



COMMANDER, U.S. PACIFIC COMMAND
(USPACOM)
CAMP H.M. SMITH, HAWAII 96861-4028

1330
J1 Ser: 18-11
29 Mar 11

From: Commander, U.S. Pacific Command

Subj: DELEGATION OF APPROVAL AUTHORITY FOR FOREIGN AND NON-FOREIGN OVERSEAS ALTERNATE SAFE HAVEN REQUESTS FOR DEPARTMENT OF DEFENSE (DOD) ELIGIBLE FAMILY MEMBERS (EFMS) AUTHORIZED DEPARTURE FROM JAPAN

Ref: (a) Joint Federal Travel Regulations (JFTR)
(b) Joint Travel Regulations (JTR)

Encl: (1) Principal Deputy USD (P&R) memo of 25 Mar 2011, "Delegation of Approval Authority for Foreign and Non-Foreign Overseas Alternate Safe Haven Requests For DoD EFMs Authorized Departure From Japan"
(2) Alternative Safe Haven Guide for DoD EFMs Departing Japan
(3) Repatriation Processing Center Processing Sheet
(4) Acknowledgement for Civilian Employee EFMs
(5) Acknowledgement for Military Service Member EFMs

1. On 17 and 18 March 2011, the Department of State (DOS) approved the voluntary authorized departure of EFMs from a specified area within Japan. The authorized departure area includes the Tokyo Capital Region and the prefectures of Kanagawa, Aichi, Chiba, Fukushima, Gunma, Ibaraki, Iwate, Miyagi, Nagano, Niigata, Saitama, Shizuoka, Tochigi, Yamagata, Aomori, Akita, and Yamanashi. The authorized departure allowed EFMs of military personnel and civilian employees to select and travel to a safe haven in the United States in accordance with references (a) and (b).
2. Enclosure (1) approved the USPACOM request that alternate safe haven locations be designated. Authorized alternate safe haven locations include the U.S. and its territories consisting of Alaska, Hawaii, Guam, Northern Mariana Islands, Puerto Rico, United States Virgin Islands, American Samoa, and foreign locations consisting of prefectures in Japan outside the designated authorized departure areas, Republic of Korea, Singapore, Thailand, Taiwan, and Philippines (with the exception of the southern Philippine islands of Mindanao and the Sulu Archipelago).
3. As authorized by enclosure (1), I delegate authority to approve requests to utilize the designated alternate safe havens to the Service Component Commanders, Commander, U.S. Forces Japan (USFJ), and civilian Directors of DoD organizations (e.g., DoD Education Activity, Pacific). This authority may be further delegated, but no lower than to commanders at or above the grade of lieutenant colonel or, in the case of the Navy, commander. Tracking and funding for EFMs is primarily a Service

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responsibility. Service component commanders will oversee implementation for units from their respective Service, coordinating as needed with USFJ to ensure clear and consistent lines of authority.

4. The documentation in enclosures (2) through (5) is provided for use during the request and approval process. I expect commanders to review each request carefully and consider the following factors in determining whether the request is in the best interest of the United States:

(a) the cost for transportation and per diem;

(b) the justifiability of the request (e.g. limited English skills or limited support networks in the United States)

Further, commanders must ensure Eligible Family Members are aware that only one election of a safe haven is permitted and the SOFA and or diplomatic provisions and support facilities may be limited or unavailable in the chosen safe haven location.

5. All approvals must be consistent with the obligation to track, account for, safeguard and support family members and each approval authority must maintain all required documentation. These documents are available online at https://community.apan.org/hadr/japan_earthquake/p/dependents.aspx. My point of contact for this action is Mae Ooka, USPACOM Quality of Life Office, at (808) 477-1396 or mae.ooka@pacom.mil.



ROBERT F. WILLARD
Admiral, U.S. Navy

Distribution:

Commander, U.S. Pacific Fleet
Commander, Pacific Air Forces
Commander, Marine Forces Pacific
Commander, U.S. Forces Japan
Director, DoDEA Pacific
Commander, AAFES Pacific Region
Manager, Defense Commissary Agency Zone 35

Subj: DELEGATION OF APPROVAL AUTHORITY FOR FOREIGN AND NON-
FOREIGN OVERSEAS ALTERNATE SAFE HAVEN REQUESTS FOR
DEPARTMENT OF DEFENSE (DOD) ELIGIBLE FAMILY MEMBERS (EFMS)
AUTHORIZED DEPARTURE FROM JAPAN

Copy to:

Office of the Secretary of Defense (Personnel & Readiness)
Deputy of Assistant Secretary of Defense for Civilian Personnel Policy
Deputy Chief of Staff G1, USA
Chief of Naval Personnel
Deputy Chief of Staff for Personnel, USAF
Deputy Commandant for Manpower and Reserve Affairs, USMC
Director for Manpower and Personnel, JCS J1
Director for Manpower and Personnel, USPACOM J1
HQ DA DAPE/MO
Defense Intelligence Agency, DHG-4E
Defense Travel Management Office



OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

MAR 25 2011

MEMORANDUM FOR CHAIRMAN OF THE JOINT CHIEFS OF STAFF
CHIEFS OF THE DOD MILITARY SERVICES
COMMANDANT, UNITED STATES COAST GUARD
COMMANDER, UNITED STATES PACIFIC COMMAND
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Delegation of Approval Authority for Foreign and Non-Foreign Overseas Alternate Safe Haven Requests for Department of Defense (DoD) Eligible Family Members (EFMs) Authorized Departure of from Japan.

- References
- (a) Chief of Staff; Performing Duties of the Principal Deputy Under Secretary of Defense (Personnel and Readiness) Memo, "Authorized Departure of Eligible Family Members (EFMs) from the Island of Honshu, Japan," March 17, 2011
 - (b) Chief of Staff; Performing Duties of the Principal Deputy Under Secretary of Defense (Personnel and Readiness) Memo, "Update to Voluntary Authorized Departure of Eligible Family Members (EFMs) from the Island of Honshu, Japan," March 18, 2011
 - (c) Chief of Staff; Performing Duties of the Principal Deputy Under Secretary of Defense (Personnel and Readiness) Letter, March 23, 2011
 - (d) Department of State; Under Secretary of State for Management, Washington, Letter, March 24, 2011

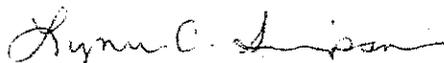
This memorandum authorizes Alaska, Hawaii, Guam, Northern Mariana Islands, Puerto Rico, United States Virgin Islands, and American Samoa to be approved as non-foreign outside continental United States (OCONUS) alternate safe havens for DoD EFMs authorized to depart Japan in accordance with reference (a), as updated by references (b) and (c). As provided in reference (d), the Department of State has authorized the following foreign alternate safe haven locations to be approved for DoD EFMs: Prefectures in Japan outside of the designated authorized departure area, Republic of Korea, Singapore, Thailand, Taiwan, and Philippines (with the exception of the southern Philippine islands of Mindanao and the Sulu Archipelago). These locations have been determined to be safe at this time; should this change a revised list of designated locations will be issued. No other locations are designated as alternate safe havens at this time.

This memorandum delegates approval authority for foreign and non-foreign OCONUS alternate safe haven requests to the locations identified in the above paragraph to the Commander, United States Pacific Command (USPACOM). The Commander, USPACOM, may further delegate this authority no lower than to commanders at or above the grade of lieutenant colonel or in the case of the Navy, commander, and to DoD civilian directors of DoD organizations.

Alternate overseas safe haven requests must be considered on a case-by-case basis to determine if they are in the best interest of the US Government. Using the attached guide, the approving official must consider the following factors in determining that it is in the best interest of the United States to approve the alternate safe haven request:

- (a) the cost for transportation and per diem;
- (b) the request is justifiable (e.g. limited English skills or limited support networks in the United States); and
- (c) EFM's are aware that only one election of a safe haven is permitted and have a clear understanding that the SOFA and or diplomatic provisions and support facilities may be limited or unavailable in the chosen safe haven location.

To aid in this determination a guide is included at Attachment 1. The point of contact is Mr. Michael Pachuta, ODASD(MPP)/OEPM, (703) 695-6461, or e-mail: michael.pachuta@osd.mil.



Lynn C. Simpson
Chief of Staff
Performing the Duties of the
Principal Deputy
Under Secretary of Defense
(Personnel and Readiness)

Attachments:
As stated

cc:

Deputy Assistant Secretary of Defense for Civilian Personnel Policy
Deputy Chief of Staff G1, USA
Chief of Naval Personnel
Deputy Chief of Staff for Personnel, USAF
Deputy Commandant for Manpower and Reserve Affairs, USMC
Director for Manpower and Personnel, JCS J-1
Director for Manpower and Personnel, USPACOM J-1
HQ DA DAPE/MO
Defense Intelligence Agency, DHG-4E
Defense Travel Management Office

**ALTERNATE SAFE HAVEN GUIDE
FOR
DOD ELIGIBLE FAMILY MEMBERS DEPARTING JAPAN**

Alternate Safe Haven Request Decision:

1. Has the Eligible Family Member completed the Repatriation Processing Center Processing Sheet, DD-Form 2585, at Attachment 2?
YES: Proceed to 2.
NO: Ask the member to complete the repatriation processing sheet.
2. Is the requested alternate safe haven one of the designated alternate safe havens?
YES: Proceed to 3.
NO: Disapprove the request and ask them to elect a designated alternate safe haven or a safe haven in the CONUS (military dependent), one of the 50 United States (civilian dependent).
3. Is there a justifiable rationale for electing the location (e.g. language, support network of family or friends)?
YES: Proceed to 4.
NO: Alternate safe haven is not authorized.

Eligible Family Member(s):

4. Is the Eligible Family Member's sponsor a civilian employee?
YES: Proceed to 5.
NO: Is the Eligible Family Member's sponsor a military member?
YES: Proceed to 6.
5. Has the adult EFM and their civilian sponsor (when available) read and signed the acknowledgement at Attachment 3?
YES: Request may be approved by authorizing official (unit Commander or director of DoD organization as directed by the Commander, USPACOM).
NO: Have the adult EFM, or civilian sponsor read and sign the acknowledgement at Attachment 3. The request may then be approved by authorizing official (unit Commander or director of DoD organization as directed by the Commander USPACOM)
6. Has the adult EFM and their military sponsor (when available) read and signed the acknowledgement at Attachment 4?
YES: Request may be approved by authorizing official (unit Commander or director of DoD organization as directed by the Commander USPACOM).
NO: Have the adult EFM or civilian sponsor read and sign the acknowledgement at Attachment 4. The request may then be approved by authorizing official (unit Commander or director of DoD organization as directed by the Commander USPACOM).

**REPATRIATION PROCESSING CENTER
PROCESSING SHEET**

REPORT CONTROL SYMBOL
DD-P&R(AR)1885

OMB No. 0704-0334
OMB approval expires
Dec 31, 2010

The public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0334). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE REPATRIATION PROCESSING CENTER OR STATE DEPARTMENT EMBASSY PERSONNEL IF SAFEHAVENING IN A FOREIGN COUNTRY.

PRIVACY ACT STATEMENT

AUTHORITY: EO 12656, EO 9397.

PRINCIPAL PURPOSE(S): To document the movement of an evacuee from a foreign country to an announced safehaven. Information will be used, as needed, to assist the evacuee in the process of repatriation.

ROUTINE USE(S): To family members of individuals who have been evacuated and about whom information is requested by a family member and/or spouse, location and final destination will be released; to the Department of State for evacuation management and planning purposes; to the American Red Cross for communication of evacuation information about spouse/family member(s) to service member still in foreign country; to the U.S. Citizenship and Immigration Services (USCIS) for tracking of foreign nationals evacuated to the U.S.; to the Department of Health and Human Services, to facilitate delivery of personal and financial services and to recoup costs of financial services and to identify individuals who might arrive with an illness requiring quarantine; to state and local health departments, to further implement the quarantine of an ill individual.

DISCLOSURE: Voluntary; however, failure to furnish the information may limit your receipt of services and impede passage of information about your current whereabouts to family members.

**INSTRUCTIONS FOR COMPLETION OF DD FORM 2585,
REPATRIATION PROCESSING CENTER PROCESSING SHEET**

(Read before completing this form.)

GENERAL INSTRUCTIONS

1. The following instructions are provided for completing the Repatriation Processing Center Processing Sheet. Collection of this information is authorized by 42 U.S.C. 1313, the Department of Defense Directive 3025.14, and Executive Order 9397. Providing the information requested on this form, including Social Security Number, is voluntary; however, failure to complete the form may hinder receipt of needed services and impede passage of information about current whereabouts to family members.

2. Before entering any information on the form, carefully read the detailed instructions provided. Not all questions are applicable for everyone. For those questions that do not apply, enter N/A on the line or check the boxes in Sections III, IV, and VI.

3. You may be asked to have available any or all of the following documentation:

a. For official government personnel and dependents, you should have available as applicable:

(1) Official travel orders for Safehaven Status (DD Form 1610).

(2) Permanent Change of Station (PCS) Orders.

(3) Passport, Visa and International Immigration (shot) record.

(4) Military/DoD Civilian/Dependent Identification Card.

(5) Travel documents (Transportation Request, transportation travel information or tickets, i.e., airline, train, bus, etc.).

b. Private American citizens or foreign nationals should have:

(1) Passport and Visa (as applicable).

(2) Travel documents (travel information, tickets, etc.).

4. The Repatriation Processing Packet is provided to the "responsible person" either upon arrival in an overseas country, upon evacuation from the overseas country for completion enroute, or, upon arrival in the United States at the repatriation center. Processing officials at the repatriation center will be available to assist you in completing the form.

5. The individual completing this form will be the "responsible person" for this particular family group. "Responsible person" may be a Military Member, DoD Civilian, Military or DoD Civilian Dependent, Federal employee or Federal dependent, Family Representative, Designated Escort, Private American Citizen or Third Country National. **THE "RESPONSIBLE PERSON" IS ONLY REQUIRED TO COMPLETE THE ITEMS IN SECTIONS I - III, PAGES 5 - 8.**

6. ONLY ONE FORM IS TO BE COMPLETED FOR EACH FAMILY GROUPING.

7. FOR PROCESSING CENTER USE ONLY. Pages 9 and 10, Items 28 - 47 are completed by a representative of the Repatriation Center Processing Team Staff. Pages 5 through 8 will be completed by the "responsible person".

**REPATRIATION PROCESSING CENTER
PROCESSING SHEET**

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4. The Repatriation Processing Packet is provided to the "responsible person" either upon arrival in an overseas country, upon evacuation from the overseas country for completion enroute, or, upon arrival in the United States at the repatriation center. Processing officials at the repatriation center will be available to assist you in completing the form.

5. The individual completing this form will be the "responsible person" for this particular family group. "Responsible person" may be a Military Member, DoD Civilian, Military or DoD Civilian Dependent, Federal employee or Federal dependent, Family Representative, Designated Escort, Private American Citizen or Third Country National. **THE "RESPONSIBLE PERSON" IS ONLY REQUIRED TO COMPLETE THE ITEMS IN SECTIONS I - III, PAGES 5 - 8.**

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SPECIFIC INSTRUCTIONS

SECTION I - ESCORTS OF UNACCOMPANIED MINOR CHILDREN (Page 5)

This section and Section III (Pages 5 through 8) will be completed by the "responsible person".

SECTION II - PROCESSING CENTER

Item 1. Airline and Flight Number. Enter the airline and flight number arrived on.

Item 2. Date of Arrival. Enter the date arrived in the United States at this processing center. Do this by entering the year first, then the month of the year, then the day of the month. Example: YYYY=1998, MM=08 (August), DD=20 (20th).

Item 3. Repatriation Center. Enter the location of the Repatriation Center by airport, city, and state, or by military base. Example: Raleigh/Durham Airport, Raleigh, NC or Charleston AFB, South Carolina.

Item 4. Processing Date. Enter the date (by year, month and day) that processing through the Repatriation Center began. In most cases it will be the same date as shown in Item 2 above.

Item 5. Processing Time. Enter the time processing began for this person or family. Use military time (24 hour clock). Example: 2:00 a.m.=0200, 3:00 p.m.=1500.

SECTION III - EVACUEE IDENTIFYING INFORMATION

Item 6. Name. Enter principal evacuee's last name (family name, such as "Smith"), first name ("Mary"), and middle initial ("C"). If there is no middle initial, enter NMI.

If the evacuee is an unescorted child and there is more than one child in the family, enter information for only the eldest child in Items 6 - 20. Escort information will be provided in Item 22.

Item 7. Country Evacuated From. Enter the original country from which you departed enroute to the United States.

Item 8. Date of Birth. Enter date of birth by year, month and day. Do this by entering the year first, then the month of the year, then the day of the month. Example: YYYY=1963, MM=08 (August), DD=20 (20th).

Item 9. Place of Birth. Enter the city, state and country in which born. Example: Baltimore, Maryland, USA or Frankfurt, Germany.

Item 10. Country of Citizenship. Enter the country of citizenship. Example: USA, Canada, England, France, Germany, etc.

Item 11. Gender. Place an "X" in the appropriate block to indicate whether male or female.

Item 12. Social Security Number (SSN). Enter the evacuee's SSN, if applicable. If there is no SSN, enter N/A.

Item 13. Marital Status. Place an "X" in the block that indicates marital status, if applicable.

Item 14. Passport Number and Country of Issue. Enter passport number, if applicable. The number can generally be found on the first page of the passport. Also, enter the name of the country that issued the passport.

Item 15. Alien Number and Country of Issue. Enter Alien Number, if applicable. If not applicable, enter N/A. If applicable, enter the name of the country that issued the Alien Number.

Item 16. Classification Number(s) and Agency Code(s). Enter the number that best identifies the evacuee's status from the classification number list (Table 1 on Page 6), and if applicable, the appropriate agency code (Table 2).

NOTE: Any individual can fall into more than one category, i.e., a DoD Dependent can also be a government employee. If that is the case, show all appropriate classification numbers and/or agency codes. This applies to all individuals shown on the processing form.

Item 17. Number of Family Members With You. Enter the appropriate number of family members in the family group.

NOTE: If you are escorting unaccompanied minor children, in addition to your own children, DO NOT include them in your family group.

Item 18. Number of Animals With You. Enter in the appropriate space, next to the type of animal, the number of animals you are bringing with you back to the U.S. You must ensure that you have all the necessary paperwork, and shot records to expedite the processing of your animals through Public Health Inspection.

FOR ITEMS 19 AND 20: If the form is being completed by an escort for (an) unaccompanied minor child(ren), the emergency contact and final destination should be those for the child(ren).

Item 19. Emergency Contact in U.S.

a. Name. Enter the name of an individual who will know how to get in touch with the evacuee should the need arise.

b. Address. Enter the "Emergency Contact's" street, city, state and/or country, and ZIP Code.

c. Home Telephone Number. Enter the "Emergency Contact's" home telephone number (if known or applicable), to include the area code.

d. Work Telephone Number. Enter the "Emergency Contact's" work telephone number (if known or applicable), to include the area code.

e. Cell Telephone Number. Enter the "Emergency Contact's" cell telephone number (if known or applicable), to include the area code.

Item 20. Final Destination. If the evacuee's final destination will be the same residence as the "Emergency Contact" shown in Item 19 above, write "SAME." If the evacuee's final destination is going to be different than the "Emergency Contact," enter the name of the person with whom the evacuee will be staying, their telephone numbers, and complete address to include "Country," if the Safehaven location is outside the U.S.

NOTE: If the evacuee will be living by him/herself, enter "SELF" in the Name block, and then the address.

SPECIFIC INSTRUCTIONS (Continued)

Item 21. If U.S. Department of Defense Military and Civilian Employee Dependent. This item is to be completed when the evacuee is a military or DoD civilian dependent whose sponsor remains behind. If this item is not applicable, enter N/A on the Sponsor Name line and go on to the next block. For escorted unaccompanied minor children, enter the sponsor's (parent or guardian) information to the best of your ability.

a. Branch of Service/DoD Agency. Place an "X" in the block next to the branch of Service/DoD Agency to which the sponsor belongs.

b. Name of Sponsor. Enter the name of the sponsor of the family, remaining in country, by last name, first name, and middle initial. If no middle initial, enter NMI.

c. Social Security Number. Enter the sponsor's SSN.

d. Rank/Grade. Enter the sponsor's rank (i.e., SGT, LT, etc.) and grade (i.e. E4, O3, etc.). For civilians, enter grade (i.e. GS12, WG10, etc.).

e. Organization/Address and Major Command. Enter the sponsor's organization, address, and major command, to include APO or FPO number, if applicable.

Item 22. Final Destination and Name of Escort for Unaccompanied Minor Child(ren).

If this form is being completed by the escort for unaccompanied minor child(ren), enter the following information about the escort.

a. Name. Enter the last name, first name, and middle initial of the escort. If no middle initial, enter NMI.

b. Address. Enter the street, city, state and/or country, and ZIP Code where the escort will be living.

c. Home Telephone Number. Enter the home telephone number where the escort can be contacted (if known or applicable), to include the area code.

d. Work Telephone Number. Enter the work telephone number where the escort can be contacted (if known or applicable), to include the area code.

e. Cell Telephone Number. Enter the cell telephone number where the escort can be contacted (if known or applicable), to include the area code.

Item 23.a. through d. Accompanying Evacuees (Page 7).

The data on this page pertains to each person accompanying the principal evacuee. This may be a child, spouse, sibling, or parent of the "responsible person" or an escorted unaccompanied minor child of another family. Complete one block of information for each person other than the principal evacuee who is listed on Pages 5 and 6. If there are more than four accompanying persons, use additional copies of Page 7.

(1) Name. Enter accompanying evacuee's last name, first name, and middle initial. If no middle initial, enter NMI.

(2) SSN. Enter the accompanying evacuee's Social Security Number, if known.

(3) Date of Birth. Enter the accompanying evacuee's date of birth by year, month and day.

(4) Gender. Place an "X" in the appropriate block indicating whether the accompanying evacuee is male or female.

(5) Relationship to Person Completing Form. Place an "X" in the appropriate block indicating whether the accompanying evacuee is the "responsible person's" spouse, child, parent, or other.

(6) Place of Birth. Enter the city, state, and country in which the accompanying evacuee was born.

(7) Country of Citizenship. Enter the country of which the accompanying evacuee is a citizen. Example: USA, Canada, England, France, Germany, etc.

(8) Passport Number and Country of Issue. Enter the accompanying evacuee's passport number and the country in which it was issued.

(9) Alien Number and Country of Issue. Enter the accompanying evacuee's alien number, if applicable, and the country which issued the number. If not applicable, enter N/A.

(10) Classification Number(s) and Agency Code(s). Enter all classification numbers (from Table 1) and agency codes (from Table 2) that apply to the accompanying evacuee.

NOTE: Any individual can fall into more than one category, i.e., a DoD dependent as well as a government employee.

SECTION III (Continued) - SERVICES (Page 8)

This section is provided for the "responsible person" to identify to the processing team any assistance the family group may require upon arrival in the U.S.

Item 24. If No Services are Needed. Upon reviewing the list in this section, if the family does not require any additional help, place an "X" in this block.

Item 25. Services Needed. If assistance is required, place an "X" in the block next to each service required.

Item 26. Additional Remarks. This item is provided if the "responsible person" has any questions, needs additional assistance, or has any comments to make.

NOTE: SECTION III IS THE LAST PART OF THE FORM THAT THE EVACUEE MUST COMPLETE. THE FOLLOWING SECTIONS WILL BE COMPLETED BY THE REPATRIATION TEAM AT THE PROCESSING CENTER.

SPECIFIC INSTRUCTIONS (Continued)

**SECTION IV - REPATRIATION PROCESSING CENTER
DEPARTMENT OF HEALTH AND HUMAN SERVICES
(DHHS)**

This section is applicable to all evacuees other than Federal personnel and their families, i.e. private American citizens, and their families.

Item 27. If No Services Are Required/Were Provided. If the evacuee required no assistance upon arrival, place an "X" in this block. This block may also be marked by the "responsible person".

Item 28. Services Provided by DHHS.

a. Cash Assistance.

b. Onward Transportation. If funds were required to obtain airline, bus, train tickets, etc., this item must be completed. Under the cost heading in the first (Persons) block, enter the number of tickets. Enter the cost of each ticket in the next (Dollars) block. Multiply the number of tickets by the cost and enter the total to the right of the equal sign. Example: Onward transportation 4 X \$150.00 = \$600.00.

NOTE: It is possible for family members to go to different locations; therefore, an additional line was provided to cover those exceptions. If no onward transportation support was provided, enter a zero in the "Total" block.

c. Temporary Lodging and Per Diem. If funds were required to provide lodging accommodations, this item must be completed. Enter the number of persons times the number of days they are staying at the hotel/motel, etc., times the per diem rate per day and enter the total cost to the right of the equal sign. Example: 4 people X 2 days X \$50.00 per day per diem = \$400.00.

NOTE: If no lodging or per diem was provided, enter a zero in the "Total" block.

d. Miscellaneous. For any other assistance required, itemize the assistance provided in the space shown, and enter their associated costs to the right of the equal sign.

Item 29. Total DHHS Costs. Add up all the costs shown in this column for transportation, lodging, per diem, miscellaneous and enter that figure in the space provided.

Item 30. Has Emergency Medical Assistance Been Provided Off-Site. Place an "X" in either the "Yes" or the "No" block provided. If Yes, enter the name of the hospital or medical facility, if known, in the space provided for Additional Remarks (Item 31.)

Item 31. Additional Remarks. Enter any additional information regarding services provided, if necessary.

SECTION V - CLOSING QUESTIONS (DHHS)

Processing officials should complete and sign this prior to the individual(s) departing the Repatriation Center.

Items 32 through 36. Questions. A processing official/ interviewer will complete these questions by placing an "X" in the appropriate "Yes" or "No" block.

Item 37. Name of Interviewer. The processing official/ interviewer will sign in this space and print his or her name below.

Item 38. Telephone Number. The processing official/ interviewer will enter the telephone number where he or she can be reached should the need arise.

SECTION VI - ASSISTANCE PROVIDED DOD PERSONNEL

This section should be completed by Military Support Processing Team.

Item 39. If No Services Were Provided. If the military individual, Federal employee and/or family members do not require any assistance, place an "X" in this block.

Item 40. Services Provided. If the military individual, Federal employee and/or family members require any of the services, place an "X" in the block next to the service provided.

NOTE: For Item b., specify for what purpose financial assistance is required. For Item e., specify what medical care is required.

Item 41. Costs. For each item in which funds were provided, enter the amount on the line next to the service provided. In Item b., enter the voucher number assigned for per diem payments.

Item 42. Total Costs. Add up all financial assistance provided to the military individual, Federal employee and/or family member and enter the total in the space provided.

SECTION VII - PROCESSING INFORMATION

This section should be completed by the Processing Team Officials prior to the evacuee(s) departing the Repatriation Center.

Item 43. Exit From Processing Center Date. Enter the date by year, month and day that the evacuees have completed their processing and are departing the Repatriation Center.

Item 44. Exit From Processing Center Time. Enter the time, using military (24 hour) clock.

Item 45. Destination. Enter the destination by city, state, and/or country that the evacuees are going to.

Item 46. Transportation Carrier(s). Enter the name of the airline, bus or train company that will be taking the evacuees to their final destination.

Item 47. ETA and Date of Arrival at Destination. Enter the estimated time and date the evacuees are expected to arrive at their final destination. Enter this by military time and by year, month and day.

Item 48. Additional Remarks. Enter any additional information regarding exit processing, if necessary.

SECTION I - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"

ARE YOU ESCORTING UNACCOMPANIED MINOR CHILD(REN)? (*X one*) **YES** **NO**

The designated escort is responsible for completing (to the best of their ability) a separate form for each family group they are escorting. If there is more than one child from the same family group, enter the information in Items 6 through 20 for the eldest child being escorted. Then, complete the family group information for each younger child in Items 23(a) through (d), as applicable.

ADDITIONALLY, ESCORTS WILL FILL OUT A SEPARATE FORM FOR THEIR OWN FAMILY GROUP.

SECTION II - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"

1. AIRLINE AND FLIGHT NUMBER

2. DATE OF ARRIVAL (YYYYMMDD)

3. REPATRIATION CENTER

4. PROCESSING DATE (YYYYMMDD)

5. PROCESSING TIME (*Military*)

SECTION III - EVACUEE IDENTIFYING INFORMATION - TO BE COMPLETED BY THE "RESPONSIBLE PERSON"

6. NAME OF EVACUEE (*Last, First, Middle Initial*)

7. COUNTRY EVACUATED FROM

8. DATE OF BIRTH (YYYYMMDD)

9. PLACE OF BIRTH (*City, State, and Country*)

10. COUNTRY OF CITIZENSHIP

11. GENDER (*X one*)

MALE

FEMALE

12. SOCIAL SECURITY NUMBER

13. MARITAL STATUS (*X one*)

SINGLE

MARRIED

WIDOWED

SEPARATED

DIVORCED

14.a. PASSPORT NUMBER

b. COUNTRY OF ISSUE

15.a. ALIEN NUMBER

b. COUNTRY OF ISSUE

SECTION III - EVACUEE IDENTIFYING INFORMATION (Continued) (Read before completing Items 16 and 23)

(Use these tables to complete Item 16 and Item 23 (Page 7.) Choose all that apply.)

TABLE 1a - U.S. CITIZEN	TABLE 1b - FOREIGN NATIONAL	TABLE 2
CLASSIFICATION NUMBER 1a DoD: Service Member b DoD: Service Member Dependent and/or Family Member (Command Sponsored Dependent) c DoD: Service Member Dependent and/or Family Member (Non-Command Sponsored Dependent) 2a DoD: Civilian Employee WITH Transportation Agreement b DoD: Dependent of Civilian Employee WITH Transportation Agreement c DoD: Civilian Employee WITHOUT Transportation Agreement d DoD: Dependent of Civilian Employee WITHOUT Transportation Agreement 3a Non-DoD U.S. Government (USG): Employee b Non-DoD USG: Employee Dependent and/or Family Member 4 Citizen Residing Abroad (Child, Student, Private Business) 5 Tourist 6 Citizen on Business-Related Travel 7 U.S. Government Contractor	CLASSIFICATION NUMBER 8 Adult Dependent of Repatriated U.S. Citizen (Foreign spouse or other adult dependent; not U.S. citizen) 9 Minor Dependent of Repatriated U.S. Citizen (Child born in foreign country, not U.S. citizen to date) 10 Non-Dependent of Repatriated U.S. Citizen (Extended family member, i.e. mother-in-law, cousin, etc.) 11 Non-U.S. Civilian Employee (Works for U.S. Government) 12 Citizen of Country Other Than U.S. 13 Other, None of the Above (Specify)	AGENCY CODE A Army N Navy F Air Force M Marine Corps G Coast Guard D DoD Agency O Other U.S. Government Agency X Not Applicable

16. CLASSIFICATION NUMBER(S) AND AGENCY CODE(S) (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 that are applicable to the person named in Item 6.)		17. NUMBER OF FAMILY MEMBERS WITH YOU	
a. CLASSIFICATION NUMBER	b. AGENCY CODE	<input type="text"/> ADULTS <i>(Include yourself)</i>	<input type="text"/> CHILDREN <i>(Include all children)</i>
c. CLASSIFICATION NUMBER	d. AGENCY CODE	18. NUMBER OF ANIMALS WITH YOU (If applicable)	
e. CLASSIFICATION NUMBER	f. AGENCY CODE	<input type="text"/> DOGS	<input type="text"/> CATS
		<input type="text"/> BIRDS	<input type="text"/> OTHER

19. EMERGENCY CONTACT IN U.S. <i>(For person named in Item 6 above)</i>					
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Street, City, State/Country, ZIP Code)		
c. HOME TELEPHONE NO. <i>(Include Area Code)</i>	d. WORK TELEPHONE NO. <i>(Include Area Code)</i>	e. CELL TELEPHONE NO. <i>(Include Area Code)</i>			

20. FINAL DESTINATION AND NAME OF POINT OF CONTACT (If applicable) <i>(If same as Item 19, enter "SAME")</i>					
a. NAME (Last, First, Middle Initial)			b. ADDRESS (Street, City, State/Country, ZIP Code)		
c. HOME TELEPHONE NO. <i>(Include Area Code)</i>	d. WORK TELEPHONE NO. <i>(Include Area Code)</i>	e. CELL TELEPHONE NO. <i>(Include Area Code)</i>			

21. IF U.S. DEPARTMENT OF DEFENSE MILITARY AND CIVILIAN EMPLOYEE DEPENDENTS <i>(For escorted unaccompanied minor children enter the sponsor's (parent/guardian) information to the best of your ability.)</i>					
a. BRANCH OF SERVICE/DOD AGENCY (X one)					
<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> DOD AGENCY
b. NAME OF SPONSOR (Remaining in Country) (Last, First, Middle Initial)			c. SSN	d. RANK/GRADE	
e. ORGANIZATION/ADDRESS AND MAJOR COMMAND (Include APO#/FPO#)					

22. FINAL DESTINATION AND NAME OF ESCORT FOR UNACCOMPANIED MINOR CHILD(REN) <i>(Complete if applicable)</i>					
a. NAME OF ESCORT (Last, First, Middle Initial)			b. ADDRESS (Final Destination of Escort) (Street, City, State/Country, ZIP Code)		
c. HOME TELEPHONE NO. <i>(Final Destination of Escort)</i> <i>(Include Area Code)</i>	d. WORK TELEPHONE NO. <i>(Final Destination of Escort)</i> <i>(Include Area Code)</i>	e. CELL TELEPHONE NO. <i>(Final Destination of Escort)</i> <i>(Include Area Code)</i>			

SECTION III - EVACUEE IDENTIFYING INFORMATION (Continued)

23. ACCOMPANYING EVACUEES

(Fill out for each accompanying person.)

a.(1) NAME (Last, First, Middle Initial) (2) SSN (3) DATE OF BIRTH (YYYYMMDD)

(4) GENDER (X one) (5) RELATIONSHIP TO PERSON COMPLETING FORM (X one)
 MALE FEMALE SPOUSE SON/DAUGHTER PARENT OTHER

(6) PLACE OF BIRTH (City, State, and Country) (10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S)
 (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item a.(1).)

(7) COUNTRY OF CITIZENSHIP (a) CLASSIFICATION NUMBER (b) AGENCY CODE

(8) PASSPORT NUMBER COUNTRY OF ISSUE (c) CLASSIFICATION NUMBER (d) AGENCY CODE

(9) ALIEN NUMBER COUNTRY OF ISSUE (e) CLASSIFICATION NUMBER (f) AGENCY CODE

b.(1) NAME (Last, First, Middle Initial) (2) SSN (3) DATE OF BIRTH (YYYYMMDD)

(4) GENDER (X one) (5) RELATIONSHIP TO PERSON COMPLETING FORM (X one)
 MALE FEMALE SPOUSE SON/DAUGHTER PARENT OTHER

(6) PLACE OF BIRTH (City, State, and Country) (10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S)
 (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item b.(1).)

(7) COUNTRY OF CITIZENSHIP (a) CLASSIFICATION NUMBER (b) AGENCY CODE

(8) PASSPORT NUMBER COUNTRY OF ISSUE (c) CLASSIFICATION NUMBER (d) AGENCY CODE

(9) ALIEN NUMBER COUNTRY OF ISSUE (e) CLASSIFICATION NUMBER (f) AGENCY CODE

c.(1) NAME (Last, First, Middle Initial) (2) SSN (3) DATE OF BIRTH (YYYYMMDD)

(4) GENDER (X one) (5) RELATIONSHIP TO PERSON COMPLETING FORM (X one)
 MALE FEMALE SPOUSE SON/DAUGHTER PARENT OTHER

(6) PLACE OF BIRTH (City, State, and Country) (10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S)
 (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item c.(1).)

(7) COUNTRY OF CITIZENSHIP (a) CLASSIFICATION NUMBER (b) AGENCY CODE

(8) PASSPORT NUMBER COUNTRY OF ISSUE (c) CLASSIFICATION NUMBER (d) AGENCY CODE

(9) ALIEN NUMBER COUNTRY OF ISSUE (e) CLASSIFICATION NUMBER (f) AGENCY CODE

d.(1) NAME (Last, First, Middle Initial) (2) SSN (3) DATE OF BIRTH (YYYYMMDD)

(4) GENDER (X one) (5) RELATIONSHIP TO PERSON COMPLETING FORM (X one)
 MALE FEMALE SPOUSE SON/DAUGHTER PARENT OTHER

(6) PLACE OF BIRTH (City, State, and Country) (10) CLASSIFICATION NUMBER(S) AND AGENCY CODE(S)
 (Enter all appropriate classification numbers and agency codes from Table 1 and Table 2 (shown on Page 6) that are applicable to the person named in Item d.(1).)

(7) COUNTRY OF CITIZENSHIP (a) CLASSIFICATION NUMBER (b) AGENCY CODE

(8) PASSPORT NUMBER COUNTRY OF ISSUE (c) CLASSIFICATION NUMBER (d) AGENCY CODE

(9) ALIEN NUMBER COUNTRY OF ISSUE (e) CLASSIFICATION NUMBER (f) AGENCY CODE

NOTE: If there are more than 4 accompanying family members, use additional copies of Page 7.

SECTION III - EVACUEE IDENTIFYING INFORMATION (SERVICES) (Continued)

24. IF NO SERVICES ARE NEEDED, X THIS BLOCK 

25. SERVICES NEEDED (X all that apply)

CLOTHING

HOUSING

PERMANENT

TEMPORARY

MEDICAL

DOD INFORMATION

DOD LEGAL SERVICES

CHILD CARE

FEDERAL CIVILIAN PERSONNEL ASSISTANCE

LOCATOR ASSISTANCE FOR OTHER FAMILY MEMBERS

TRANSPORTATION TO ONWARD DESTINATION

FINANCIAL ASSISTANCE

MENTAL HEALTH

GENERAL INFORMATION

CHAPLAIN ASSISTANCE

FUNERAL ASSISTANCE

DOD RELOCATION INFORMATION

TRANSLATOR (Indicate language)

OTHER (Specify)

26. ADDITIONAL REMARKS

STOP HERE.

**SECTION IV (ITEMS 27 - 36) - TO BE COMPLETED BY REPATRIATION PROCESSING CENTER
DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF**

27. IF NO SERVICES ARE REQUIRED/WERE PROVIDED, X THIS BLOCK →

28. SERVICES PROVIDED BY DHHS

(1) SERVICES	(2) COSTS		(3) TOTAL	
a. CASH ASSISTANCE	PERSONS X	DOLLARS =	0.00	
b. ONWARD TRANSPORTATION	PERSONS X	DOLLARS =	0.00	
	PERSONS X	DOLLARS =	0.00	
c. TEMPORARY LODGING AND PER DIEM	PERSONS X	DAYS X	DOLLARS =	0.00
d. MISCELLANEOUS (Specify)			=	
			=	
			=	
			=	
29. TOTAL COSTS			=	0.00

30. HAS EMERGENCY MEDICAL ASSISTANCE BEEN PROVIDED OFF-SITE? (X one) →

YES	NO
-----	----

31. ADDITIONAL REMARKS

**SECTION V - CLOSING QUESTIONS - TO BE COMPLETED BY REPATRIATION PROCESSING CENTER
DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) STAFF**

	(X one)	
	YES	NO
32. HAS REPATRIATE BEEN GIVEN A HEALTH AND HUMAN SERVICES WELCOME BROCHURE?		
33. DOES THIS PERSON/FAMILY NEED A LOAN FOR TEMPORARY ASSISTANCE BECAUSE HE/SHE/THEY ARE WITHOUT RESOURCES IMMEDIATELY ACCESSIBLE TO MEET HIS/HER/THEIR NEEDS?		
34. HAVE YOU EXPLAINED TO THE REPATRIATE THAT THE INFORMATION OBTAINED IS PROTECTED UNDER THE PRIVACY ACT AND WILL BE USED SOLELY FOR THE PURPOSE OF ESTABLISHING ELIGIBILITY FOR AND ADMINISTERING THE U.S. REPATRIATION PROGRAM?		
35. HAS THE REPATRIATE SIGNED THE HHS REPAYMENT-LOAN AGREEMENT? (Agreement must be attached to file.)		
36. HAS THE REPATRIATE BEEN GIVEN INFORMATION/REFERRAL FOR ASSISTANCE AT THE FINAL DESTINATION?		

37. NAME OF INTERVIEWER (Last, First, Middle Initial)

38. TELEPHONE NUMBER (Include Area Code)

**SECTION VI - ASSISTANCE PROVIDED DOD PERSONNEL -
TO BE COMPLETED BY REPATRIATION PROCESSING CENTER**

39. IF NO SERVICES WERE PROVIDED, X THIS BLOCK

40. SERVICES PROVIDED (X as applicable)

41. COSTS

	a. TRANSPORTATION	a. TRANSPORTATION	
	b. FINANCIAL (Advance per diem)	b. FINANCIAL (Amount paid) VOUCHER NUMBER (for per diem)	
	c. AMERICAN RED CROSS (ARC)	c. AMERICAN RED CROSS (ARC)	
	d. HOUSING	42. TOTAL COST	0.00
	e. MEDICAL/OTHER		
	f. LEGAL SERVICES		
	g. CHAPLAIN ASSISTANCE		
	h. FAMILY CENTER ASSISTANCE		

**SECTION VII - EXIT INFORMATION -
TO BE COMPLETED BY REPATRIATION PROCESSING CENTER**

43. EXIT FROM PROCESSING CENTER DATE (YYYYMMDD)	44. EXIT FROM PROCESSING CENTER TIME (Military)	45. DESTINATION (City, State, Country)	
46. TRANSPORTATION CARRIER(S)	47.a. ETA AT DESTINATION (Military Time)	b. DATE OF ARRIVAL AT DESTINATION (YYYYMMDD)	

48. ADDITIONAL REMARKS

Acknowledgement for Civilian Employee Eligible Family Members:

I understand if I am authorized to travel to a designated alternate safe haven outside the U.S. (50 states & DC):

- 1) I am only authorized to elect one safe haven.
- 2) The Subsistence Expense Allowance (SEA) is based on the per diem rate for the alternate safe haven or the standard CONUS rate, whichever is less. The family may incur significant out-of-pocket costs if the alternate safe haven is a high cost area.
- 3) The status, access and benefits accrued as a sponsored family member of the DoD in a foreign country may not be available at the alternate safe haven location (e.g. coverage by Status of Forces Agreement, commissary, military medical facilities).

Sponsor or Approving Official

Date

Eligible Adult Family Member

Date

Acknowledgement for Military Service Member Eligible Family Members:

I understand if I am authorized to travel to a designated alternate safe haven outside the U.S. (50 states & DC):

- 1) I am only authorized to elect one safe haven.
- 2) The status, access and benefits accrued as a sponsored family member of the DoD in a foreign country may not be available at the alternate safe haven location (e.g. coverage by Status of Forces Agreement, commissary, military medical facilities).

Sponsor or Approving Official

Date

Eligible Adult Family Member

Date