



# **REDEPLOYMENT INFORMATION PACKET**

**As of 19 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 Redeploying 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 redeploying personnel from various locations worldwide.
3. Our mission is to receive and out-process 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 redeploys approximately 200 personnel each week.
4. Upon arrival at the CRC, you will be assigned to Delta Company for command and control. Our experienced staff 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. Please review the entire redeployment packet at [http://www.benning.army.mil/infantry/197th/crc/CRCmissions\\_redeployment.htm](http://www.benning.army.mil/infantry/197th/crc/CRCmissions_redeployment.htm) to find answers to basic questions concerning your redeployment processing.
6. Welcome back to the United States and thank you for your service to our nation. We look forward to supporting you during your redeployment process.
7. POC for this memorandum is the Battalion Operations Officer at 706-604-2368.

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

## **Redeployment Schedule**

The redeployment schedule is flexible. If you are reporting to Delta Company, CRC after normal duty hours, report to Staff Duty. Staff Duty is located at the warehouse in building 4720. During duty hours (0600-1600) you will be directed to Delta Company (the redeployment company) in building 4628, located next to the dining facility.

For Reserve component (including IRR and IMA) and National Guard personnel, the redeployment process can take between 3-5 days. Active Duty personnel, civilians, and Title 10 Army Reserve Personnel (AGR), will only turn in equipment at CIF, and then if needed Delta Co staff will arrange flight itinerary through the travel office. This process for AD soldiers will begin on a working duty hour timeframe coordinated with Delta and civilian agencies. Title 32 AGR Personnel will complete all out processing except finance and then if needed, Delta Co Cadre will arrange a flight itinerary through the SATO. **(Note: SATO is not open on Sunday. Active Component Soldiers and civilians arriving on Sunday will fly on Sunday or Monday as flights allow)**

You do not need a reservation to redeploy, unless you are redeploying as part of a large unit. If you are redeploying as a unit, then contact the Installation Operations Center (IOC) at (706) 545-0260, or DSN 835-0260 for information pertaining to unit processing and training.

It should be noted that there are two different schedules for redeploying. If you come in on the Freedom Flight, you will have to follow the Freedom Flight schedule. If you come in during the week as an individual, you will be on a separate schedule for redeployment.

## **Arrival at the Airport**

There is no transportation from the Atlanta or Columbus airport if you did not arrive on Sunday Freedom Flight. When you arrive at the Atlanta Airport you will have to provide your own transportation to Fort Benning, GA CRC. Commercial transportation and taxi services are available at the airports. These services will be at the expense of the redeploying personnel (reimbursable on travel voucher).

## **Personnel arriving on Emergency Leave/Medevac**

Personnel taking emergency leave or departing from theater for medical purposes should inform the CRC and Fort Benning immediately upon arrival. A Red Cross message is required. They may also contact the Staff Duty NCO/S-1 before arrival at COMM (706) 544-6500/6638/6635 (DSN 784).

→ Weapons Left in Theater – Personnel departing Theater for emergency leave or medical conditions may ship weapons. See shipping instructions on page 11. If shipping the weapon, personnel arriving before or after emergency conditions must have a hand receipt, tracking control number (if applicable), email address and phone number for POC(s) who can verify the weapon's location and serial. CIF must account for weapons

before releasing personnel from Ft. Benning. Lack of information will delay release from Ft. Benning. Personnel not on emergency status MUST hand carry weapons to CIF, unless you turned in your weapon at Ali Al Salem as part of the **IRON MOVE** program; if so you will need your turn-in documents when you arrive to CRC.

## **REDEPLOYMENT PROCEDURES**

Returning personnel are authorized to report to the Delta Company, CRC on any day of the week except for Saturdays (closed). If reporting after business hours (0600-1630), please report to staff duty at Bldg 4720. If Soldier is arriving during weekend, first formation for joining Redeployment Process will be at 0830 at Basketball court next to Delta.

Army Reserve and National Guard is usually a 3-5 day process.

CIF turn in is Monday-Friday at 0600hrs at the basketball court behind Delta Co (Bldg 4628) unless otherwise specified by staff.

The following is the Department of the Army, directive for redeployment processing:

**ARRIVAL DAY-** Redeploying personnel arrive at the Delta Company, CRC and report bldg 4628. Individuals reporting after 1630 hrs should report to the Staff Duty Office, Bldg 4720. Individuals will receive billeting and linen from billeting personnel or Staff Duty.

**DAY ONE-** All redeploying personnel are to report to Delta Company with mobilization orders. The first step in redeploying is to turn in CIF gear (RFI and OCIE). CIF will only accept one run per day from Delta Company, CRC and that is at 0600 hrs **Monday-Friday**. Personnel will not be permitted to go to CIF without a Delta Co cadre member; CIF will not clear any personnel who are not accompanied by CRC staff. **IRs who arrive on Friday after 1300 and who arrive on Saturday will process CIF on Sunday. Report to Staff Duty at Bldg 4720 to request billeting and times to report on Sunday.**

***\*\*\*OCIE must be cleaned prior to turn in. CIF will not accept dirty equipment therefore resulting in a delay in redeployment processing. Any missing or damaged equipment may also result in a delay\*\*\****

***\*\*\* All duffel bags issued from Fort Benning CIF will be turned back into CIF. If you have personal belongings in these duffel bags you will be given a clear orange trash bag to carry your personal belongings after clearing CIF. Please separate your personal items from CIF issue in another bag prior to your arrival to CRC if you do not want to carry your belongings in a trash bag after clearing CIF\*\*\****

Personnel missing OCIE are subject to a Sworn Statement, that will be processed unless arrangements are made with D. CO. Supply Section, who will be present at CIF Turn in. Personnel who do have damaged or missing equipment should make every effort to secure a statement from their command in theater. This will help speed up the ROS process. Payment using only cash is accepted at CIF.

- DOD/DA Civilian personnel will turn in OCIE only and then they will either coordinate their own transportation or have the CRC assume the responsibility.
- Active Duty personnel will turn in OCIE only, and transportation will be coordinated by the CRC if requested, however a government travel card may be used and a travel voucher may be claimed if the Soldier makes their own arrangements. ( Use of Government may only be used if orders state that this is authorized, D.Co. Transportation section will assist in determining authorization)
- Reserve/National Guard personnel will turn in OCIE and then start medical screening and PPD testing process. They will also have a number of briefings and have to go through Finance and AG before the CRC makes their travel arrangements. This is a 3-5 process unless the Soldier has medical or administrative issues that will hold them up.

**DAYS TWO-FIVE-** These are the days that Reserve and National Guard will be completing the process at several different stations and this is coordinated by the CRC and transportation to these agencies is only authorized by the CRC.

*\*\*\* No one is authorized, regardless of grade, to sign himself or herself out of the CRC to return to home station. The CRC staff must approve your return to home station. CRC staff will do their best to get all personnel home as soon as possible and will be treated with respect at all times. No one will use their rank or position to attempt to influence staff members. \*\*\**

Reserve and National Guard personnel returning early (with more than 60 days remaining on their orders) have to have a letter of release signed by the first Colonel/O-6 in their Command. Personnel returning without the letter of release in their possession will NOT be able to REFRAD until the letter is received.

Personnel requiring any memorandums or orders from HRC should be patient as this may hold up the process. It takes **5-7** business days to receive these memorandums back from HRC.

**The CRC cannot hold Soldiers that are waiting on continuation orders. If you do not have continuation orders in hand we have to release you from active duty.**

**The CRC does not send Soldiers to schools on the mobilization orders. If your command has approved a school it should be completed prior to arriving at the CRC.**

**Before arrival to the CRC**, personnel taking emergency leave, or departing from the theater for medical purposes should inform the CRC staff.

Redeploying personnel only receive emergency dental treatment at Fort Benning. Once personnel have processed through all required stations, the CRC clears them for redeployment and arranges transportation to their home station.

## CONUS REPLACEMENT CENTER (CRC) FACT SHEET

The Battalion Commander and Company Commander have UCMJ Authority over all redeploying personnel. Both Battalion and Company chains of command have an open door policy to allow you to address issues directly to them. However, we ask that you start by addressing your issue at the lowest level and give the staff an opportunity to address your issue. If the staff is unable to address any of your issues, you must use the use the chain of command:

### Chain of Command, UCMJ Authority, and Open Door Policy

Company Commander and First Sergeant:

**CPT Jay Zwirblis and 1SG Jerry Faulkner**

Battalion Commander and Command Sergeant Major:

**LTC Lee P. Gearhart and CSM Robert J. Ireland**

### THE FOLLOWING ARE POLICIES & PROCEDURES FOR THE CRC:

1. Fraternization: There is a “zero tolerance “Fraternization Policy is in place at the Ft. Benning CRC for all personnel.
2. Alcohol Consumption: You must be over 21. Drinking is not allowed in the barracks nor can you be seen walking around the compound drinking. Drinking is permitted only under the small pavilion area on the compound. Those that abuse this privilege will be dealt with accordingly. Drinking prior to 1700 or after 2200 is not permitted. Drinking in military uniform or while in possession of a weapon is strictly prohibited. Kegs are NOT ALLOWED.
3. Leave and Passes: Passes may be granted at the Company level to USAR/NG. **Passes will NOT be granted until you complete your initial in-processing, and have completed the following: medical, dental, all required briefings, and audiology.** Soldiers must have adequate time remaining on orders to cover any requested leave period. All **Active Component** members must have pre-approved leave en-route from parent units. D Co will NOT approve leave or passes for active duty Soldiers.
4. Uniform: Standard uniform for out-processing is the ACU, Patrol cap or beret or approved duty uniform for your Branch of Service. Combat shirts are not authorized. Civilians will wear appropriate attire. Clean PT's may be worn in the Dining Facility. Attire for all flights will be civilian clothing unless otherwise specified by staff.
5. Weapons: Weapons are not permitted in the CRC barracks. Turn-in weapons to the CRC arms room, so the weapons can be stored until they are turned in to CIF. **Transporting of weapons in any POV is UNAUTHORIZED. No weapons are to leave post at any time.**
6. Transportation while processing: **Transportation to all redeployment stations will be provided by the CRC.** Solders are not authorized to use any form of

personal transportation (POV, Rental cars, taxi), for transportation to any redeployment station.

7. Transportation to the airports: Various shuttles are available for transport to Atlanta from CRC which is reimbursable on at travel voucher. CRC provides transportation to Atlanta Airport for Redeployees on Monday, Thursday and Friday. Tuesday and Wednesday departure are from Columbus Airport, and there is no transportation to the Airport guaranteed. Taxi use is authorized to Columbus Airport, which is reimbursable on travel voucher.
8. Admin/Medical holdovers: Accountability formations will be held at D Co at 0600 Monday-Friday. All Soldiers in a hold status must be present unless on pass, leave or an approved medical appointment.
9. Billeting: All Soldiers processing thru D Co CRC may stay at the billeting provided by CRC Ft Benning. Any Soldier who wishes to stay off post may do so, but must ensure D.CO. Operations have their phone number, and Soldier must still attend all accountability formations. Hotel fees are no reimbursable. Any exceptions must be approved by, D Co Commander, executive officer, or 1SG.
10. Contact information: All Soldiers processing thru D Co CRC, must provide a valid contact phone number. Soldiers that do not have a contact number must remain within 25 miles of CRC Ft Benning
11. Smoking Areas. The ONLY authorized smoking areas are the wooden gazebos located in various places throughout the compound.
12. If you have any questions feel free to ask the Delta Company Staff, 1SG, or myself.

////ORIGINAL SIGNED////  
JAY A. ZWIRBLIS  
CPT, IN  
Commanding

## OCIE Turn-In

All Organizational Clothing and Individual Equipment (OCIE) must be cleaned prior to turn-in. Central Issue Facilities (CIF) will not accept dirty equipment.

If you have equipment that is missing due to negligence, then be prepared to pay for that equipment at CIF with cash, or by initiating a statement of charges through the HHC/Finance/CIF. Equipment that is a mission loss or loss/damage due to no fault of the Soldier will require an investigation to be initiated. If possible, redeployees should bring documentation from the command in the AOR stating the circumstances of the equipment loss/damage.

**Do not mail or ship your OCIE back to the CRC, we will not sign for it.**

All individual redeployees are responsible for redeploying with their equipment (If you have an emergency situation that requires you ship your equipment, please contact D.CO. Supply prior to arriving.

Contractors and DOD Civilians are required to turn-in all issued uniforms.

## CIF Separation

1. All DoD civilians must remove all name tapes/rank from uniforms. DoD civilians are required to turn in all uniforms issued by the Central Issue Facility (CIF).
2. All sleep systems must be separated into all (4) components IE. Bivy cover, stuff sack, patrol bag, ICW bag, or (5) if new ACU pattern, (additional stuff sack) unless in original plastic bag. Bags must be unrolled with zipper down and snaps unsnapped.
3. IBA protective gear must be disassembled to include the collar, groin protector, carrier assembly, small inserts, deltoids assembly, and plates E-SAPI.
4. All personnel issued the Kevlar helmet need to remove the sweat band along with the helmet cover. All personnel with the Advancement Combat Helmet (ACH) need to remove mounting bracket (if applicable) along with cover.
5. All load bearing vests must be separated from the pistol belt and all equipment attached to the pistol belt must be removed i.e. first aid pouch, canteens, canteen cup, canteen covers, and ammo pouches.
6. Rapid Fielding Initiative (RFI) equipment must be turned in regardless if annotated on clothing record. Individual will be provided with a DA Form 3161 listing items turned in to the CIF.
7. ***\*\*\* All duffel bags issued from Fort Benning CIF will be turned back into CIF. If you have personal belongings in these duffel bags you will be given a clear orange trash bag to carry your personal belongings after***

***clearing CIF. Please separate your personal items from CIF issue in another bag prior to your arrival to CRC if you do not want to carry your belongings in a trash bag after clearing CIF\*\*\****

**8. Gerber multi-tools and seat belt cutting tools must be returned.**

\*\*\*Any weapons issued by the Fort Benning or Fort Bliss CIF are required to be turned in upon redeployment into the Fort Benning, Ga. Central Issue Facility Weapons Section. Personnel that have drawn a weapon from Bliss or Benning and do not have it in their possession need to immediately notify their staff and the Weapons Section upon arrival.

- The exceptions are weapons turned in at Ali Al Salem as part of the **IRON MOVE** program between Ali Al Salem and Fort Benning. You will need to return with your turn-in documents.

Personnel issued weapons cases and magazines from Ft. Benning or Fort Bliss will turn those items into the Arms Room at CRC.

## **Shipping/Mailing Weapons to the CRC**

Weapons may be shipped only for emergency medical conditions and with prior coordination and approval by CIF, Fort Benning. Those that do not fall under these conditions will not be released from Ft. Benning until their weapon is properly accounted for by CIF, Fort Benning. **NO EXCEPTIONS**

## **Dental Treatment**

Dental treatment for returning personnel is done at Love Dental Clinic. This is now a requirement for all returning Army Reserve / National Guard Soldiers.

## **Requirement for Early Release Memo from Theater**

Reserve/National Guard component personnel (including IRR and IMA) with sixty (60) or more days remaining on their original deployment orders (the orders that brought the Soldier onto active duty—TCS orders do not count towards calculating an early release) or subsequent approved orders for a second year of mobilization are required to bring back a memorandum of release from the **first O-6 or above in their chain of command in the same AOR as the Soldier**. Personnel that require this documentation will not be released from the CRC Fort Benning until it is provided and an approval is returned from HRC Alexandria. The memorandum must state that the Soldier is released from theater requirements and is cleared to release from active duty (REFRAD) and return to their home station. Personnel should submit this memorandum to one of the Redeployment operations personnel upon in processing at the HHC.

## **Documentation Required for Out Processing**

USAR component (including IRR and IMA) and National Guard personnel should bring the following information with them to the CRC to help with their redeployment processing. This documentation enables personnel to receive all benefits and awards due to them as a result of deployment.

1. Copies of all orders for deployment to, in, around, and from theater. Copies of Mobilization Orders are required and all amendments. (4 Copies are suggested )
2. Copies of orders for promotions received since deployment. (Promotion orders for E-5 and above and DA 4187 for E-4 and below).
3. Copies of awards received since deployment. AG will accept prior DD 214s with awards listed on them.
4. Copies of ERB/ORB and DA 2-1.
5. Copies of school documentation DA 1059 or school certificate with dates (if a military course, in a classroom, for 1 week, 40 hours or longer).
6. Copies of prior DD 214's.
7. Copy of SGLI and DD 93 (Record of Emergency Data).
8. Copies of all leave forms.
9. All medical records.
10. Copies of DA 2062 (Hand Receipt)

## **Post Deployment Mobilization Respite Absence (PDMRA)**

This is the **current** (as of 18 Oct 2012) guidance from HRC and the PPG regarding PDMRA.

Essentially, PDMRA is extra leave for Soldiers who have (13 months) or more creditable mobilizations time (including their current mobilization) within the past **6** years. Otherwise, HRC-Ft. Knox approves PDMRA extensions. **The Assistant Secretary of the Army (ASA) is the approval authority for Retiree Recalls who qualify for PDMRA extensions. Retirees Recalls are responsible for submitting PDMRA extension requests to ASA 90 days PRIOR to their current mobilization end date. All PDMRA request submitted through the CRC may take up to 2-3 *business* days for approval.**

→ Creditable mobilizations are defined as mobilizations under Title 10, United States Code, sections 12301a, 12302, or 12304. These are involuntary mobilizations. Voluntary mobilizations under Title 10, United States Code, and section 12301(d) do not qualify for PDMRA unless the mobilization was within Iraq and Afghanistan, for over 50% of the entire mobilization.

- Provide the following documentation to Delta Company staff ASAP:
  - Current Mobilization Orders
  - Current Individual/Group Mobilization Orders
  - Current TCS Orders
  - DD 214s within the last 72 months (and corresponding orders if available)
  - Current LES

## **Contact Numbers**

For more information about redeployment, call:

Commercial: (706) 544-6993

DSN: 784-6993 or 784-7798.

Redeploying 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).

During duty hours call 706-544-6702 (DSN-784).

## **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: VACANT

MEDCOM: 706-544-6399

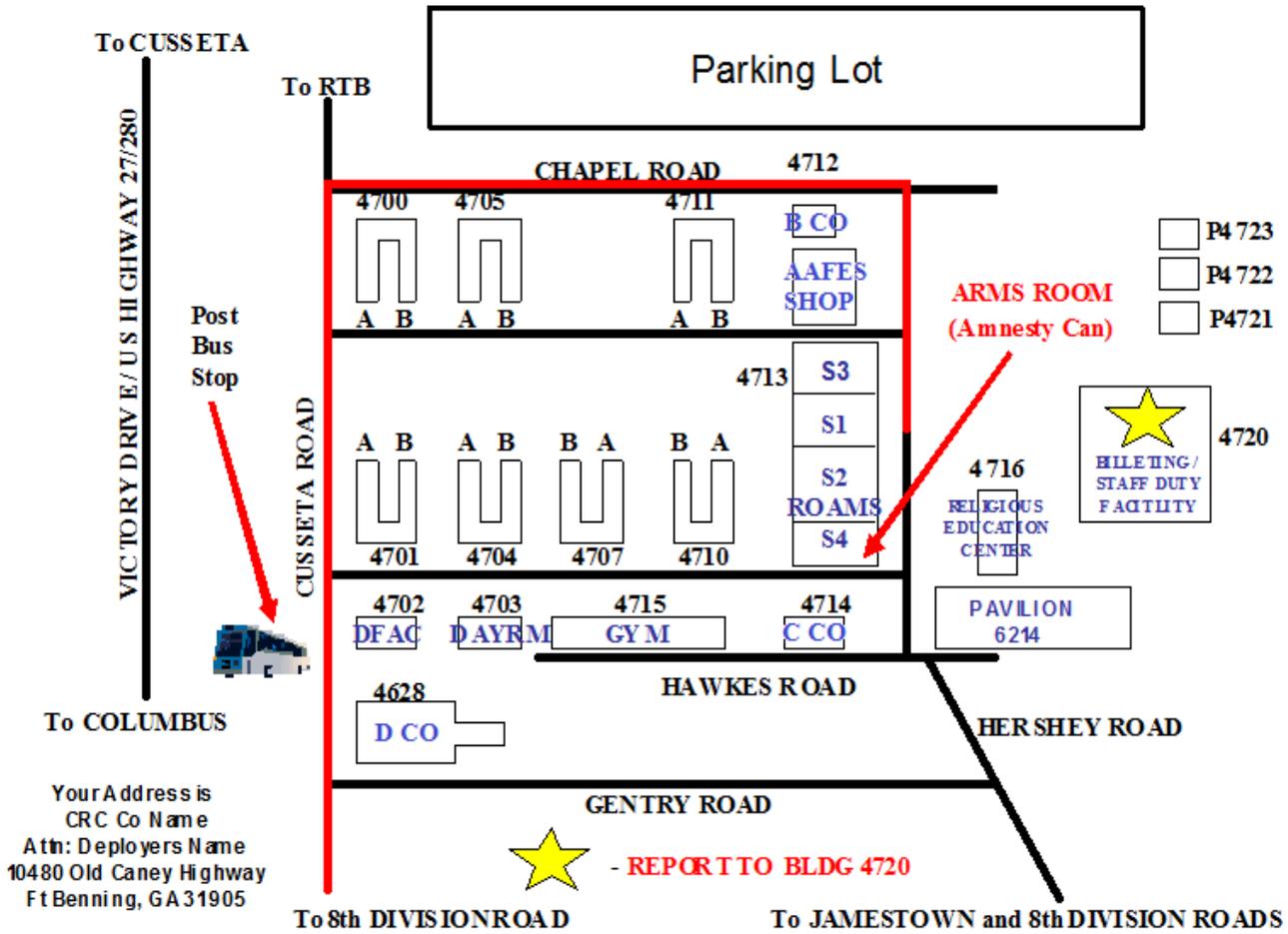
EUCOM & USAREUR: 706-544-7303

Afghanistan: VACANT

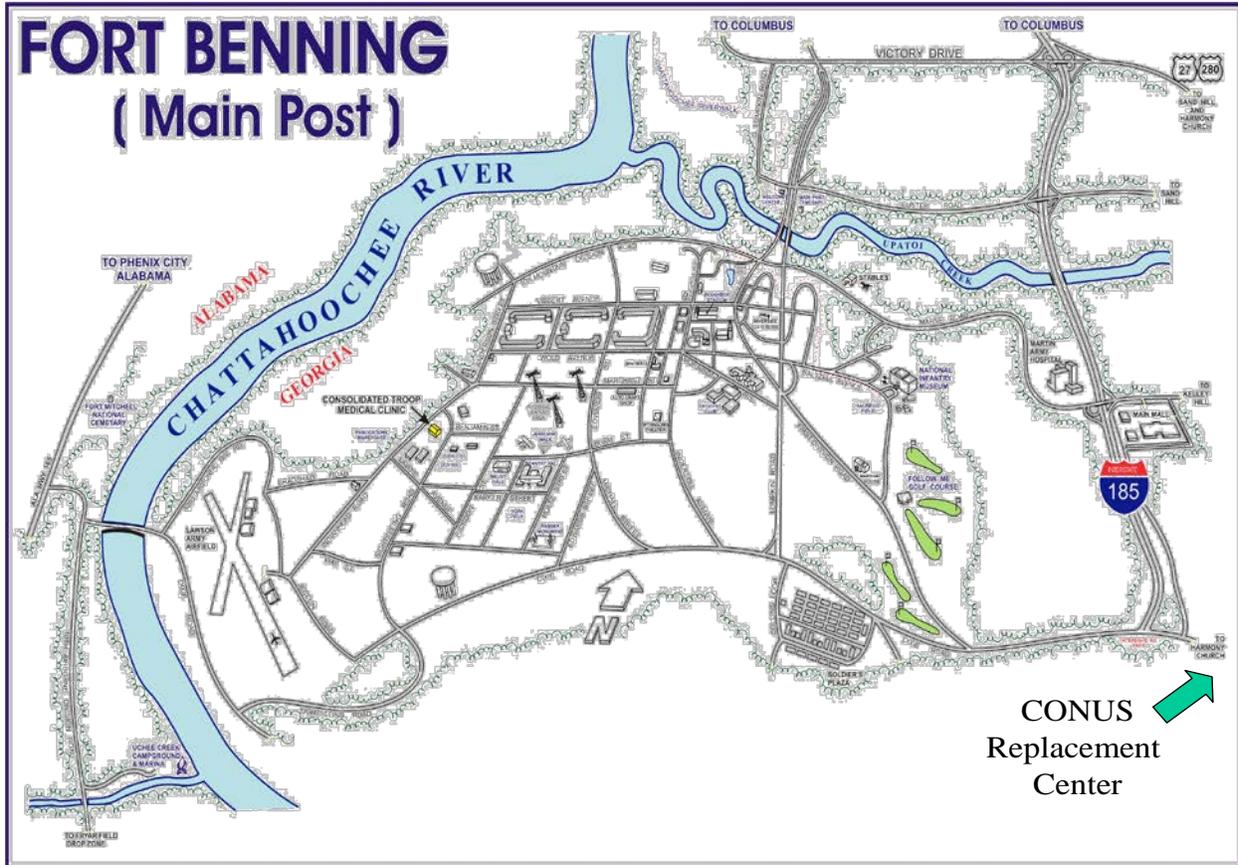
Billet lay-out is four man rooms with wall lockers. You must provide your own secure your gear. O6/E9 receive a private room, **if available (they are limited and provided on a first come basis)**. Military and civilians are housed in the same billets.

## CRC COMPLEX MAP

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



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)



*use this gate only if already issued a pass or have a decal 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	