

MARFOREUR/AF AREA EMERGENCY EVACUATION PLAN EVACUATION INFORMATION PACKET CHECKLIST

PART I		
Introduction & Evacuee Preparedness		
	DOCUMENT NAME	PURPOSE/NOTES
1. <input type="checkbox"/>	<u>Information: MARFOREUR/AF Area Emergency Evacuation Pamphlet</u>	This document was prepared by the MARFOREUR/AF Area Coordinator for all Status of Forces personnel assigned to MARFOREUR/AF. This guide should be referenced at the time of an ordered evacuation. It will help you figure out where to go, when, etc.
2. <input type="checkbox"/>	Evacuation Information Packet Checklist	This document you are currently reading will help you to properly prepare for an emergency evacuation. Gather the documents and forms listed to prepare NOW for potential emergency evacuations.

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PART II

Identification: Family & Pets

	DOCUMENT NAME	PURPOSE/NOTES
4. <input type="checkbox"/>	ID Cards/CAC	<p>Proper identification (ID) is <u>IMPORTANT</u>. Good forms of ID will help determine your evacuation priority and relations. Lack of adequate ID will complicate your departure. The more ID you carry, the better.</p> <ul style="list-style-type: none"> - ID/CAC Cards with passports will be the first ID requested at processing centers. - Naturalization Certificates and Alien Registration Cards will help non-US citizens process more smoothly. - Social Security Cards are not required but highly recommended, especially for children born overseas. - Marriage Licenses, Divorce Papers, Birth Certificates, Adoption Papers will help establish sponsorship/relations, especially if your family changed since you arrived in Germany. - Contact your Legal Office for Powers of Attorney if needed. Military and Emergency Essential sponsors who will rely on others to escort their children must provide powers of attorney and Family Care Plans to alleviate complications. Family Care Plans are required under normal circumstances for sole/dual-military parents or Emergency Essential Civilians. Ensure a copies are filed in your Evacuation Information Packet - In order to drive vehicles in the US, you will need a valid US Drivers License to help ensure you have transportation in the US. - Pet Vaccination Records and Health Certificates are required for evacuated pets. Affix 3 copies of each document to the outside of your airline-approved pet carriers. Only cats and dogs will be transported; accommodations will not be made for any other type pet.
5. <input type="checkbox"/>	Passports, Visas	
6. <input type="checkbox"/>	Naturalization Certificates	
7. <input type="checkbox"/>	Alien Registration Cards	
8. <input type="checkbox"/>	Social Security Cards	
9. <input type="checkbox"/>	Birth Certificates/Adoption Papers	
10. <input type="checkbox"/>	Marriage License/Divorce Decree	
11. <input type="checkbox"/>	Valid U.S. driver's license	
12. <input type="checkbox"/>	Powers of Attorney (i.e., for departing family members, escorted children)	
13. <input type="checkbox"/>	Family Care Plan and/or Certificate	
14. <input type="checkbox"/>	Special Power of Attorney Loco Parentis (for legal guardian to escort minors)	
15. <input type="checkbox"/>	DD Form 2208: Pet Vaccination Record (3 copies in waterproof pouch for your airline-approved pet carrier)	
16. <input type="checkbox"/>	DD Form 2209: Veterinary Health Certificate (3 copies in waterproof pouch for your airline-approved pet carrier)	

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PART III		
Evacuation Forms and Orders		
	DOCUMENT NAME	PURPOSE/NOTES
17. <input type="checkbox"/>	PCS Orders that assigned sponsor and family members to MARFOREUR/AF and Area Clearance. Command Sponsorship Paperwork if not on original PCS orders	Your PCS Orders to MARFOREUR/AF will help prove sponsorship, SOFA status, which will help your family process through.
18. <input type="checkbox"/>	DD Form 1610: Request and Authorization for TDY/TAD Travel (5 copies)	Fill in these forms as much as possible. They might be required during the evacuation process as Evacuation Orders. Lines of Accounting and approval signatures will be provided at processing centers if this document is used.
19. <input type="checkbox"/>	Evacuation Orders	These orders may be provided by your administrative staff at the time of the ordered departure. They may be in official message traffic, locally generated, or required on a DD Form 1610 (see previous checklist item).
20. <input type="checkbox"/>	DD Form 2585 Repatriation Processing Form	This is an important document. To speed up the evacuation process, fill in as much of the document as you can NOW. Complete it after boarding your evacuation flight/vessel.
21. <input type="checkbox"/>	Letter of Authorization to Evacuate to a Country Other than the Continental United States	Family members who must go to a country other than the US will need a letter prepared ahead of time. The letter is from the sponsor to their Service Secretary via the chain of command requesting approval to evacuate to another country such as Vietnam, Thailand, etc. This option is designed for those who don't have family in the USA and are married to foreign spouses. Once the family arrives at the Repatriation Site, their ticket(s) should be waiting.

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PART IV		
Finance and Household Goods		
	DOCUMENT NAME	PURPOSE/NOTES
21. <input type="checkbox"/>	<u>DD Form 2461: Civilian Personnel: Authorization for Emergency Evacuation Advance & Allotment Payments</u> (3 copies)	This form will help you expedite emergency pay and allowances if needed. (DoD Civilian Employees & family members)
22. <input type="checkbox"/>	<u>DD Form 1337: Military Personnel: Authorization/Designation for Emergency Pay & Allowances</u> (2 copies)	This form will help you expedite emergency pay and allowances if needed. (Military)
23. <input type="checkbox"/>	<u>DD Form 1701: Inventory of Household Goods</u> . Include photos (2 copies in packet) or detailed list of household goods from last PCS move	Your inventory and photos will help you file a claim if your goods cannot be recovered. Be sure to document all valuable property. Recommend you mail a copy to your home of record.

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PART V		
Automobiles and Residence		
	DOCUMENT NAME	PURPOSE/NOTES
24. <input type="checkbox"/>	Vehicle Key Tag	This envelope provides authorities who remain on MARFOREUR/AF a means to safely relocate vehicles or move them to shipping ports if required.
25. <input type="checkbox"/>	Residence Key Tag	This envelope provides authorities who remain on MARFOREUR/AF a means to access your residence for security reasons or to ship your household goods if required.
26. <input type="checkbox"/>	Vehicle Insurance (American)	This document would be used to help you file a claim if your vehicles cannot be recovered.
27. <input type="checkbox"/>	Vehicle Insurance (German)	“
28. <input type="checkbox"/>	Form 207: Military Vehicle Registration (2 copies)	“
29. <input type="checkbox"/>	Certificate of Title of Motor Vehicle (2 copies)	“

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PART VI		
Other Important Documents/Considerations		
	DOCUMENT NAME	PURPOSE/NOTES
30. <input type="checkbox"/>	Copy of DD Form 93 Record of Emergency Data (RED)	This is a normal form required to help establish Next of Kin. Ensure that your RED is up to date. Recommend that you keep a copy in your Evacuation Information Packet in case originals filed with your command are needed but difficult to acquire.
31. <input type="checkbox"/>	Copies of Medical & Dental Information	Recommended important documents to help ease complications of an evacuation.
32. <input type="checkbox"/>	Immunizations Records	“
33. <input type="checkbox"/>	Insurance (health, life, etc)	“
34. <input type="checkbox"/>	Financial Records (checkbook/bank books/credit cards/tax records/current bills, etc)	“
35. <input type="checkbox"/>	School Records (transcripts, test scores, etc)	“
36. <input type="checkbox"/>	Employment Records (résumé, latest pay voucher, SF50, Notification of Personal Action, latest performance evaluation, latest Performance Appraisal)	“
37. <input type="checkbox"/>	Prescriptions for important medications	“
38. <input type="checkbox"/>	Last Will and Testament	“
39. <input type="checkbox"/>	Important Contacts including important Unit numbers	“
40. <input type="checkbox"/>	DD Form 2258: Temporary Mail Disposition Instructions (2 copies)	This form can redirect mail from your MARFOREUR/AF address to your new address.
41. <input type="checkbox"/>	Funds for transportation of pets	If the government is able to evacuate your pets, you will be responsible for transportation costs from the Repatriation site to your Home of Record.
42. <input type="checkbox"/>	Estimate: \$100 cash per person (dollars and euro)	Consider the needs of each family member when putting cash aside for emergency evacuations.