

Force Family members (military and civilian). HQ AFPC/DPP, Personnel Program Management, is responsible, through installation family support centers, for contacting, reporting, and arranging for required support.

1.1.2. Major Commands (MAJCOM). MAJCOM commanders prepare plans to support the Joint Plan for DoD Noncombatant Repatriation. They will ensure all subordinate commanders prepare evacuation, reception, and repatriation plans. MAJCOMs that have the Automated Repatriation Reporting System (ARRS) will utilize the ARRS to identify and track evacuees, and will provide that information to HQ USAF/DPFJ and HQ AFPC/PRC as requested.

1.1.3. Installation Commanders.

1.1.3.1. Installation commanders will develop plans that support the Joint Plan for DoD Noncombatant Repatriation. Evacuation plans will have procedures for various types of scenarios. Include procedures to account for people, maintain data in the ARRS and manage all issues involving creation, submission, and tracking of the DD Form 1351-2, Travel Voucher as well as to feed, house, transport, clothe, and protect them. Also, provide in your base support plans those procedures for receiving and repatriating evacuees, to include providing follow-on support to repatriated individuals who have established safehaven or designated place location near your installation.

1.1.3.2. CONUS or non-foreign area (i.e., Hawaii, Alaska, etc.) installation commanders will determine the need for an evacuation and will issue such orders considered necessary to ensure the safety, health and well-being of personnel and their family members. The evacuation order should be tailored to the specific circumstances and must have a beginning and projected ending date. When possible, evacuation orders will be coordinated with tenant units on the installation. Evacuation orders should be limited to specific areas or counties in a local area affected by a natural disaster, e.g., tornado, hurricane, floods, earthquakes, etc., and to specific civilian personnel and family members affected by such natural disasters. Note that military members can not draw evacuation benefits unless they are escorting others being evacuated. If it is necessary for military members to move out of the disaster area to continue performing their duties, they must be placed on TDY or PCS orders. Oral evacuation orders are effective when given and should be confirmed in writing as soon as practicable.

1.2. Non-Air Force Organizations. Refer to the Joint Plan for DoD Noncombatant Repatriation for responsibilities of non-Air Force organizations.

2. General Plans and Policies for Evacuating, Receiving, and Repatriating Noncombatants:

2.1. Mission of Noncombatant Evacuation Operations. NEO is characterized in Joint Publication 3-07.5, Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Operations, as operations conducted to assist the Department of State in evacuating noncombatants, nonessential military personnel, selected host-nation citizens, and third country nationals whose lives are in danger from locations in a host foreign nation to an appropriate safe haven and/or the United States (Joint Pub 3-07.5, 30 Sep 97, p. vii). Evacuation operations may also take place entirely within the continental United States (CONUS), especially for natural disasters. The NEO webpage is available at <http://www.odcsper.army.mil/default.asp?pageid=52>.

2.2. Unified Command Noncombatant Evacuation Plans. Air Force MAJCOMs and units located overseas will establish NEO plans based on the Unified Command Plans.

2.3. Joint Plan for DoD Noncombatant Repatriation. The Joint Plan for DoD Noncombatant Repatriation published by the Army Deputy Chief of Staff for Personnel, is the DoD directive for repatriation processing. All Air Force locations will procure and maintain this plan for use in developing repatriation plans. Use DoD Form 2585 for all NEO operations. Instructions are included on the form.

2.4. Evacuation Planning and Processing. In the CONUS, emphasize evacuations for natural disasters. In overseas areas, include evacuation situations involving political or military conflict. Be sure to account for people as they arrive at and depart the installation, and develop procedures to provide this information to higher headquarters on request.

2.4.1. In cases where the natural disaster has already occurred, the installation commander should issue an evacuation order only if there remains a continuing, significant threat to the safety or health of a significant percentage (>66%) of those assigned to the installation or their immediate families, and funds are available to support evacuation entitlements (funding should not impact decisions to evacuate).

2.4.2. Evacuation orders are not to be used solely to create an entitlement to disaster-related benefits. Post-disaster, commanders should consider the availability of other sources of assistance, e.g., Red Cross, Air Force Aid Society, Federal Emergency Management Agency (FEMA), private insurance and government personnel claims assistance, before ordering an evacuation. Evacuation benefits should be used only to pay for evacuation-related costs not covered by other sources of federal funding.

2.4.3. Ensure evacuees understand they are not entitled to receive payments from more than one federal source for the same disaster-related expense. For example, if an evacuee receives FEMA relocation assistance to pay for emergency lodging, that lodging assistance should be deducted from any evacuation lodging assistance provided by the Air Force. Ensure that all requests for payment submitted by evacuated military family members and/or civilian employees contain a statement that they understand they are not entitled to dual federal payments for the same disaster-related expenses; and should they receive payments from another federal agency, such payments will be deducted from any payments made by the Air Force for the same expense.

2.5. Reception Plans and Assistance in CONUS and in Temporary Safehaven Overseas. Commanders overseas, and those at ports of entry and other CONUS locations, must be ready to respond to requests for help from evacuees. Coordinate with and include the Family Support Centers—OPR for Air Force Aid Society and other emergency family assistance, HQ Department of the Army, Office of the Deputy Chief of Staff, Personnel (HQ DA/ODCSPER), and external civilian agencies in base level reception plans. Also, coordinate with other government agencies (such as the Department of State, Department of Health and Human Services, and applicable state offices) to develop reception and repatriation procedures.

3. Form Prescribed. DD Form 2585 (November 1998).

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 65-103, Vol 1 and Vol 2, *Base-Level Transaction*

AFMAN 37-139, *Joint Plan for DOD Noncombatant Repatriation*

Joint Travel Regulations, *Vol 2 (JTR)*

Joint Federal Travel Regulations, *Vol 1 (JFTR)*

Joint Publication 3-07.5, *Joint Tactics, Techniques, and Procedures for Noncombatant Evacuation Ops*

Abbreviations and Acronyms

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

ARRS—Automated Repatriation Reporting System

CONUS—Continental United States

DD Form—Department of Defense Form

DoD—Department of Defense

DOS—Department of State

DPDF—Force Sustainment Division

DPFJ—Readiness and Joint Matters Division

DPP—Director of Personnel Program Management

DPRC—Compensation & Legislation Division

DPW—Director of Personnel Accountability

DRU—Direct Reporting Unit

FEMA—Federal Emergency Management Agency

FOA—Field Operating Activities

HQ AFPC—Headquarters Air Force Personnel Center

HQ DA—Headquarters Department of the Army

HQ USAF—Headquarters United States Air Force

http—Hypertext Transfer Protocol

MAJCOM—Major Command

mil—Military

NEO—Noncombatant Evacuation Operation

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OPR—Office of Primary Responsibility

ODCSPER—Office of the Deputy Chief of Staff for Personnel

PCS—Permanent Change of Station

POC—Point of Contact

www—World Wide Web

XO—Air & Space Operations