

VOLUNTARY DEPARTURE PROCESSING INSTRUCTIONS FOR ELIGIBLE FAMILY MEMBERS

As of 17 Mar 2011, US Ambassador to Japan has directed US Forces to support the voluntary departure of all eligible family members from affected installations on the Kanto Plain (For USARJ/USAG-J this means: Camp Zama, Sagami-hara Family Housing Area, Sagami General Depot, Yokohama North Dock, and Akasaka Press Center/Hardy Barracks and immediate surrounding areas). Eligible family members are defined as DOD military and civilian command and non-command sponsored dependents.

On order, USARJ/USAG-J will conduct voluntary departure support operations from the Honshu area, ICW NAF Atsugi, while continuing to support Operation TOMODACHI.

You are encouraged to read the instructions in this notice carefully and carry them out precisely.

INSTRUCTIONS

Processing Center. Yano Fitness Center will serve as the Processing Center where screening of records and legal, veterinary, personnel, financial, and medical services will be provided on 19 MAR 2011 from 1100 – until complete. This is for processing only, movement will be at a later time. Unit commanders will ensure integrity of voluntary eligible departees at Yano Fitness Center (Processing Center).

On Person. Carry the following items on you.

- a. Passports
- b. Dependant ID
- c. Drivers License
- d. \$100 Cash (recommended)
- e. Writing utensil/paper
- f. Voluntary Departure Packet (same as NEO Packet; see bottom for contents)
- g. Water (recommended refillable container)

Luggage. Each adult departee is authorized one (1) fifty (50) pound bag; children 12 and under are authorized one (1) thirty-five (35) pound bag of luggage total (up to 62 linear inches in size). During a voluntary departure, however, departees may be required to walk extended distances; therefore the lighter the baggage the better.

- a. Important Documents (passports, health certificates, birth certificates, wills, POAs etc.)
- b. Suitcases (necessary clothing for 3 days)
- c. Non-Perishable food for 3 days
- d. Baby items (if applicable)
- e. Toiletries (shaving kit, toothbrush, baby wipes, etc.)
- f. Medications (30-day supply)

Restricted Items. The following items will be confiscated by the MPs at the processing center: firearms, ammunition, any weapons or explosives, alcohol, any knives longer than 2.1 inches, aerosol products, liquids/gels greater than 3.4 fluid ounces, etc.

Travel Documents. All personnel should have appropriate travel documents to include passports, alien registration cards (for non-US citizens), identification cards, complete Voluntary Departure Packet and birth records. Other valuable personal papers should also be hand carried by those participating in the voluntary departure. Photocopies of passports may be acceptable if the original is being renewed or cannot be found.

Your Home. When you vacate your home, lock all doors and windows. Please leave blinds, curtains open, and HVAC (air conditioning or heating) systems on low to prevent mold. Ensure that all appliances, including the range, dishwasher, washing machine, clothes dryer are turned off. Leave the doors of the dishwasher, washing machine,

and clothes dryer open to ventilate. Ensure that water faucets, to include those of the washer, are completely turned off. Please remove all trash and perishable items from indoors.

Personal Property. During a voluntary departure, personal property will remain in your quarters until such time as return is permitted or the permanent removal from Japan is ordered. For insurance purposes and compensation from the government, it is desirable to have a detailed inventory of personal property or pictures to include household furnishings, electronics, jewelry, collections, paintings, clothing, etc. Documents such as car registration, insurance policies, stock and bonds, powers of attorney, etc. should be taken with you.

Off-Post Residents. Personnel are advised to inform their landlords/rental agents that in accordance with the voluntary evacuation as announced by the US Ambassador, they will be departing Japan. Landlords will be paid for so long as the premises are occupied by the SOFA tenant and it is used for the tenant's household items. Ensure to turn off gas and electric utilities within the quarters before departing.

POVs. POVs should be left at your residence (on post residents only) in your designated parking space. Keys should be left on the kitchen table. Buses will be provided from SGD, Hardy Barracks and YND. Transportation will be provided from the Processing Center to NAF Atsugi. Off-Post residents are authorized to park their POV on Camp Zama. Do not leave your POV at your off post residence.

Pets. Pets have not been authorized for travel. If authorized, please bring all your pet records. If authorized, please bring pets in their approved pet carrier with some food, a water bowl and leash. If authorized and you choose not to take your pet, do not turn your pet loose or leave them locked up in your quarters when you leave. You may need to rely on friends, neighbors or co-workers who will remain behind to assist you in taking care of your pet until you return or coordinate with the kennel. You may ship your pet at your own expense. If you have an alternate plan to care for your pets in your absence, please document this in your voluntary departure (NEO) folder for evaluation by your unit monitor.

Clothing. Your trip may be made under inclement weather conditions; therefore, you should bring appropriate and adequate clothing. Select your clothes carefully based on comfort and your destination. The temperatures in Korea are currently low 30s and high 50s; therefore, it would be in your best interest to dress accordingly.

Minors. Should any minor children be evacuated without an accompanying sponsor, a special power of attorney is needed for another guardian to escort the minor child. Check with the legal station at the processing center.

Evacuation Procedures. After your unit has received the order to depart, remain CALM and follow instructions. You will be transported from school bus pickup points at SHA and Camp Zama when your UNIT is notified that an aircraft is inbound and your unit is identified for departure. Your unit chain of command will gain accountability at the Processing Site. Please ensure your family voluntary departure (NEO) folder is ready with all necessary documentation, luggage tags, and supplies prior to departing your residence. Accountability and a quick inventory of critical items will be conducted at the Processing Center (Yano Gym) prior to your departure to NAF Atsugi. Do not travel to NAF Atsugi on your own, bus transportation will be provided. Ensure pets are in approved carriers and have a leash and supply of food and water. Departees will be transported from the Processing Center in sufficient time to take them to NAF Atsugi. While at NAF Atsugi you will arrive at a holding area (Ranger Gym) and await instructions to move to Club Trilogy to be entered into the NEO Tracking System Database. You will then be transported to a gymnasium to be manifested on the aircraft.

Mental Attitude. Remember that a voluntary departure is for your own safety. Military members may be required to work at their duty station, so family members must be mentally and physically able to depart by themselves. Your chain of command will keep you informed. Obey the rules and help yourself, your family, and neighbors. It will make things easier, safer, and faster. Assist other noncombatants who need help. Mental preparation involves an understanding of what is to be expected. An unexpected departure will undoubtedly cause feelings of anxiety and concern. Departees should be mentally prepared for the inevitable inconvenience, discomfort, and confusion that will accompany such a departure.

NEO Packets (Forms) <https://intranet.zama.army.mil/CmdStaff/usagj/pt/neo.aspx>

- Alien Registration Card
- Birth Certificates
- Financial Records (Latest LES)
- Household Goods Inventory (DD Form 1701)
- Insurance Policies
- Marriage Certificates
- Naturalization Certificates
- Paperwork (tax files, school certificates)
- Passport
- Power of Attorney
- Vehicle Registration/Titles
- Will(s)

The following forms should be filled out prior to arrival at the Camp Zama or SHA assembly area:

- DD Form 1337(Military) - Authorization for Emergency Pay and Allowances
- DD Form 2461 (DOD Civilians) - Authorization for Emergency Evacuation Advance
- DOD Form 2585 - Evacuee Identifying Information
- DD 93 Record of Emergency Data