

NEO PAMPHLET

INTRODUCTION

This pamphlet details information, checklists, and supplies to have at the ready for in the event of natural or manmade disasters which effect the relocation of personnel. This relocation may be either internal to the Kingdom of Bahrain, to another country, perhaps another DoD asset such as a Naval Installation, or even back to the United States.

An evacuation of Department of Defense (DoD) dependents and non-essential employees may be executed in anticipation of or during hostilities or a natural or manmade disaster that endangers personnel in the area. Upon order, Commanding Officer, U.S. Naval Support Activity Bahrain, will execute an authorized or directed departure of noncombatants. An authorized departure is voluntary; a directed departure is mandatory. In both cases, travel costs for designated personnel are covered at Government expense.

PREPARATION

Each potential adult evacuee or sponsor must complete and be familiar with the following items upon arrival in the Kingdom of Bahrain so that, in case of a short or no-notice operation per above, you will be prepared to act immediately. Your command NEO Representative will help explain details of the process and assist you with completing the required paperwork.

- Read and understand the information in this pamphlet. Direct questions to your command NEO Representative.
- Complete applicable documents listed on the NEO Packet Checklist and follow listed instructions. (Your NEO Packet is simply a collection of important documents as discussed later in this pamphlet that should be maintained per below.)
- Make at least two (2) copies of your completed NEO Packet. Your original completed packet is your primary packet and should be maintained with this pamphlet in your NEO Kit at home. One (1) should be maintained by your sponsor at your residence, but separate from your NEO Kit. One (1) should be maintained by your sponsor at his/her place of work, or by your sponsor's command (as determined by the command). Each command will collect at least a copy of your NEO census form upon arrival, so make one additional copy of this and have your sponsor turn it over to his/her command EML for filing. Additional copies may be made and should be supplied to designated custodians as applicable.
- Compile your NEO Kit to sustain basic needs through the evacuation. Your NEO Kit will consist of supplies AND your original NEO Packet per above. A NEO Kit is discussed in more detail later in this pamphlet.

OPERATION OVERVIEW

It is necessary that each dependent spouse become familiar with the NEO paperwork, especially because you will be required to relocate without your sponsor in most scenarios. In case of emergency, locate your NEO packet, prepare your NEO emergency kit and follow instructions. A NEO is a high stress event. The better prepared you are, the easier your check-in and evacuation will be.

As departure plans and procedures are established, you will be told when and where to report for evacuee processing. Please remain calm and follow

instructions. Do not report to the processing center until you have been told to do so. Dress for comfort and remember to bring all necessary documentation in your NEO Packet and basic essentials in your NEO Kit.

Evacuation will most likely be in a permissive environment in which case all evacuees will report as directed to NSA Bahrain. However, in the event of a non-permissive or hostile environment, designated rally points may be used as gathering and collection sites prior to moving to the main muster location at NSA Bahrain. Rally points will be released as necessary in the event their use is required.

Authorized vehicles will be permitted to be driven on to base unless specifically directed. Specific parking locations will be identified, VPC personnel will be at the parking locations to further process your POV. Information will be passed if specific instructions are necessary.

Once you arrive on base, you will be directed to a muster location. From here you may be directed to a waiting area for berthing and messing (at government expense) as the situation dictates, or you may be directed to immediately process through the Joint Reception Center which is used to check necessary documents, provide records on file, and book transportation. Services provided by the JRC can be found in a later section of this pamphlet.

Once you are ticketed for transportation, you will be berthed and fed at Government expense until you are directed to assemble for transportation.

NEO PAMPHLET

NEO EMERGENCY KIT

In the event of an evacuation, you should bring your complete NEO Kit, which includes your NEO Packet as discussed above. Please remember that your kit should be light enough for you to carry to the Assembly Point, but ultimately you will be limited to 66 pounds per person (including luggage weight). You will be allowed to have one small personal item such as a small backpack, purse, or computer bag in order to have important documents and items on your person at all times. A small personal item is NOT a small suitcase that would normally fit in commercial overhead compartments. In the event, the evacuating authority has the power to deny personal luggage that are in excess of this restriction.

Remember that while sustenance and berthing will always be provided, you should plan for this kit to provide you basic care and needs for one week. If the operation extends beyond one week, accommodations will be made to get you supplies and care needed in excess of your exhausted NEO Kit.

Items to include:

- Change of clothes for hot and cold weather for each person (consider 3 pairs of socks and undergarments)
- Personal hygiene products
- 2 quarts of water per person
- Snacks with long shelf lives such as granola/energy bars, sealed trail mix, etc
- Basic non-prescription drugs
- For Infants - Formula; Diapers; Bottles; Powdered milk; and Medications for 1 week
- Prescription drugs for 1 week
- Contact lenses and supplies
- Pet supplies for 1 week

Storing your NEO Evacuation Kit:

- Store your kit in a convenient place known to all family members
- Keep this entire pamphlet with the kit
- Maintain items in airtight plastic bags
- Change your stored water supply every six months to keep it fresh
- Replace your stored food every six months
- Re-think your kit and family needs at least once a year
- Replace batteries, update clothes, etc
- Ask your physician or pharmacist about storing prescription medications

If there will be no occupants in your residence when you leave...

1. Turn off electricity; pull fuses or switch off (open) circuit breakers.
2. Empty out refrigerator and freezer (leave doors open), empty water jugs, take out trash, and put plants outside.
3. Remove telephones and disconnect computers and other appliances.
4. Take all money, jewelry, and other high value assets that can fit on your NEO Kit.
5. Photograph or make a video of your household. Bring the photos or video with you.
6. If you have renter's insurance, DO NOT CANCEL IT.