

Navy Family Ombudsman Program – Non-Combatant Emergency Evacuation (NEO)



BACKGROUND

Ombudsmen are official volunteers serving as the liaison between the command and command families. OPNAVINST 1750.1F states that Regional commanders, and commanding officers and commanders will ensure that appropriate roles for Ombudsmen are included in regional and installation plans for disaster preparedness and Ombudsmen are to be included in disaster preparedness exercises.

Noncombatant Evacuation Operations are directed by DoS, DoD or other appropriate authority whereby noncombatants are evacuated from areas of danger overseas to safe havens or to the United States. OCONUS service members and their families must always be prepared for a NEO and ombudsmen should be familiar with the procedures should such an event occur.

GOALS

To ensure command ombudsmen are familiar with the purpose and procedures relating to a Noncombatant Evacuation Operation (NEO) for OCONUS bases and installations.

ACTION

Each installation or command should assign a Command NEO Coordinator, designated in writing by the Commanding Officer, to assist sponsors with forms and information and to provide information in support of evacuation operations. The required forms are:

- DD Form 2585 – Repatriation Processing Center Processing Sheet
 - Part I pages 1-4 Instructions on how to fill out part 2
 - Part II pages 5-10
- DD Form 1337 – Authorization for Emergency Pay & Allowances (active duty)
- DD Form 2461 Authorization for Emergency Evacuation Advance (DoD civilian employees)

All NEO Information and Forms should be posted on the base NEO Information and Forms Web site. <<Insert your OCONUS NEO web site here>>

KEY MESSAGES

- Know the difference of who may be ORDERED to evacuate; who may be AUTHORIZED to evacuation and WHY the order to evacuate may be issued.
- Know the Sponsor's responsibility regarding NEO form completion
- Become familiar with the resources and forms given in this Information Paper
- Know your base or command NEO coordinator
- Clearly understand your role in a NEO evacuation or drill.



Supporting Sailors and Families
through Preparedness and Resiliency



Navy Family Ombudsman Program – Non-Combatant Emergency Evacuation (NEO)



COMMAND STATEMENT

Noncombatant Evacuation Operations are characterized by uncertainty and may be directed without warning because of sudden changes in a country's government, a sudden hostile threat to US citizens from a force within or external to a host nation, or a devastating natural or man-made disaster.

Because of the uncertainty associated with NEO operations, it is vital that Sailors and their families have talked about what actions they would need to take and preplanned for this possibility. Your Command NEO Coordinator is the central POC for preparedness to include required documents and any required forms that can be completed to keep on hand should a crisis evolve. As with any emergency, prior planning is essential to reducing confusion, stress and minimizing delays. Mike Bruner,

RESOURCES

- OPNAVINST 1750.1F
- Ombudsman Program Manual – www.ffsp.navy.mil, June 2010 Edition
- Command Leadership Tool Kit – www.ffsp.navy.mil
- Operation Homefront -
https://www.cnic.navy.mil/navycni/groups/public/@pub/@hq/documents/document/cnic_058351.pdf
- Executive Order 12656
Department of State: Protection or evacuation of US citizens and nationals abroad and safeguarding their property.
- DoDD 3025.14, NEO
Provides broad guidance Chief of Mission is lead federal official Evacuee categories: Ordered vs. Authorized
- Joint Publication 3-68, NEO (JAN 2007)
Doctrine for conducting joint noncombatant evacuation operations throughout the range of military operations. Also provides specific information on repatriation operations.



Supporting Sailors and Families
through Preparedness and Resiliency

