

**Army Regulation 525–94**

**Military Operations**

# **Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas**

**Headquarters  
Department of the Army  
Washington, DC  
23 March 2020**

**UNCLASSIFIED**

# ***SUMMARY***

AR 525–94

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas

This new Army regulation, dated 23 March 2020--

- o Establishes policies related to accountability of affected Army personnel and their dependents, and effects upon total Army equities when evacuation operations are ordered (throughout).
- o Implements the policy and procedures prescribed in DODD 3025.14, DODI 3001.02, and Joint Publication 3–68 (throughout).

Effective 23 April 2020


Military Operations

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas

By Order of the Secretary of the Army:

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General, United States Army  
Chief of Staff

Official:

  
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to the Secretary of the Army

**History.** This publication is a new Department of the Army Regulation.

**Summary.** This regulation prescribes policy, standards, and requirements for performing accountability of affected Army personnel and their dependents, and effects upon total Army equities during evacuation operations. It implements applicable parts of DODD 3025.14, DODI 3001.02, and JP 3–68.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to Defense Enrollment Eligibility Reporting System enrolled Family members, as well as Department of the Army Civilians (appropriated and nonappropriated fund) and their Family members (when those Family members are eligible

to receive evacuation entitlements in accordance with the Joint Travel Regulations). When the evacuated area is outside the continental United States this regulation applies to Army-sponsored U.S. contractors and their affected Family members. Any personnel in the previous categories, including separating Army personnel with a remaining service obligation, who are on temporary duty status, leave, or temporarily located in an evacuated area are required to account for themselves and their Family members. Evacuation operations are not applicable to the following: Army retirees and their Family members; continental United States-based Army-sponsored contractors and Department of Defense contractors supporting the Army; members of the Individual Ready Reserves and their Family members; and foreign nationals working for Department of Defense or the Army.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct report unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by

the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app B).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZXS), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–MPE–PC), 300 Army Pentagon, Washington, DC 20310–0300.

**Distribution.** This publication is made in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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## **Glossary**

## Chapter 1 Introduction

### 1–1. Purpose

This regulation implements Department of Defense (DOD) Directive 3025.14 and assigns Department of the Army responsibilities for evacuation of Department of the Army members, dependents, other U.S. citizens and designated aliens from threatened areas abroad or in anticipation of, or in response to any natural or man-made disaster. It provides guidance, procedures, and directives to Army Staff agencies, units, and organizations in support of evacuations from within the continental United States (CONUS), and outside the continental United States (OCONUS).

### 1–2. References and forms

See appendix A.

### 1–3. Explanation of abbreviations and terms

See the glossary.

### 1–4. Responsibilities

*a. Deputy Chief of Staff, G–1.* The DCS, G–1 is the office of primary responsibility (OPR) for personnel accountability reporting and will---

- (1) Provide guidance on accounting, tracking, and reporting of personnel throughout the evacuation process.
- (2) Monitor accountability of all Army personnel (military and civilian) during all phases of evacuation to include evacuation to a safe haven, in accordance with Geographic Combatant Commander evacuation plans and policies.
- (3) Ensure that personnel accountability reporting in the Non-Combatant Tracking System (NTS) is accurately transferred to the Army Disaster Personnel Accountability and Assessment System (ADPAAS) once Army personnel are processed through their established port of debarkation within the Northern Command (NORTHCOM) Area of Responsibility.

(4) Provide personnel accountability reporting to Army senior leaders and Joint Staff/J–1, in accordance with AR 600–86 and DODI 3001.02.

(5) Ensure that the latest evacuation and entitlements guidance is published to the ADPAAS website, and other locations as appropriate, to ensure maximum dissemination.

*b. Deputy Chief of Staff, G–3/5/7.* The DCS, G–3/5/7 is the lead for operations and will---

- (1) Ensure overall Army component command, control, and status reporting of evacuation operations (EOs) that is executed by a Geographic Combatant Command.
- (2) Measure and report on the readiness of military forces and the supporting infrastructure to execute evacuations.
- (3) Be responsible for planning EOs and repatriation in coordination with Joint Staff and geographic combatant commands.

*c. Army commands, Army service component commands, and direct reporting units.* The CG, ACOMs, ASCCs, and DRUs will---

- (1) Prepare plans to support DODD 3025.14, DODI 3001.02, and Joint Publication (JP) 3–68.
- (2) Ensure all subordinate organizations prepare evacuation, reception, and repatriation plans that support the Geographic Combatant Command EO Plan.
- (3) Use the NTS to identify and track all evacuees. Once evacuees are off-loaded at their established ports of debarkation, then assist in transferring, tracking, and reporting on affected Army personnel within the ADPAAS. Command channel reporting is not authorized, only ADPAAS reporting will be accepted once evacuees arrive at their ports of debarkation safe haven locations.
- (4) Army component commands will support EO initiated by the Department of State (DOS) and executed by the Geographic combatant command.
- (5) In the absence of an evacuation operation designated by the DOS, the Army component commands will determine the need for an evacuation of Army personnel, and if required, issue such orders in writing to ensure the safety, health, and well-being of personnel and their Family members.
- (6) Tailor evacuation order to meet the specific circumstances. Evacuation orders must identify a safe haven location, a beginning and projected end date, and identification of eligible members to evacuate.
- (7) Place military members on temporary (TDY) or permanent change of station orders if members are required to move out of a disaster area. Place dependents on DD Form 1610 (Request and Authorization for TDY Travel of DOD

Personnel) to ensure proper identification and accountability of Army evacuations and entitlements disbursement, if required to move out of a disaster area.

### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS-A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS - A, see DA Pam 25–403 for guidance.

### **1–6. Policy**

*a.* In the event of an emergency abroad affecting the safety of U.S. citizens, the DOD will support the Secretary of State's overall formal responsibility to:

(1) Protect U.S. citizens and nationals, and designated other persons, to include when necessary and feasible their evacuation to and welfare in relatively safe areas.

(2) Reduce to a minimum the number of U.S. citizens and nationals, and designated other persons, subject to the risk of death, harmful health exposures, or seizure as hostages.

(3) Reduce to a minimum the number of U.S. citizens and nationals, and designated other persons, in probable or actual combat areas so that the combat effectiveness of U.S. and allied forces is not impaired.

*b.* Combatant commands, with the support of Army component commands, will prepare and implement plans for the protection, evacuation, and repatriation of DOD noncombatants in threatened areas abroad; integrate such plans into DOS's plans for evacuating non-DOD noncombatants from foreign countries; and assist the Secretary of State in carrying out those responsibilities where militarily feasible and when formally requested by the Secretary of State.

*c.* Personnel accountability occurs at the lowest unit level. Accountability during EO will be reported through command channels and may require reporting by combatant commanders (CCMDs) using the NTS up to DCS, G–1, and to the Office of the Secretary of Defense, Personnel Readiness. When DOS directs EO reporting, the NTS system may be used by CCMDs to feed the ADPAAS upon arrival at safe haven location. Commanders will ensure personnel accountability during EO.

## **Chapter 2 Mission**

### **2–1. Overview**

*a.* Army component commands prepare and implement plans for the protection, evacuation, and repatriation of DOD personnel and Family members in threatened areas abroad. Their efforts directly support the CCMDs EO Operational Plan (OPLAN) in accordance with DODD 3025.14.

*b.* The EO Program includes the process of collecting, consolidating, and reporting the accounting of Army personnel, both military and DA Civilian (including their Family members), when an EO is ordered by a competent authority. EO applies to the personnel categories listed in paragraph 4–1. With regard to DA Civilian employees, reporting on Family members is voluntary but strongly encouraged.

*c.* Personnel accountability occurs at the lowest unit level. Accountability during EO will be reported through command channels and may require reporting by CCMD utilizing NTS up to DCS, G–1, and to the Office of the Secretary of Defense, Personnel Readiness. When DOS, CCMD directs EO reporting, the NTS system may be used by CCMDs to feed the ADPAAS upon arrival at safe haven location. Once Army evacuees are offloaded from their ports of debarkation all personnel accountability reporting will be transferred from command channel reporting and NTS to the ADPAAS for continued reporting.

*d.* The Personnel Accountability Reporting System is the primary DOD data source for the personnel data which feeds NTS and ADPAAS. NTS is identified as the system CCMDs will use to report and track Army personnel and their Family Members during an EO. Therefore, in order to meet DOD reporting requirements in accordance with DODI 3001.02, DODD 3025.14, and the Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3150.13C, ADPAAS is designated as the Army system of record for reporting the status of personnel and for tracking Family member needs subsequent to an evacuation operation.

## **Chapter 3**

### **Evacuation Operations**

#### **3–1. Evacuation Planning and Processing**

*a.* In CONUS, emphasis should be on planning for evacuations resulting from natural and manmade disasters. In OCONUS, include evacuation scenarios involving political unrest or armed conflict. EO plans will ensure accountability of personnel as they depart the evacuation location, arrive at the reception site, and include procedures to provide this information to higher headquarters on request.

*b.* Installation commanders will issue an evacuation order only if there remains a continuing, significant threat to the safety or health of a significant percentage of those assigned to the installation, those working on the installation, or their immediate families. Commanders must ensure EOs do not place personnel at further risk.

*c.* EOs are not to be used solely to create an entitlement to disaster-related benefits. Post-evacuation, commanders may consider the availability of other sources of assistance, for example, Red Cross, Federal Emergency Management Agency (FEMA), private insurance, and government personnel claims assistance, before ordering an evacuation. Evacuation benefits may be used only to pay for evacuation-related costs not covered by other sources of federal funding.

*d.* Ensure evacuees understand they are not entitled to receive payments from more than one federal source for the same evacuation-related expense. For example, if an evacuee receives FEMA relocation assistance to pay for emergency lodging, that lodging assistance may be deducted from any evacuation lodging assistance provided by the Army. Ensure that all requests for payment submitted by evacuated military Family Members and civilian employees contain a statement that they understand they are not entitled to dual federal payments for the same evacuation-related expenses; and should they receive payments from another federal agency, such payments will be deducted from any payments made by the Army for the same expense.

#### **3–2. Reception planning and assistance**

*a.* Commanders overseas, and those at ports of entry and other CONUS locations, will be ready to respond to requests for help from evacuees. Installations will coordinate with their Army component command to determine their reception and repatriation role.

*b.* Army component commands will coordinate with NORTHCOM and U.S. Pacific Command (USPACOM) to ensure installations plan for reception and repatriation. Coordination with other government agencies (such as the DOS, Department of Health and Human Services, and applicable state offices) may be required to develop reception and repatriation procedures. Appropriate DOD, Joint Staff, and Army offices will be contacted prior to Service-level interagency coordination.

*c.* Army component commands will ensure that CCMDs reception centers contain trained ADPAAS command officer representative (COR) teams to capture Army evacuees' information from NTS to ensure accurate and timely Army personnel accountability reporting within the ADPAAS.

#### **3–3. Repatriation**

*a.* Repatriation is the process through which U.S. citizens are officially processed back into the U.S. following evacuation from overseas or from other CONUS locations. Repatriation is not a part of, but is subsequent to an EO. Commander, USNORTHCOM, and Commander, USPACOM are the OPRs for repatriation. Commander, USNORTHCOM is responsible for receiving evacuees in the continental U.S., Alaska, and the U.S. territories within the Caribbean during repatriation. Commander, USPACOM is responsible for receiving evacuees in Hawaii and U.S. territories within the Pacific during repatriation.

*b.* Army installations within these geographical area of responsibility of these combatant commands will develop and maintain a plan for use during repatriation as necessary. Installations will use DD Form 2585 (Preparation Processing Center Processing Sheet) for repatriation processing, and transfer NTS records to the ADPAAS for continued personnel accountability reporting.

## **Chapter 4**

### **Accountability**

#### **4–1. Army accountability**

*a.* All Army-affiliated personnel within an affected geographical area of a designated evacuation operation will personally account for themselves with the appropriate authorities. Personnel may voluntarily provide information

concerning their Family members at the first practical opportunity following the evacuation. Personnel accountability during EO is a shared responsibility among the commander, supervisor, and the individual.

*b.* It is an inherent command and supervisory responsibility to determine and report the status and whereabouts of all assigned or attached personnel and their Family members, and to initiate, track, and report EO to Army senior leaders within the ADPAAS. EO personnel accountability processes apply to the following personnel:

(1) Regular Army Soldiers and their Defense Enrollment Eligibility Reporting System (DEERS) enrolled Family members.

(2) Army National Guard and Army National Guard of the United States and their DEERS enrolled Family members.

(3) U.S. Army Reserve dual status technicians and their DEERS enrolled Family members.

(4) DA Civilians (both appropriated and nonappropriated funds employees), including dual status technicians, and their Family members (when those Family members are eligible to receive evacuation entitlements in accordance with the Joint Travel Regulations). Supervisors are reminded that they must comply with all bargaining unit and labor relations obligations.

(5) When the affected area is OCONUS, evacuation operation personnel accountability also includes:

(a) Army sponsored and DOD affiliated U.S. contractors and their affected Family members.

(b) Any personnel in the above categories on TDY status, on leave, or temporarily located in an affected area and are separating Army personnel with remaining service obligation.

*c.* EO personnel accountability is not applicable to the following:

(1) Army retirees and their Family members.

(2) CONUS-based, Army-sponsored contractors and DOD contractors supporting the Army.

(3) Members of the Individual Ready Reserves and their Family members.

(4) Foreign nationals working for the DOD or the Army.

*d.* ADPAAS and the NTS are not intended to manage accountability of forces deployed in support of routine, daily muster, rescue, recovery, or contingency operations.



## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 600–86**

Army Disaster Personnel Accountability and Assessment Program (Cited in para 1–4a(4).)

###### **CJCSM 3150.13C**

Joint Reporting Structure – Personnel Manual (Cited in para 2–1d.) (Available at <https://www.jcs.mil/library/cjcs-manuals/>.)

###### **DODD 3025.14**

Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad (Cited in the title page.)

###### **DODI 3001.02**

Personnel Accountability in Conjunction with Natural or Manmade Disasters (Cited in the title page.)

###### **JP 3–68**

Noncombatant Evacuation Operations (NEO) (Cited in the title page.)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

###### **AR 11–2**

Managers' Internal Control Program

###### **AR 25–30**

The Army Publishing Program

###### **AR 638–8**

Army Casualty Program

###### **DA Pam 25–403**

Guide to Recordkeeping in the Army

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

#### **Section IV**

##### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website (<http://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) website (<http://www.esd.whs.mil/directives/forms>).

###### **DA Form 11–2**

Internal Control Evaluation Certification

###### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

###### **DD Form 1610**

Request and Authorization for TDY Travel of DOD Personnel

###### **DD Form 2585**

Repatriation Processing Center Processing Sheet



## Appendix B

### Internal Control Evaluation

#### B–1. Function for evacuation operations

The function covered by this evaluation is EO actions that incorporate the tracking of Army evacuees within the NTS system, and effectively transferring that information into the ADPAAS once evacuees are offloaded from their ports of debarkations at their established safe haven locations.

#### B–2. Purpose

The purpose of this evaluation is to assist the Department of the Army Inspector General in evaluating the key internal controls listed. It is intended as a guide and does not cover all controls.

#### B–3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 2 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

#### B–4. Test questions

a. Have EO team members and CORs team members been appointed at each tier level and trained as the subject matter expert on personnel accountability during EO?

- (1) Are appointment memorandums on file?
- (2) Is the EO and/or COR familiar with the EO, personnel accountability during EO and ADPAAS policy and guidance contained in this regulation, AR 600–86, DODI 3001.02, DODD 3025.14, and CJCSM 3150.13C?
- (3) Does the EO and COR have login access to ADPAAS at <https://adpaas.army.mil>?
- (4) Has the EO and COR completed ADPAAS training via the ADPAAS COR CBT, located on the ADPAAS website, and filed their certificates of completion in their ADPAAS files?

b. Does the command have an EO and Disaster Accountability Plan which establishes procedures to provide for the most expeditious accountability of personnel in all required personnel categories?

- (1) Do procedures include multiple and redundant means of communication for circumstances in which normal communication methods are disrupted or nonexistent?
- (2) Are toll-free emergency call-in numbers established to allow maximum opportunity for accountability without cost to personnel? Ensure that units use the emergency call-in toll-free numbers and TTY/TDD lines available for hearing impaired employees to allow maximum opportunity for accountability without cost to personnel. These numbers are located on Military One Source at <https://www.militaryonesource.mil>.
- (3) Do procedures include outreach plans to locate personnel (to include maintaining alert contact rosters) that include cellular telephone numbers, personal email addresses, and physical addresses to facilitate contact under emergency situations?
- (4) Do procedures provide command-wide guidance for routine review and validation of Family members and current contact information for all personnel, to include review of ADPAAS contact information?
- (5) Do procedures provide guidance on implementing the HQDA Mass Casualty Response Plan to include accounting for casualties in accordance with AR 638–8?
- (6) Do procedures support a combatant commander's evacuation operation and personnel accountability reporting, to include tracking displaced personnel from displacement through return to PDS or reassignment to new PDS?
- (7) Are all personnel provided the necessary ADPAAS training, information, and guidance required to self-account upon the occurrence of a natural or manmade disaster? Has 100 percent of assigned personnel strength been trained on the use of the ADPAAS?

c. Do all managers, supervisors, and employees understand and emphasize the urgency in accomplishing their roles and responsibilities in the event of a natural or manmade disaster?

- (1) Have any EO occurred since the last inspection that required personnel accountability reporting?
- (2) Was ADPAAS reporting directed or used locally for any of these events? If so, was the baseline population obtained from the ADPAAS validated and were reports monitored to ensure 100 percent personnel accountability was accomplished?

*d.* Does the unit conduct annual disaster personnel accountability or other contingency personnel accountability reporting exercises, to include requesting ADPAAS exercises?

**B-5. Supersession**

Not applicable.

**B-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to the DCS, G-1 (DAPE-ZXS-PC), 300 Army Pentagon, Washington, DC 20310-0300. Comments can also be sent to the ADPAAS customer support email address, [usarmy.pentagon.hqda.mbx.adpaas@mail.mil](mailto:usarmy.pentagon.hqda.mbx.adpaas@mail.mil).

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **ADPAAS**

Army Disaster Personnel Accountability and Assessment System

##### **ARIMS**

Army Records Information Management System

##### **CCMD**

combatant commander

##### **CJCSM**

Chairman Joint Chiefs of Staff Manual

##### **CONUS**

continental United States

##### **COR**

command officer representative

##### **DEERS**

Defense Enrollment Eligibility Reporting System

##### **DOD**

Department of Defense

##### **DODD**

Department of Defense Directive

##### **DODI**

Department of Defense Instruction

##### **DOS**

Department of State

##### **EO**

evacuation operations

##### **FEMA**

Federal Emergency Management Agency

##### **JP**

Joint Plan

##### **NORTHCOM**

U.S. Northern Command

##### **NTS**

Non-Combatant Tracking System

##### **OCONUS**

outside the continental United States

##### **OPLAN**

operations plan

##### **OPR**

office of primary responsibility

##### **RRS–A**

Records retention schedule - Army

##### **TDY**

temporary duty

**USPACOM**  
U.S. Pacific Command

**Section II**

**Terms**

This section contains no entries.

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