As you can see, they are the key on-scene leaders that can make or break the local NEO program.(26:3)

Their responsibilities start with ensuring that newly arrived families and their sponsors receive thorough NEO orientations. They make certain the dependents become fully aware of dependent care responsibilities, and that their attitudes toward and confidence in the NEO program are brought-up to and remain at a high state of readiness via a viable and credible NEOEX program.(39)

Having described the NEO structure that starts with the President and ends with the noncombatants, what about the most important part of NEO--the execution? How are NEO operations executed? Upon notification from the ELG to USAREUR via USCINCEUR, or from the American Embassy in Bonn directly to USAREUR, NEO may be directed to be initiated by some or all Military Community Commanders.(9:J-1-1) Noncombatants would be alerted by the sponsors' Unit Economy Wardens (UEW) or by a member of a Housing Clearance Team (HCT). Military surface transportation would then move the previously identified noncombatants to the area Personnel Processing Centers (PPC) designated by the unit's NEO personnel.

Processing for personnel living on base would be provided in base quarters. Subjects discussed during processing would include, but not be limited to, pay and allowances, what clothing to take, checking of NEO lists, subsistence availability, and instructions concerning onward transportation arrangements. From the PPCs, or on-base quarters, the

noncombatants would then be moved to the nearest available Aerial Port of Embarkation (APOE) for a flight to the CONUS, or safe haven.[38:6-7] Depending on the severity of the theater emergency, air transportation may be provided on military aircraft, CRAF aircraft, or regular commercial flights. This evacuation support would be directed by Transportation Command (TRANSCOM) and be provided by the Military Airlift Command (MAC).[22:1-117]

CHAPTER III

ANALYSIS OF REAL WORLD CONDITIONS

Considering the NEO fundamentals discussed in the last chapter, how successfully could NEO be executed during the worst case scenario described earlier? What has the general attitude been toward NEO by all parties that will be involved in this "game"? Is it a game in the minds of most participants especially the noncombatants, or is it serious business? Have the attitudes changed over the past few years? Can the logisticians support a worst case scenario? Do those responsible for carrying out the plan get sufficient priority and resources to successfully prepare for potential NEO operation? Do the noncombatants know, or care to know, what will make a NEO operation successful or a failure?

What of NEO's priorities? The Air Force Issues (1988) book publishes a range of information concerning Air Force programs and concerns. Its purpose is to help Air Force commanders and representatives "to stay abreast of the major issues facing the Air Force today." Issues included manpower and personnel, readiness and sustainability, strategic forces, force projection, and tactical/theater forces. It even discusses permanent change of station (PCS) reimbursements; NEO is not listed.(28:1-1, 5-18) This lack of focus on NEO by senior service leadership is worthy of attention.

What of our allies' support of US NEO priorities? As briefly mentioned in Chapter I, our NATO partners including the FRG are reluctant to enter into any kind of host nation NEO support agreements. Yet, host nation support is vital to a successful NEO, especially if conducted under a worst case scenario. Host nations could provide much needed surface transportation, protection of evacuees, emergency housing, clothing, and food, as well as maintenance of all lines of communication.(4:2) Noncombatant citizens of the FRG have instructions to "stand-fast"; i.e., remain in the area of their domicile.(41) This would help to some degree a US NEO, in that the lines of communication would be relatively free of indigenous refugees. Still, the FRG is unwilling to commit resources or planning effort to support US plans to remove US noncombatants from the FRG. So, a NEO planning problem remains and clearly there is a reluctance within DOD to talk about NEO or to make it officially an issue. While there may be very good security reasons for such an approach, it unfortu- nately reflects in the attitudes of the noncombatants and hinders potential efforts to properly plan, exercise, and execute NEO.

Despite host nation support issues, NEO in the FRG has made progress. During November 1987, a NEOEX was conducted by the KMC. This was the very first time, during 42 years of US presence in that community, that the entire KMC was exercised at one time. It involved 176 unit NEO programs and 4 personnel

processing centers. The exercise was conducted IAW USAREUR Reg 525-27 and 21 SUPCOM OPLAN 4410. It was a step in the right direction and a good indicator that more exercises needed to be held. Only 23 percent of the 40,500 potential evacuees were processed, the overall notification rate for families in economy quarters was 35 percent and 43 percent in government quarters. Approximately 50 percent of the NEO kits were complete.(23:1-2)

The effort was commendable, especially since the KMC represents the largest US military community in the FRG, an estimated 60,000 noncombatants in the various categories.(39) The after-action report made the following recommendation: "Preparation for future exercises could be improved if coordination/finalization of a NEO exercise date occurs at least 90 days prior to exercise start date."(23:1-2) It is doubtful that under most scenarios, that kind of warning will be available. If only about a 40 percent overall notification rate can be achieved during peacetime, and with ample prior notification, what would the rate be if one added the "fog" and "friction" of war? It is interesting to note that, despite the problems with the 1987 KMC NEO exercise, there was no such exercise conducted in the KMC during 1988.(39)

Does NEO have the necessary funds to conduct such exercises on a regular basis, or is it in the same category as other exercises; i.e., when funds become scarce, the first thing that "goes away" are exercises? NEO exercises can be expensive. Provisions are made to finance support of NEO. "Tasked

organizations will finance operations and maintenance (O&M) costs in support of CINCUSAFE NEOPLAN 4310 from local funds and request additional funds as necessary."[11:E-8-1] However, do we really know what is spent on NEO exercises? An inquiry to HQ USAFE/ACB resulted in the following finding: "Our accounting records do not reflect the level of detail required to extract the information. The costs for the NEO Program are not tracked as such. They are buried in the normal day-to-day operating expenses of a base."[19] Is it important to know what resources are devoted to NEO? The answer is obviously, yes.

Adequate funding is crucial to a viable NEO exercise program. Noncombatants can be briefed and briefed again, but reinforcement of that knowledge and confidence in NEO can only come through regular exercises. Confidence is of the greatest importance, since actual evacuations will occur without help from the military members of the family.[34:E-1-1] Some spouses will be required to care for additional children; i.e., those of military married to military couples or military single parents. Noncombatants need to understand that they are in an overseas area, and no longer separated from the Soviet bloc countries by a vast ocean. "The closest Soviet bloc country is only 215 miles from Kaiserslautern--minutes away by aircraft."[38:2] Some US posts, bases, and/or stations are less than 20 miles from the East German border. Consequently, time and organization are essential for effective NEO, and that takes practice.

The last 15 years have seen a dramatic change in the composition of American military families and an increase of noncombatants overseas. As a result, the NEO challenge has become more difficult. There is an increased number of junior enlisted personnel with families, soldiers/airmen married to other soldiers/airmen, and a greater number of single parents. The welfare concept of the military member has changed.(35:2) In the USAF, overall men make up three out of four single parents, and 30 percent of these single parents are taking care of preschoolers in their households.(5:81)

The results of a HQ USAF Functional Management Inspection (FMI), including USAFE, found that military couples have increased from 4 percent in 1977 to 8 percent in 1984. The number of Single Member Sponsors (SMS) and Military Couples with Dependents (MCD) has increased 76 percent during that same time period. This group now makes up 5.6 percent of the force. Workability of dependent care plans indicated that a significant number of SMSs/MCDs may not be "fully available for the full range of duties."

This FMI determined 64 percent of dependent care plans were not completely workable. "Almost all commanders and first sergeants interviewed believed that SMSs/MCDs would put the welfare of their dependent(s) ahead of military commitments under true no-notice deployment or a real contingency situation. Dependent care requirements intended to be mandatory were

frequently interpreted as optional. Twenty percent of the SMSs/MCDs identified, on the CBPO dependent care roster, as requiring plans did not have plans on file. Commanders contended that the opening of child care centers beyond normal daily operating hours for practice alerts, recalls, and exercises created a false sense of security, masked real availability, and mitigated the need for truly workable dependent care plans. Many individuals identified designees from CONUS locations for the NEO portion of the Family Care Plan (AF Form 357). While this is permitted, it is unrealistic to expect designees to secure commercial transportation into an area when a NEO evacuation is activated."(14:1-14) If NEO is to succeed under any scenario, these findings must be fixed and stay fixed.

It is USAF policy that "all members must be available at all times to perform a full range of military duties and assignments," and "the Air Force must have people in the right place at the right time, unencumbered and ready to perform the jobs for which they have been trained."(27:2) Again, regular NEO exercises using more realistic scenarios (child care centers closed, etc.) would "flush out" the serious detractors in individual dependent care plans. Realistic NEO exercises are the price that must be paid as long as noncombatants are in the overseas potential combat areas.

Assuming that the policy of allowing noncombatants into potential combat areas continues, and that NEO planning and

execution can be honed to perfection, can the logisticians support an evacuation of 215,000 000 noncombatants from the FRG? Theoretically, is there sufficient airlift and sealift available to accomplish the task? As mentioned in Chapter I, there are a total of 110 C-5s, 234 C-141s, and 57 KC-10s in the USAF inventory. Additional strategic airlift in the form of 493 Civil Reserve Air Fleet (CRAF) aircraft would be available during CRAF Stage III.[18] CRAF aircraft are contractually committed by the commercial air carriers, but can be used by MAC to augment organic airlift capability in a national emergency such as NEO. CRAF aircraft may be used to augment day-to-day peacetime MAC airlift as determined by CINCMAC. CINCMAC also has the authority to activate CRAF Stage I. The Secretary of Defense has the authority to activate Stages II and III under a "declared national defense related emergency or war."(6:17, 38-39)

While strategic airlift may, on the face of it, look encouraging, sealift capability to evacuate noncombatants from Europe or elsewhere is essentially nonexistent. The total US flag fleet (cargo and passenger) is down from 444 vessels in 1970 to 112 as of December 1988. In 1970, it carried 37 percent of US foreign commerce and now only carries 19 percent.(3:19)

There are 134 Effective US Control (EUSC) vessels militarily useful. Included are 22 dry cargo ships, 101 tankers, and 11 passenger vessels. "No passenger ships are

expected to be in the fleet at the end of the century," and even today, it is questionable whether or not the 11 passenger ships could or would respond since they are not US flag ships.(42:42) Even if owners were willing to let their crews sail under US military orders, seaports in the FRG, as depicted by Map 4, are quite close to the East German border and militarily vulnerable.(8:52) Therefore, it becomes readily apparent that the lack of available passenger ships and vulnerable FRG seaports make a seaborne evacuation option not feasible.

Airlift, rather than sealift, is the only available US assets controlled option to evacuate noncombatants from the FRG. Using the worst case scenario, US air bases or FRG commercial airports east of the Rhine River would be of questionable availability. "Indeed if Pact forces should manage to penetrate West German territory to any significant degree (and certainly if they should reach the Rhine in two to seven days, as some observers predict), airfields in West Germany that receive and unload the large American transports would be in enemy hands or under hostile fire."(8:52-53) This would include one of our largest air bases in the FRG, Rhein-Main AB, Frankfurt as indicated on Map 4.

Assuming very effective air base defenses of our air bases west of the Rhine River, Ramstein, Sembach, Zweibruecken, Hahn, Bitburg, and Spangdahlem, could be used to evacuate noncombatants. Examples of more likely available commercial

airports would be Brussels, Luxembourg, Paris, and Amsterdam assuming that agreements could be worked out with the Belgique Luxembourg, French, and Dutch Governments.

Air Base Ground Defense (ABGD) would be crucial to any airlift operation, whether it is bringing in Return of Forces to Germany (REFORGER) troops or hauling noncombatants out. Special Soviet Operations Force (SPETSNAZ) is trained for covert operations, such as, infiltrating US bases with relatively small teams to conduct reconnaissance and sabotage against aircraft, fuel, munition storage, and other assets vital to our conduct of the war. These forces would operate well forward of their forces and may become active long before the actual main attack.(40:72) Opposing them would be USAF personnel within the base perimeter, and US Army personnel for operations outside the boundaries of the base.(1:11) Without effective ABGD, evacuation of noncombatants from the FRG via airlift would become impossible.

In real-world terms then, is it possible to evacuate the 215,000 DOD noncombatants from the FRG with the available US strategic airlift. How long would such an operation take? In order to analyze this challenge, the following assumptions must be made: The Warsaw Pact forces' main objective is directed at central Europe; the United States is not involved in military conflict in any other theater, conventional war only; insufficient warning or decision time to evacuate any noncombatants prior to outbreak of hostilities; agreements in

place to allow US strategic airlift aircraft, including CRAF aircraft, the use of French, Dutch, Belgique, and Luxembourg commercial airfields; successful string of NEO exercises, including actual boarding and airlift; FRG host nation support agreement in place to support NEO; DOD responsible to evacuate only the 215,000 DOD noncombatants in the FRG.

Based on these assumptions, the following computations can be made:

Aircraft Type	Quantity in Inventory	
C-5	110	
C-141	234	
KC-10	57	
CRAF	493	
Total	894	
x	70%	Assumed apportionment to FRG
	626	
x	85%	Incommission rate
	532*	Total aircraft available per day
x	250**	Estimated average passenger load/aircraft
	133,000	Passengers per day

As can be seen, it is theoretically possible based on facts, estimates, and assumptions that all 215,000 noncombatants could be moved to the CONUS over a two-day period. However, in reality if the Soviet bloc attacked the FRG tomorrow, NEO would fail. It would fail because most of the assumptions made, upon

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*Based on 450 MPH block speed, and 7,000 miles round trip air line of communication (ALOC), flying time would be 15.5 hours and turnaround time 8.5 hours per 24-hour period.

**Based on all types of aircraft available; passenger and cargo. Includes use of available seats and floor loading.(17)

which the analysis was based, are not yet valid. As documented earlier, there are no host nation agreements in place to support NEO. There are no known agreements that would allow thousands of US noncombatants to cross the borders into France, Luxembourg, Belgium, and the Netherlands; questionable is also the use by US military or civilian aircraft of their commercial airfields. NEO exercises have demonstrated serious deficiencies in notification, processing, and readiness of noncombatants.

If nowever, the capability is established to effectively notify and process the noncombatants, and to get them to serviceable airfields in the FRG and/or surrounding friendly nations, then NEO can succeed under any scenario. As has been demonstrated, the availability of a large fleet of aircraft is not a "show-stopper," even today. Some might argue that the US strategic airlift fleet will not be available for NEO, because they are totally dedicated to supporting the war fighters. While this argument could turn into reality, the Department of Transportation (DOT), at the request of DOD, can allocate additional civil aircraft above the number already contracted for CRAF.(6:17-39) In fact, with the vast aircraft resources that US airlines possess, the 401 military strategic airlift aircraft could be totally freed of the NEO support requirement. The majority of Americans would not mind a reduction in continental US airline service, knowing that these aircraft are being used to bring their friends and relatives home from Europe.

CHAPTER IV

ANALYSIS OF ALTERNATIVES

There are some US military personnel who express the view, "Why worry about the noncombatants so much, our objective is to fight and win the war." It is difficult to argue that point, but reality is that in a European conventional war, Americans at home are not going to "write-off" other American noncombatants trapped in the battle area. Equally, the motivational impact on US combat forces having to worry about the safety and well being of their mothers, wives, and children cannot help our combat capability? What are the alternatives?(39)

Prosecuting the war is unquestionably the objective and without doubt it has to be the top priority. Nevertheless, NEO is an issue and must be addressed. It is an issue because American civilian lives are at stake, and because noncombatants can be a significant detractor from the war effort.

There are basically three alternatives for changing NEO. First, leave NEO as it. Second, get very serious about NEO. Make NEO a national and international issue from the diplomatic level down to the noncombatants, and turn it into a viable operation. Third, significantly reduce or eliminate the presence of noncombatants in the potential combat zone, and thereby eliminate the need for NEO applicable to DOD sponsored

noncombatants. The first choice is not one that responsible people in leadership positions should do or can afford to do. The second and third choices will be analyzed as alternatives to the way that NEO exists today.

If we are to get serious about NEO, what must be done to improve NEO so that it can be responsive and effective in getting DOD noncombatants out of the combat zone? The plans, regulations, guides, and instructions do exist at all levels of the Federal Government, DOD, commands, bases, and posts. Command relationships exist and are workable from the President on down to the various base and post units. What is lacking is the proper attitude toward NEO. A majority of people have a difficult time believing that NEO could happen to them.

Additionally, they have not considered the value of NEO training if a non-war civilian disaster such as the meltdown of a nuclear reactor, like at Chernobyl, occurred in the FRG. Would not a viable NEO program suddenly become very useful? Such a different approach might not only be useful to change the attitude of US noncombatants, but also encourage our NATO partners into entering and concluding host nation support agreements in support of NEO.[4:2, 6] Host nation support for NEO is crucial. The US Department of State, its embassies in the FRG, France, Belgium, Netherlands, Luxembourg, and its entire diplomatic Corps along with local US commanders should vigorously pursue negotiations with those nations in support of NEO.[4:11]

Support from the FRG could come in the form of surface transportation, food, temporary quarters, and some emergency medical care.(4:9) Support from the neighboring countries mentioned would include the rights for our noncombatants to enter their territories, onward surface transportation to commercial airfields, and use of their airfields by our military and commercial aircraft for the purpose of evacuating noncombatants.

Next, DOD must provide specially dedicated funds for NEO exercises. Experience has shown that if a commander has a choice to use his O&M funds for repairing aircraft or exercising NEO, he or she will fix the aircraft first. The local commanders must exercise NEO on a regular basis, and hold sponsors and dependents personally accountable for their positive participation. The enforcement provisions are in the Uniform Code of Military Justice (UCMJ) for the commander to use. The commander has the authority to send nonresponsive dependents back to the CONUS early. Entire military communities should be exercised at the same time, and exercises should include actual boarding of aircraft and taxiing as a minimum. It can be done. An excellent beginning has been made in the KMC during the past several years.(39)

Current practices include the use of a great deal of self-help to provide personnel for staffing PPCs. "Some communities have used boy scout troops, civilian school teachers, dependent wives who are nurses, teenagers, and other

DOD civilians to provide the manpower to execute NEO."[29:38] Unfortunately, these are the same people who are to be evacuated themselves and some of them have young children to take care of at the same time. Active duty military are used as well to staff PPCs and perform other NEO related duties.[33:E-1] While both of these practices are great peacetime solutions, they are not good preparations for war. Active duty military personnel could be much more effectively employed augmenting ABGD units.

The establishment of a JTF made up of ready reserve forces would be a much better utilization of our available manpower. Members of such a task force could come from existing career fields (security police, medical, food services, personnel, etc.) and be deployed from the CONUS very responsively to the 34 military communities in the FRG. During peacetime, they would perform their normal duties in the CONUS, as well as, deploy periodically to the FRG along with REFORGER troops to execute NEO exercises. NEO exercises should also be combined with other local exercises such as NATO Tac Eval in order to provide a realistic flavor to NEO. During wartime, the NEO JTF would also escort noncombatants to airfields in the FRG as well as to neighboring NATO countries' airfields, assuming that host nation agreements, as mentioned earlier, exist.[39]

Availability of US aircraft was not identified as a "snow stopper," however, it is reasonable to assume that apportionment of 70 percent of military strategic airlift aircraft may in reality turn out not to be a valid assumption. It would

therefore, be prudent to negotiate an option now with the civil air carriers for additional CRAF passenger aircraft, up to an additional 401 aircraft to prepare for the eventuality that military aircraft would not be available for NEO. It could be an option that might be, but would not have to be, exercised.

These five initiatives designed to improve NEO could turn NEO into a viable program. It would require some tough decisions, substantial funds, and the will to carry out these changes. NEO cannot become viable unless these decisions are made.

A third NEO alternative is to cease sending DOD noncombatants overseas and thereby make NEO superfluous. Congressional pressure continues to mount to reduce DOD expenditures, especially since the Soviet Union announced substantial cuts in the Soviet forces now stationed in east Germany, Poland, and Czechoslovakia. Congressional aides have said, "A Senate passed measure limiting spending on troops overseas could force the Department of Defense to choose between withdrawing troops from overseas bases and sending more service members overseas without their families."(37:4)

Considering US national security objectives, a reduction in the number of US troops stationed in the FRG is not desirable, but reducing DOD noncombatants may very well be. Studies that address the feasibility of reducing DOD noncombatants from overseas have been made in the past. A 1960 study completed by the US Army concluded that "no advantage

would accrue as a consequence of any reduction in overseas tours of duty for military personnel; nor would a prohibition against dependent travel be justified."[36:10] But, times have changed and the number of noncombatants has increased by 27 percent just between 1980 and 1988, and stands now at 215,000 in the FRG alone.[36:4] American society and family patterns have changed, and so have the Europeans and their attitudes about "foreign" troops on their soil. While there is no question as to the FRG's commitment to NATO, there is an increasing belief among the population that the Soviet Union no longer poses a serious threat to their security. A poll conducted for the FRG Ministry of Defense (MOD) showed that only 10 percent of West German respondents considered defense to be their most important concern; 75 percent said the Soviet threat was not to be taken seriously. A survey suggested that 20 percent of 18-year-old West Germans are now considered conscientious objectors.[12:19] They still like the feeling of security that the US nuclear umbrella provides, but they question the necessity of conventional arms and the "inconveniences" involved; i.e., noise from low-flying aircraft, casualties from aircraft crashes, maneuver damages, etc. While this attitude is difficult to understand, it can not be ignored. By reducing the number of dependents, the United States could effectively reduce much of its "visible" presence there.[39]

The US Army, in an effort to cut costs, is studying a plan that involves the deployment of troop units to the FRG for

short tours instead of stationing them there permanently. Such a plan would save the funds to transport families and save overseas housing, medical, recreation, and school expenses. Battalions of 600 to 800 soldiers would be swapped out with like battalions in the theater. While in Europe, the soldiers would spend almost all the time training. The plan is scheduled to be put into action during the spring of 1989. Such an approach to "home stationing" troops could save a substantial part of the $2 billion currently spent on dependents' support in all of Europe.(15:39) It would also reduce the number of dependents that would have to be moved in a NEO situation.

Recognizing that times have changed, a 1980 analysis of removing dependents from USAREUR only, advanced two possibilities: a "zero" dependent policy and a "minimum" dependent policy. Under the zero policy, all dependents would be removed from Europe, and all but 50,000 dependents would be removed under the minimum dependent policy. It further recommends that all funds saved from either of these two policies be reprogrammed into USAREUR for training and readiness.(25:ii)

Based on quantitative and nonquantitative analysis, which included such factors as: training/readiness, discipline/drugs, morale, enlistment/retention, family, CONUS unit impact, political, and balance of payments, the study recommended the adoption of a "minimum" dependent policy. Dependents of Corps and higher headquarters personnel would be

located in the FRG. Provisions under this policy included the following: Troops would be assigned to CONUS units for 42-60 months of which 18 months would be spent on unit rotation in the FRG, and that "The CONUS basing scheme should be enacted via a reenlistment or assignment agreement." In making this recommendation, the study found that such a policy would save $135 million out of the $917 million in the USAREUR budget annually, but it points out that the driving factor "is not primarily to save money, but to improve unit and individual readiness."(25:63, 68) The study concedes that there are negative impacts on "individual morale, retention, the family, and political relationships with allies and adversaries."(25:V)

The issue of NEO then cannot be separated from the issue of DOD noncombatants in the combat zone. Two possible alternatives have been considered, zero dependents and minimum dependents. What is the right choice for NEO policy?

CHAPTER V

SUMMARY AND RECOMMENDATIONS

The objective of this paper was to take an analytical look at the current state of NEO, examine whether or not NEO could succeed today given a worst case scenario, and consider what alternative courses of action are available for changing our NEO posture. This analysis concentrated on the approximately 215,000 noncombatants located in the FRG because they represent the largest NEO task worldwide.

The analysis showed that while the overall organization of NEO is sound, NEO is beset by some fundamental deficiencies and detractors. Exercise results and other studies referenced have documented that prevailing attitudes toward NEO by affected noncombatants are not conducive to making such an operation successful. Lack of designated funding and NEO host nation support agreements seriously detract from proper training and testing of NEO execution. Nevertheless, progress has been made in improving NEO participant attitudes and exercising NEO plans.

It is realized that prosecuting the war has to have the top priority, but the large number of noncombatants in the FRG could very negatively impact the warfighting effort.

It is clear that the challenge of what to do about hundreds of thousands of DOD noncombatants in the FRG will not disappear unless changes are made. Current conditions are not

acceptable. Three alternatives are available. First, keep the current number of DOD noncombatants in the FRG, but turn NEO into a viable program. Second, adopt a "zero" dependent policy. Third, adopt a "minimum" dependent policy.

This study recommends the following combination of these alternatives. NEO can be made into a viable program and the number of DOD noncombatants must be reduced to a manageable and cost effective level.

NEO can be made viable by continuing to improve the attitude of the noncombatants and demonstrating that NEO is an excellent tool not just for war, but also for natural disasters. Noncombatants must understand that NEO is their program, and that they will be held personally accountable for their attitude towards NEO and their NEO preparation. US diplomatic and DOD leadership at all levels must make the negotiation of host nation agreements a top priority to enhance western European logistics support to NEO. A shift towards more or total reliance on CRAF for NEO must be initiated. Designate NEO funding to support a realistic NEO exercise program. Establish a NEO JTF to exercise and execute NEO in order to free European based combatants to fight the war.

Adopting a "minimum" dependent policy is recommended because it contains most of the advantages of the "zero" dependent policy, and leaves a reasonable and manageable number of DOD noncombatants in theater to make it politically attractive for our NATO allies.(25:61) While the referenced

study advocating this policy was intended to be applicable to USAREUR only, the general principals could apply equally to USAFE as well. USAFE should conduct its own thorough analysis to determine tour lengths, and what numbers would best constitute the "minimum" recommended under such a policy.

Implementation of these two alternatives would assure the United States of enhancing its national security by preventing DOD noncombatants from seriously degrading the prosecution of a conventional war in western Europe and at the same time avoiding the certainty of having 215,000 DOD noncombatants held hostage in the FRG.

It is time for change. Opportunity for change exists, painful as it may be. It is time to act, we owe it to our dependents.

Figure 1

NEO CHAIN OF COMMAND

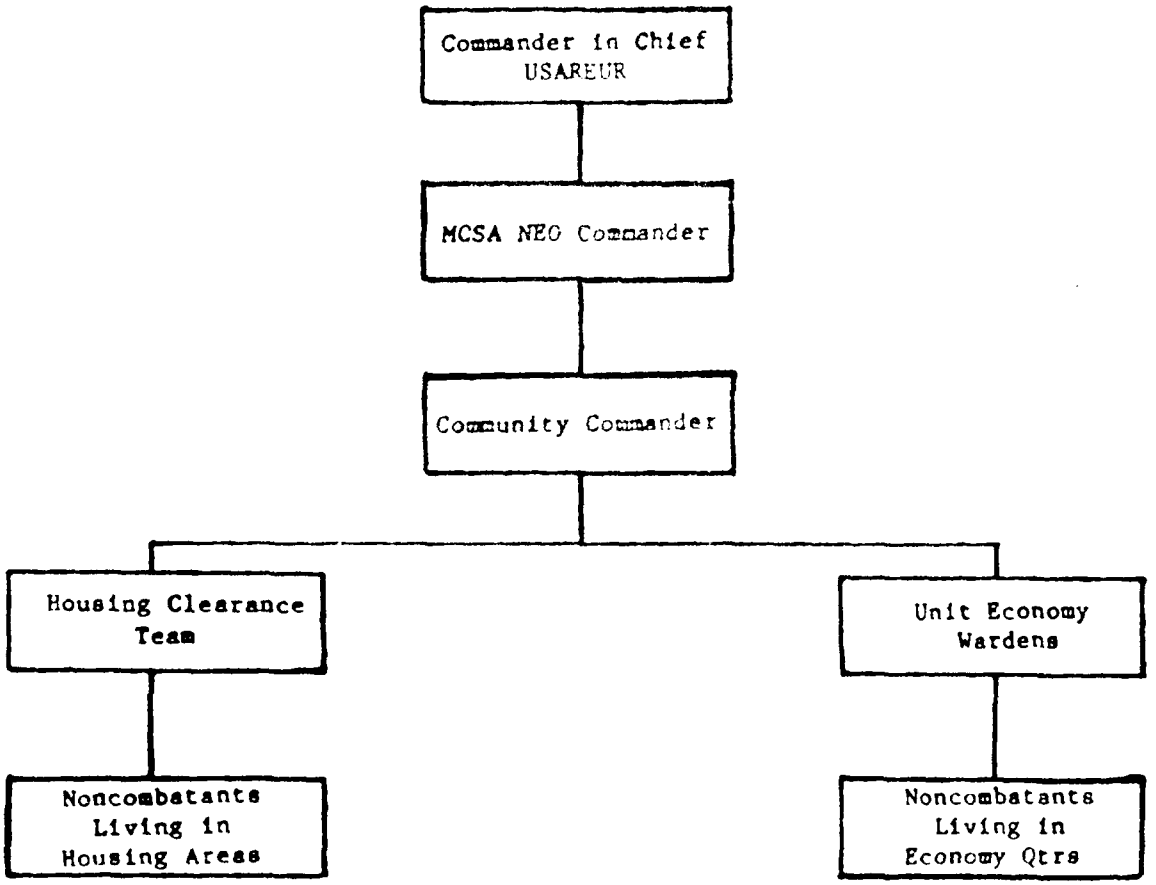
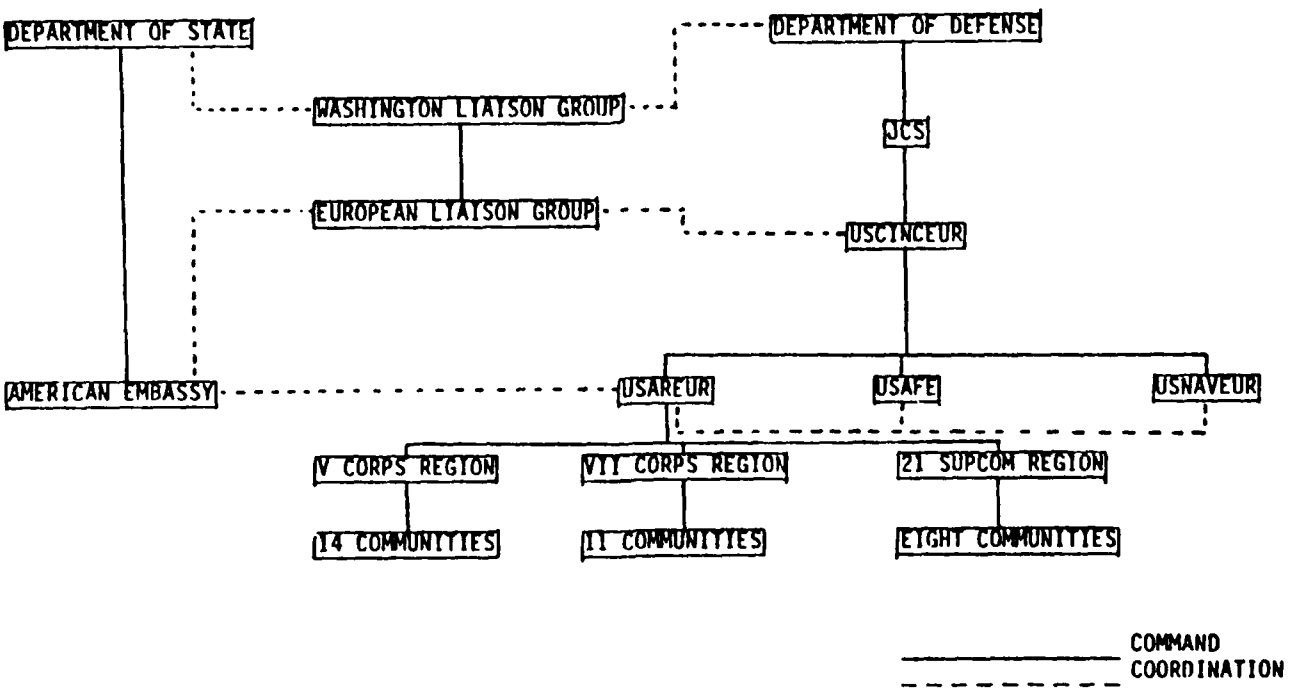


Figure 2

NEO COMMAND RELATIONSHIPS IN THE FRG

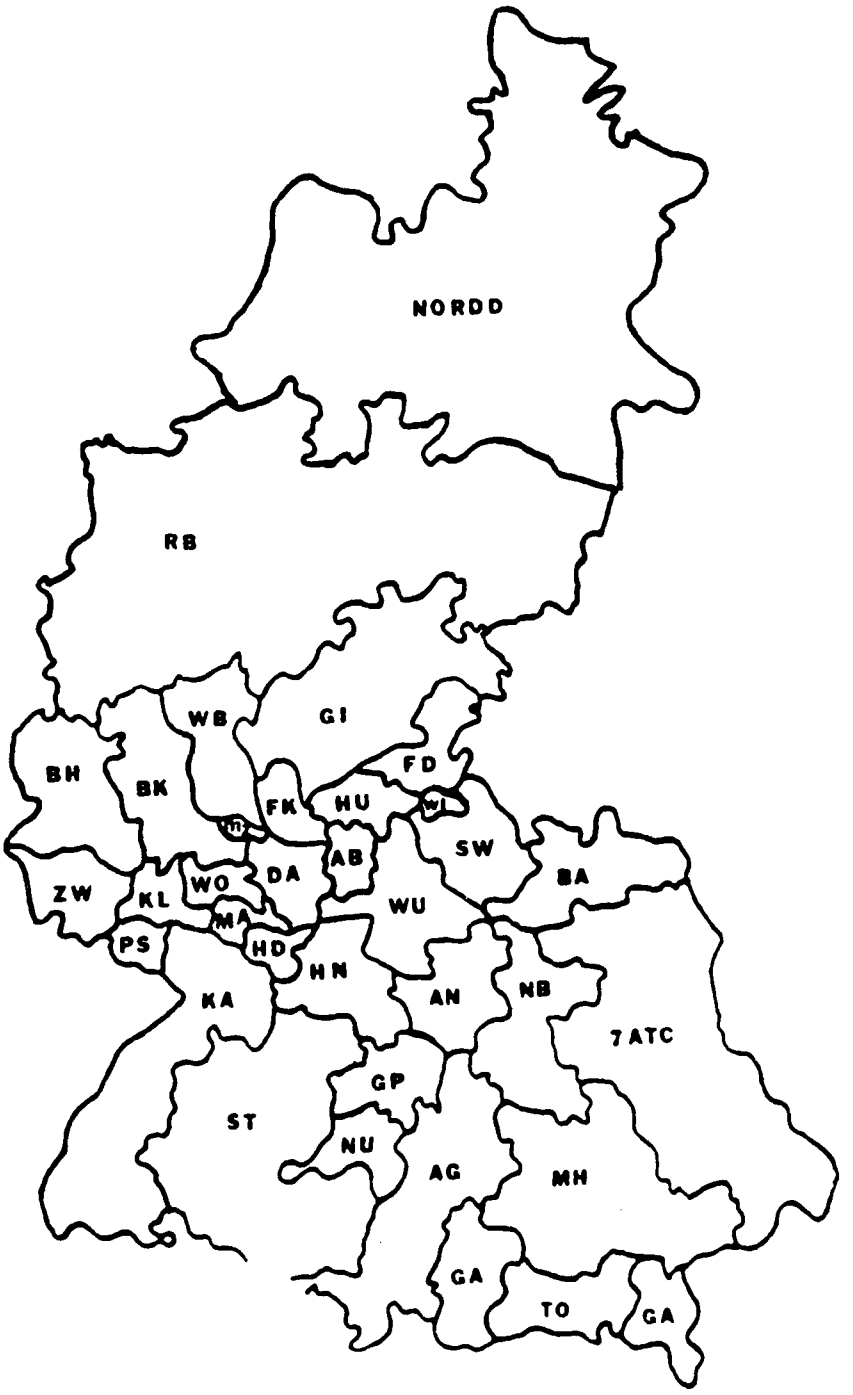


Map 1

MILITARY COMMUNITIES IN THE FRG

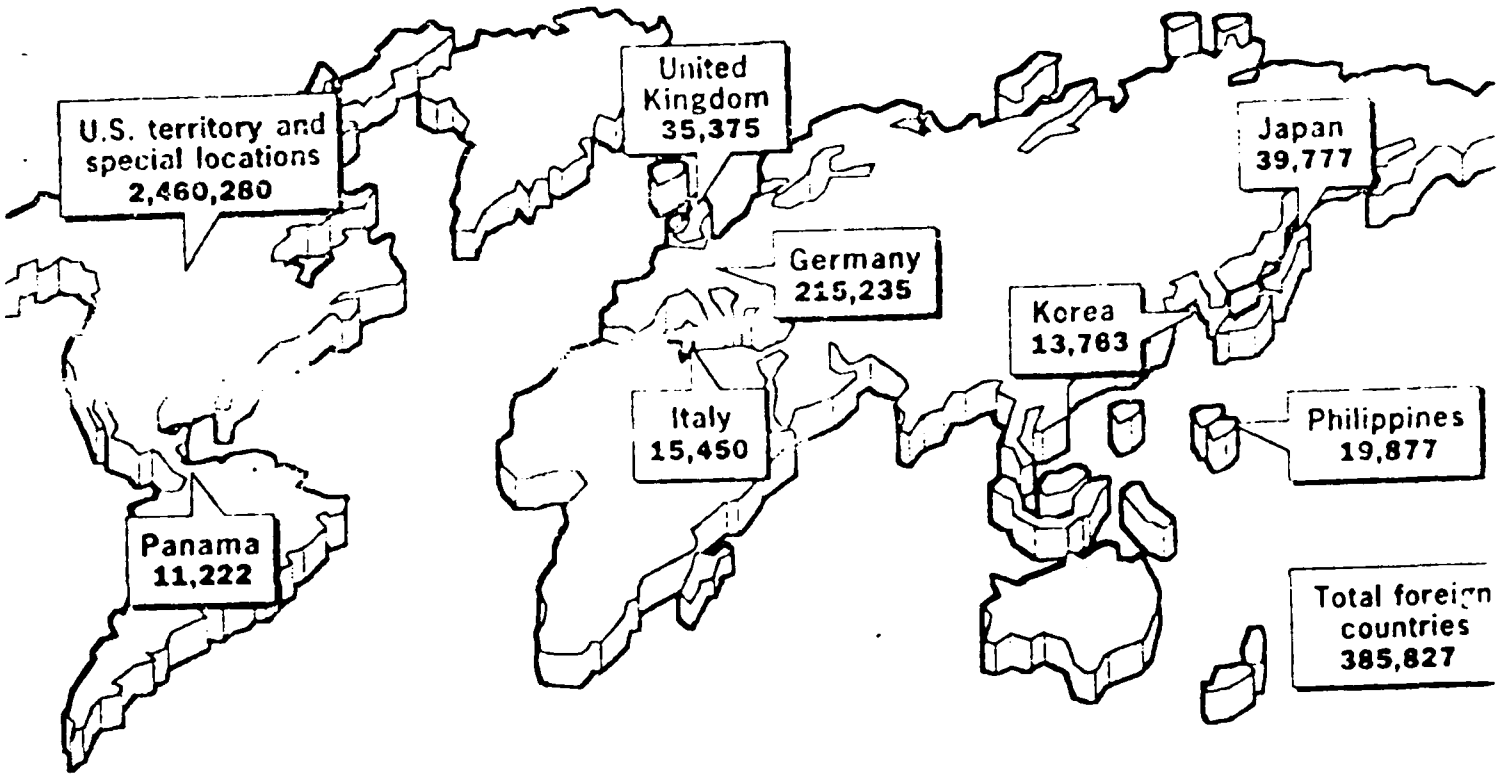
USAREUR Reg 525-27

MILCOM	MAP CODE
Ansbach	AN
Aschaffenburg	AB
Augsburg	AG
Baumholder	BH
Bad Toelz	TO
Bamberg	BA
Bad Kreuznach	BK
Darmstadt	DA
Frankfurt	FK
Fulda	FD
Garmisch	GA
Giessen	GI
Goeppingen	GP
Hanau	HU
Heidelberg	HD
Heilbronn	HN
Kaiserslautern	KL
Karlsruhe	KA
Mainz	MZ
Mannheim	MA
Munich	MH
Neu-Ulm	NU
Norddeutschland	NORDD
Nuernberg	NB
Pirmasens	PS
Rheinberg	RB
Schweinfurt	SW
Seventh Army Training Command	7ATC
Stuttgart	ST
Wiesbaden	WB
Wildflecken	WI
Worms	WO
Wuerzburg	WU
Zweibruecken	ZW



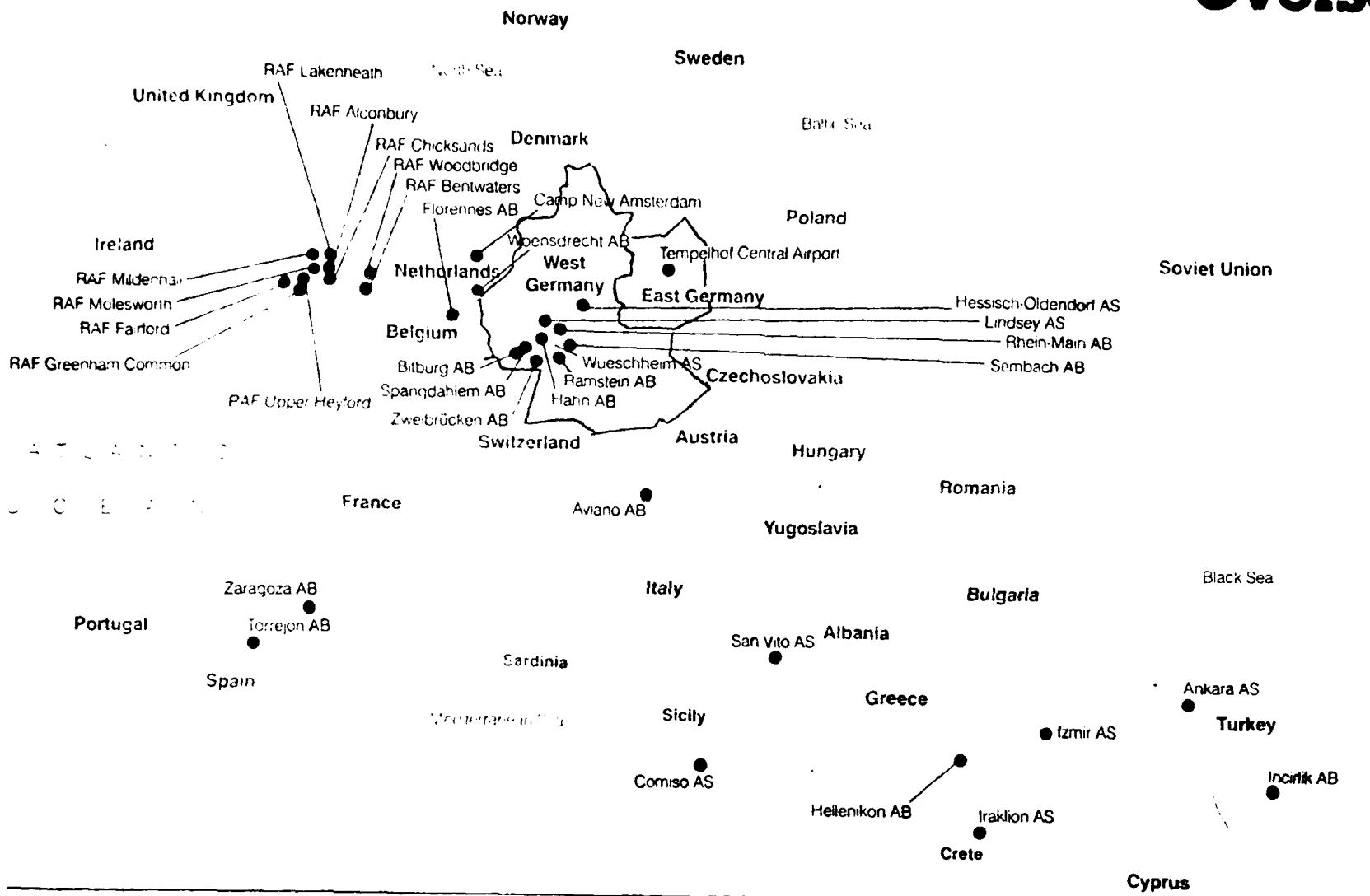
Map 2

DISTRIBUTION OF US DEPENDENTS



Europe

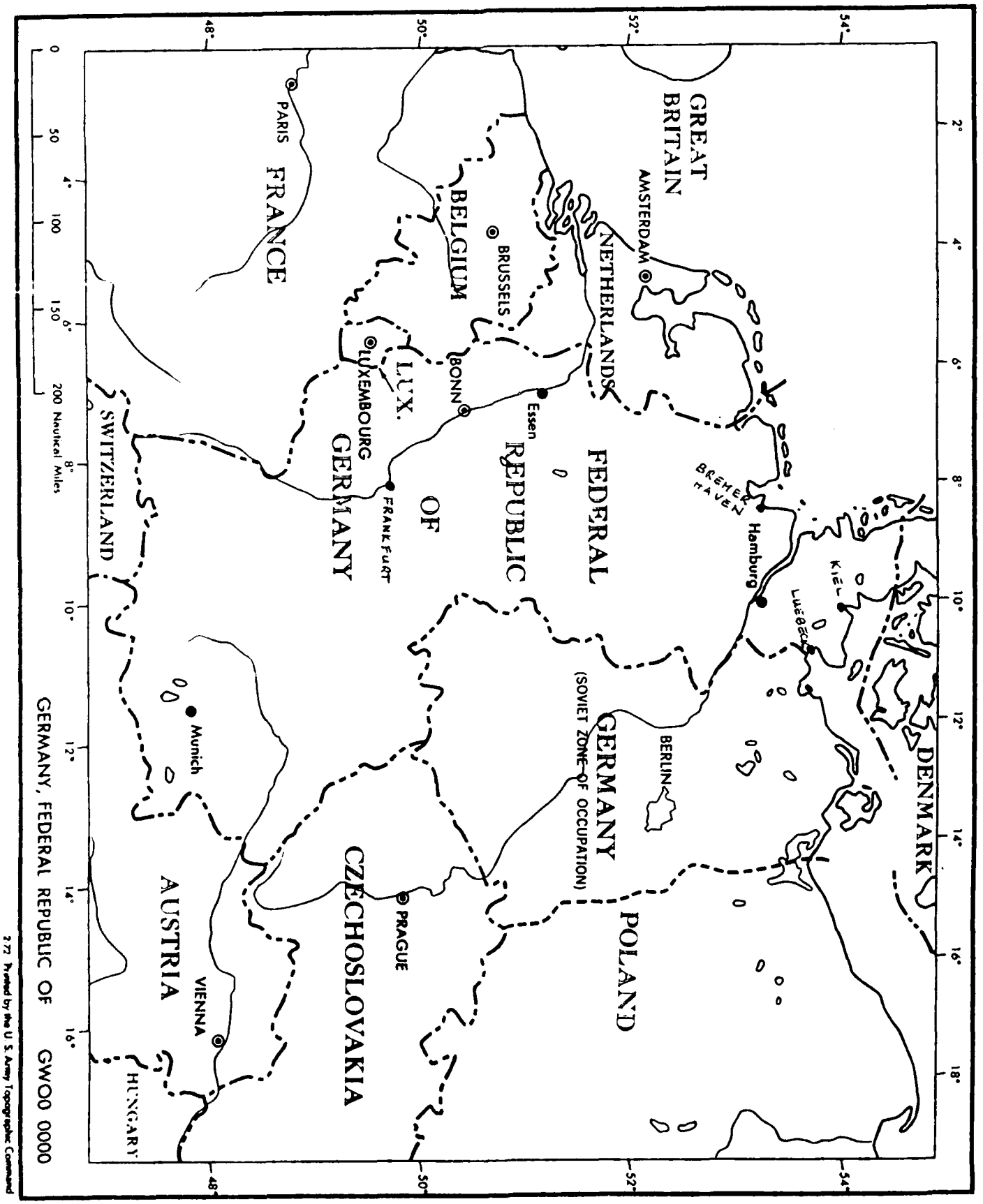
USAF's Principal Bases Overseas



Map 3

Map 4

THE FRG AND ITS NEIGHBORS



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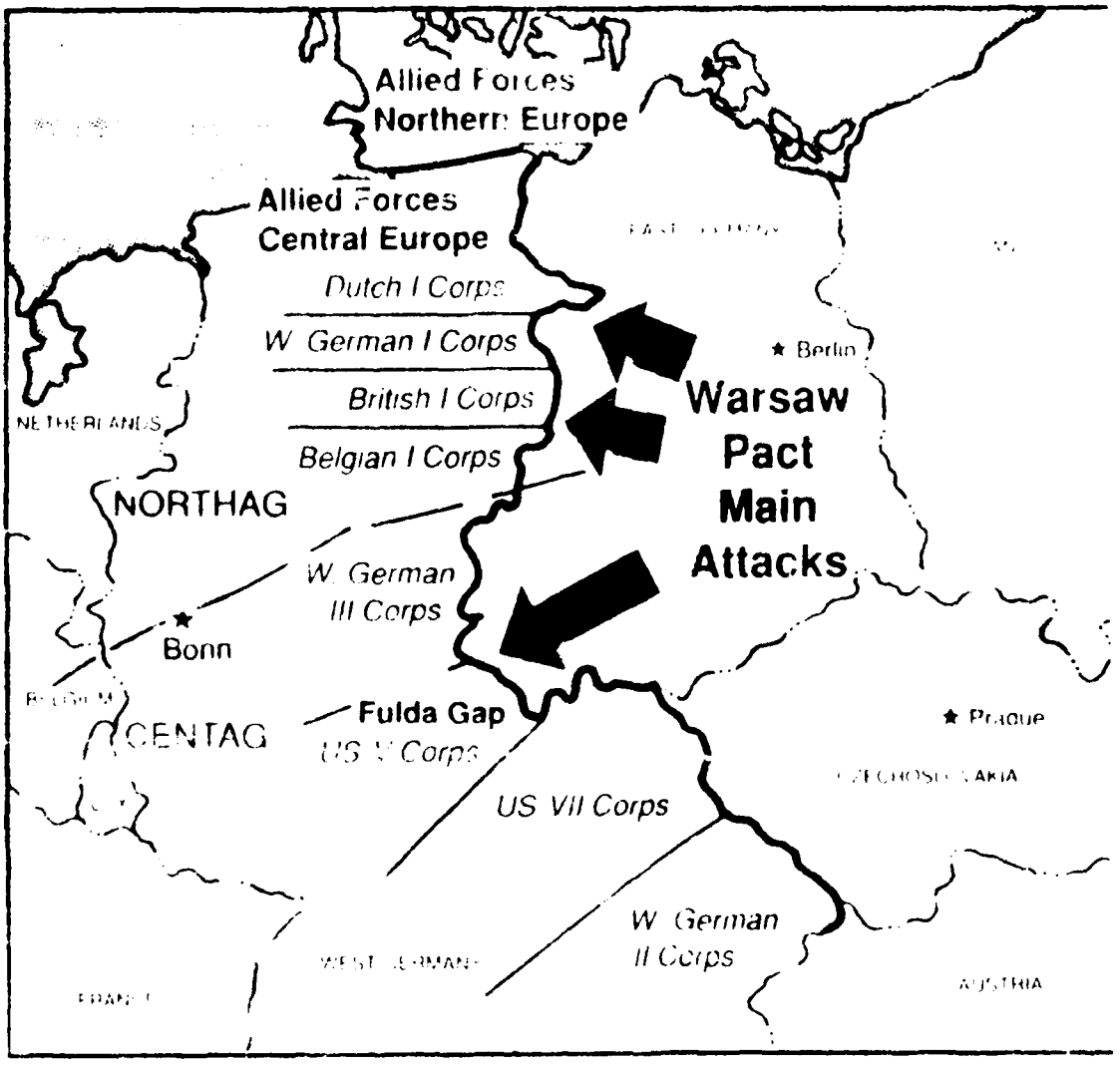
Specific Corps Designations and Assumed Corridors of Pact Invasion



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GLOSSARY

ABGD	Air Base Ground Defense
ACB	Comptroller Budget - USAF
ALOC	Air Line of Communication
APOE	Aerial Port of Embarkation
CBPO	Consolidated Base Personnel Office
CINC	Commander in Chief
CINCMAC	Commander in Chief Military Airlift Command
CINCUSAFE	Commander in Chief United States Air Forces Europe
CONUS	Continental United States
CRAF	Civil Reserve Air Fleet
DOD	Department of Defense
DODDS	Department of Defense School System
DOS	Department of State
DOT	Department of Transportation
E&E	Emergency and Evacuation
ELG	European Liaison Group
EO	Executive Order
EUSC	Effective United States Control
FMI	Functional Management Inspection
FRG	Federal Republic of Germany
GLASNOST	Openess/Transparent/Visibility
HCT	Housing Clearance Team
IGB	Inter German Border

INF	Intermediate Nuclear Force
JCS	Joint Chief of Staff
JTF	Joint Task Force
JTR	Joint Travel Regulations
KMC	Kaiserslautern Military Community
MCD	Military Couples with Dependents
MCSA	Major Command Support Area
MAC	Military Airlift Command
MOD	Ministry of Defense - FRG
MPH	Miles per Hour
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NAF	Non-Appropriated Fund
NATO	North Atlantic Treaty Organization
NATO Tac Eval	NATO Tactical Evaluation
NEO	Noncombatant Evacuation Operation
NEOEX	NEO Exercise
NEOPLAN	Noncombatant Evacuation Operation Plan
NSI	Nuclear Surety Inspection
O&M	Operations and Maintenance
OPLAN	Operational Plan
ORI	Operational Readiness Inspection
PERESTROIKA	Restructuring - governmental and economic
PCS	Permanent Change of Station
POD	Port of Debarkation

POV	Privately Owned Vehicle
PPC	Personnel Processing Center
REFORGER	Return of Forces to Germany
ROMODNE	Joint Plan for the Reception and Onward Movement of DOD NEO Evacuees
SMS	Single Member Sponsor
SPETSNAZ	Special Soviet Operations Force
SUPCOM	Support Command
TRANSCOM	Transportation Command
UEMJ	Uniform Code of Military Justice
UEI	Unit Effectiveness Inspection
UEW	Unit Economy Warden
UK	United Kingdom
US	United States
USAF	United States Air Force
USAFE	United States Air Forces Europe
USAREUR	United States Army Europe
USCINCEUR	United States Commander in Chief Europe
USEUCOM	United States European Command
USNAVEUR	United States Navy Europe
USTRANSCOM	United States Transportation Command
WLG	Washington Liaison Group

DEPARTMENT OF THE AIR FORCE
KAISERSLAUTERN MILITARY COMMUNITY
APO NEW YORK 09012

REPLY TO ATTN OF 316 AD/KCD

24 February 1988

SUBJECT Noncombatant Evacuation Operations (NEO) Program Guide

TO Unit Commanders Distribution: Ramstein AB Cat 6, 29 ASG Dist B, Sembach AB Dist C

1. Noncombatant Evacuation Operations are the responsibility of every commander in the overseas areas. Our military members must make the necessary preparations for the expeditious evacuation of their dependents in time of emergency. The attached guide has been developed to assist your people tasked with NEO as an additional duty.

2. This guide is a compilation of the general taskings from USAREUR Reg 525-27 and Kaiserslautern Military Community OPLAN 4310. Information is listed in a manner which can be easily adapted to checklists for your convenience. Please have your unit NEO Representatives review this guide and keep it in their unit NEO handbook.

3. If you need additional copies of this guide, please contact the community NEO office at 489-6229 or 6879.

RICHARD S. YEAGER, Capt, USAF
Community Executive Support Officer

Attachment 1

UNIT NONCOMBATANT EVACUATION OPERATIONS (NEO)
PROGRAM GUIDE

1. The purpose of this guide is to assist the unit NEO representative(s) to set up and maintain the unit NEO program. It does spell out methods and procedures that have worked in many units throughout the Kaiserslautern Military Community (KMC). By using this guide you will find it easier to keep your unit NEO program under control.

2. COMMANDER RESPONSIBILITIES. Each unit commander is tasked to control their unit NEO program. These responsibilities and the authority to carry them out are for the most part delegated to the unit NEO representatives. However, the commander retains the responsibilities listed below.

a. Insures the unit NEO program is set up and maintained in accordance with (IAW) USAREUR Reg 525-27, and KMC OPLAN 4310.

b. Maintains a working knowledge of the NEO program.

c. Appoints in writing both the primary and alternate NEO representatives for the unit to administer the unit NEO program on a daily basis. Forwards a copy of this appointment to the 316 AD/KCD, APO 09094, for the community NEO records.

d. Insures unit NEO representatives are trained by the KMC NEO office personnel. Training is conducted on the first tuesday of each month at 1400 hours, building 2786, room 112, on Kapaun Air Station.

e. Appoints in writing unit Economy Wardens (EW) to notify those families that do not live in government quarters. Each EW should be responsible for notifying no more than seven (7) families. Forward a copy of this appointment letter to 316 AD/KCD, APO 09094, for community records.

f. Insures unit EWs perform route recons at lease semi-annually to verify the accuracy of strip maps provided by the sponsors. Forwards a copy of a letter verifying the route recons have been performed to 316 AD/KCD, APO 09012, for community records.

g. Insures the provisions of AR 600-20 and/or AFR 35-59 are met in reference to Family/Dependent Care Plans, for sole military parents and military couples with dependents.

h. Provides the necessary command emphasis on the NEO program in support of the unit NEO representatives.

3. UNIT NEO REPRESENTATIVES. Unit NEO representatives will "make or break" this program. They must be mature, capable individuals, with initiative. The unit NEO representative is the unit expert on NEO and must be knowledgeable on all aspects of the program. His/her responsibilities are detailed below:

a. Maintains the unit NEO program IAW USAREUR Reg 525-27 and KMC OPLAN 4310.

b. Briefs sponsors on NEO during inprocessing and insures sponsors receive their AE Form 60 within 30 days of arrival into the unit. (See attachment 1 for a sample briefing)

c. Issues the below listed forms to the sponsor:

(1) AE Form 60, NEO Kit Folder (Atch 2)

(2) AE Form 3653, Noncombatant Evacuation Processing Record (Atch 3)

(3) AE Form 1368, Noncombatant Information Card (Atch 4)

(4) DD Form 1337, Authorization/Designation for Emergency Pay and Allowances (Atch 5). NOTE: Civilian personnel will use either the AF Form 1143/1144 or DA Form 3358. Civilian personnel should acquire these forms from their servicing Civilian Personnel Office (CPO).

(5) DD Form 1844, Schedule of Property and Claims Analysis Chart (Atch 6)

(6) DA Form 3955, Change of Address and Directory Card (Atch 7)

(7) DD Form 2258, Temporary Mail Disposition Instructions (Atch 8)

(8) AF Form 624, Base/Unit Locator and PSC Directory (AF only) (Atch 9)

d. Suspenses the sponsor for completion of the above NEO kit documents. This is normally a thirty (30) day suspense, however, the 3653 and 1368 cannot be filled in completely until the sponsor has a permanent residence.

e. Directs sponsors living on the economy to prepare strip map(s) from his/her duty installation to his/her quarters. Suspenses the sponsor thirty (30) days for completion.

f. For all sponsors living on the economy, the unit NEO representative(s) forwards a copy of the strip map and AE Form 1368 to the community NEO office, 316 AD/KCD, APO 09094 for community records.

g. Inspects all NEO kits annually for adequacy.

h. Maintains a suspense system for tracking sponsor's attendance at the Community NEO Briefings.

i. Schedules sponsors for attendance at the Community NEO Briefings annually.

j. Prepares/maintains notification/route folders for unit Economy Wardens.

k. Trains Economy Wardens; schedules/controls route recons which are to be conducted semi-annually.

l. Insures a copy of Family/Dependent Care Plans are maintained in the noncombatants NEO Kits. (For military couples and single military sponsors with dependents.)

m. Maintains a copy of the NEO Alerting Roster and provides changes, as required.

n. Performs as a Housing Clearance Team (HCT) member at his/her assigned Personnel Processing Center (PPC) during exercises and real world evacuations.

o. Notifies, in writing, the KMC NEO office of any sponsor's noncombatant that may require medical evacuation and maintains a copy of the medical statement.

4. ECONOMY WARDENS RESPONSIBILITIES. Unit Economy Wardens are appointed by the unit commander in writing. Economy Wardens (EW) notify those families that live in economy housing (not leased or base housing) upon implementation of NEO exercises or actual evacuation of noncombatants. They also perform the duties listed below:

a. Performs route recons to verify accuracy of strip maps prepared by sponsors living on the economy.

b. Checks NEO Kits, using the listing inside the AE Form 60, for adequacy.

c. Notifies and assists noncombatants, providing transportation (if necessary), in the event NEO is implemented.

d. Notifies unit NEO representatives upon completion of route recons. Provides a summary of adequacy of strip maps and NEO Kit discrepancies.

5. SPONSORS RESPONSIBILITIES. Sponsors must prepare all documentation in support of this program expeditiously and accurately. Sponsors are responsible for insuring all possible preparations are made for the evacuation of their dependents. They also are responsible for the following items:

a. Sponsors will prepare the forms issued to them by the unit NEO Rep (normally within 30 days). NOTE: The sponsor must have a permanent local address before the AE Form 3653 and 1368 can be completed.

b. Sponsors will attend, and encourage his/her adult family members to attend, a locally scheduled NEO briefing within 30 days after arrival at the duty station and annually thereafter.

c. Sponsors living in economy housing (not leased or base housing) will prepare strip map(s) showing the route(s) from their duty station to their quarters/place of residence. These strip maps will be provided to the unit NEO Rep.

d. Sponsors will prepare Family/Dependent Care Plans, as applicable. (See AR 600-20 or AFR 35-59 for details, depending on sponsors branch of service.)

e. Sponsors with family members which have a permanent medical condition which may require Medical Evacuation during the implementation of NEO will acquire a physician's statement to that effect. This statement will be kept in the NEO Kit and a copy will be provided to the unit NEO Rep for unit records. Additionally, a copy will be forwarded to the KMC NEO office by the NEO Rep.

f. Sponsors are responsible for insuring that all NEO documents are kept current.

6. General Information on Noncombatant Evacuation Operations (West Germany)

a. Noncombatant Evacuation Operations (NEO) can be implemented for a variety of reasons. Some of the reasons that could initiate NEO are, (1) Epidemics, (2) Natural Disasters, (3) Industrial Disasters, (4) Increased Terrorist Activities, and (5) Buildup of Warsaw Pact Forces. Basically any time we could not provide for the safety or security of our noncombatant personnel, NEO would be considered. If we were not in an "emergency" type situation, noncombatants would be returned to the CONUS by the expeditious processing through normal channels.

b. Command and Control of NEO. Here in West Germany, NEO is primarily governed by USAREUR regulations and OPLANS. This is basically because the U.S. Army is the largest branch of service in West Germany. In different parts of Europe, the primary service may be the Air Force, the Navy or the Department of State.

c. Regulatory Guidance. USAREUR Regulation 525-27, Noncombatant Evacuation Operations System, and KMC OPLAN 4310, provide the regulatory guidance for NEO in the Kaiserslautern Military Community. These directives apply to all Army and Air Force units in the KMC.

(1) USAREUR Reg 525-27 is available through your local publications channels. If you do not have a copy of this regulation, establish a requirement through your publications clerk. This regulation provides all the general guidance on NEO in West Germany.

(2) KMC OPLAN 4310 identifies the specific taskings of units in the Kaiserslautern Military Community (KMC). If you do not have a copy of this OPLAN, establish a requirement through the Community NEO Office, 316 AD/KCD, APO 09094.

d. Family Care/Dependent Care Regulations. NEO is basically an extension of all service members responsibilities to take adequate care of their dependents. Both the U.S. Army and U.S. Air Force have regulations, AR 600-20, DA Pamphlet 600-8, and AFR 35-59, which provide guidance on what is considered adequate dependent care arrangements. NEO Reps should be familiar with their applicable regulation to insure dependent care plans are adequate.

7. Implementation of NEO. If/when NEO is implemented, it would work something like this:

a. The community NEO office receives notification, verifies it, and implements the alerting roster.

b. 66 CSG/DPM, 377 CSW/DPM and 29 ASG/SPO receive notification, initiate alerting of their geographic area, set-up PPCs at Sembach Gym, Vogelweh Gym, Ramstein North Gym and Landstuhl Post Gym.

c. Each squadron/company/unit receives notification and notifies the unit listed below it on the alerting roster.

d. Each squadron/company/unit recalls its economy wardens, briefs them and dispatches them to notify families living on the economy.

e. Unit NEO Reps report to their assigned PPC to be formed into Housing Clearance Teams (HCTs).

f. Economy families process at the PPCs that are designated for them due to their residence location.

g. Families in government or leased quarters are processed in their own residence by Housing Clearance Teams.

h. Noncombatants are bussed to the Aerial Port of Debarkation (APOD) from the PPCs and Housing Areas as aircraft arrive for their evacuation. If no aircraft are immediately available, families processing at the PPC will be billeted in government quarters, doubled-up with families already there.

8. Running the Unit NEO Program.

a. Identify those members affected by the NEO Program.

(1) Service Members with dependents.

(2) DOD Civilians

(3) Contractor personnel that the unit supports for ration cards and identification cards.

(4) Dependents of Military Couples and sole military parents.

b. Brief Sponsors/Issue Forms. Once you know who is affected by the NEO program, each sponsor must be briefed on his/her responsibilities. During this briefing, the unit NEO representative will issue the required forms. He/she will suspense the service member for completion of the forms (normally within 30 days). At this same time, the sponsor should be briefed that it is his/her responsibility to attend the community NEO briefing. The noncombatant may also attend the community NEO briefing with his/her sponsor, but it is not required.

c. Unit NEO File/Handbook. Depending on the size of your unit, you may or may not be able to maintain everything pertaining to NEO in one 3 inch binder. Larger units may require two, or even three binders. If you set up your file as indicated below, there will be a place for everything and you will be able to control your program.

(1) TAB A - Letters of Appointment for both the unit NEO Reps and the Economy Wardens.

(2) TAB B - Unit NEO Guide

(3) TAB C - KMC Pamphlet 50-1

(4) TAB D - AF Form 2519, Kaiserslautern Military Community NEO Staff Assistance Checklist. (See Atch 12)

(5) TAB E - Sample Forms: AE Form 1368, AE Form 3653, AE Form 60, DD Form 1337, DD Form 1844, DA Form 3955, DD Form 2258, and AF Form 624 (AF only).

(6) TAB F - Sponsor Briefing (See Atch 1)

(7) TAB G - Completed AE Forms 1368 (Govt Housing by Area)

(8) TAB H - Completed AE Forms 1368 with strip maps, for those families living in economy housing. NOTE: Separate by PPC assigned and Economy Warden route.

(9) TAB I - Staff Assistance Visit Reports (last 2 reports)

(10) TAB J - Miscellaneous Correspondence

(11) TAB K - Current Alerting Roster

9. This guide has been designed to assist new NEO representatives which have not yet attended the community NEO representative training class and fully trained reps with a quick reference document. It is not all inclusive and certain questions may require the NEO Rep to refer to either USAREUR Reg 525-27 or KMC OPLAN 4310. As always, if you, the unit NEO representative cannot answer a sponsor's or noncombatant's question, please contact us at the Community NEO Office, at VM (489 ets) 6229 or 6879.

SPONSOR'S BRIEFING

1. NONCOMBATANT EVACUATION OPERATIONS can be implemented for a variety of reasons. Some of the reasons that could initiate NEO are: (1) Epidemics, (2) Natural Disasters, (3) Industrial Disasters, (4) Increased Terrorists Activity, and (5) Build up of Warsaw Pact Forces. Basically, anytime we could not provide for the safety or security of our noncombatant personnel, NEO would be considered.

2. Command and Control of NEO: Governed by USAREUR regulations and OPLANS.

a. USAREUR Reg 525-27, Noncombatant Evacuation Operations System

b. Kaiserslautern Military Community OPLAN 4310

3. NEO is basically an extension of Family Care/Dependent Care responsibilities.

a. DA Reg 600-20 and DA Pamphlet 600-8, Family Care Responsibilities

b. Dept. AF Reg 35-59, Dependent Care Responsibilities

4. Implementing NEO in the Kaiserslautern Military Community:

a. Each squadron/company/unit receives notification.

b. Each squadron/company/unit briefs its Economy Wardens, and dispatches them to notify families living on the economy.

c. Unit NEO representatives report to their assigned PPC.

d. Unit NEO representatives are formed into Housing Clearance Teams and begin processing families residing in government/leased housing.

e. Economy families process at their assigned PPC.

f. Families from the PPC and/or Government quarters are bussed to the Aerial Port of Debarkation (APOD) as aircraft become available. If aircraft are not immediately available, economy families will be doubled up with families in government housing.

5. SPONSOR'S RESPONSIBILITIES: Sponsors are responsible for taking all preparatory actions necessary to insure the expeditious processing of their dependents. Sponsors are primarily responsible for preparing all documentation necessary for their dependents evacuation. Documentation required is listed below:

a. AE Form 60, Noncombatant Evacuation Operations (NEO) Kit folder.

b. AE Form 3653, Noncombatant Evacuation Processing Record. The sponsor will complete items 1 - 9 on this form and maintain the completed copy in the family NEO kit.

c. DD Form 1337, Authorization/Designation for Emergency Pay and Allowances. Sponsor will fill out this form, have it authenticated by their servicing finance office, and maintain it in their NEO kit.

d. DA Form 3358-R, Authorization/Designation for Emergency Pay and Allowances (for Dept. of the Army Civilians). Civilian employees of the Dept ot the Army will fill out this form, have it authenticated by the servicing finance section, and maintain it in the family's NEO kit.

e. AF Forms 1143 or 1144, Authorization/Designation for Emergency Pay and Allowances (for Dept. of Air Force Civilians). Civilian employees of the Dept. of the Air Force will fill out this form, have it authenticated by their servicing finance section, and maintain it in their family's NEO kit.

f. DA Form 3955, Change of Address and Directory Card. Sponsors will fill out this card in three copies and maintain it in the NEO kit. The forwarding address on the card should match the CONUS address listed on the AE Form 3653.

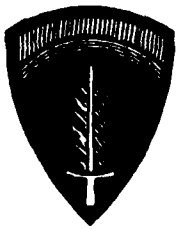
g. DD Form 2258, Temporary Mail Disposition Instructions. The sponsor will fill out one copy of this form and maintain it in the NEO kit. The Forwarding address should be the same as the CONUS address on the AE Form 3653.

h. AE Form 1368, Noncombatant Information Card. The sponsor will fill out this card and return it to the unit for their records. Sponsor's that live in economy housing will fill out the form in two copies and will also prepare a strip map to their economy quarters from their duty station. One copy of the AE Form 1368 and map will be forwarded to the Community NEO Office for their records (316 AD/KCD, APO 09012).

i. The sponsor will prepare the above listed forms and bring them to the unit NEO Rep for review within thirty (30) days of issue. The sponsor is responsible for insuring all NEO documents are kept current.

j. The sponsor will attend, and encourage his/her adult family members to attend, a locally scheduled NEO briefing within 30 days after arrival at the duty station and annually thereafter.

NEO



NONCOMBATANT EVACUATION OPERATIONS

KIT

FOLDER

(USAREUR Reg 525-27)

Community: _____

Sponsor's Name: _____

Unit: _____

_____

AE FORM 60

AE FORM 60, NEO Kit will maintain all NEO documents.

SECTION I MANDATORY

USAREUR REGULATION 525-27 REQUIRES THAT EMERGENCY NEO KITS BE PREPARED AND MAINTAINED ON ALL NONCOMBATANTS IN THE COMMAND. THESE KITS ARE ESSENTIAL TO THE SUCCESSFUL EXECUTION OF THE NONCOMBATANT EVACUATION PLAN IN AN EMERGENCY SITUATION. IT IS MANDATORY THAT THE ITEMS LISTED BELOW BE IN THE NEO KITS AND THAT THESE KITS BE IN THE PHYSICAL POSSESSION OF THE NONCOMBATANT. IT IS NOT THE INTENT OF THE USAREUR REGULATION TO HAVE THE MANDATORY DOCUMENTS CENTRALLY LOCATED IN A FILE OR FOLDER. THEIR LOCATION, HOWEVER, MUST BE KNOWN AND READILY ACCESSIBLE TO NONCOMBATANTS. THESE ITEMS ARE:

A. **ID Cards and Passports.** These are required for all family members of military sponsors and Department of Defense civilian employees.

B. **AE Form 89 (USAREUR POV Registration Certificate).** The blue or white copy is needed to obtain a receipt for a car turned over to military authorities and to request reimbursement if the car is not returned to you after evacuation.

C. **Family Care Plan.** Servicemembers who are married parents, sole parents or sole guardians are required to make suitable arrangements for the care of family members in the event of evacuation and to complete family care plans that indicate arrangements have been made for evacuation of family members during the sponsor's absence.

D. ***Authorization/Designation for Emergency Pay and Allowances:*** *The sponsor will ensure that* a portion of his or her pay is designated for payment to family members in event of an emergency. The family member will receive DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances)/DA Form 3358-R (Authorization for Emergency Evacuation Advance and Allotment)/AE Form 1343 (Authorization and Record of Emergency Payments to Dependents), as applicable, to obtain emergency funds.

ITEM	CONTAINED IN FILE		LOCATION IF NOT IN FILE
	YES	NO	
A			
B			
C			
D			

The inside of the front cover of the AE Form 60, NEO Kit Folder

SECTION II OPTIONAL EVALUATION ITEMS

These items are not essential to the success of the evacuation but may be required for use during, or on completion of, evacuation.

ITEMS	ON HAND	
	YES	NO
• DD Form 1844 (Schedule of Property and Claim Analysis Chart)		
• Power of Attorney		
• Immunization Records		
• Insurance Policies and Wills		
• Small Transistor Radio and Extra Batteries		
• Food (Nonperishable), 3 Days Each Individual		
• Flashlight and Extra Batteries		
• Blankets, At Least Two Per Individual		
• First Aid Kit		
• Roadmaps		
• Thermos Jug (Full)		

The inside of the back cover of AE Form 60, NEO Kit Folder

Atch 2-1

NONCOMBATANT EVACUATION PROCESSING RECORD

(USAREUR Reg 525-27)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY 5 USC Section 301.

PRINCIPAL PURPOSE(S): Provides names, location, and relationship to sponsor of noncombatants residing within Germany so that adequate planning can be accomplished, alert, assembly, and briefing can be programmed, and accountability maintained in the event the emergency evacuation of noncombatants from Germany is directed.

ROUTINE USES. For use in preparing passenger manifests, for statistical purposes, and for noncombatant accountability for both actual evacuation and for NEO exercise purposes.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary. If information is not provided, the individual jeopardizes his/her possibility of evacuation in an emergency

PLEASE PRINT NEATLY

1. SPONSOR'S NAME (LAST, FIRST, MI)	2. SPONSOR SSN/GRADE	3. NO. BEING EVACUATED
4. UNIT ADDRESS OF SPONSOR	**5. ECONOMY ADDRESS OF SPONSOR**	**6. BRANCH OF SERVICE**

7. EVACUEE NAME (LAST, FIRST, MI)	8. RELATION TO SPONSOR	9. DESIRED US DESTINATION ADDRESS

FOR PROCESSING TEAM ONLY

CATEGORY OF EVACUEE (CHECK ONE)	NATIONALITY	NEO KIT INVENTORY	
		MANDATORY	OPTIONAL
[ ] MIL DEPN [ ] US GOVT CIV [ ] US GOVT DEPN	[ ] US	[ ] ID CARD/PASSPORT	[ ] DD FORM 1844
[ ] NON GOVT US NATIONAL (BUSINESSMAN, TOURIST, RETIREE, ETC)	[ ] OTHER (EXPLAIN)	[ ] VEHICLE REGISTRATION	[ ] POWER OF ATTORNEY
		[ ] FAMILY CARE PLAN	[ ] SHOT RECORD
[ ] OTHER (EXPLAIN)		[ ] DD FORM 1337	[ ] INSURANCE POLICY/WILL

	ASSEMBLY AREA	HOLDING AREA	PORT OF EMBARKATION
LOCATION			
ARRIVE			
DEPARTED			

MODE OF TRAVEL FROM PORT OF EMBARKATION

TYPE OF CRAFT	MISSION NUMBER
DESTINATION	ETA

REMARKS

AE FORM OCT 84 3653 EDITION OF JUL 84 WILL BE USED UNTIL EXHAUSTED

AE Form 3653, is a five (5) page multipack processing record. Sponsor will complete items 1 - 9 on this form and maintain the completed copies in the NEO Kit.

* use pencil only + dates are numerical (day, month, year) duplicate card to 316 AD/KCD, APO 09012

NONCOMBATANT INFORMATION CARD

(USAREUR Reg 525-22)

SPONSOR

Name (Last, First, MI)			Grade	Date Arrived	DEROS	File Ref
			*	+	+	PPC
SSN	**Passport No. (If Applicable)**	**Organization and Duty Section**			**Occup Spec**	**Svc/Agcy**
						MFH/LSD
Post/Base Name and City Location		**Bldg No**	**Room No**	**Duty Phone**	**A/FPO**	
Local Res (Street No, Name, City)	**MILCOM**	**Bldg No**	**Apt No**	**Home Phone**	**ZIP Code**	**Date Arrived**
						Date spouse Arrived
CONUS Res (Street No, Name or PO Box No)	**City**		**State/Territory**		**ZIP Code**	

NONCOMBATANT

	Name (First Name, Middle Initial)	Passport No	Social Security Number	Relationship	Date of Birth Mo	Date of Birth Yr	Remarks (Medical Problems, Disabilities, etc.)
1							
2							
3							
4							
5							
6							
7							

Briefings/Inspections	Initial Briefing Date	Initial Briefing By	Annual Update Date	Annual Update By	Annual Update Date	Annual Update By	Annual Update Date	Annual Update By
Sponsor Briefed By Unit	+							
—Received MILCOM Briefing	+							
—Shown NEO Film	+ same as above							
—Participated in NEOEX	+							
NEO Kit Inspection —AE Form 3653	+							
—ID/Passport	Yes/No							
—POV Reg (AE Form 89)	Yes/No							
—Emer Pay (DD Form 1337)	Yes/No							
—Family Care Plan	Yes/N/A							

AE FORM JUN 86 **1368** PREVIOUS EDITIONS ARE OBSOLETE.

PPC: RAB NORTHSIDE GYM== RPPC: VOG GYM = VPPC: LANDSTUHL POST GYM =LPPC: SAB GYM = SPPC
MFH: RAB = RMFH: VOG = VMFH: LAND. = LMFH: SAB = SMFH LSD= Leased Quarters

Atch 4

60

FAMILY CARE PLAN

(For sole parents or both parents, servicemembers)

Person responsible for family member's evacuation	Address	Tel No

Power of Attorney complete? ☐ YES ☐ NO

SUPPLEMENTAL INFORMATION

Vehicle Information	Description *(Vehicle No. 1)*	Year	Capacity
	Description *(Vehicle No. 2)*	Year	Capacity

PET	If YES, indicate type *(Dog, Cat, etc.)*	Vaccination up-to-date?
☐ YES ☐ NO		☐ YES ☐ NO

PET Shipping Container on Hand? ☐ YES ☐ NO

	Name	Rank	Duty Phone
NEO Warden			

Remarks

KMC NEO PAM 50-1, Booklet #, Date issued, Initials of sponsor.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

1. AUTHORITY: 10 USC 3012.

2. PRINCIPAL PURPOSE(S): Provides names, locations, ages and relationship to sponsor of noncombatants residing within GE so that adequate planning can be accomplished; alert, assembly and briefing can be programmed; and accountability maintained in the event the emergency evacuation of noncombatants from GE is directed.

3. ROUTINE USES: Information on the form would be used only in the event noncombatant evacuation is ordered. See routine uses set forth at 40 Fed Register 35151.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary If information is not provided, the individual jeopardizes the possibility of evacuation of his/her dependents in an emergency. Disclosure of SSN is mandatory to ensure positive identification and to assist in notification to sponsor that dependents have been evacuated

Atch 4-1

AUTHORIZATION/DESIGNATION FOR EMERGENCY PAY AND ALLOWANCES

MEMBER (Last Name, First Name, Middle Initial)	GRADE, RATE OR RANK	FILE OR SERVICE NUMBER	SOCIAL SECURITY ACCOUNT NUMBER

MEMBER'S STATION OR ORGANIZATION

PRIMARY DEPENDENT'S NAME (or designated representative for minor dependents) (First Name, Middle Initial, Last Name)	RELATIONSHIP

DEPENDENTS OTHER THAN PRIMARY

NAME (First Name, Middle Initial, Last Name)	DATE OF BIRTH	NAME (First Name, Middle Initial, Last Name)	DATE OF BIRTH
1.		5.	
2.		6.	
3.		7.	
4.		8.	

☐ ADVANCE OF PAY - MAXIMUM AMOUNT $_____ (NOT TO EXCEED 3 MONTHS BASIC PAY)
I HEREBY AUTHORIZE AN ADVANCE OF BASIC PAY, AS INDICATED ABOVE, TO BE PAID TO MY ABOVE NAMED DEPENDENT OR REPRESENTATIVE. IN THE EVENT OF AN EMERGENCY DECLARED BY PROPER AUTHORITY I UNDERSTAND THAT ANY AMOUNT OF MY BASIC PAY PAID TO MY DEPENDENT OR REPRESENTATIVE WILL BE DEDUCTED FROM PAY AND ALLOWANCES DUE ME.

☐ EVACUATION ALLOWANCE (DESIGNATED DEPENDENT OR REPRESENTATIVE)

☐ EMERGENCY DISLOCATION ALLOWANCE (DESIGNATED DEPENDENT OR REPRESENTATIVE)
I HEREBY DESIGNATE THE ABOVE NAMED INDIVIDUAL TO RECEIVE THE PAYMENTS CHECKED IN THE EVENT OF AN EVACUATION ORDERED OR APPROVED BY COMPETENT AUTHORITY.

DATE	SIGNATURE OF MEMBER

SIGNATURE OF PRIMARY DEPENDENT (or designated representative for minor dependents)

DATE	NAME, SIGNATURE, AND TITLE OF AUTHENTICATING OFFICIAL

RECORD OF PAYMENTS

DATE	DISBURSING OFFICER SYMBOL NUMBER	PAYROLL NO OR VOUCHER NO	TYPE OF PAYMENT (Advance of Pay - Dislocation Allowance - Evacuation Allowance)	AMOUNT PAID

DD FORM 1337

Form Approved by Comptroller General, U.S., 7 September 1967

Sponsors will fill out this form, have it authenticated by their servicing finance office, and maintain it in their NEO kit.

Atch 5

CIVILIAN EMPLOYEE EMERGENCY PAY DATA

AUTHORITY USC 5522 and 5523; EO 9397, Nov 1943

PRINCIPAL PURPOSE(S). To authorize and record emergency payments to employees.

ROUTINE USES: This record is kept by the civilian pay office to record these payments on the permanent records. Information on this form (in appropriate cases may be disclosed to other Federal agencies (IRS, Social Security Administration, OPM), to State and local taxing/welfare agencies, and to certain private organizations such as financial organizations for crediting the payments to the employee's account.

DISCLOSURE IS VOLUNTARY: Employee cannot be paid under emergency conditions without this authorization. Disclosure of social security number (SSN) is voluntary. However, this form will not be processed without your SSN because the Air Force identifies you for pay and personnel purposes by your SSN.

NAME AND ADDRESS OF EMPLOYEE		EMPLOYING DEPARTMENT	SOCIAL SECURITY NO.
		GRADE OR LEVEL	STEP OR RATE
		APPROPRIATION	
EVACUATED INSTALLATION	EVACUATION ORDER NO.	DATE OF ORDER	DATE EVACUATED

PAY AND LEAVE DATA FOR PAY PERIOD ENDING

ENTITLEMENTS	AMOUNT	DEDUCTIONS	AMOUNT
BASE PAY		FEDERAL/STATE INCOME TAX WH	
QUARTERS ALLOWANCES		RETIREMENT/FICA	
OVERSEAS ALLOWANCES		HEALTH BENEFITS	
OTHER		FEGLI	
		ALLOTMENTS	
		DEPENDENT EMERGENCY ALLOWANCE	
		OTHER	
TOTAL		TOTAL	
NET PAY DUE	ANNUAL LEAVE	SICK LEAVE	

DATE	TYPED OR PRINTED NAME OF EMPLOYEE	SIGNATURE OF EMPLOYEE [1]
DATE	TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL	SIGNATURE OF AUTHORIZED OFFICIAL

PAYMENT RECORD (If additional space is needed, use reverse)

DATE	PAID BY (ADSN)	VOUCHER NO.	TYPE OF PAYMENT	AMOUNT

[1] When data is furnished by the employee, his signature attests that information is complete and accurate to the best of his knowledge and belief

AF FORM JUL 81 1144 PREVIOUS EDITION IS OBSOLETE

U.S. Government Printing Office: 1982—[illegible]

Sponsors will fill out this form, have it authenticated by their servicing finance office, and maintain it in their NEO Kit.

Atch 5-1

AUTHORIZATION AND RECORD – EMERGENCY PAYMENTS TO DEPENDENTS

AUTHORITY USC 6622 and 6823, EO 9397, Nov 1943
PRINCIPAL PURPOSE(S) To authorize and record emergency payments to employees and dependents
ROUTINE USES This record is kept by the pay office to record these payments on the permanent records. Information on this form may in appropriate cases be disclosed to other Federal agencies (IRS' Social Security Administration, OPM), to State and local taxing/welfare authorities, and to certain private organizations such as financial organizations for crediting the payments to the employee's account
DISCLOSURE IS VOLUNTARY Dependent cannot be paid under emergency conditions without this authorization. Disclosure of SSN is voluntary. However, this form will not be processed without employee's SSN, because the Air Force identifies employees for pay and personnel purposes by SSN

NAME AND ADDRESS OF SPONSORING CIVILIAN EMPLOYEE	EMPLOYING DEPARTMENT	SOCIAL SECURITY NO.
	GRADE OR LEVEL	STEP OR RATE
	APPROPRIATION	
EVACUATED INSTALLATION / EVACUATION ORDER NO	DATE OF ORDER	DATE EVACUATED
DEPENDENT'S OR DESIGNATED REPRESENTATIVE NAME (First, middle initial, last)		RELATIONSHIP

OTHER DEPENDENTS (If additional space is needed, use reverse)

NAME	DATE OF BIRTH	NAME	DATE OF BIRTH

I hereby authorize payment of $ per pay period and/or advance of pay of $ to dependent named above or designated representative. I understand that funds paid will be charged against any items of pay or allowances due or to become due me after date of payment

☐ Evacuation subsistence allowance $ ☐ Evacuation travel and transportation $

I hereby authorize dependent named above or designated representative to receive payments checked.

DATE	SIGNATURE OF EMPLOYEE
DATE	SIGNATURE OF DEPENDENT OR DESIGNATED REPRESENTATIVE
DATE	TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

Request the amount of $ per pay period as an allotment or assignment of monies due spouse named above.

I (dependent or designated representative named above) certify that the above information is complete and accurate to the best of my knowledge and belief.

DATE	SIGNATURE

PAYMENT RECORD (If more space is needed, use reverse)

DATE	PAID BY (ADSN)	VOUCHER NO	TYPE OF PAYMENT	AMOUNT

To be completed only when, because of emergency conditions, certification by the employee is not available

AF FORM JUL 81 1143 PREVIOUS EDITION IS OBSOLETE

Sponsors will fill out this form, have it authenticated by their servicing finance office, and maintain it intheir NEO Kit.

Atch 5-2

AUTHORIZATION FOR EMERGENCY EVACUATION ADVANCE AND ALLOTMENT PAYMENTS

(Title 5 U.S. Code 5521-5527 and E.O. 10982, 25 Dec 61)

For use of this form, see AR 37-105 and CPR M-100; the proponent agency is USAPAC.

SEE REVERSE SIDE FOR PRIVACY ACT AS STATEMENT AND INSTRUCTIONS FOR FAMILY MEMBER(S) OR AUTHORIZED REPRESENTATIVES

EMPLOYEE (Last name, First name, Middle name)	GRADE	SOCIAL SECURITY NO.	POSITION TITLE

NAME OF EMPLOYING OFFICE	NAME OF EMPLOYING INSTALLATION	LOCATION OF EMPLOYING INSTALLATION

NAME OF ADULT FAMILY MEMBER(S) OR AUTHORIZED REPRESENTATIVE	AGE	RELATIONSHIP TO EMPLOYEE

☐ I HEREBY AUTHORIZE AN ADVANCE PAYMENT IN THE AMOUNT OF $ _____ *(Not to exceed entitlement for a 30 day period)* TO BE PAID TO THE ABOVE FAMILY MEMBER(S) OR AUTHORIZED REPRESENTATIVE IN THE EVENT AN EMERGENCY EVACUATION OF MYSELF AND/OR MY FAMILY MEMBERS IS ORDERED BY PROPER AUTHORITY. I FURTHER AUTHORIZE ANY AMOUNT SO PAID TO BE CHARGED AGAINST ANY ITEMS OF PAY AND ALLOWANCES DUE OR TO BECOME DUE ME SUBSEQUENT TO DATE OF PAYMENT.

☐ I HEREBY AUTHORIZE ALLOTMENT PAYMENTS NOT TO EXCEED $ _____ PER PAY PERIOD TO BE PAID TO MY ABOVE FAMILY MEMBER(S) OR AUTHORIZED REPRESENTATIVE IN THE EVENT AN EMERGENCY EVACUATION OF MYSELF AND/OR MY FAMILY MEMBERS IS ORDERED BY PROPER AUTHORITY. I FURTHER AUTHORIZE ANY AMOUNT SO PAID TO BE CHARGED AGAINST ANY ITEMS OF PAY AND ALLOWANCES DUE OR TO BECOME DUE SUBSEQUENT TO DATE OF PAYMENT.

DATE	SIGNATURE OF EMPLOYEE
DATE	SIGNATURE OF PRIMARY FAMILY MEMBER OR AUTHORIZED REPRESENTATIVE
DATE	SIGNATURE, NAME AND TITLE OF AUTHENTICATING OFFICIAL

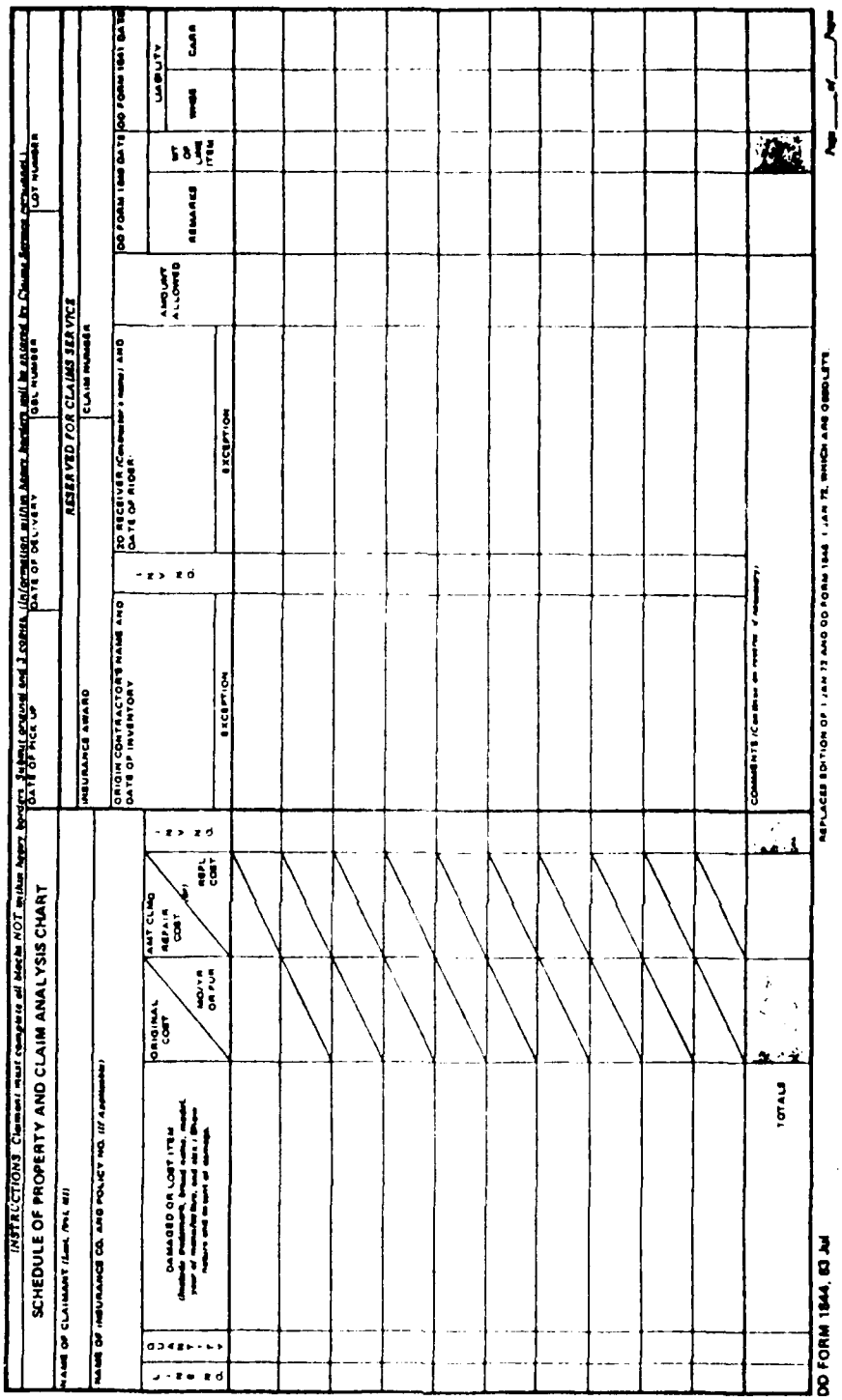
RECORD OF PAYMENTS

(All payments made under this authorization will be recorded in this section.)

DATE	DISBURSING OFFICER	DISBURSING SYMBOL NUMBER	VOUCHER NUMBER	TYPE OF PAYMENT	AMOUNT PAID
					$

DA FORM 3359-R, APR 83 REPLACES DA FORM 3359, 1 SEP 68, WHICH IS OBSOLETE.

Department of the Army civilians will fill out this form, have it authenticated by their servicing finance section, and maintain it in their NEO Kit.



Sponsor can utilize this form to list high dollar valuables for making claims.

PRINT NAME *(Last, First, MI)*	GRADE	SSN	PURGE DATA
NEW ORGANIZATION *(Complete Designation)*			BOX NUMBER

DATA REQUIRED BY THE PRIVACY ACT OF 1974. AUTHORITY: Title 39 USC and DOD/Postal Service Agreement, 2 Feb 59. **PRINCIPAL PURPOSE:** To route and forward (Directory) mail. **ROUTINE USES:** Used by Army military and civilian personnel in mail functions and address inquiries. Data are inspected by commanders, postal officers, and military and civilian inspectors. **DISCLOSURE:** Voluntary. However, failure to provide the requested information could result in delay/inability to forward mail.

OLD MAILING ADDRESS *(Include BOX No., if any, and ZIP Code)*	NEW MAILING ADDRESS *(Include ZIP Code)*
DATE DEPARTED OLD ORG:	DATE DUE NEW ORG:
QUARTERS/OFF POST ADDRESS	REMARKS
CONSENT: ☐ I DO ☐ I DO NOT CONSENT TO RELEASE THE ABOVE HOME ADDRESS OR SSN TO THIRD PARTIES.	*(IF DEPARTING, COMPLETE BELOW ITEMS)* HEADQUARTERS ISSUING ORDERS

SIGNATURE	DATE	ORDER NUMBER	ORDER DATE

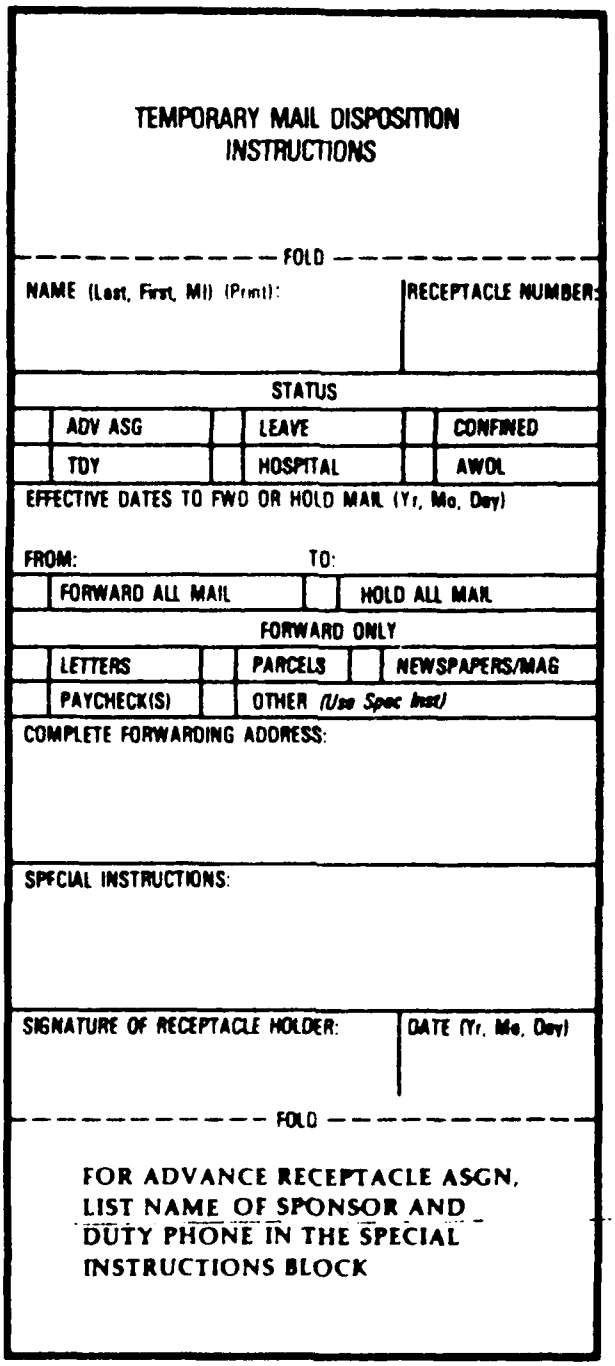
DA FORM 1 FEB 79 3955 EDITION OF 1 AUG 78 MAY BE USED.

CHANGE OF ADDRESS AND DIRECTORY CARD

For use of this form, see AR's 65-1 and 65-75; the proponent agency is TAGCEN.

Army sponsors fill out this form in one (1) copy and maintain it in their NEO Kit.

Atch 7



TEMPORARY MAIL DISPOSITION INSTRUCTIONS

FOLD

NAME (Last, First, MI) (Print):

RECEPTACLE NUMBER:

STATUS

	ADV ASG		LEAVE		CONFINED
	TDY		HOSPITAL		AWOL

EFFECTIVE DATES TO FWD OR HOLD MAIL (Yr, Mo, Day)

FROM: TO:

	FORWARD ALL MAIL		HOLD ALL MAIL

FORWARD ONLY

	LETTERS		PARCELS		NEWSPAPERS/MAG
	PAYCHECK(S)		OTHER *(Use Spec Inst)*		

COMPLETE FORWARDING ADDRESS:

SPECIAL INSTRUCTIONS:

SIGNATURE OF RECEPTACLE HOLDER:

DATE (Yr, Mo, Day)

FOLD

FOR ADVANCE RECEPTACLE ASGN, LIST NAME OF SPONSOR AND DUTY PHONE IN THE SPECIAL INSTRUCTIONS BLOCK

DD FORM 2258
82 Jan

U.S. GOVERNMENT PRINTING OFFICE 1984 - [illegible]

Sponsor will fill out one copy of this form and maintains it in the NEO kit. The forwarding address should be the same as the CONUS address listed on AE Form 3653.

NAME *(Last, First, Middle Initial)*	GRADE	DUTY PHONE	ORGANIZATION/OFF SYM	BOX NO.[1]	DM
LOCAL ADDRESS[1]				HOME PHONE[1]	
FORWARDING ADDRESS/ASSIGN AUTH.[1]					
ADDITIONAL DATA *(See AFR 11-24)*				EST ARR. DATE	
				RNLTD	
				DEPARTURE DATE	
(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - See Reverse) I ( ) DO ( ) DO NOT give consent to release my home address, home telephone number and other personal data contained in my Locator File to any person who is not otherwise authorized to receive the information under AFR 11-24 and AFR 12-35.					
SIGNATURE			SSAN[1]	DATE	

AF FORM DEC 79 624 PREVIOUS EDITION WILL BE USED. **BASE/UNIT LOCATOR AND PSC DIRECTORY**

Air Force sponsors fill out this form in one (1) copy and maintain it in their NEO Kit.

Atch 9

MILITARY COUPLES AND SINGLE PARENTS

ITEMS OF INTEREST:

1. Power of Attorney is mandatory:

a. for babysitter if accompanying child(ren) during NEO evacuation;
b. for non-family noncombatants who will accompany child(ren) during NEO evacuation;
c. if child(ren) is (are) in child care center(s), make sure noncombatant has written permission at the child care center from the sponsor to pick up the child(ren);
d. for guardian in CONUS if noncombatant will release custody of child(ren) upon arrival at final destination.

2. NEO Kit for child(ren) should be kept separate from accompanying noncombatant's NEO Kit, but include all necessary documents and forms.

3. I.D. Cards are not necessary for child(ren) under the age of ten (10) years.

4. The ranking service member of military couples is responsible for preparing and maintaining the NEO Kit and documents.

5. Unit is not responsible for NEO of dependent hires - but may want to contact each and ensure they understand NEO.

6. Spouses who work for U.S. Government in some capacity (other that contractors) can be released with pay to attend noncombatant NEO briefings. Spouses unable to attend must be briefed by the unit NEO representatives or unit commander.

7. Non-U.S. citizen noncombatants or any noncombatants who do not wish to be evacuated must have the NEO KIT and must participate in NEO exercises. In the event of real world evacuation, they must process and state their desire to remain at that time so they can be accounted for by the unit. Upon completion of the NEO evacuation, they may be escorted out of government quarters, off the base/post, and turned over to local authorities and that military installations may be closed to them.

(UNIT LETTERHEAD)

REPLY TO
ATTN OF: CC

SUBJECT: Medical Evacuation Evaluation

TO: DBMS

1. Request you evaluate the below identified individual(s) condition to determine if he/she would be eligible for medical evacuation in the event Noncombatant Evacuation Operation were implemented. Conditions to be considered are those that require continued medical supervision, history of emotional/physchological problems, refrigeration of medication, and pregnancy. More guidance can be found in USAREUR Reg 525-27, Noncombatant Evacuation Operations, which should be available through your unit NEO representative.

(NAME)	(SSAN)	(CONDITION/MEDICATION PRESCRIBED)

2. Please reply by indorsement below. This is not to be a final determination, but simply a method to identify those individuals that may be eligible for a medical evacuation during a real world evacuation. Based on your response, this person(s) would be referred to a medical team for a final evaluation at the time of evacuation.

(UNIT COMMANDER)

1st Ind, DBMS

TO: Unit CC

_____Yes, this individual's condition warrants a medical evaluation for determination of medical evacuation.

_____No, this person(s) condition is minor/transitory and probably would not render them eligible for medical evacuation.

(ATTENDING PHYSICAN)

Atch 11

ALL PURPOSE CHECKLIST	PAGE 1 OF 4 PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA KAISERSLAUTERN MILITARY COMMUNITY (KMC), UNIT NONCOMBATANT EVACUATIONS OPERATIONS (NEO) PROGRAM CHECKLIST	OPR 316AD/KCD DATE 3 Nov 86

NO	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	NA
	1. KMC NEO OFFICE REPRESENTATIVE: _____			
	2. UNIT NEO REPRESENTATIVE CONTACTED / UNIT: /			
	3. DATE OF INSPECTION: _____			
	4. NEO REPRESENTATIVE INFORMATION: Office Symbol _____.			
	PRIMARY / ALTERNATE			
	a. NAME _____ NAME _____			
	b. GRADE _____ DEROS _____ GRADE _____ DEROS _____			
	c. DUTY PHONE _____ DUTY PHONE _____			
	d. HOME PHONE _____ HOME PHONE _____			
	e. INSTALLATION _____ INSTALLATION _____			
	f. BLDG/ROOM # _____ BLDG/ROOM # _____			
	g. SECURITY CLNC _____ SECURITY CLNC _____			
	5. Has the commander appointed both a primary and alternate Unit NEO Representative, in writing?			
	6. Has the commander ensured both the primary and alternate Unit NEO Representative have attended KMC Unit NEO Representative training?			
	7. Has the commander appointed an adequate number of Unit Economy Wardens to notify all economy families within twelve hours? (One Unit Economy Warden per seven families is the recommended maximum.)			
	8. Does the commander understand that both the primary and alternate Unit NEO Representative are tasked to work for the Community NEO Office both during local exercises and actual NEO?			
	9. Does the commander understand that all Economy Wardens must be recalled and expeditiously dispatched both during local exercises and actual NEO?			
	10. Does the Unit NEO Representative brief all sponsors within thirty days of arrival in the unit?			
	11. Does the Unit NEO Representative schedule and monitor sponsor's attendance at Community NEO briefings, within thirty days of arrival and annually thereafter?			

AF FORM JUN 84 2519 PREVIOUS EDITION WILL BE USED

Atch 12

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
12.	Has the unit established a requirement for the below listed forms and publications? a. AE Form 60 (NEO Kit Folder) b. AE Form 1368 (Noncombatant Information Card) c. AE Form 3653 (Noncombatant Processing Record) d. DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances) (For Dependents of Service Members) e. DA Form 3358-R (Authorization/Designation for Emergency Pay and Allowances) (For Army Civilians/Dependents) f. AF Form 1143 (Authorization/Designation for Emergency Pay and Allowances) (For Dependents of Air Force Civilians) g. AF Form 1144 (Authorization/Designation for Emergency Pay and Allowances) (For Non-Essential AF Civilians) h. DD Form 1844 (Schedule of Property and Claims Analysis Chart) i. DA Form 3955 (Change of Address and Directory Card) j. DD Form 2258 (Temporary Mail Disposition Instructions) k. AF Form 624 (Base/Unit Locator and PSC Directory) (AF Only) l. USAREUR Reg 525-27, The Noncombatant Evacuation Operations System m. KMC Pam 50-1, Noncombatant Evacuation Operations			
13.	Does the Unit NEO Representative insure NEO Kit documents are filled out correctly within thirty (30) days of issue?			
14.	Has each sponsor assigned filled out an AE Form 1368?			
15.	Is a legible strip map available for each sponsor that lives on the economy (Not Government Quarters)?			
16.	Has the Unit NEO Representative forwarded a copy of the AE Form 1368 and strip map for each family living on the economy to 316 AD/KCD?			
17.	Has the Unit NEO Representative purged the Community NEO Office unit records to reflect families moving into government quarters, Permanent Changes of Station, etc?			
18.	Has the commander insured that one complete route recon has been performed within the last six months to verify the accuracy of strip maps?			

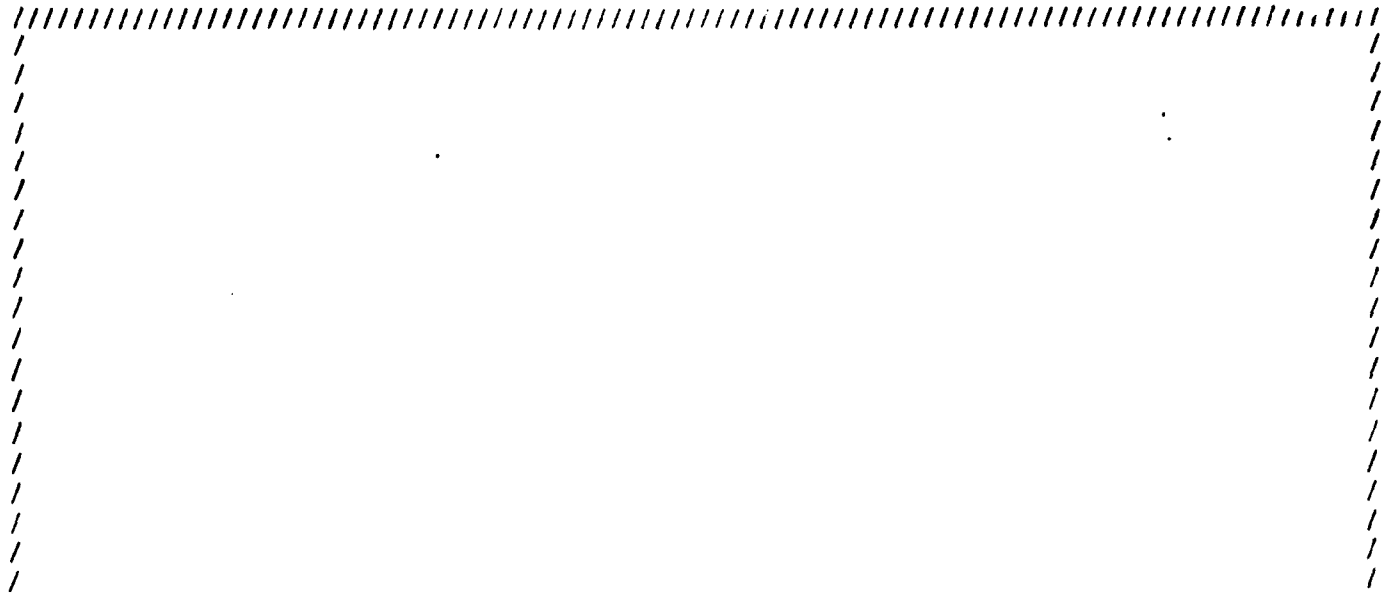
U.S. GOVERNMENT PRINTING OFFICE

Atch 12-1

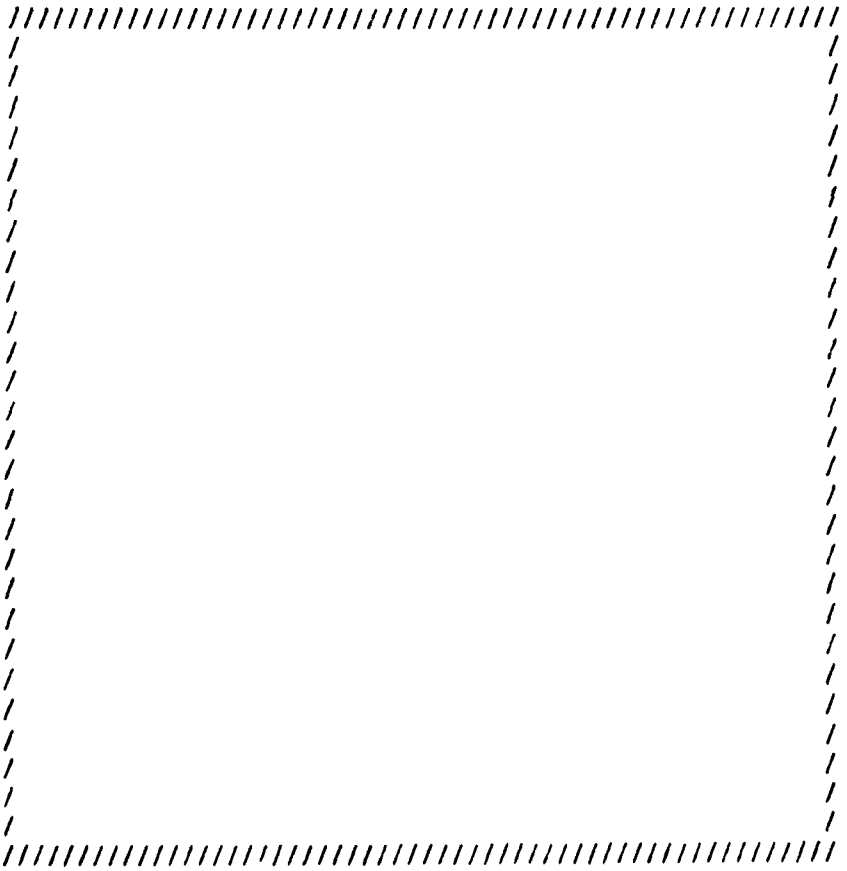
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
19.	Has documentation verifying the route recon been forwarded to the Community NEO Office for unit records?			
20.	Has the Unit NEO Representative checked all unit NEO kits within the last twelve monts? (Should be documented)			
21.	Has the Unit NEO Representative specified a Personnel Processing Center for each family, based on residence location?			
22.	Has the Unit NEO Representative insured that military couples and single parents have made suitable dependent care arrangements? (AR 600-20, DA Pam 600-8, AFR 35-59)			
23.	Is a copy of the Dependent/Family Care Plan on file in the family's NEO Kit?			
24.	In the case of military couples, has the Unit NEO Representative identified which unit (if spouse's is different) will monitor the family's NEO Kit for adequacy?			
25.	Does the Unit NEO Representative have a copy of the current alerting roster?			
26.	Has the Unit NEO Representative coordinated with the units listed above and below them on the alerting roster to insure accuracy of information?			
27.	Does the Unit NEO Representative have a copy of the Community NEO OPLAN, or the unclassified general unit taskings.			
28	Are the Unit Commander, First Sergeant, and Unit NEO Representatives familiar with their unit NEO taskings?			
29.	Does the unit have a NEO Implementing checklist?			
30.	Has the unit commander designated, in writing, their representatives to the NEO Control Center (NEOCC)? Units affected are: 29 ASG/AERAS-PO, 29 ASG/AERAS-LT, 316 AD/LGT, 66 ECW/LGT, 569 SPS.			
31.	Does the Unit Representative maintain a list of family members that may require medical evacuation when/if NEO was implemented?			
32.	Does the Unit NEO Representative provide a list of family members that may require medical evacuation to 316 AD/KCD to include types of maladies and medication requirements.			

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A
19.	Has documentation verifying the route recon been forwarded to the Community NEO Office for unit records?			
20.	Has the Unit NEO Representative checked all unit NEO kits within the last twelve monts? (Should be documented)			
21.	Has the Unit NEO Representative specified a Personnel Processing Center for each family, based on residence location?			
22.	Has the Unit NEO Representative insured that military couples and single parents have made suitable dependent care arrangements? (AR 600-20, DA Pam 600-8, AFR 35-59)			
23.	Is a copy of the Dependent/Family Care Plan on file in the family's NEO Kit?			
24.	In the case of military couples, has the Unit NEO Representative identified which unit (if spouse's is different) will monitor the family's NEO Kit for adequacy?			
25.	Does the Unit NEO Representative have a copy of the current alerting roster?			
26.	Has the Unit NEO Representative coordinated with the units listed above and below them on the alerting roster to insure accuracy of information?			
27.	Does the Unit NEO Representative have a copy of the Community NEO OPLAN, or the unclassified general unit taskings.			
28	Are the Unit Commander, First Sergeant, and Unit NEO Representatives familiar with their unit NEO taskings?			
29.	Does the unit have a NEO Implementing checklist?			
30.	Has the unit commander designated, in writing, their representatives to the NEO Control Center (NEOCC)? Units affected are: 29 ASG/AERAS-PO, 29 ASG/AERAS-LT, 316 AD/LGT, 66 ECW/LGT, 569 SPS.			
31.	Does the Unit Representative maintain a list of family members that may require medical evacuation when/if NEO was implemented?			
32.	Does the Unit NEO Representative provide a list of family members that may require medical evacuation to 316 AD/KCD to include types of maladies and medication requirements.			

Atch 12-2



Draw a map in this space above showing how to get to you town/village/quarters area from your duty installation. Indicate highway numbers, street names, landmarks, village name, etc....



Draw a map showing how to get to your quarters once one arrives in your town/village or city. EXACTLY!!!

PERSONAL DATA

NAME (Last, first, middle initial)

GRADE BRANCH OF SVC

STREET ADDRESS and NUMBER

TOWN/VILLAGE/CITY

HOME PHONE YES/NO

RESTRICTIONS ON CALLING TEL #

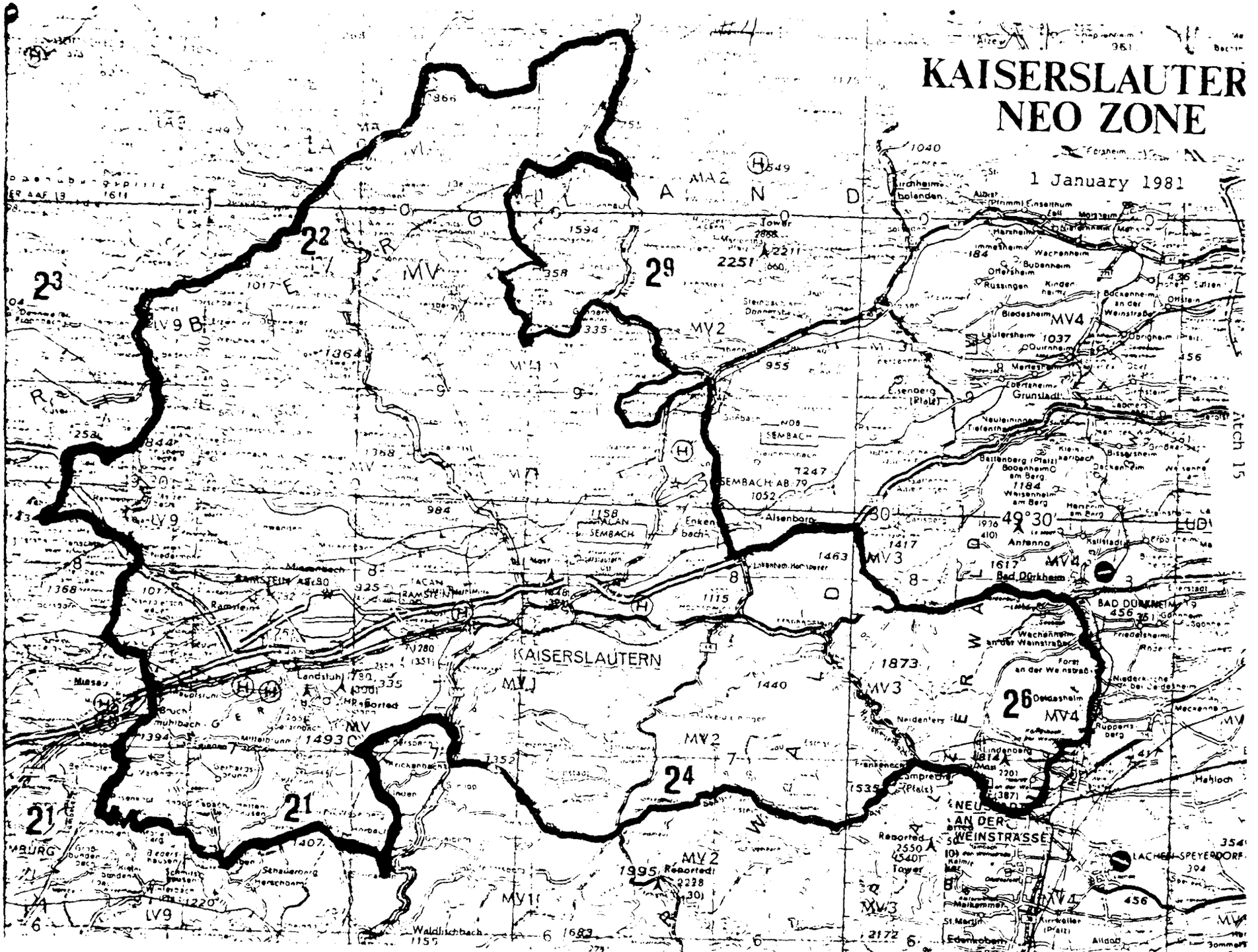
TRANSPORTATION YES/NO

TYPE or MAKE CONDITION

I am aware of my responsibilities to my unit commander/NEO Rep and that I must notify him/her of any changes in the above information.

SIGNATURE OF SPONSOR

Atch 14


KAISERSLAUTER
NEO ZONE
1 January 1981
KAISERSLAUTERN
SEMBACH
Alsenborn
Grünstadt
Bad Dürkheim
BAD DÜRKHEIM
Landstuhl
Ramstein
Waldfischbach
Reported
Tower
Antenna
49°30'
21
22
23
24
26
29
MV
MV1
MV2
MV3
MV4
LV9
Atch 15

ALL PURPOSE CHECKLIST	PAGE 1 OF 1 PAGES	
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA Unit NEO Implementing Checklist (Modify as required)	OPR Unit NEO Rep	DATE Feb 86

NO	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)			
	INSTRUCTIONS: This checklist may be used for either "exercises" or for implementation of NEO for "Real World" conditions. These procedures will ensure NEO is implemented properly at the unit. 1. Upon receipt of notification, pass the same notification on to the next unit on the recall/alerting roster. 2. Locate and prepare unit NEO notification folders/kits [illegible] to the unit economy wardens. Fasi, all [illegible] Form [illegible] & [illegible] 3. Recall unit economy wardens and have them report to the unit NEO Rep. 4. Brief the economy wardens on what they are to accomplish. 5. Issue notification folders/kits to the wardens. Remind them where the PPC is, and they are to provide transportation, if necessary. 6. [illegible] economy [illegible] 7. NEO Reps report to their local PPC. NOTE: This checklist is [illegible] which should be modified according to the needs of the unit.			

AF FORM JUN 84 2519 PREVIOUS EDITION WILL BE USED Atch 16

FILE COPY

ALL PURPOSE CHECKLIST

PAGE 1 OF 3 PAGES

TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA	OPR	DATE
KAISERSLAUTERN MILITARY COMMUNITY NEO PROCESSING CHECKLIST	316 AD/ KCD	1 Sep 86

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A

1. Does each noncombatant have an DOD ID Card and/or U.S. Passport? (children may be on the Mother's Passport until it expires then they will need to have their own. Must be 10 years old to have an ID Card). If answer is NO, brief noncombatant: "All children born in Europe must have their own passport. All children 10 years old or older will have an ID Card. Without one of tnese documents, that person may be denied transportation or at a minimum delayed until all other eligible personnel have been evacuated. If you do not wish to be separated from that person the whole family would be affected. Please have your sponsor go to his or her personnel section and have these documents prepared or updated as required. Foreign National spouses should have an "Alien Registration Card" (i.e. green card) to expedite entry into the United States.

2. Is AE Form 3653 filled out and on hand?
if YES: Check for accuracy and see that items 1-9 are completed (#5 is local address, economy or government quarters). Brief Noncombatants:

"This form contains information that must be obtained during an evacuation. If the form is already completed, your family will require very little time for processing. Consider this completed form as your ticket, regardless of actual mode of transportation. You should have 5 legible copies in your NEO Kit".

if NO: Provide noncombatant with a blank form and wait until items 1 thru 9 have been completed.

ACTION:

DURING EXERCISES: Use the AE Form 3653 marked "For Exercise Use Only" as a checklist to inspect the adequacy of the NEO Kit. Return the completed form to the PPC.

REAL WORLD: Use the actual AE Form 3653, return it to the PPC.

ID Card	Passport
Shot Records	Power of Attorney
DD Form 1337	Vehicle Registration
Family/Dependent Care Plan	
Insurance Policies/Wills	

3. Has your sponsor provided a completed DD Form 1337, Authorization/ Designation for Emergency Pay and Allowances?
if NO, brief noncombatant:

"Without this document the government cannot provide money that may be needed during and immediately after an evacuation. Even if you have "check-to-bank/sure pay", the cash on hand may not be sufficient and place you in a severe financial crisis. Please have your sponsor complete this form for you. I suggest you attach this form to your passport once it is completed." (DA Civilians: DA FORM 3358-R and for AF Civilians: AF FORMS 1143/1144)

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A

4. Are Vehicle Registration forms on hand for those vehicles being turned in?

Brief noncombatants:

"By turning over these registration forms and having a copy stamped and returned to you, it will enhance your ability to recover the vehicle or obtain compensation for it at a later time".
**DO NOT SIGN or make any marks on these forms.

Vehicles in the housing areas will remain there until requisitioned, keys would be turned over to Housing Clearance Teams (HCT) at time of processing.

5. Are you planning to take a minor dependent of another family?

If answer is NO, go to question #7.

If answer is YES, do you have a Power of Attorney?

if NO, brief noncombatant:

"Without a power of attorney, you may not have the legal power to protect, care for, or travel with the minor child. As a result, you may be forced to leave the child or remain with the child until proper documents are completed. If you do not have a power of attorney, you should contact the child's sponsor ASAP and obtain one. Ensure that the individual you are delivering the child to in the United States has a power of attorney also or else you will have the child for the duration of theNEO."

6. (For instances where both adult family members are military or there is a single military parent):

Have you provided a Power of Attorney to whomever is to care for and travel with your minor child(ren)?
if NO, brief noncombatant:

"Military members will not, repeat, will not, be released to accompany minor children during or after an evacuation. If you have minor children, you must make arrangements for the care and/or evacuation of your minor children."

7. Do you, or any member of your family, have a medical problem of which would preclude participation in a flight of 8-12 hours duration without medication (pills, shots, etc.) special medical equipment, or supervision by qualified medical attendants?

8. Is any member of the family presently hospitalized or undergoing medical treatment at a medical facility on a regular basis?

9. (WOMEN) are you, or any member of your family group, at or beyond the 9th week of pregnancy?

10. Do you or any member of your family/group, experience air sickness or have a fear of flying: (has any member of your family requested surface travel due to fear of flying?)

NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	YES	NO	N/A

If all answers to questions 7 thru are NO, go to number
If any answers to questions 7 thru are YES, brief noncombatants:

"In an actual evacuation, you/your family would require additional medical evaluation since your answer to question/s ____ was yes. You would be referred to the _____ Personnel Processing Center (PPC). If you/or your family members have a medical problem you should go to the medical facility and get a statement from your medical physician to be included in your NEO Kit. At the time of an evacuation you would be referred to the PPC who would process you and your entire family out through Medical channels.

11. Does the family have mail forwarding forms in their NEO Kit? DA Form 3955 (3 ea), or DD Form 2258 (1 ea), or AF Form 624 (2 ea per family)

Without either of these forms, the forwarded mail will be delayed for the noncombatants, or until the sponsor has completed these forms to have the mail forwarded.

12. Does the family have any pets? Unless sufficient time exists to make commercial transportation arrangements for them, pets will unfortunately have to be left behind. They may be left with friends or their landlords willing to care for them, or turn them over for disposition during out-processing at a PPC. More specific information concerning pets will be issued when all the aspects of an actual evacuation are known; however, you should have a cage or a short leash and three days of food and water for each pet. Immunization records and a forwarding address should accompany each pet, and this information should be made known to the person processing each family.

13. If this were an actual evacuation, would you be willing to donate blood to the military blodbank?

14. Brief noncombatants:

a. This completes the main portion of the processing, The following general information should answer most of your questions.

b. If this were an actual evacuation you would be instructed on what to do at this point. Generally, we would expect residents of on-base quarters to remain in place. When aircraft (of other transportation) becomes available, groups of people (generally whole buildings) would be picked up by government transportation and taken directly to the aerial port for immediate departure.

c. While awaiting your turn to move to the aerial port, you and your family members should stay close by. The commissary and exchange will be closed so you would not be able to shop or buy food. Hopefully you have at least a three day supply of food in your quarters which you could use until evacuated or until food distribution can be set up.

d. In an actual evacuation you might be required to take in another family who has been called in and processed from the economy. Economy families are advised to bring a three day supply of food with them so your families' food supply would not be overtaxed.

CPR: HQ MAC/XPW AV 576-6751

MONTHLY CIVIL RESERVE AIR FLEET (CRAF) CAPABILITY SUMMARY

SOURCE: HQ MAC/XPW

AS OF 1 DECEMBER 1988

DOMESTIC SEGMENT

	TOTAL		ALASKAN SEGMENT: MARKAIR (MRK)		NO AIR CARGO (NAC)		TOTAL		SHORT RANGE INTERNATIONAL SEGMENT: ALOHA (AAH)		AMERICAN TRANS. AIR (AMT)		EASTERN (EAL)		GULF AIR (GAT)		KEY (KEY)		TOTAL	
TOTALS																				

LONG RANGE INTERNATIONAL SEGMENT

	PAN AM (PAA)		CONTINENTAL (COA)		DELTA (DAL)		EASTERN (EAL)		HAWAIIAN (HAL)		NORTHWEST (NWA)		PAN AMERICAN (PAA)		REV-WORLD (REW)		SOUTH AIR TRANSPORT (SJM)		TRANS WORLD (TWA)		UNITED (UAL)	
TOTAL																						
TOTAL																						
GRAND TOTAL																						

CAPABILITY

TYPE	1 DEC 88	
DOMESTIC CARGO CAPABILITY (MTM)	2.02	2.02
DOMESTIC PASSENGER CAPABILITY (MPM)		
ALASKAN CARGO CAPABILITY (MTM)	39	38
SHORT RANGE CARGO CAPABILITY (MTM)		
SHORT RANGE PASSENGER CAPABILITY (MPM)	2.83	2.83

LONG RANGE			
TOTAL PASSENGER AIRCRAFT CAPABILITY (MPM)	33.06	50.28	157.73
B747 LOWER LOBE BULK CARGO CAPABILITY (MTM)	.29	1.16	1.23
NARROW BODY CARGO CAPABILITY (MTM)	.93	1.39	2.37
WIDE BODY CARGO CAPABILITY (MTM) (EXERCISE / FOR MAY 88)	1.20	1.68	6.50
TOTAL LONG RANGE CARGO CAPABILITY (MTM)	2.42	4.23	10.60
(CAPABILITY included)	2.42	4.93	13.23

FAA

	1 / 1 (WIDE BODY)		1 / 2 (B-747 MOD)		1 / 3 (PAX / MOD)		1 / 5 (C / PAX)						TOTAL EACH STAGE		
TOTAL															

CARGO

TOTAL																						
GRAND TOTAL																						

SUMMARY OF SEGMENTS

DOMESTIC		39	39
ALASKAN		11	11
SHORT RANGE INTERNATIONAL		12	16
LONG RANGE INTERNATIONAL (PAX)	20	72	276
LONG RANGE INTERNATIONAL (CARGO)	24	39	99
TOTAL CRAF	44	173	441

REMARKS: CARRIER: Pan American — TYPE ACFT: B-747-100 — REG NO: N4711J — ACTION: (Prop LRI Pax)

NOTES: Configuration C-Convertible, F-Freighter, P Passenger W Wide Body, N Narrow Body

( ) Call contract

Capability reflected in millions of ton or passenger miles (MTM or MPM) per day

Cargo capability based on combination of bulk and oversize

(1) Indicates changes since previous capability summary

2/ Potential emergency bulk cargo capability: 1,534 MTM (Plywood floor kits)

MAC HQ [illegible]

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Attachment 2

USAREUR Military Communities, MCSA, and MCSA NEO Commanders

USAREUR MILITARY COMMUNITY	USAREUR MCSA	MCSA NEO COMMANDERS
Ansbach	VII Corps	Cdr, VII Corps
Aschaffenburg	VII Corps	Cdr, VII Corps
Augsburg	VII Corps	Cdr, VII Corps
Bad Kreuznach	V Corps	Cdr, V Corps
Bad Toelz	VII Corps	Cdr, VII Corps
Bamberg	VII Corps	Cdr, VII Corps
Baumholder	V Corps	Cdr, V Corps
Berlin Military Community	Berlin	Cdr, USAB
Burtonwood (England)	21st SUPCOM	Cdr, 21st SUPCOM
Darmstadt	V Corps	Cdr, V Corps
Frankfurt	V Corps	Cdr, V Corps
Fulda	V Corps	Cdr, V Corps
Garmisch	VII Corps	Cdr, VII Corps
Giessen	V Corps	Cdr, V Corps
Goeppingen	VII Corps	Cdr, VII Corps
Hanau	V Corps	Cdr, V Corps
Heidelberg	26th Spt Gp	Cdr, 21st SUPCOM
Heilbronn	VII Corps	Cdr, VII Corps
Kaiserslautern	21st SUPCOM	Cdr, 21st SUPCOM
Karlsruhe	21st SUPCOM	Cdr, 21st SUPCOM
Livorno (Italy)	USASETAF	Cdr, USASETAF
Mainz	V Corps	Cdr, V Corps
Mannheim	21st SUPCOM	Cdr, 21st SUPCOM
Munich	VII Corps	Cdr, VII Corps
NATO/SHAPE Support Group (US) (Belgium)	21st SUPCOM	Cdr, 21st SUPCOM
Netherlands	21st SUPCOM	Cdr, 21st SUPCOM
Neu-Ulm	VII Corps	Cdr, VII Corps
Norddeutschland	21st SUPCOM	Cdr, 21st SUPCOM
Nuernberg	VII Corps	Cdr, VII Corps
Pirmasens	21st SUPCOM	Cdr, 21st SUPCOM
Rheinberg	21st SUPCOM	Cdr, 21st SUPCOM
Schweinfurt	VII Corps	Cdr, VII Corps
Seventh Army Training Command	7ATC	Cdr, VII Corps
Stuttgart	VII Corps	Cdr, VII Corps
UMCA Vicenza (Italy)	USASETAF	Cdr, USASETAF
Wiesbaden	V Corps	Cdr, V Corps
Wildflecken	V Corps	Cdr, V Corps
Worms	21st SUPCOM	Cdr, 21st SUPCOM
Wuerzburg	VII Corps	Cdr, VII Corps
Zweibruecken	21st SUPCOM	Cdr, 21st SUPCOM

Attachment 3

END