

DPC/RSU-E CRC
Weekly DOD Civilian & Contractor Class
Sample Sequence of Events

Day 1 - 0800 hrs Class Sign-in sheet, Inspection of SPOT LOA/ TDY Orders & Geneva Convention Identification Cards. Welcome Aboard Brief, extensive data entry session, medical records initial screening. Secure by 1700 hrs.

Day 2 - Continuation of medical processing, begin required Pre deployment training briefings. Secure by 1700 hrs

Day 3 - Anthrax/DNA/Varicella appointments, Medical Officer appointments and admin, continue required Pre deployment training briefings. Secure by 1700 hrs

Day 4-5 Gas mask issue, IIF gear draw, medical follow up. Finish Pre deployment training brief and classes. File Inspection: weapons certificates (if applicable), CAC ID, license, passport, DD 93, DD 11000, SPOT LOA, and all required training certificates. File collection & final inspection followed by CRC endorsement document of completion.

Day 4-5 Individual Processing Support (IPS) begins. Individuals who were found to have minor shortfalls in their deployment requirements may be authorized by the CRC staff and medical staff to extend processing into IPS. If enrolled in IPS the contractor will remain after the main group departs to obtain individuals may obtain detailed guidance and support in resolving their individual shortfalls. If the individuals are able to resolve the shortfalls within 30 days, they may return to the CRC to complete their processing review and obtain their Letter of Endorsement and Certificate of completion.

* This is provided as a typical example. The dates of each actual task will vary based on scheduling requirements and individual class dynamics. Class hours will vary each day based on specific needs of command and class.

COURSE SYLLABUS

COURSE TITLE	DELIVERY TYPE	TRAININGS LOCATION
<ul style="list-style-type: none"> • Welcome Aboard Brief • Geographical Medical Risks • General Order 1B (GO-1B) • IED Awareness • Combat Stress • Suicide Prevention • White Letter • CAOCL • CBRN/NBC Mask • Operation Security • Medical/ First Aid • Sexual Assault (UVA) • Fire Prevention • Moderate Risk of Isolation (MRI) • Law of War • Redeployment Instructions 	Instructed via Power Point Presentation	Bldg 309 CRC Classroom
COURSE TITLE	DELIVERY TYPE	PRIOR TO ARRIVAL
<ul style="list-style-type: none"> • ISOPREP: Self-Verification 	Conducted by Govt. Agent	Completed Prior to Arrival
<ul style="list-style-type: none"> • Level 1 Anti-Terrorism/ Force Protection (ATFP) • Counter Intel Reporting • Combat Trafficking • SERE 100.1A 	Online Computer Course Gov. Agent sponsored at least to one of the following: Marine.Net/ AKO/ NKO/ JKO.	Complete Prior to Arrival to the DPC/RSU-E

Pre-Deployment Responsibilities Checklist (updated as of: 16 Sep 2013)

- This checklist summarizes the pre-deployment requirements to the CRC Officer-In-Charge (OIC) best knowledge as of the date specified on this document. It is not legal guidance; however it is intended as a useful starting guide to preparing for deployment as a DOD Civilian or Contractors.
- Since policy changes and updates at various levels of Government are common, this is intended to be a living document. Insure that you have the newest versions prior to use.
- The CRC is not staffed with a legal department and does not represent or intend for this document to be used as policy or to circumvent any existing policy.
- The contracting company remains responsible for insuring that they are in compliance with all requirements regardless of whether they are found on this list.
- If you find any errors or omissions or have any recommendations on how to improve future versions of this document please contact the CRC POC.

PLEASE CONTACT THE POC FOR A CURRENT VERSION PRIOR TO USE.

MANDATORY REQUIREMENTS TO COMPLETE DEPLOYMENT PROCESSING

Item	Contractor / Civilian provides to CRC prior arrival	CRC or Govt. provides
Medical:		
Verify no symptoms of Flu (fever, cough, sore throat, runny or stuffy nose, body aches, and headache) prior to sending to CRC. If any symptoms of flu exist during CRC you will be immediately dropped and asked to reschedule for a later week. Please be prepared for this should it occur. A returning reservation request due to an illness will be accommodated as much as possible.	X	
Weight/Height Insure you are under a 40 Body Mass Index (BMI)		X
Illness Plan of Action. The DPC-E wants you to be aware that in previous years we experienced H ₁ N ₁ Flu attacks. Our Commands transient nature makes such viruses challenging and requires a quick response by us all. Please review and understand your company's/Command's and your personal plan/procedures should you become ill or become exposed to viral/bacterial illnesses during your processing. Please be prepared to implement your response plan on short notice should it be needed. We recommend you take into consideration such things as how you would obtain medical care, housing during periods of needed rest or isolation, transportation, and communication and how a contagious illness such as H ₁ N ₁ Flu would affect you and your ability to travel or care for yourself.	Recommendation only	
Select AOR you will deploy to and complete the related addendum - NAVMED 1300/5, Pacific Command (PACOM) - NAVMED 1300/6, Korean Peninsula - NAVMED 1300/7, European Command (EUCOM) - NAVMED 1300/8, Africa Command (AFRICOM) - NAVMED 1300/9, Joint Task Force (JTF) Guantanamo Bay (GTMO) - NAVMED 1300/10, West Pacific & Okinawa, (With Extended Field Exposure)	X	

Medical:	Contractor / Civilian provides to CRC prior to arrival	CRC or Govt. provides
EDHA Pre Deployment (Medical) <u>Online</u> Survey [DD Form 2795] Use the attached EDHA Instruction located on the DPC/RSU –E Website under Medical Forms	X Complete Online portion	
Medical review of DD Form 2795 (Pre-Deployment Health Assessment)	Complete Online portion	X Reviewed by Medical after arrival
DD Form 2807-1 (Report of Medical History) Your Doctor needs to complete fully, nothing is Optional or “N/E”.	X	
DD Form 2808 DPC/RSU-E Medical Officer Required Addendum 1: When completing the DD 2808 Medical Exam (below), ensure that the Doctor screens for diabetes using at minimum a fasting glucose test (or better) and attaches results/findings to the DD 2808. If glucose is abnormal must complete a hemoglobin A1C and provide results.	X	
DD Form 2808 DPC/RSU-E Medical Officer Required Addendum 2: When completing the DD 2808 Medical Exam (Below), ensure that the Doctor screens for cardiac risk using at least a lipid panel test (or better) and attaches results/findings to the DD 2808.	X	
DD Form 2808 (Report of Medical Examination) [Your Doctor completes the form in full, nothing is optional or “N/E”]	X	
DoD Contractors and DoD Civilians must provide our Medical Officers with documentation indicating that they have received their annual flu shot. (During the periods that a flu shot is currently available to the public)	X	
Eye Exam [Completion of Sect 61 of 2808 is acceptable, if glasses required have two pair with you (not contacts)]	X	
Hearing Exam – consisting of audiometric testing within 90 days.	X	
<p>Note 1: Varicella is a live virus and proof of receiving is now required for all persons processing (Per the MOD 11). It is the Contractors responsibility to have this complete. It is a live virus that cannot be given within 28 days of the smallpox vaccine.</p>		
Dental: (Per DOD CENTCOM Deployment Policy Messages)		
Dental Class I or II (DD Form 2813)	X	
Provide Current Dental Pantograph (clear paper copies ok)	X	
Other Documents:		
SPOT LOA , 3 copies (Mandatory for all Contractors to arrive with this document in hand or they will be turned away)	X	
TDY/ TDA Travel orders DOD Civilian Employees Only , mandatory to arrive with some type of official orders indicating where and when you will be traveling/returning and ordering you to attend CRC for deployment processing.	X	

ISOPREP prepared per your Security managers and supporting commands directions and process. Provide CRC ONLY a confirming letter of completion. Do not bring ISOPREP documents to the CRC. **WARNING** The ISOPREP is a classified document once it's completed.	X	
2 forms of ID (i.e. State ID Card or Drivers licenses and Passport)	X	
Training: (Government Conducted)	Contractor / Civilian provides to CRC prior to arrival	CRC or Govt. provides
NBC/ CBRN (To include familiarization with personal protective equipment). Proper Use, Removal maintenance, proper storage.		X
Region Specific Medical Briefs (Health Risk Communication)		X
Level I Anti-Terrorism / Force Protection (ATFP)	X	
UNCLAS Foreign Intelligence (Provided in Country)		X
(MRI Brief 1) – to include cultural aspects and prohibitions, and Environmental & Personnel Recovery Brief & basic Country Specific information Brief		X
(MRI Brief 2) – Code of Conduct & Conduct after Captivity Brief		X
SERE 100.1A This is a long course, although we offer it within our classroom after class, we encourage those with access to obtain prior to arrival.	X	
Combating Trafficking in person Annual Training (per MARADMIN 101/10) (Available online)	X	
Law of War Brief		X
Basic first Aid Review/Refresher Brief* (*assumes previous first aid training, intended as a refresher and critical info update brief. If detailed first aid training has not previously occurred and is warranted, please insure that the contracting company arranges completion outside CRC)		X
Combat Stress & Suicide Prevention Brief		X
Weapons Training and Qualifications: Please note that if your SPOT LOA will indicate that you are Authorized Weapons. If authorized you are required to have proof of weapons training and range qualification of your T/O weapon(s) within the past 12 months prior to arriving at DPC/RSU-E CRC. Certificate of satisfactory completion must be provided to the CRC staff for inspection. The CRC processing will not be provided until you can provide evidence acceptable to the CRC Staff. Required training minimums: T/O=Pistol: Pistol Range-Training and Qualifications Scores T/O=Rifle: Rifle Range-Training and Qualifications Scores	X If Private training is authorized, ensure it is from a Facility authorized by your Govt. Agent	X If Govt. training is authorized coordinate and complete prior to arrival.

Personal Equipment and Effects:	Contractor / Civilian provides to CRC prior to arrival	CRC or Govt. provides
Gas Mask (The DPC/RSU-E recommends contractors to arrive clean shaven as masks are not intended to seal with facial hair) Note: Individuals must be able to use standard sizes of equipment issued and grooming requirements for gas mask wear		X
Personal Clothing and personal safety equipment required to perform statement of work in the in-theater environment NOTE: Uniform utilities should not be issued without proper approval(The DPC/RSU-E does not issue uniforms or clothing) Otherwise clothing worn should not imply contractor is a member of the military or combatant	X	
Arrive with proof that you have obtained and will deploy with a sufficient supply of Malaria Chemoprophylactic for entire deployment period for all areas indicating a current requirement to include but not limited to: Afghanistan (year round), Pakistan (year round), Tajikistan (May-Oct), Yemen (Year Round).	X	X Medical Officer may offer a prescription if needed
Identification:		
Passport -[Required for all contractors to re-enter the USA and for virtually all Countries visited] [Bring Photo Copy or original to CRC] per DoD 4500.54-M, February 4, 2009	X	
DoD Civilians require the Maroon "Official Passport"	X	
Country Entrance/Exit Requirements. Please follow the Electronic Foreign Clearance Manual (FCM) formally called the (FCG) Guide Country requirements found at: https://www.fcg.pentagon.mil , and check the Depart of States website links http://www.travel.state.gov to obtain up-to-date information on requirements for Individual Country Entrance and Exit. (Reqd. Per DoD 4500.54-M, February 4, 2009) Note: If the 2 web sources of information conflict, we recommend obtaining the more restrictive requirements to minimize the potential risks.	X	
Visas: are required for contractors supporting the armed forces in many Countries! Contractors typically Do Not Fall under the Uniformed Militaries Visa Requirements look for the information specific to you (i.e. DoD Civilian or DoD Contractor). Failure to comply with the individual Country's requirements can cause adverse legal problems and in some cases has tarnished US Foreign Country relations. DPC/RSU-E may conduct random spot checks of visa's that are to be acquired in CONUS to help insure Contractors comply with FCM requirements. This spot check is not meant as a comprehensive inspection of all documents which remains the responsibility of the contracted company.	X	
Individual Country Clearance Requirements/Documents (As required by the DOD Electronic Foreign Clearance Manual (FCM) formally called (FCG). Company required reviewing requirements and insuring compliance prior to arrival at DPC/RSU-E).	X	
Applicable Licenses, Customs Duty (as required)	X	
Valid US License (required for driving in many Countries or provide a Company letter waiving the need to drive a motor vehicle) [Inspected by DPC/RSU-E personnel]	X	

Identification:	Contractor / Civilian provides to CRC prior to arrival	CRC or Govt. provides
<p>Important Note regarding CAC Card Issuance: All contractors will need to arrange these services through there supporting/ requiring Command prior to arrival at the CRC. This is a 5 step process requiring the contractor to:</p> <p>(1) Insure that the individual has a current background adjudicated in JPAS (2) Locate your CVS Trusted Agent (TA) and request the TA to enter your deployment into CVS, (3) The contractor then logs in to CVS using the user name/password provided by the TA and completes a self entry of further data, (4) The TA logs in-again and provides a final approval in CVS. You will know that the TA has completed the approval once the contractor receives an automated email from CVS. This email is sent to the email they entered during step 3, the email states that the CVS entry is complete and directs them to go to any Military ID Card Center for CAC issuance. (5) Proceed to any Military Base ID with a copy of your orders and two forms of ID to obtain your CAC Card. If you do not have an ID Card center nearby you will be directed to our base ID center once you arrive. They will only be able to assist you if you have properly completed Steps #1-4 above.</p> <p>NOTE: If you still need to obtain an ID Card please <u>do not schedule your processing or arrival more than 15 days prior to your deployment start date as listed on your orders. The ID Card Centers are not allowing issuance any earlier. We strongly urge that you attempt to obtain your ID Card prior to arrival</u></p>	X	
<p>Verify that you have the Proper Overseas CAC Card Issued: Please do not assume that your base ID facility will issue you the correct type of ID Card as some ID Card Centers rarely work with DOD Contractors who are deploying Overseas and may not be aware of the proper format (based on our experience).</p> <p>Option 1: (TYPICAL) This CAC card has the printed title “Geneva Convention Accompanying Forces ID” found at the bottom of the front of the card. You should obtain this card if you are deploying in support of a contingency operation such as GWOT/OEF/OIF...or similar project supporting a military action. The card must cover the entire deployment period as listed on your SPOT LOA. This specific CAC Card is the only card available (to our knowledge) that provides you the implicit Geneva Convention protective verbiage required to ensure you remain in compliance with “Category 4” of “the 1949 Geneva Convention Relative to the Treatment of Prisoners of War”.</p> <p>Option 2: This CAC card has the printed title “Identification and Privilege Card” found at the bottom of the front of the card. This card does not contain the implicit Geneva Convention protective verbiage. If you are a contractor or DOD Civilian working overseas on a project not related to an Military Contingency/Action such as GWOT/OEF/OIF/ and subsequently would not need protection under “Category 4” of the Geneva Convention then this card may be an option in lieu of the above.</p>	X	
<p>Basic Issue of Personal Protective Equipment (PPE):</p>	Contractor / Civilian provides to CRC prior to arrival	CRC or Govt. provides
<p>1. Kevlar Helmet 2. Flak vest w/inserts SAPI. 3. Ballistic Goggles 4. Gas Mask [Note: Individuals must be able to use standard sizes of equipment issued or could be Disqualified].</p>		X

Important Gear Notes:

- The gear above will be issued via the base Individual Issue Facility (IIF), the CRC will coordinate and inspect the issue of this equipment during your CRC processing week.
- If you have recently been issued, ensure that you bring a verifiable receipt of issue as it will be required to waive issuance at CRC
- Should your contract require additional military issue in order to support your contract requirements, please coordinate these requests via your government requesting/supporting agency in advance.
- Please note that the above list is not all of the items that you need to safely deploy. Each contract company will develop a list of deployment gear specific to the deployment location, duties, and time frame. Typically deployment travel items not listed above are easily purchasable outside of Military facilities and should be purchased by the contractor/contract company directly in compliance with their contract to minimize the burden on the US Govt. Since these other items are normally readily available, they will not normally be issued here, unless the contract specifies Govt. provided and then only if the IIF agrees to issue.

Additional Medical and Medical Support:

Medications as needed (minimum of 90 days' supply)

Current Prescription and (2) eyeglasses if vision requires. Includes safety glasses/goggles. [maybe spot checked in DPC medical dept]

MCB Camp Lejeune

1. **Seat belts** must be worn by everyone in the vehicle at all times.
2. **Cell Phone.** The driver must have a hands free device while using a cell phone on base.
3. **No texting** and Driving allowed
4. **Colors.** You are required to pull over and come to a complete stop during morning and evening colors (US Flag raised and lowered while the bugle is sounding at 0800 and Dusk everyday).

CRC Points of Contact

<p>Sgt Hernandez: Anthony.R.Hernandez@usmc.mil</p> <p>Command Mailing Address: COMMANDING OFFICER DEPLOYMENT PROCESSING COMMAND / RESERVE SUPPORT UNIT – EAST PSC BOX 20086 CAMP LEJEUNE, NORTH CAROLINA 28542-0086 ATTN: CRC OIC</p>	<p>DPC/RSU-EAST CRC Work Hours M-F Office: (910) 450-9307</p> <p>24 HR Duty Phone Numbers: DPC/RSU-EAST OOD (910) 526-7946</p> <p>For Medical Questions Contact :</p> <p>DPC/RSU-EAST Medical Section (910) 450-9140</p>
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