

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 11 of this form. The request is submit to the authorizing government agent. Section 12 thru 15 can be filled out by either the requesting company or the authorizing government agent, but section 16 is a CAC digital signature for the authorizing government agent listed in sections 13 thru 15. 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) MI	(10) MOB OR DEMOB	(11) DATE REQUESTING CLASS

REQUESTING GOVERNMENT AGENCY INFORMATION

(12) AUTHORIZING GOVERNMENT AGENCY	(13) AUTHORIZING GOVERNMENT POC NAME
(14) AUTHORIZING GOVERNMENT POC PHONE #	(15) AUTHORIZING GOVERNMENT POC EMAIL

MOBILIZATION AND DEMOBILIZATION INFORMATION

MOBILIZATION:	DEMobilIZATION:
ALL DEPLOYING DOD CIVILIANS AND CONTRACTOR'S	BEFORE ARRIVING TO DPC/RSU-EAST CRC
Login and Complete EDHA Pre-deployment Health Assessment within 30 days of deployment. Make sure you save your work. https://data.nmcphc.med.navy.mil/edha/Index.aspx	Login and Complete EDHA Post-deployment Health Assessment within 30 days of returning from your deployment. Make sure you save your work. https://data.nmcphc.med.navy.mil/edha/Index.aspx

EDHA Help Desk (757) 953-0737 or send an email to: usn.hampton-roads.Navmcpubhlthcenpors.list.nmcphc-edhahelpdesk@mail.mil

DOD CIVILIAN & DOD CONTRACTOR'S DOCUMENTS	CHECKING-OUT OF BASE ENTITIES AND DPC/RSU-EAST CRC
DD 2807-1 Report of Medical History DD 2808 Report of Medical Examination DD 2813 Dental Examination w/ Bite-wings and Panoramic X-Rays Immunization Card and COVID-19 Vaccination Card (if applicable)	1 st Check-in with the CRC Staff and receive the CRC checkout sheet 2 nd Checkout with DPC/RSU-East CRC Medical finish EDHA with a provider 3 rd Building 1501 return all IIF Issued Equipment 4 th Building 1501 return NBC Gas Mask 5 th Building 59 return Common Access Card (CAC) w/Geneva Convention Category 6 th Finish Checking-out by return back to CRC for final signatures and copies of checkout documents
DOD CONTRACTOR ADDITIONAL DOCUMENT Civilian (Blue) U.S. Passport, Driver's license or State Identification SPOT LOA <i>(All dates must cover the entire deployment)</i> Common Access Card (CAC) w/Geneva Convention Category	Notes:
DOD CIVILIAN ADDITIONAL DOCUMENTS Government (Maroon) U.S. Passport, Driver's license or State Identification TDY/TDA <i>(All dates must cover the entire deployment)</i> DD Form 2365 Common Access Card (CAC) w/Geneva Convention Category	
ONLINE CLASS: BRING ALL CERTIFICATE'S Survival, Evasion, Resistance and Escape (SERE) 100.2 Anti-Terrorism Awareness/ Protection Level 1 Counterintelligence Awareness and Reporting Operations Security (OpSec) Cyber Awareness Combat Trafficking in Person (CTIP) Culture Orientation Training (DLIFLC)	
(16) AUTHORIZING GOVERNMENT POC DIGITAL SIGNATURE	<small><i>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/</i></small>

Computer Based Training

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

Survival, Evasion, Resistance and Escape (SERE) 100.2
Antiterrorism Awareness / Protection Level 1
Operations Security (OpSec)
Combat Trafficking in Person (CTIP)
Counterintelligence Awareness and Reporting

<http://fieldsupport.dliflc.edu>

Culture Orientation Training (DLIFLC)
(Click the "Country" button at the top of the page. Locate and click on your deploying Country by name, then click on that Country's "in Perspective". Take the assessment test per section, once completed fill in your name and print the certificate. FYI, the info doesn't save)

<https://cs.signal.army.mil>

DoD Cyber Awareness Challenge

<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)