



DEPARTMENT OF THE ARMY
CONUS REPLACEMENT CENTER
CRC BATTALION, BRAVO COMPANY
1007 PLEASANTON ROAD
FORT BLISS, TEXAS 79916

AFRC-TNC-ABD-B

18 JUL 2024

MEMORANDUM OF INSTRUCTION

SUBJECT: Welcome Letter for Non-Logistical Contractors

1. Purpose

a. This Welcome Letter provides key information and procedures for Non-Logistical Contractors (NLCs) deploying through the Continental United States Replacement Center (CRC) Bravo Company (B Co).

b. CRC B Co Mission: To receive, process, equip, and verify medical readiness, conduct FORSCOM training requirements and Theater Specific Individual Readiness Training (TSIRT) for Non-Logistics Civilian Augmentation Program (Non-LOGCAP) or Non-Logistic Contractors (NLC) deploying overseas to 36 countries in support of over five Combatant Command Operations.

c. CRC B Co follows the guidelines and requirements for all DoD-Sponsored Contractors as stated on the Electronic Foreign Clearance Guide (eFCG):
<https://www.fcg.pentagon.mil/fcg.cfm>.

2. Reservation Requirements

a. If the NLC is traveling to a country within the U.S. Central Command (CENTCOM) Theater, then they must be on the Approval List from United States Army Central (USARCENT) G3 prior to making a reservation at CRC. CRC receives this list about 1-2 weeks prior to the cohort start date (day 1, in-processing).

b. NLC must have a reservation made for CRC NLT Friday at 1200 hours MST the week prior to the cycle start date. CRC cadre do not initiate reservations at CRC. Companies must complete a request form (CRC Website Contractor-Deployer) and email that form to the CRC inbox (usarmy.bliss.5-ar-bde.mbx.crc-nlc@army.mil). Upon receipt of the reservation request, CRC Operations will process their reservations into MOBCOP.

c. Failure to follow the reservation process will result in the NLC not being accepted into CRC for that cycle.

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3. CRC Rules

a. Workplace appropriate clothing attire is required and enforced throughout the duration of CRC. Unprofessional or inappropriate attire is not allowed. NLCs are required to wear their CRC issued badges at all times while at Fort Bliss (issued upon arrival).

(1) Discretion is given to the Cadre of B Co as to what category attire falls into, and they will notify the NLC of the deficiency. If not corrected, their Contracting Company representative will be notified. If still no change, the B Co Commander will make the final decision if further action is needed. Failure to correct the potential deficiency in a timely manner is grounds for dismissal.

b. Respect: This applies to both the Cadre and the NLCs. Everyone will be treated with dignity and respect, no exceptions. Violation of this policy may be grounds for dismissal. The CRC mission is to get NLCs validated for deployment to their respective theaters.

c. Restricted Items/actions:

(1) No personally operated vehicles (POVs) are allowed/authorized

(2) No alcohol possession/consumption

(3) No use of taxi services (to include commercial driver services / other POV)

(4) No cooking in the barracks

(5) No traveling off-post. Transportation will be provided for all official business on-post only. This included transportation to, and from, the airport. B Co Cadre will facilitate this movement.

(6) The only authorized transportation to off-post appointments will be facilitated by the Contracting Company representative.

(7) All cohort members are required to remain in the barracks for the duration of their validation. No cohort member is allowed to stay in off-post lodging at any time, as that action violates items 1, 3, and 5 on this list.

d. Intentional falsification of ANY documents will result in immediate drop from CRC. This includes, but is not limited to: Visa's, passports, LOA, ETP, CBTs, medical documents.

e. Any violation of these rules will result in the NLC being dropped (or banned depending on severity) from CRC. There will be a minimum 90-day ban from CRC for any violations.

4. Arrival Instructions

a. Each Company is responsible for booking flights for their respective home of record through the El Paso International Airport (ELP). Arrivals must be scheduled between the hours of 1000 – 2100 Mountain Standard Time (MST) on day 1 of the cycle. Failure to arrive on Wednesday will result in the NLC not being accepted into the CRC cycle.

(1) If the flight is delayed for any reason, it MUST be communicated to CRC Operations as soon as possible. Notify usarmyBlissCRCBravoOperations@army.mil immediately and provide a good phone number. The Operations team will coordinate the arrangements prior to COB (2200 hrs). If not communicated, the NLC will not be accepted. It will be the responsibility of their company to arrange housing and travel for them to return to their home of record or equivalent destination.

b. At the baggage claim area there is a reception desk that will be the liaison for transportation to CRC from ELP. A bus will shuttle the NLC to CRC at building 1007 on Fort Bliss. All NLCs will ground their bags outside of the company area of operations (AO) to begin in-processing.

c. For a list of approved baggage types for Military Aircraft (MILAIR) flyers, refer to Enclosure 2.

d. For the mandatory/required/recommended packing list, refer to Enclosure 3.

e. The Army is not responsible for any flights to/from ELP.

5. In-Processing Requirements

a. The DoD recognizes that COVID-19 is still present and will continue to mitigate exposure. If your employee/contractor has been a prior positive for COVID within 90 days of ARRIVAL to CRC, please ensure that they have proper paperwork to document their case. CRC will be able to generate a memorandum allowing onward movement with that information. If not documented and they show positive on either the BINAX or PCR testing, they will not be validated. Refer to the COVID Policy for Contractors for more requirements and procedures.

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b. NLCs must bring ALL CIF gear that has been previously issued to them. The Fort Bliss CIF will not double issue personal protective equipment (PPE). If you have contractor issued gear from a previous deployment, bring it with you, no matter what base issued it to you or what company you were with at the time. You cannot deploy without it. NLCs are required to out-process through the CRC and turn-in equipment in accordance with (IAW) Department of Defense Instruction (DODI) 3020.41, pg. 26. Contract companies must enforce this requirement and refrain from allowing their employees to bypass the CRC for out-processing. Contracting Officers (KOs) must ensure contracts include the language authorizing PPE IAW DODI 3020.41 Paragraph 3i. Failure to follow this process will result in the NLC being dismissed from CRC.

(1) CIF will not accept payment for more gear if the NLC does not have their assigned gear in their possession prior to arrival. Paying for gear that has not been lost is in violation of CIF policies and procedures. It is also considered double issued gear.

(2) In most cases, lost gear must go through a Financial Liability Investigation or Property Loss (FLIPL) process. Once initiated, the KO has 75 days to respond to the FLIPL against the NLC.

c. NLCs must have all required documentation upon arrival. NLC name must be the EXACT SAME on ALL documents (ie. John Earl Doe). Middle initials will not be accepted in lieu of middle names (John E. Doe). This is very important for Letter of Agreement (LOA) and there is no exception to this requirement.

d. NLCs are expected to produce the following items upon arrival to CRC:

- (1) Letter of Agreement (LOA) - 15 copies
- (2) Updated DD form 93 (Record of Emergency Data)
- (3) Passport - Original and 10 copies
- (4) VISA for final destination country (visit eFCG website for guidance)
- (5) Iraq Only:
 - (a) Personnel with Israeli stamp/Visa CANNOT enter Iraq.
 - (b) Visa Approval Letter (VAL) for Iraqi Nationals in hand.
- (6) OCONUS CAC - Must be obtained within 24 hours of arrival to CRC.

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- (a) Must expire after end of tour date.
- (7) Medical and dental documentation (details in paragraphs 6-9)
- (8) Isolated Personnel Report (ISOPREP)
 - (a) Certificate needed. If completed within last five years, provide a copy.
- (9) Exception to Policy (ETP's) Memorandums
 - (a) Equipment (CIF/RFI draw)
 - (b) Weapon Qualification
- (10) Computer Based Training (CBT) certificates (paper copies)
 - (a) Refer to Enclosure 4 for list of CBT's.

e. ETP Expanded - All ETPs must be requested and approved prior to arriving at CRC, FT Bliss, or designated processing centers. CRC does not issue ETPs. If further assistance is needed, please contact B Co Operations at usarmyBlissCRCBravoOperations@army.mil.

(1) Equipment – CRC requires the KO (GS-12 or higher) to sign an equipment ETP.

(2) Weapon Qualification Exemption – The NLC will require approval from ARCENT O-6 or higher authority to NOT validate on any weapons system if marked as required on their LOA. If weapons qualification is NOT marked on their LOA, this will NOT apply to the NLC.

f. Document discrepancies will be addressed on a case-by-case basis. It is ultimately the NLCs responsibility to ensure that all documentation is correct and in hand upon arrival to CRC. If discrepancies are not corrected on Tuesday of flight week by 1600, the NLC will be dropped from CRC.

6. Medical Requirements (Documents). B Co Cadre are only liaisons and do not make final medical determinations. B Co Cadre will validate medical documentation prior to NLC's attending Soldier Resiliency and Readiness Center (SRPC). Contractors that arrive to the CRC without the listed documentation will be required to reschedule and attend a following cycle. All final medical determinations are made by the Soldier Resiliency and Readiness Center (SRPC).

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- a. PDHA - completed online (not paper) within 30 days of Deployment Date
- b. Physical less than 90 days
 - (1) DD Form 2807 & 2808 or OF 178
- c. Dental
 - (1) DD Form 2813 (form date of 2017 or newer) within 1 year
 - (2) Use SS# not Department of Defense (DoD) #
 - (3) Must be dental class 1 or 2. Any dental class 3 or 4 will not be accepted.
- d. Hearing (DD Form 2215 OR 2216) within 90 days
- e. Vision (2 pair of glasses and prescription within 24 months)
- f. RED allergy ID Tag if applicable (not provided at SRP)

7. Medical Requirements (Labs)

a. G6PD blood test: needed once in a lifetime. Results may take up to 10 days. It is highly recommended that this be completed prior to arrival at CRC. If the NLC is deploying to a malaria-endemic country, they may be placed in a hold-over status until they get the results.

- b. DNA & Blood Type once on record
 - c. HIV draw within 120 days of SRP (blood draw)
 - d. TB test within 90 days of SRP
 - e. Lipid Panel (over age 40 without risks, over age 35 with risks)
 - f. EKG (over age 40, within 90 days of SRP)
 - g. Pregnancy test within 30 days of SRPC (SRPC Provided)
8. Shot records (include, but is not limited to):
- a. COVID-19 vaccination card and booster if applicable

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- b. Influenza (September 1st through July 1st)
 - c. Hep A, Hep B, MMR, and Varicella may show up in labs as immune and shots may not be required.
 - d. ANTHRAX and Smallpox are the only shots that will be administered at the SRP if required.
 - e. Shot records: require type of shot, date, lot number, medical signature/initials, and personal identifiers.
 - f. All shots based on destination and risk factor (refer to the eFCG or health.mil websites)
 - g. Sickle Cell Blood Test: Once in a lifetime test required for all Combatant Commands (COCOMs). SRPC does NOT provide this lab draw. Test typically takes 3-4 days to complete.
9. Waivers/Letter of Stability - NLCs must have ALL waivers approved for their COCOMs. Waivers are NOT issued by SRP nor are they signed by Cadre at CRC. This includes, but is not limited to:
- a. Sleep Apnea, sleep walking, or narcolepsy
 - b. Medications (ex: controlled substances/prescriptions)
 - c. Diabetes with HGB A1C > 7 or using insulin
 - d. Psychiatric conditions
 - e. CPAP machines
 - f. Body Mass Index (BMI) >35% with risk factors, or 40% with no risk factors
10. Training Expectations
- a. All NLCs will attend accountability formations on time and in the correct uniform.
 - b. All NLCs will attend their required training.
 - (1) NLCs that are continuously late for training or formations may be dropped.

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(2) NLCs that excuse themselves from any training for an excessive amount of time (i.e. taking phone calls, unreasonably long latrine breaks, smoke breaks, sleeping) may be dropped.

(3) Sign-in rosters are collected at every training session, the timing of when they are being passed around will vary.

c. All COCOM identified training is required for all personnel to be validated to travel to that region/country. There are no ETPs for these trainings.

11. Barracks Policies

a. NLCs will be directed to go to Bldg. 1003 for billeting after successfully going through each station at B Co. Their rooms will be assigned in Bldg. 1007 on the third floor.

b. For any Maintenance issues, please notify Facilities in Bldg. 1007 room 121.

c. All rooms must be cleaned and cleared prior to departure by Facilities Cadre. This includes individual rooms, hallways, latrines, and common areas both inside and outside. Failure to clear the barracks will result in the NLC not departing with their validation paperwork, and they will be dismissed from CRC.

(1) Cohort PSGs will provide guidance and resources for these requirements to be met. Further details will be shown/provided during the welcome brief.

12. Departure Procedures

a. Non-Validated drop: CRC will only provide shuttle service to ELP.

(1) All drops, regardless of reason, are required to surrender their common access card (CAC) to Cadre and will not receive any credit for progress made at CRC. If the NLC is returning to stateside work and their company needs them to retain their CAC, DA form 200 will be filled out stating that their CAC was returned to the ID office, thus enabling them to obtain a new one after departure. A copy will be provided to both the contractor and their company.

(2) At any time, a NLC may self-drop from the CRC program. They will remain signed for their PPE. They will have an opportunity to return their equipment and not be charged for it prior to departure. They will clear their barracks room prior to departure. It is their company's responsibility for their flight from ELP to their Home of Record (HOR).

b. Holdover information

(1) Flying MILAIR: If there were discrepancies with any deploying requirements, the NLC may be dropped from CRC and may not validate. Their Company has the option to either allow them to stay on Fort Bliss as a holdover (which they will remain under CRC Rules), arrange for them to stay off-post (at no expense/responsibility of the U.S. Army), or go home. Staying on post is not guaranteed, it is dependent on the space available. If the NLC is to join the next cycle, the reservation process (and ARCENT approval if applicable) will need to be redone. If there is no space available, the NLC will be dismissed and may return for a future cycle. This is a case-by-case basis and is contingent upon the agreement between their Company and the B Co Commander.

(2) Flying Commercially: This is on a case-by-case basis. After flight day the NLC will have the option to remain in the barracks while fixing the discrepancy prior to the next cycle (which they will remain under CRC Rules). After which, they will need to relocate out of the CRC area (at no expense/responsibility of the U.S. Army) to make space for the next cohort. Once the issue has been resolved, they may return to CRC operations for their validation paperwork. Their company can then book their flight to their final destination if their paperwork/Visa are still valid/not expired.

c. Flight Day

(1) MILAIR (Special Assignment Airlift Mission (SAAMS) flight): Military Air flyers will begin the barracks clearing process prior to departure. They will take a shuttle to the flight line for departure to Qatar. After the flight leaves, the responsibility of CRC ends. The timeline is subject to change depending on Flight Operations Cadre. Review Enclosure 5 for more information.

(a) Kuwait: The MILAIR flyers will depart for Qatar. They will not need a Qatar Visa for transient travel. They will need their LOA, CAC, and valid Passport for Kuwait (all valid, not expired) to pass through. This statement is subject to the latest guidance from eFCG.

(2) Commercial Air: Once fully validated, commercial flyers will begin clearing the barracks IOT be shuttled by CRC Cadre to ELP. Departure flights should be scheduled for late afternoon. For specific times please contact CRC. CRC will not make accommodations for earlier travel arrangements.

13. Frequently Asked Questions (FAQs)

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a. Refer to the B Co FAQs Enclosure 6.

14. The point of contact for any general questions regarding the content within this memorandum is CRC B Co: usarmyBlissCRCBravoContractors@army.mil

a. For medical inquiries: usarmyBlissCRCBravoMedical@army.mil

b. For supply inquiries: usarmyBlissCRCBravoSupply@army.mil

c. For operational inquiries: usarmyBlissCRCBravoOperations@army.mil

//Original Signed//
CPT, LG
Commanding

8 Encls

1. B Co Cohort schedule
2. MILAIR Authorized baggage
3. Packing List
4. CBT (TSIRT)
5. MILAIR Clearing Schedule
6. B Co FAQ
7. Contractor Reservation Worksheet
8. COVID Policy For Contractors