

DPC/RSU-EAST CRC REQUEST FORM

REQUIRED RESERVATIONS: DPC/RSU-East CRC requires reservations to be schedule (for both mobilization (Mob) and/or demobilization (Demob) process) no less than 10 days prior to arrival and no more than 60 days of the requesting class dates. Class dates are subject to change, this is why it's important to obtain a reservation confirmation prior to arrival. All Mob's and Demob's start at 08:00, unless directed otherwise by the CRC.

DPC/RSU-East CRC POC
Mr. Dan Montoney
Email: danny.montoney@usmc.mil
Comm: (910) 451-0546 DSN: 751-0546

MOBILIZATION: Class dates are confirmed via email between DPC/RSU-East CRC and the requesting contracted company, the company can fill-out sections 1 thru 110 of this form. Section 12 thru 14 can be filled out be either the requesting company or the authorizing government agent. Once completed the contracting company or authorizing government agent can submit the request to the DPC/RSU-East CRC POC. The CRC will email a confirmation of dates and classes requested. Individuals that have processed thru DPC/RSU-East CRC and haven't Demob, will be required to complete the Demob process before starting a new mobilization.

DEMOBILIZATION: Individuals that process/or received government equipment for Mob thru DPC/RSU-East, are required to return back to DPC/RSU-East for their Demob process. This request form and dates can be coordinated between the contracting company and DPC/RSU-East CRC.

CONTRACTING COMPANY OR UNIT INFORMATION

(1) COMPANY/ UNIT NAME	(2) COMPANY/ UNIT SUPERVISOR'S NAME	(3) DATE OF REQUEST
(4) COMPANY/ UNIT SUPERVISOR'S PHONE #	(5) COMPANY/ UNIT SUPERVISOR'S EMAIL	(6) REQUESTING TRAINING FOR

ATTENDEE(S) INFORMATION

(7) LAST NAME	(8) FIRST NAME	(9) PROCESS	(10) CLASS DATE	(7) LAST NAME	(8) FIRST NAME	(9) PROCESS	(10) CLASS DATE
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

REQUESTING GOVERNMENT AGENCY INFORMATION

(11) AUTHORIZING GOVERNMENT AGENCY	(12) AUTHORIZING GOVERNMENT POC NAME
(13) AUTHORIZING GOVERNMENT POC PHONE #	(14) AUTHORIZING GOVERNMENT POC EMAIL

ALL DEPLOYING DOD CIVILIAN'S AND CONTRACTOR'S

Login and Complete the EHA **Pre-deployment** Health Assessment within 30 days of deployment. <https://eha.health.mil/EHA>

EHA Help Desk (757) 953-0737 or (757) 337-1792 send an email to: usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-phal@mail.mil

MEDICAL DOCUMENT REQUIRED FOR DEPLOYMENT

DD 2807-1 Report of Medical History signed by a Doctor within 90 Days DD 2808 Report of Medical Examination signed by a Doctor within 90 Days DD 2813 Dental Examination signed by a Dentist within 90 days, to-include Bite-Wings within the last 2 years & Panoramic X-Rays within the last 5 years Eye Exam within 1 year, filled out completely on DD 2808 and signed Audio Exam within 1 year with all numerical ranges, no check marks Female Exams: PAP Smear Exam within 3 years/ Mammogram (If over 40)

Immunization Card
Lab Work:
-HIV (120 Days prior to deployment) -BMP
-LIPID Panel (Fasting) -CBC
-G6PD -Sickle Cell
-DNA -HCG (Females Only)
-U/A

DOD CONTRACTOR ADDITIONAL DOCUMENT

Civilian (Blue) U.S. Passport
Driver's license or State Identification
SPOT LOA
Common Access Card (CAC) w/Geneva Convention Category
(All dates must cover the entire deployment)

ADDITIONAL INFORMATION:

DPC/RSU-East CRC does not:
-Collect or process DoD Civilian's or Contractor's Isolated Personnel Reports (ISOPREP)
-Train nor certify individuals that are authorized to carry weapons per their SPOTLOA or TDY/TDA
-Provide housing, meals or transportation on or around the Jacksonville area or Marine Corps Base Camp Lejeune

DOD CIVILIAN'S ADDITIONAL DOCUMENT

Government (Maroon) U.S. Passport
Driver's license or State Identification
TDY/TDA
DD Form 2365
Common Access Card (CAC) w/Geneva Convention Category
(All dates must cover the entire deployment)

DEMOBILIZATION:

Before arriving to DPC/RSU-East CRC: Login and complete the EHA **Post-deployment** Health Assessment within 30 days of returning from your deployment. <https://eha.health.mil/EHA/>

COMPUTER BASED TRAINING: BRING ALL CERTIFICATE'S

Survival, Evasion, Resistance and Escape (SERE) 100.2
Level 1 Anti-Terrorism Awareness Training
Joint Staff Operations Security (OPSEC)
DoD Cyber Awareness Challenge
Combat Trafficking in Person (CTIP)
Counterintelligence Awareness and Reporting Course for DOD Culture
Orientation Training (DLIFLC)

Notes:

Note: The CRC Checklist is a living informal document designed to help the contractors prepare properly for their arrival at CRC. New requirements are updated in the document as appropriate. The current version of the CRC Contractor Checklist will be maintained in the DPC/RSU-East website or can be obtained from CRC staff via e-mail. For more information about DPC/RSU-East CRC: <https://www.marforres.marines.mil/Units/Force-Headquarters-Group/DPC-RSU-East/DOD-Civilian-Contractor-Mobilization-Processing/>

Computer Based Training

<https://jkodirect.jten.mil/>

Name: SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)

Prefix: J3T

Course Code: A-US1329

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=J3T&course_number=A-US1329

Name: Level I Antiterrorism Awareness Training (2 hrs)

Prefix: JS

Course Code: US007

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=JS&course_number=-US007

Name: Joint Staff Operations Security (OPSEC) (1 hr)

Prefix: JQO

Course Code: US009

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=JS&course_number=-US009

Name: Department of Defense (DoD) Cyber Awareness Challenge 2024 (1 hr)

Prefix: DOD

Course Code: US1364-24

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=DOD&course_number=-US1364-24

Name: Combating Trafficking in Persons (CTIP) for Acquisition and Contracting Professionals Course (1 hr)

Prefix: CTIP

Course Code: AP-US012

https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=DOD&course_number=-US1364-24 Combat Trafficking in Person (CTIP)

Name: Counterintelligence Awareness and Reporting Course for DOD

Center for Development of Security Excellence (CDSE) Security Awareness Hub.

This course is best viewed in Edge or Chrome.

<https://securityawareness.usalearning.gov/cidod/>

Defense Language Institute Foreign Language Center (DLIFLC)

Countries in Perspective

(Click the “Countries in Perspective” Locate and click on your deploying Country by name. Take the assessment test per section, once completed fill in your name and print the certificate.

<https://fieldsupport.dliflc.edu/productList.aspx?v=cip>

<https://jkodirect.jten.mil/>

Personnel Recovery (PR)

(DOD contractors must refer to the specific language contained within their contract to determine whether they are afforded DOD PR support and whether or not they are mandated to comply with the USCENTCOM)