

**U.S. Fleet Activities Okinawa**  
**Noncombatant Evacuation Operations:**  
**Evacuee Preparedness Packet**  
**(Short Title: NEO Packet)**

<b>PART III</b>		
<b>Evacuation Forms and Orders</b>		
	<b>DOCUMENT NAME</b>	<b>PURPOSE/NOTES</b>
17. <input type="checkbox"/>	PCS Orders that assigned sponsor and family members to Okinawa. Command Sponsorship Paperwork if not on original PCS orders	Your PCS Orders to Okinawa will help prove sponsorship, SOFA status, which will help your family process through.
18. <input type="checkbox"/>	<a href="#"><u>DD Form 1610: Request and Authorization for TDY/TAD Travel (5 copies)</u></a>	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"/>	<a href="#"><u>DD Form 2585 Repatriation Processing Form</u></a>	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.