

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

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 NEO 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 (tailor your contact list to meet your needs) and/or a duplicate of your Personal Address Book	“
40. <input type="checkbox"/>	DD Form 2258: Temporary Mail Disposition Instructions (2 copies)	This form can redirect mail from your Okinawa 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 yen)	Consider the needs of each family member when putting cash aside for emergency evacuations.
43. <input type="checkbox"/>	Luggage Tag	Tagging your luggage ahead of time will speed up evacuation processing and help with possible baggage claims.
44. <input type="checkbox"/>	Personal CD ROM	A CD with all your important files is highly recommended (you NEO Packet, Health Records, Tax Records, etc).