

Deployment Processing Command – West Contractor Replenishment Cell (CRC)

Processing and Preparation Instructions

Contents

Purpose and Important Contacts 3

Request Processing 4

 Initial Requests 4

 Confirmation 4

 Letter of Authorization (LOA) and Gear Issue 4

Prepare for Processing 5

 15 days prior to processing date..... 5

 Required online training for processing..... 6

 5 business days prior to processing..... 7

CRC Processing Request Form 8

Purpose and Important Contacts

This document provides instruction and guidance for DoD contracting companies to schedule deployment processing with the Deployment Processing Command – West (DPC-W). This document is only valid for DPC-West and can not be used for DPC -East. For DPC-East please utilize the following link:

<https://marforres.usmc.afpims.mil/Units/Force-Headquarters-Group/DPC-RSU-East/DOD-Civilian-Contractor-Mobilization-Processing/>

Overview

- Mission: DPC-W will facilitate processing and pre-deployment training of civilian contractors deploying in support of USG operations
- Location: Building 64322, 64 Area, Camp Talega, Camp Pendleton

Contacts

CRC Chief:

- Sgt Becerra- Email: jesse.becerra.mil@usmc.mil Phone: (760) 763-3422
- Sgt Rakestraw- Email: kristaphor.rakestraw.mil@usmc.mil Phone: (760) 763-3177

CRC OIC:

- Major Lim – Email ryan.lim@usmc.mil

All communications regarding CRC cycles need to be completed directly through the CRC Chiefs or OIC via email/phone.

Request Processing

Initial Requests

- The company requesting processing must contact the CRC at DPC-W no later than **3 weeks prior (15 business days prior)** to the initial requested processing date and submit the CRC Processing Request Form. All processing schedules begin on Monday at 0730. Any follow-on instructions will be communicated upon initial enrollment.
- **The CRC Processing Request Form must be completed in its entirety and submitted via e-mail directly to the CRC staff at the points of contact given.**
- Gaining Force Command and in theater activity description are required information so that CRC staff can appropriately prepare its training schedule to meet the needs of the contractors sent for processing.
- **ALL REQUESTS MUST HAVE VALID LETTER OF AUTHORIZATION (LOA) ATTACHED; CRC SEAT WILL NOT BE RESERVED WITHOUT IT.**

Confirmation

Processing dates are not confirmed until a confirmation email is sent from the CRC staff. Upon confirmation a checklist and coordinating instructions will be provided.

Letter of Authorization (LOA) and Gear Issue

LOAs must be sent directly to CRC staff a minimum of 10 business days before the cycle start date. This ensures that we can obtain gear appointments from the Individual Issue Facility (IIF). If a contractor does not require a gear request, please annotate this in the initial request.

Prepare for Processing

15 days prior to processing date

Upon confirmation of processing, contractors must begin preparing their gear, medical records, and deployment documentation. The following documentation is required to process for deployment through DPC-W:

- Immunization record
- Required Vaccinations can be found at: <https://www.health.mil/Military-Health-Topics/Health-Readiness/Immunization-Healthcare/Vaccine-Recommendations/Vaccine-Recommendations-by-AOR>
- Synchronized Predeployment & Operational Tracker (SPOT) LOA (or TDY/TDA Orders)
- DD Form 93 – Record of Emergency Data
- **ISOPREP Completion Certificate**

(<https://prmsglobal.prms.af.mil/prmsconv/login/banner>) under profile in the top center of the page after they have logged in using the individuals DOD ID.

- DD Forms 2795 w/ provider sign off; DD 2807; DD 2808; DD 2813
- CAC ID Card w/ Geneva Convention Code (or DEERS registration to acquire one while on Camp Pendleton)
- Driver's license (not expired)
- Passport (valid throughout deployment period)
- Gear issue request or receipt

Minimum standard gear required **helmet, body armor, eye protection, gas mask**. If contractors require gear issue from our facility, please notify us in advance. **LOA needs to be submitted no less than 15 days prior to processing for gear issue, or else individual will be denied gear issue. LOA needs to be current.**

Required online training for processing

To process efficiently, contractors must complete their online training requirements **PRIOR TO** reporting to DPC-W. The necessary courses to process through DPC-W are found on Joint Knowledge Online and Marine Net. Certificates from these courses must be printed and brought with the contractor.

Online training access instructions

Joint Knowledge Online (JKO)

- Go to <https://jkodirect.jten.mil>
- Click Non-Government Personnel/Sponsored Account Registration
- Fill in the User Profile and obtain Username/Password login

Required courses (JKO)

- Combating Trafficking in Persons (CTIP)
- SERE 100.2 Level A/Code of Conduct
- Level I Antiterrorism Awareness
- Joint Staff Counterintelligence Awareness and Reporting
- Operations Security (OPSEC)
- ISO Prep/ COIN Knowledge Assessment
- Stress Management (Leadership 6)

MarineNet

- Go to: <https://www.marinenet.usmc.mil/MarineNet/GeneralInformation.aspx?select=AccessView.?DoDAgree>
- Submit request for an account and notify your company.
- Primary Sponsor: Major Ryan Lim (760) 763-3422
- **If you need a MarineNet Account, please contact the MarineNet Help Desk. Sponsors can only approve accounts after this step has been completed. Do not contact sponsor directly!**

Required courses (MarineNet)

- Force Protection

All courses may also be found on all other equivalent Net sites, (Army, Navy, and Air Force Sites)

***PLEASE ENSURE ALL PREWORK IS BEING COMPLETED PRIOR TO ARRIVAL FOR PROCESSING AT DPC-W. (Medical/Dental paperwork, Computer Based Training- JKO & MarineNet)**

5 business days prior to processing

Compile Documentation - contractors should verify completion of all checklist materials and bring those (hard copies) to the first training day.

Travel Arrangements

DPC-W DOES NOT PROVIDE HOUSING OR TRANSPORTATION

- **Inbound flights** must allow the contractor to report at 0730 on the initial processing date (Monday)
- **Outbound flights** must accommodate a final debrief that concludes at 1600 on the final processing date.
- Camp Talega is at the north end of Camp Pendleton. For ease of access, **utilize a hotel in San Clemente, CA.**
- Contractors are not provided transportation, so **a rental car is necessary.** Make a reservation 1 week prior.

CRC Processing Request Form

DPC-W, Camp Talega, CA

Initial Processing Date

DD / MM / YYYY

Deploy:

☐

Redeploy:

☐

Attendee name:

Attendee name:

Attendee name:

Attendee name:

(Attach additional page for extra names)

Company name

(For what company does the contractor or DoD Civilian work?)

Company Point of Contact

(Who is the supervisor of the contractor or the DoD Civilian?)

Name:

Phone number and e-mail address:

Government Requesting Agency

(With what agency is your company contracted?)

Gaining Force Command/Activity

(Where are the contractors deploying? What, in short, will they be doing?)

Government Requesting Agency Point of Contact

Name:

Phone number:

--

Department and Division Name:

E-mail address:

--