



# **DEPLOYMENT INFORMATION PACKET**

*As of 25 October 2012*

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REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
CONUS REPLACEMENT CENTER  
10480 EL CANEY AVENUE  
FORT BENNING GA 31905-3525

ATSH-INC

MEMORANDUM FOR Deploying Non-Unit Related Personnel (NRP)

SUBJECT: Welcome Letter

1. Welcome to the Continental United States Replacement Center (CRC), 197th Infantry Brigade at Fort Benning, Georgia.
2. Since December 1995, the CRC has been projecting military power worldwide; deploying personnel in support of five contingency operations to 36 locations worldwide. Our mission is to receive, process, and validate individual Non-Unit Related Personnel (NRP) from all military branches and components, DA and DOD Civilians, as well as other federal government agencies to include AAFES and the American Red Cross. The CRC currently facilitates the deployment of approximately 150 personnel each week.
4. Upon arrival at the CRC, you will be assigned to one of our two deployment companies for command and control. Our experienced Cadre will make every effort to ensure your processing is as efficient and smooth as possible. During your stay, we will provide billeting, linen, meals and transportation to and from each processing site.
5. All personnel are asked to report to the CRC on Friday NLT 2000. All personnel will report to the Staff Duty. The current program of instruction (POI) is seven days in length culminating with sign-out and/or SAAM flight occurring on the following Friday. Our primary objective is to screen and validate each individual for deployment into the various theaters of operation. Your processing will include both administrative and medical screening; equipment issue; and Theater Specific Individual Requirement Training (TSIRT).
6. Please review our web site at <http://www.benning.army.mil/infantry/197th/crc/index.asp> for answers to basic questions concerning your deployment processing.
7. Thank you for your service to our nation and forward to supporting you during your deployment process.
8. POC for this memorandum is the Battalion Operations Officer at 706-604-2368.

////Original Signed////  
LEE P. GEARHART  
LTC, AG  
Commanding

## Section 1: Order of Processing Acceptance

1-1. The CONUS Replacement Center (CRC) order of priority for in-processing is mandated by **Headquarters Department of the Army G-3 EXORD 310-10**. Valid Human Resource Command CRC reservations are in-processed on Saturday from 0900 until 1230. **The order of priority is as follows with all Military and DOD Civilians will fall into the same priority order equal:**

- a. HQDA Directed
- b. Linguists with a reservation
- c. Communications/Intelligence with a reservation
- d. Surveillance Reconnaissance with a reservation
- e. Medical Soldiers (Non-Unit Replacement Personnel) with reservations
- f. Counter IED with a reservation
- g. Military Working Dog Personnel with a reservation
- h. Vehicle Maintenance Contact Teams with a reservation
- i. Embedded Trainers with a reservation
- j. Other Logistic Support Personnel with a reservation
- k. General Purpose Forces with a reservation

1-2. Non-Unit Related Personnel that arrive to CRC with or without reservations after 2000 on Friday will not in-process until the Company Commander has determined available vacant seats. Once available vacant seats are determined, conditional standby personnel will be accepted up to processing capacity 435. **The order of priority is the same as above with individuals with a reservation having first priority and individuals without a reservation having last priority:**

## Section 2: Orders

**Individuals reporting to CRC for processing must arrive with the correct type of orders for their individual status. Please see below:**

- a. **Army – All Army Soldiers must report with valid orders (TCS, CO-ADOS, PCS ECT.). Army Soldiers are not authorized to travel to the area of operation on DD Form 1610 (TDY) for more than 30 days. Soldiers reporting to CRC on DD Form 1610 (TDY) for more than 30 days, will not be validated until they receive valid orders. The only exception to this rule is if the Soldier mobilizing from a Joint Command.**
- b. **All other forces will report with appropriate orders from their branch of service.**
- c. **DOD/DA Civilians will report with a valid DD Form 1610.**

### Section 3: Prerequisites

The following are prerequisites in order of priority that must be complete prior to your arrival to the CRC:

- a. RESERVATIONS FOR CRC: Place your reservation by clicking the following link:  
<http://www.benning.army.mil/infantry/197th/crc/MakeAReservation.htm>

How to Request an AKO ID: visit [www.us.army.mil](http://www.us.army.mil)

PRO-FILE SURVEY ONLINE (Requires AKO account and digital photos) Deployees MUST complete the PRO-File survey (replaces ISOPREP form) by clicking this link: <https://medinah.sed.monmouth.army.mil/PRO-File/> and bring verification certificate to CRC. If the link is not working, then the pro-file survey will be completed at the CRC.

- a. PRE-CERTIFICATION TRAINING  
Pre-Certification Memorandum and instructions - Pre-Certification Training must be validated by O-6 (or higher) for training conducted prior to arrival at CRC, Fort Benning. Please click on your status for links to Pre-Certification for MILITARY or CIVILIAN.
- b. Theatre-Specific Individual Readiness Training (TSIRT). Click the following link:  
[http://www.benning.army.mil/infantry/197th/crc/CRCmissions\\_deployment.htm](http://www.benning.army.mil/infantry/197th/crc/CRCmissions_deployment.htm) All deployees must have in their possession a valid certificate of training for OPSEC and Information Assures (IA) training when they arrive in theatre.

### Section 4: Medical Information

- 4-1 (MOD 10- Effective 14 April 2010) We strongly recommend all deployees provide medical information document to their health care providers long before arriving to the CRC in order to accomplish the medical requirements and avoid “delay deploy” status.
- 4-2 Everyone will undergo a medical screening and interview as part of their processing. Completing as much of the medical requirements prior to reporting will be in your favor. It is important that you bring copies of all pertinent medical documentation with you.

These links will provide you with detailed information regarding medication and immunization requirements as well as medical and dental standards. The Readiness Processing Center (RPC) operates the medical Soldier Readiness Processing (SRP) portion for deployment validation. For further information email: [bmachmedicalsrp@amedd.army.mil](mailto:bmachmedicalsrp@amedd.army.mil)

<http://www.benning.army.mil/infantry/197th/crc/content/PDF/Military%20Medical%20Information.pdf>

## Section 5: SRP Information

- 5-1 Soldier Readiness Processing is the verification of individual Soldier readiness for deployment. HQDA guidance is found in AR 600-8-101 and HQDA G1 Personnel Policy Guidance (PPG). The Installation Adjutant General operates the Administrative SRP.
- 5-2 For a complete list of documents to bring with you for Administrative Processing, see the CRC Web page under documents to bring.
- 5-3 Effective 1 May 2009, issuance of the Eagle Cash Store Value Card (SVC). Click the following links for more information:

[http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/ASA%20\(M&RA\)%20Memo%20dtd%2020090320.pdf](http://www.armyg1.army.mil/MilitaryPersonnel/PPG/Hyperlinks/Adobe%20Files/ASA%20(M&RA)%20Memo%20dtd%2020090320.pdf)

<http://www.fms.treas.gov/eaglecash/index.html>

<http://www.fms.treas.gov/eaglecash/svcfacts.html>

## Section 6: Baggage Information

For additional baggage information see the CRC Web Page under Deployment; Baggage Rules. Click on the following link:

[http://www.benning.army.mil/infantry/197th/crc/baggage\\_rules.htm](http://www.benning.army.mil/infantry/197th/crc/baggage_rules.htm)

- a. Individuals deploying to KUWAIT and IRAQ will use travel obtained by CRC Fort Benning ONLY.
- b. Your military order does not dictate or override the below stipulated limit for baggage. You are limited by the Military Contract Air Company and status as to the amount of baggage allowed. Allowances are listed below. Civilian suitcases are not authorized. Bags with wheels are not authorized. Female's purse must not be larger than an 8x11 size of paper.

<u>Status</u>	<u>Duffle Bags Allowed</u>	<u>Carry On Allowed</u>
Active Duty	4	1
RC/NG	4	1
DOD/DA	3	1

- c. It is imperative that you have annotated in your orders “excess baggage authorized, not to exceed four pieces”. During processing at the CRC you will receive 2 to 4 duffel bags of OCIE equipment.
- d. If you are flying on a commercial flight, your order must have an “excess baggage authorized” statement or you will incur out of pocket costs for the excess baggage. This statement in your order will “pay” for your OCIE equipment to be shipped.
- e. K-9 Military Working Dog handlers are required to have the following items annotated in their orders to arrange for excess baggage.
  - (1) Valid Fund Cite
  - (2) State Destination
  - (3) Name of K-9
  - (4) SN # of K-9
  - (5) Type of K-9
  - (6) Dimension of dog kennel
  - (7) DODAC
  - (8) Weight of dog food

### **Section 7: Travel to the CRC**

- 7-1 Deployees arriving at the Columbus Metropolitan Airport, Columbus, GA can utilize the no cost shuttle to the CRC. Deployees must show a copy of their orders to use this no cost shuttle. Upon arrival, check in with the military liaison and they will direct you to ground transportation. If the military liaison or contract carrier is not available, contact the CRC Staff Duty at 706-544-6500.
- 7-2 Deployees arriving at the Hartsfield-Jackson International Airport, Atlanta, GA must use commercial transportation to the CRC. Deployees must pay for this service and claim it on their travel voucher.
- 7-3 Deployees arriving by POV will head South on Interstate 185, enters through the Ft. Benning Main Gate. In order to enter post, you must present your license, registration, and insurance at the gate in order to obtain a temporary pass. Proceed to the end of the highway then turn left at the traffic light on First Division Road; turn right at fork on 8th Division Road; and turn right on Cusseta Road at the gas station. The CRC is located on the right side between Chapel and Hawkes Road.

### **Section 8: Arrival to the CRC**

- 8-1 Personnel arriving after duty hours should report to the Battalion Staff Duty/Billeting Office located in Building 4720 for billet and linen issue. The four man room consists of two bunk beds and four wall lockers (one for each per person). You must provide locks to secure your equipment. There are individual rooms for Senior Leadership (06, E9, and CW5) when available otherwise you will be lodged in a four man room. Individuals are not required to stay in the barracks, but transportation **WILL NOT** be provided to/from the CRC from those locations. Deployees electing to billet off post **WILL NOT** receive a

statement of non-availability and must provide contact information. Military Working Dog handlers are not authorized to house animals at the CRC compound. Handlers must ensure kennels are available prior to arrival to CRC for processing or stay at an off post hotel that allows dogs.

- 8-2 Personnel arriving during duty hours need to report to the Battalion S4 Billeting Office located in Building 4720. You will be issued a barracks room and sign for linen.
- 8-3 Friday Arrivals. Arrive no later than 2000 hours on the Friday before your Deployment Cycle begins. Report to the Battalion Staff Duty Office located in Building 4720. The uniform on Friday is Civilian attire.
- 8-4 Saturday Arrivals. Per HQDA EXORD 001-13, all deployees are to arrive no later than 2000 on Friday. Late arrivals (Saturday) will be processed as hold-unders and will report to Staff Duty Building 4720. The uniform for Military is the Army Combat Uniform (ACU) or service equivalent, with soft cap. All others will wear appropriate Civilian attire. If a deployee is delayed in route, call immediately 706-544-6500.
- 8-5 Sunday Arrivals. Individuals arriving on Sunday **WILL NOT BE PROCESSED** for deployment, and may be required to make another reservation for deployment processing.
- 8-6 Transportation to all agencies will be provided by the CRC. Hydration Systems must be worn at all times, regardless of the season. The CRC will not store POV's, TA-50, Equipment, or weapons.

## Section 9: Packing List

- 9-1 Per Personnel Policy Guidance, Ch 10-6, it is recommended you bring the following personal items: ID Tags with chain, Medical Warning Tags with chain (if required), a second pair of eyeglasses (as required), ear plugs, towels, donut pad for helmet (if applicable), 180-day supply of medications with mechanism for refills, lip balm, sun screen (SPF 15 or greater), foot powder – antifungal, water purification tablets, eye drops, padlock – combo/key, shower shoes, wash cloths, writing materials, razors, shampoo, toothpaste and toothbrush, deodorant, soap, and insect repellent. Also if applicable: name tags, unit patches, sew-on rank, reverse field U.S. Flag Replica (full color), and Civilian clothing (include collared shirt, long sleeves and long pants).

<http://www.armyg1.army.mil/MILITARYPERSONNEL/ppg/PPG.pdf#Chapter10>

- 9-2 Have 14 copies of your orders as well as all prerequisite documents listed in this packet and on the website.
- 9-3 Take time to review the equipment list on the CRC web page; it is specific by status and deployment destination. Military should review the Rapid Fielding Initiative (RFI) and the ACU distribution information, located at this link

<http://www.benning.army.mil/infantry/197th/crc/EquipmentLists.htm>

All Army personnel will get a RFI issue and ACUs. UNDERSTAND that not all military will receive RFI and ACUs (i.e. RFI for sister service without proper documentation). If you have a prior RFI issue of non-expendable items on your CIF hand receipt, those items need to be with you for your deployment. If not, deployee can be charged for those items.

9-4 Improved Physical Fitness Uniform, complete.

- a. Foliage (green) micro fleece watch cap
- b. Reflective vest with name tape
- c. APFU jacket
- d. APFU long sleeve shirt or short sleeve shirt
- e. Poly glove liner (black or brown)
- f. APFU shorts
- g. APFU pants
- h. White ankle or mid-calf socks
- i. Running shoes

9-5 Military on Permanent Change of Station (PCS) Orders, will not receive equipment, ACUs or Rapid Fielding Initiative (RFI) items. Effective immediately, all equipment will be issued upon arrival at CRC. Individuals will be responsible for shipping extra gear they bring to CRC back home. Individuals requesting not to draw required OCIE must use the form on the web site located under deployment exceptions requests and must be signed by Colonel, GS-15 equivalent, or contracting officer. If you have any questions, feel free to use the following link for more guidance:

<http://www.benning.army.mil/infantry/197th/crc/EquipmentLists.htm>

9-6 ACUs are issued to eligible deployees based on deployment location. You will have the option to use your current issue or to receive another issue.

## **Section 10: Civilian Specific Information**

10-1 Per Personnel Policy Guidance (PPG), Chapter 14-12, Civilians should coordinate with their local Civilian personnel office and/or employer prior to deployment. All Army Civilians are required to register into the newly developed Civilian tracking system (SPOT).

<http://www.armyg1.army.mil/militarypersonnel/PPG/PPG.pdf>

10-2 DA Civilians are required to establish Army Knowledge Online (AKO) email accounts prior to mobilization/deployment (this applies to sister service members and their respective DOD online service).

10-3 Passports. All Civilians, as per the Foreign Policy Guide, must have a valid passport to enter Theater. Anything other than a passport is invalid. The Foreign Policy Guide is located at: <https://www.fcg.pentagon.mil>. Non-US citizens who reenter the United States must provide proof of residence, i.e., a Green Card, a foreign passport with a valid US visa, or other appropriate form.

10-4 Weapons. The decision to arm Civilian personnel shall be decided on a case-by-case basis. DoD/DA may execute primary marksmanship familiarization and fire 10 rounds down ranges in accordance with HQDA and Fort Benning, Georgia guidance.

- a. USCENTCOM Civilian Weapons Training and Arming Policy.  
<http://www.benning.army.mil/infantry/197th/crc/content/pdf/USCENTCOM%20Arming%20Policy-MOD.pdf>
- b. Modification to USCENTCOM Civilian Arming Policy and Delegation of Authority for Iraq and Afghanistan.

10-5 DoD civilian are no longer authorized to wear military uniforms in the Iraq Joint Operational Area. There is a 45 day compliance period from 19 MAY 09 for this action.  
<http://www.benning.army.mil/infantry/197th/crc/content/PDF/UniformPolicy.pdf>

### **Section 11: Common Access Card (CAC) - HQDA REQUIREMENTS CONCERNING COMMON ACCESS CARD (CAC) INFORMATION:**

11-1 DoD/DA Civilians: Civilians with a valid CAC and their data is captured in DEERS will be considered valid for deployment.

**Note:** Orders with an end date of 30 Sep 12 that are annotated with the true end date by the order issuing authority in the remarks section, Fort Benning will issue a CAC for the actual end date plus 30 days (i.e., current order end date 30 Sep 12, annotated date in the remarks is 30 Mar 13, the Civilian will receive a CAC card with an end date of 30 May 13).

11-2 Soldiers: Soldier with a valid 30 days ~CAC and data is captured in DEERS will be considered valid for deployment.

### **Section 12: Dress Policies**

12-1 All military will wear their duty uniform with soft cap, during the duty day unless otherwise directed via the training schedule. A reflective belt is required with the IPFU, when running, working or other physical activity.

12-2 Civilians will wear short or long sleeve shirts, long pants or jeans and closed toe shoes during the duty day. This is also the requirement for riding on the SAAM flight on Friday.

12-3 No tank tops, sleeveless shirts, shorts, or open toe shoes during duty or on flight days or you could be released by CRC or denied flight privileges.

### **Section 13: Weapons Policies**

Soldiers in the rank of PV1 through SFC are issued M16 series rifles. The CRC does not issue M4s. Two weapons will only be issued by Fort Benning CIF with an approved exception to

policy memorandum. Soldiers in the rank of MSG and above are issued an M9. PV1 through SFC requesting issue of an M9 instead of an M16 must request an exception to policy. (See link below.) Fort Benning G-3 is the approving authority for exceptions to policy. Requests are approved based upon military justification and M9 inventory on-hand.

<http://www.benning.army.mil/infantry/197th/crc/content/PDF/ExceptionToPolicyTemplate.pdf>

#### **Section 14 - Deployment Training Schedule**

Day 1- Saturday- Inprocessing, Insider Threat Training and Computer Based Training

Day 2- Sunday- ACU/Multicam Fitting, SERE Brief, and Computer Based Training

Day 3- Monday- Medical SRP, Dental SRP, ISOPREP Cards, SHARP and Legal Briefings

Day 4-Tuesday- AG SRP, OCIE/RFI Issue, Medical SRP, and Dental SRP

Day 5- Wednesday- Army Warrior Training and TSIRT Training

Day 6- Thursday- Short Range Marksmanship, PMI, Weapons Qualification, Familiarization Fire, and Own Transportation Sign-out

Day 7- Friday Flight Operations- Departure

Click link below to access the training schedule:

<http://www.benning.army.mil/infantry/197th/crc/content/pdf/CRC%20deployment%20Cycle.pdf>

#### **Section 15: CRC Departure**

All deployees will schedule Friday as a travel/movement date for scheduling purposes. Do not make any travel arrangements for Thursday. Thursday is a full training day and the medical reading of the PPD is a requirement.

#### **Section 16: CRC Facilities and Services**

Staff Duty office Building 4720 is open 1500-0800 on weekdays, 24 hours on weekends and holidays.

Supply/Arms Room Building 4713 (end of back dock).

Dining Facility (DFAC): Building 4702; Breakfast 0530-0800; Lunch 1100-1300; Dinner 1700-1900, open 7 days a week. Times may vary, check with your duty company upon arrival.

Day Room: Building 4703; Sat and Sun 1300-2300, Mon and Thur 1000-2300, Tue, Wed and Fri: 0800-2300; provides computers, payphones, laptop connections, movie rentals, pool tables, recreation equipment and wireless service at a fee.

Shoppette: Building 4711B, Saturday-Thursday 1100-1900, Friday 0700-1500

Bus and Staff Duty Shuttle: Shuttle pick-up/drop-off is at the pavilion. Mon- Fri 1700-2100, Weekends 0800-2100.

Mail: mailbox located inside the staff duty office, Building 4720.

Chaplain: Resiliency Center, Building 4716, Library, 0830-1700.

Gym: located next to dayroom, open 24 hours.

Basketball Court: located next to Building 4628.

### **Section 17: Contact Information**

Deploying personnel report to the Staff Duty NCO, billeting office at building 4720.

After duty hours call Staff Duty NCO at 706-544-6500 (DSN 784)

### **Section 18: Liaison Contact Information**

Liaison Officers (LNO's) are attached to the CRC for selected Uniformed Services and Civilian organizations. The following is a list of LNO's that are present at the CRC; this list does not reflect all agencies that process individuals through the CRC.

CENTCOM: 706-544-7024

AFRICON: 706-341-2796

USAREUR: 706-544-7303 or DSN 312-784-7303

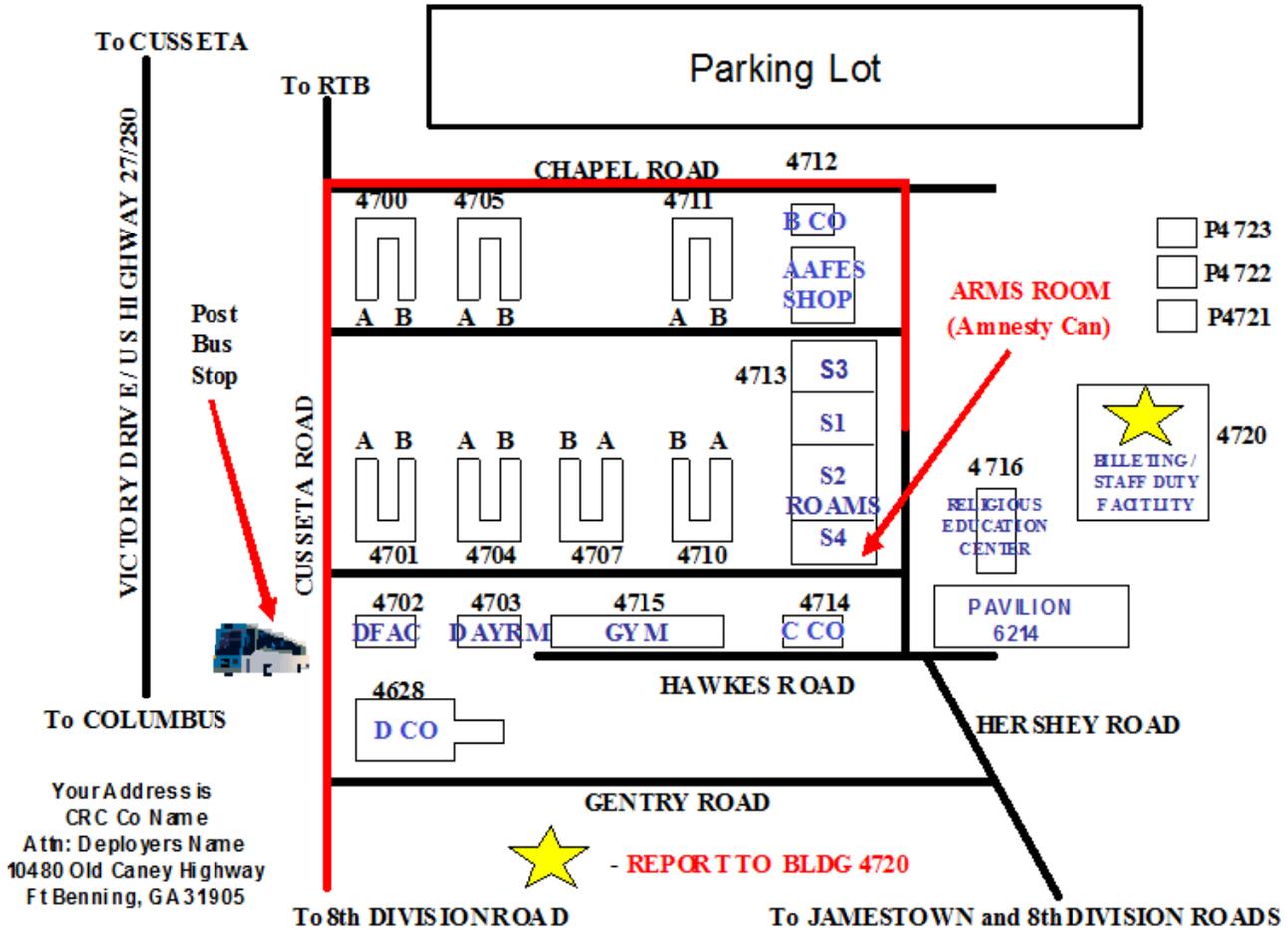
MEDCOM: 706-544-6856

EUCOM & 7th Army: 706-544-6848

Afghanistan: W: Vacant

# CRC COMPLEX MAP

CONUS REPLACEMENT CENTER  
 10480 Old Caney Avenue  
 Fort Benning, Georgia 31905

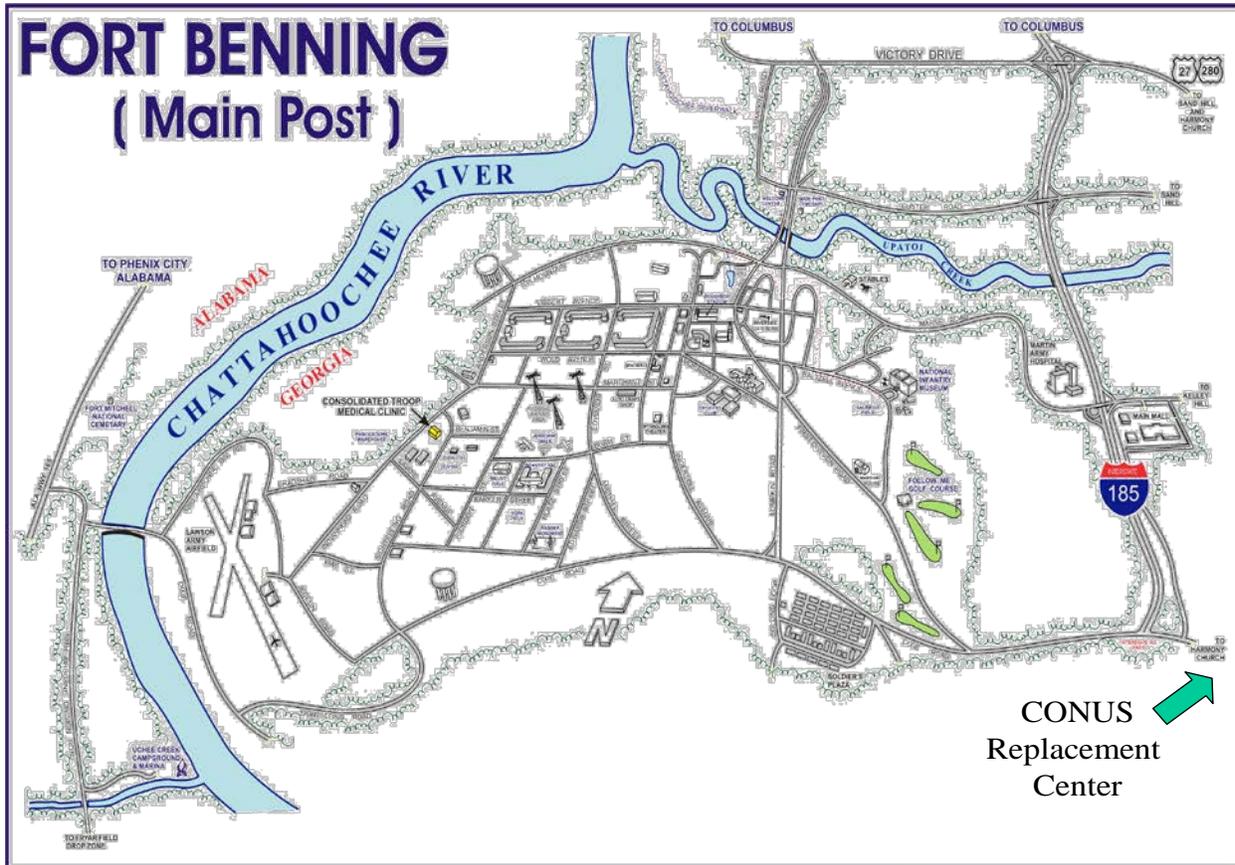


Billet lay-out is four man rooms with wall lockers. You must provide your own locks to secure your gear. Senior Leadership (O6, CW5, E9) receives a private room, **if available (they are limited and provided on a first come bases)**. If not available, you will be housed in available barracks. Military and Civilians are housed in the same billets.

### Map of Fort Benning Main Post

(CRC is located in Harmony Church, see bottom Right corner)

\* Driving Direction to the CONUS Replacement Center from Columbus (I-185)



continue toward <b>I-185 S</b>	10.1 mi
Take exit <b>1A</b> to merge onto <b>GA-520 E/US-27 S/US-280 E</b> toward <b>Albany/Cusseta</b>	5.1 mi
Slight <b>right</b> at <b>Eighth Division Rd</b>	331 ft
Turn <b>right</b> to stay on <b>Eighth Division Rd</b>	0.1 mi
Turn <b>left</b> at <b>Old Cusseta Hwy</b>	1.7 mi
Turn <b>right</b> at <b>Chapel Rd</b>	0.3 mi
<b>CONUS REPLACEMENT CENTER</b>	
Chapel Rd	
Fort Benning, GA 31905	