

keys and the appropriate shipment paperwork in your NEO binder to military forces at the AP or RC. Should time and conditions permit, your vehicle may be shipped back to you. Maintain proof of ownership and value in your NEO binder to file a claim for lost property, should it be necessary.

(2) For vehicles purchased in the ROK and not authorized for shipment back to the U.S. at government expense, turn in the keys and registration at the AP or RC. Vehicles purchased in the ROK might be confiscated by military forces for official use. Maintain proof of ownership and value in the NEO binder to settle insurance claims upon return to the U.S.

(3) Transportation of a POV at government expense to a safe haven is not authorized. Safe havens, by definition, are temporary in nature. Each sponsor is authorized the shipment of one POV to a designated place in the Continental United States (CONUS).

f. Pets (per Joint Travel Regulation 6070): A pet is defined as a domestic dog or cat. All other animals such as horses, fish, birds, ferrets, rodents, reptiles, amphibians, snakes, spiders, etc. will not be evacuated because of their size, exotic nature, shipping restrictions, host country restrictions and/or special handling difficulties. The evacuation of up to two pets per household is authorized by federal travel regulations but cannot be guaranteed in all situations; therefore, families must make plans for their pets to stay behind or be transported commercially. Service members are authorized transportation or reimbursement up to the constructed cost to the government for transporting pets. Pet holding areas will be established in all USFK NEO nodes, staging and processing sites, and USFK veterinary personnel will provide veterinary assistance.

(1) USFK will make every effort to accommodate the transportation of pets if the evacuation of DoD personnel is conducted through a military or chartered aircraft. Pets will be registered and tracked in NTS. However, NEO will not be delayed if it is determined pets cannot be accommodated. For specific guidance and requirements, see http://www.korea.amedd.army.mil/Veterinary/3_pcsing/Airline%20Travel%20to%20Korea%20with%20Pets.pdf. More pet information can be found at <http://www.korea.amedd.army.mil/veterinary/index.html>. See Korean Pet Importation Requirements for Animal, Plant, and Fisheries Quarantine and Inspection Agency.

(2) Veterinary care may be available at RCs.

(3) Pets will never displace people from a vehicle or seat allocation. If space on a bus, train or plane is available and there are no humans waiting for those seats, pets may be loaded.

(4) Abandoning a domestic pet on any USFK installation or anywhere else in the Republic of Korea is prohibited and is subject to UCMJ IAW USFK Regulation 40-5 (Pet Control and Veterinary Services for Domestic Pets).

g. Household Goods. If you are a U.S. military-affiliated NC who is authorized return shipment of household goods at government expense, surrender your house keys, strip maps and other related documentation of property in your NEO binder to AP or RC personnel. Should time and conditions later permit, those items may be shipped to the U.S. on your behalf, subject to weight limits established in Joint Federal Travel Regulations (JFTR) Chapter 6 Evacuation, Section 4, House Hold Goods (HHG) Transportation guidance (U6007). Non-temporary storage of household goods in excess of 18,000 lbs is not authorized at government expense. If an ordered evacuation is authorized, the local transportation officer in your installation may allow excess accompanied baggage if approved by the designated carrier.

h. Escorts for Minors and Others. Minors (children under the age of 18) must be escorted through the NEO process, regardless of their maturity level or capability.

(1) Minors residing in Korea in dual-military or emergency-essential civilian households, or those in single-parent households of military or emergency-essential civilians – even if caused by temporary separation of parents for whatever reason – must have a consenting escort designated in writing in a valid Family Care Plan (FCP) developed in accordance with applicable Service regulations. Additionally, escorts must be provided with a power of attorney in the FCP to assume legal guardianship of the minors during the evacuation.

(2) Escorts designated in FCPs must be an AMCIT or hold a valid U.S. immigrant visa (green card). Additionally, designated escorts must have USFK base access through all force protection levels and be able to gain control of the minors in the minor(s)' absence. Therefore, escorts should have ready access to the supported family's residence and NEO Kit.

Terms

- **Aerial/Sea Port of Embarkation (APOE/SPOE).** The location where noncombatant evacuees board an airplane or ship leaving the Korean peninsula.
- **Assembly Point (AP).** Location designated by military or civilian authorities where noncombatants may report to await transportation to a Relocation Center. (Noncombatants, if able, may elect to report to a Relocation Center directly using their own conveyance, but must notify their NEO Warden prior to deviation).
- **Authorized Departure.** A precursory condition to NEO in which U.S. government and military-affiliated noncombatants are authorized to leave Korea at government expense, normally by commercial or chartered means.
- **Courageous Channel.** An annual NEO readiness exercise designed to help all NCEs and support agencies practice local NEO procedures. It provides a forum to inspect and update administrative data such as NEO binders and noncombatant population estimates. The exercise not only rehearses military forces in their NEO tactics, techniques, and procedures, but also informs and prepares noncombatants for a NEO.
- **Evacuation.** An ordered departure from the Republic of Korea under emergency conditions.
- **Focused Passage.** An annual NEO readiness exercise designed to train personnel who conduct NEO. It provides a forum to inspect and update administrative data such as NEO binders and noncombatant population estimates. The exercise not only rehearses military forces in their NEO tactics, techniques, and procedures, but also informs and prepares noncombatants for a NEO.
- **NEO Kit.** A set of prepared items set aside to assist noncombatants in their processing through the NEO flow, facilitate their departure from Korea, maintain any appropriate benefits, and assist in their transition to residence elsewhere. For U.S. military-affiliated noncombatants, the NEO Kit comes in two parts: 1) NEO binder - a collection of forms and records, and 2) NEO bag - a set of clothing and supplies designed to sustain a noncombatant until repatriation
- **NEO Bag.** A bag with those clothes, food, medicine and supplies required to sustain a noncombatant through the evacuation process. See Appendix C for items to include in the NEO bag.
- **NEO Binder.** A binder with files, forms and records maintained for two primary reasons: 1) to keep benefits intact following an evacuation (e.g., prove a noncombatant's official status, provide a record of property left behind, enable USFK to ship said property later, if possible), and 2) to ease the transition back to life in the U.S. (e.g., having critical legal documents, financial and medical records, etc.). See Appendix C for items to include in the NEO binder.
- **NEO Tracking System (NTS).** The computer system used to account for and track noncombatants throughout the NEO process. Noncombatant evacuee data is captured at an AP or RC, entered into NTS, and a bar-coded bracelet issued to each noncombatant. Throughout the NEO process, the bar-coded bracelet is scanned, updating the evacuees' location in the NTS. This procedure allows the U.S. government and the military to track each noncombatant's progress and inform concerned governments and relatives.
- **NEO Warden.** An individual appointed to serve as the liaison between a unit or organization and a noncombatant. Assists noncombatants in preparing their NEO kit, serves as an initial point of contact for noncombatants with NEO questions or concerns, and is responsible to ensure noncombatants receive notification and/or instructions for NEO events such as exercises or actual contingencies.
- **Noncombatant Evacuee (NCE).** A person who has been, or is about to be, moved out of the Republic of Korea under emergency conditions by U.S. military forces. Though many people in Korea are noncombatants, only those designated by the U.S. Ambassador or Secretary of State as eligible for U.S. government or military assistance are classified as NCEs.
- **Noncombatant Evacuation Operations (NEO).** Actions taken to effect the rapid and safe removal of designated noncombatants from areas of danger to areas of safety in an emergency. Operations conducted by the U.S. military in support of the U.S. Department of State to protect and remove eligible noncombatants from danger when normal commercial transportation is nonexistent or insufficient. Although normally considered in connection with hostile action, evacuation may also be conducted in anticipation of, or in response to, any natural or man-made disaster.
- **Ordered Departure.** A precursory condition to NEO in which all U.S. government and military-affiliated noncombatants are required to leave Korea at government expense. Depending upon conditions, departure may be by commercial, chartered, or military transport.
- **Relocation.** Movement of noncombatant evacuees within the boundaries of the Republic of Korea from locations of relative danger to those relatively safer places from where to await evacuation.
- **Relocation Center (RC).** A location where noncombatant evacuees will be moved in Korea under military control to await evacuation from the peninsula. Basic life support is provided at these locations: shelter, food, water and protection. Noncombatant evacuees may remain in an RC from several hours to several days, depending on the availability of evacuation transportation.
- **Repatriation.** The process of returning to reside in the United States. An interagency team from the federal government, military and non-governmental organizations will receive noncombatant evacuees from Korea and assist in assimilating back into life in the United States.

Pamphlet 600-300

NONCOMBATANT EMERGENCY EVACUATION INSTRUCTION



Summary. This pamphlet contains information and guidance for all U.S. government-affiliated noncombatants (NCs) living in the Republic of Korea (ROK). U.S. government-affiliated NCs include immediate family members of military service members or American citizen (AMCIT) civilians in the employment of a U.S. federal agency, as well as those AMCIT civilians employed by the U.S. government in positions deemed non-essential during a crisis on the peninsula. Assignment to the ROK can be both fun and rewarding. NCs residing in the ROK, however, must resist complacency and constantly be prepared to respond quickly to a crisis. Noncombatant Evacuation Operations (NEO) is a U.S. Department of State-directed, military-supported operation, but its success depends largely on the preparedness and responsiveness of NCs. NEO preparedness is primarily an individual responsibility. Understanding of the NEO program, regular interaction with NEO Wardens, participation in NEO exercises and maintenance of a current NEO Kit are all critical enablers of this very important mission.

Who Qualifies as a Noncombatant Evacuee (NCE)

a. AMCITs and the immediate family members in their households, regardless of their citizenship, are eligible for evacuation assistance from the U.S. government. All immediate family members of U.S. military service members and U.S. Defense Department Civilians, and the Defense Department Civilians themselves, if they are not in positions deemed “emergency-essential,” are eligible NCs. See DoDD 3025.14, Glossary Part II for the definition of NCs.

b. Pregnant and hospitalized service members are also eligible NCs. Service specific regulations will determine at what point in a service member’s pregnancy she will be deemed an NCE in a crisis.

c. Extended family of eligible NCEs, such as parents, parents-in-law, siblings, cousins, etc. who are not AMCITs, are **not** eligible for evacuation assistance by the U.S. government unless it can be proven that 1) they are full-time members of the immediate household and dependents thereof; or 2) they are of a nationality deemed eligible for assistance by the Ambassador.

d. Nannies, maids, or other domestic assistants, unless they are AMCITs or from a nation deemed eligible by the Ambassador, are **not** considered family members and thus not eligible for NEO assistance. 2 USFK PAM 600-300, 17 Apr 2015

e. Even though a non-U.S. NC family member of a U.S. military sponsor may be eligible by legal marriage for evacuation assistance, this does not automatically justify the issuance of an immigrant visa or permission to enter the United States. **NCEs in these circumstances will still require a U.S. visa to enter the United States.** This requirement will not impede his/her evacuation from the ROK. However, it will likely delay departure from a safe haven until the case is processed by consular and immigration officials.

Your Role as an NC

Each NC has the inherent responsibility to be prepared physically and mentally for a potential evacuation. In a “worst case scenario,” an evacuation ordered due to the potential resumption of hostilities on the Korean Peninsula, the warning time prior to NEO may only be a matter of hours. Upon notification of such an event, it is time to move – not time to begin preparations.

a. Physical preparation includes participation in organizational NEO programs and local NEO readiness exercises, assembling and maintaining a NEO kit (see Appendix C), and understanding what the U.S. government and military will and will not do for you. You are highly encouraged to develop and maintain a high degree of physical health and fitness. Acquaint yourself and your family members with primary and alternate routes (by vehicle and on foot) from your residence to the nearest Assembly Point (AP) or Relocation Center (RC). Become familiar with your surroundings and key landmarks. In the event of an emergency, you should:

- (1) Disregard rumors.
- (2) Listen to Armed Forces Network (AFN) radio and television, and check the AMEMB Seoul and USFK command information websites.
- (3) Cooperate and comply with instructions from NEO personnel.
- (4) Remain calm and be flexible.
- (5) Assist other NCs who need help.

b. Mental preparation involves an understanding of what is to be expected. The AMEMB and USFK will notify you of any evacuation order, and will move you as safely and quickly as possible away from danger once you report to an AP or RC.

c. The U.S. government and military will do their utmost to make a NEO as smooth and comfortable as possible, providing food, shelter, transportation and protection. However, NCs must understand that the major objective of the operation is to preserve NCs’ lives and safety; comfort is a secondary concern.

Noncombatant Evacuation Operations (NEO) Processing

There are 6 separate and distinct steps in the NEO concept: *preparation, alert, assembly, relocation, evacuation and repatriation*. The AMEMB in Seoul has the overall responsibility to safeguard and protect AMCITs and their family members in the ROK. USFK, upon notification of approved NEO operations or upon receipt of a DoD exercise order, will coordinate military operations in support of the AMEMB during a NEO. NEO in Korea has one primary objective: to remove AMCITs and their immediate families from danger quickly and safely. The NEO system relies heavily upon the U.S. military to provide forces, facilities and equipment necessary to execute the NEO plan.

a. Preparation. Preparation includes your responsibility to prepare yourself and your dependent children for short-notice evacuation.

b. Alert. Alert is the process of notifying you of a NEO and instructing you to assemble. Alert notification may come by way of command information through sponsors, contact by assigned NEO Wardens, or through the media. Information and instructions pertaining to the assembly of NCs will be passed through AFN and USFK command websites/social media, as well as through NEO Wardens. You will be told when and where to report for NEO processing and evacuation.

c. Assembly. You will report to locations USFK and the AMEMB designate. It is your responsibility to look for instructions and listen to AFN to find out where the reporting locations are in your area. If you are in an area of lesser danger, you may be instructed to “stand fast” – to remain in your home until notified to report. You should report, with your complete NEO kit, to include the NEO bags and binder, when and where directed by your assigned NEO Warden or other USFK authorities.

(1) When assembly instructions are broadcast over AFN and USFK Command websites/social media, or through NEO Wardens, you should:

- (a) Report to the nearest AP or RC as directed. Though NEO Wardens or other military forces may provide some assistance, you may be required to drive, ride or even walk to that site, depending on the situation.
- (b) Bring your complete NEO kit (NEO binder plus NEO bags).
- (c) An official will review the NEO binder for required items.
- (d) You and each of your dependents will receive a NEO Tracking System (NTS) bracelet for tracking purposes. Safeguard your NTS bracelet. Keep it on and have it ready to be scanned whenever you depart from or arrive at a location.
- (e) Once processed, you will enter the relocation step in the evacuation process.
- (f) Be prepared to depart the ROK without returning to your residence. Comply and cooperate with military forces on site.

d. Relocation. This step involves moving you from an assembly point (AP) to an Aerial Port of Embarkation (APOE), Sea Port of Embarkation (SPOE) or Relocation Center (RC) in a safer area, where you will await transportation off the Korean Peninsula. Relocation may be a short trip, such as moving to a different section of a military base, or a long distance, such as moving between cities. Expect to wait for evacuation transportation at an RC from several hours to several days. You may also need to move between RCs due to safety concerns or to be closer to projected evacuation transportation node. Discuss the specific plan with your NEO Warden.

- (1) Relocation from APs to RCs will be by a variety of methods: military ground vehicles and aircraft, chartered buses or trains. Military forces will be escorting you.
- (2) Military forces will provide as much shelter, food, water, basic medical services, and protection as possible, but expect conditions to be austere with limited space and privacy. NEO will likely not be a comfortable experience. You will have to rely on the supplies in your NEO Kit and accept the inconvenience and discomfort in return for safety and evacuation. Your cooperation and assistance among NCEs will improve the entire process.

e. Evacuation. Evacuation involves departing the Korean Peninsula. Normally, this will occur after being transported from an RC to an air or sea port and will be by aircraft or ship. Evacuation may be via commercial means or by military transport. Evacuation may include emergency “floor loading” of NCEs into cargo planes and ships not designed to carry passengers. “Floor loading” entails having passengers seated on the floor versus aircraft seating. While this may not be the most comfortable method of flying, it often allows a greater number of people to be lifted in extreme situations. You may be evacuated temporarily to a “safe haven”, another friendly country or U.S. territory, where you will then await further transportation to the U.S.

(1) If an evacuation is ordered, you will be moved by aircraft or ship either to a nearby safe haven or directly to the U.S. If your movement to Korea was not paid for by the U.S. government (i.e., you are non-Command-sponsored), you may be asked to sign a promissory note to repay the cost of your transportation and life support assistance. Charges will not be collected prior to evacuation so command sponsorship status does not affect your evacuation priority. The government of any safe haven area will probably require your rapid onward movement to the United States, so your stay in a safe haven could be extremely short – even to the point of never leaving the aircraft. It may involve merely touching down to refuel, and then continuing on to the U.S. While you should remain flexible as the situation may require staying for several days, you should not expect extended layovers in safe haven areas, with one exception as cited below.

(2) If you are not an AMCIT or Legal Permanent Resident of the U.S. (green card holder), expect a delay in a safe haven while U.S. immigration officials process your case. Having a thorough, up-to-date NEO binder is absolutely vital in such a case.

f. Repatriation. Repatriation involves returning to the U.S. and receiving assistance in onward movement to your final intended destination. United States Northern Command is responsible for establishing repatriation sites in the U.S. through which U.S.-government-affiliated NCEs will receive assistance in resettling into life in the U.S.

- (1) While USFK has no involvement in the repatriation process, it will be monitored from the ROK so that sponsors who remained behind can be notified of their family members’ safe return to the U.S.
- (2) Flights into the U.S. will likely arrive at one of several pre-designated repatriation sites. The NTS database will be updated at these sites, allowing USFK to know that those family members were successfully repatriated. Temporary lodging, assistance (financial, legal, medical) and follow-on transportation to a final destination will be arranged at the repatriation center.

Registration

a. For DoD-affiliated NCs, this information is compiled from a variety of sources, including the USFK ration control database and the USFK Defense Biometric Identification System (DBIDS).

b. DoD-affiliated sponsors are responsible for advising their assigned NEO Warden of changes in address, contact information and family members. Sponsors must ensure that their ration control and DBIDS records are kept current. If a family or NC moves to a different base, you must update DBIDS at the new location to ensure accurate planning and estimates.

Personal Preparation

You and your dependents (non-command-sponsored or command-sponsored) must in-process within 30 days of arrival and prepare for NEO.

- a. Military personnel are required to prepare NEO kits and supplies cooperatively with their dependents. Preparations shall include a NEO binder and bag. Appendix C contains a list of required and recommended items in your NEO Kit.
- b. Ask your NEO Warden to review your family’s NEO Kit.
- c. Military personnel shall encourage their dependents to participate in NEO exercises to the greatest extent possible.
- d. Military personnel are required to review NEO plans with their dependents.
- e. Personally Owned Vehicles (POVs).** Do not expect to be able to drive independently on major Korean roads during a crisis. Highway access and use will be strictly controlled by Korean police and military forces in order to reduce congestion and allow military traffic freedom of movement. In extreme NEO circumstances, you may be permitted to drive your POV to an AP or RC and surrender it to military forces or to drive it as part of a military convoy during relocation. Depending on time available, your POV may be denied access to the installation. Therefore, keep the fuel tank full, and regularly service tires, engine fluids, wipers and lights.

(1) If you are command-sponsored, and either shipped your vehicle to the ROK at government expense or you bought a vehicle meeting U.S. safety specifications in the ROK and are authorized to ship it back at government expense, you will surrender the