



**DEPARTMENT OF THE ARMY  
CONUS REPLACEMENT CENTER, ALPHA COMPANY  
1003 PLEASANTON ROAD  
FORT BLISS, TEXAS 79916**

AFRC-TNC-ACF

01 April 2025

**MEMORANDUM FOR RECORD**

**SUBJECT: Fort Bliss CONUS Replacement Center (CRC) A Co. Mobilization Welcome Letter**

1. **PURPOSE:** This welcome letter provides key information and procedures for military service members (SM) deploying through the CONUS Replacement Center (CRC) Fort Bliss.

- a. Section 3: CRC MANAGEMENT SYSTEM RESERVATION
- b. Section 4: COMPUTER-BASED THEATER SPECIFIC INDIVIDUAL REQUIREMENTS TRAINING (TSIRT) / COMPUTER-BASED TRAINING (CBT)
- c. Section 5: TRANSITION ASSISTANCE PROGRAM (TAP) REQUIREMENTS
- d. Section 6: EXCEPTION TO POLICY LETTERS (ETP)
- e. Section 7: CRC ARMORER REQUIREMENTS (AS APPLICABLE)
- f. Section 8: MEDICAL
- g. Section 9: DEFENSE TRAVEL SYSTEM (DTS) TRAVEL
- h. Section 10: PASSPORTS
- i. Section 11: PACKING LIST
- j. Section 12: IN PROCESSING REQUIREMENTS
- k. Section 13: HEALTHCARE PROVIDE (HCP) ADDITIONAL GUIDANCE
- l. Section 14: ARRIVAL AT CRC (LATE/EARLY/ON-TIME)
- m. Section 15: FORT BLISS COMBATANT COMMAND LIAISON OFFICERS (COCOM LNOS) POINTS OF CONTACT
- n. Section 16: BILLETING

- o. Section 17: MEALS
- p. Section 18: COMPUTERS
- q. Section 19: MAIL
- r. Section 20: CRC SCHEDULE

2. BACKGROUND: Alpha Company Task Force Viper CRC Fort Bliss trains and equips all non-unit related military personnel to validate in accordance with FORSCOM Pre-Deployment Training Guidance to deploy in support of CONUS and OCONUS contingency operations.

3. CRC MANAGEMENT SYSTEM RESERVATION:

a. Per 3.A of ALARACT 004-2022 dated 26 JAN 22, reservations should be made 30 to 45 days before the assigned deployment date. Those without reservations may be returned to home station at parent unit's expense or held over for next training cycle.

(1) To make a reservation, go to <https://home.army.mil/bliss/units-tenants/crc>

(2) Select the hyperlink titled "MILITARY DEPLOYERS"

(3) Select the hyperlink titled "Military Reservation or Military Service Member Reservation (CAC required)"

(4) Follow prompts to create reservation.

b. CRC MGMT does not send automated confirmation or rejection. For confirmation or rejection, SM must log into CRC Management or call BN S3 Ops at 915-568-2058 for reservation information.

4. COMPUTER-BASED THEATER SPECIFIC INDIVIDUAL REQUIREMENTS TRAINING (TSIRT) / COMPUTER-BASED TRAINING (CBT):

a. Computer-based training is a validation requirement for all service members traveling overseas. The requirements vary based off the SM's gaining COCOM guidance. The training must be completed IAW dates listed on TSIRT list enclosed.

b. Digital copies of certificates required; Hard copies will be accepted as backup.

c. CBT Training must be completed within 60 days of arrival at CRC and turned in to the A CO validation cell.

5. TRANSITION ASSISTANCE PROGRAM (TAP) REQUIREMENTS:

a. Upon receipt of this welcome letter all deployers will register for TAP's Pre-Separation Brief in accordance with AR 600-81, 17 May 2016 and congressional mandate located at <https://www.dodtap.mil/>. TAP must be initiated NLT 365 days from projected separation from Active Duty orders. The Ft. Bliss TAP office will conduct a Pre-separation briefing for all incoming Army National Guard (ARNG) and US Army Reserve (USAR) deployers.

b. Reserve Component Soldiers with more than 180 days continuous service will complete the Self-Assessment and Individualized Initial Counselings (IIC). SMs will then be assigned a Forward Transition Support Team (FTST) to assist.

c. SMs will complete all legal and Career Readiness Standards (CRS) requirements are completed throughout mobilization.

d. ARNG and USAR Soldiers will receive their Veterans Affairs (VA) benefits briefing as part of their demobilization process

6. EXCEPTION TO POLICY LETTERS (ETP):

a. All ETP requests must be signed by an O-6, GS-15 or higher within the SM's gaining chain of command. ETP requests are not automatically approved. Examples are located at <https://home.army.mil/bliss/units-tenants/crc/military-dod-civilian-deployers>.

b. Typical ETPs include:

(1) Draw or decline weapon or exempt from weapons qualification.

(2) Decline PRO-mask and / or JSLIST at CRC.

(3) Decline specific TA-50 equipment at CRC.

c. Digital copies of both waivers and ETP's are required to validate; Hard copies are recommended as backup. Emails and text messages are not acceptable alternatives to signed ETPs.

7. CRC ARMORER REQUIREMENTS (AS APPLICABLE):

a. All SMs must have a valid military email, prior to reaching CRC. SM without a functioning military email will cause delays if they are drawing weapons.

b. SM must have direct knowledge on if they are to draw a weapon while at the CRC or will be receiving a weapon in the theater of operation. In the event the SM is unsure or does not know, the SM must communicate with their gaining unit for clarification, the CRC Armorer will not be able to attain this information.

c. SMs not drawing a weapon that are traveling to Kuwait, Iraq or Syria are REQUIRED to have an ETP.

## 8. MEDICAL

a. SM that completed SRP II within 60 days of arriving to Fort Bliss are advised to bring all documentation with them. Medical personnel will not accept current flight physicals as an exemption. SM may hand carry documents in a manila folder during SRP.

b. DD 2795 PDHA and DD 3024 PHA:

(1) All SMs need to complete their portion of the Pre-Deployment Health Assessment (DD 2795), 120 days or less prior to Fort Bliss SRP processing day.

(2) All SMs should arrive to Fort Bliss SRPC with a VALID PHA on file in MEDPROS. If the PHA is going to expire within 90-days of arrival, SM will be asked to complete their member portion prior to SRPC processing date.

c. If the following were completed within the last year, bring documentation:

(1) Copy of contacts/glasses prescription, if applicable. SM must bring two pairs of glasses to CRC. Basic issue glasses will be provided if required.

(2) DD 2216 Hearing Conservation Data.

(3) DD 2813 Dental Examination.

(4) Medical Lab results for SM over 40 years old. If completed within the last year, labs from current flight physicals or SRPs may be used.

d. Prescription medications may require a Letter of Stability (LOS) memo from the SM's healthcare provider and or an approved waiver from the receiving COCOM Surgeon. This is especially true for most Behavioral Health related medications. LOS must reflect 90 days of stabilization and prescription details. Check your respective COCOM for guidance. SMs uncertain of medical issues and/or prescription medication requiring a waiver must refer to COCOM guidance (MOD17 for CENTCOM). SRPC Nurse Case Management may be reached at 915-742-7229 and 915-244-7394.

e. Obstructive Sleep Apnea (OSA) document requirements:

- (1) A copy of the most current sleep study as prescribed.
- (2) Compliance report showing at least four hours of use per night for 70% of the previous 30 days.
- (3) A waiver may be required for your respective COCOM if not in compliance.

9. DEFENSE TRAVEL SYSTEM (DTS) TRAVEL:

- a. CRC is not responsible for coordinating travel from home station to Fort Bliss.
- b. SM must review Travel Orders for instructions. Orders determine whether SM creates a DTS Authorization or contacts CWT/SATO to arrange transportation.
- c. CRC DTS NCO only has administrative access to CRC Cadre. All DTS issues will be directed to Home Station DTS Point of Contact.

10. PASSPORTS:

- a. Service members must arrive to CRC with all country specific passport and visa requirements completed. For assistance, please contact Fort Bliss Passport Office at 915-568-9885.

11. PACKING LIST:

- a. Your packing list is mission and deployment location dependent and needs to be coordinated through your designated liaison (LNO) or Combatant Command (COCOM).
- b. The CRC duty uniform is OCP or APFU depending on the schedule for that day in the cycle and each attending Soldier is required to possess at least one full set of each upon arrival. After 1700 daily civilian attire is authorized.
- c. Bed linen for a twin sized mattress and pillow are not provided. SM are advised to bring their own linen.

12. IN PROCESSING REQUIREMENTS:

- a. SM must have a reservation and published orders to process through CRC in accordance with (IAW) ALARACT 004-2022.
- b. SM conducting a Permanent Change of Station (PCS) will contact their LNO for their appropriate COCOM for further guidance.

- c. SM must arrive with 5 paper copies of their mobilization orders and any amendments to in-process with CRC.
- d. SM must have a valid military email.
- e. Service members must arrive with a completed and signed DA Form 5960 (Basic Allowance for Housing (BAH) Authorization and Dependency Declaration. This form is required to complete the finance portion of SRP. Expired forms dated before JAN 2022 will not be accepted.

### 13. HEALTHCARE PROVIDE (HCP) ADDITIONAL GUIDANCE:

#### a. Credentialing for Medical Providers:

- (1) Healthcare providers must check on their credentialing status 2-3 weeks prior to arrival.
- (2) Inter-Facility Credentials Transfer Brief (ICTB) packet must be completed and submitted prior to requesting a reservation. 120 days prior to reporting to CRC, Healthcare provides should check their military email account to confirm successful ICTB packet submission.
- (3) Please direct ICTB questions to the MEDCOM LNO. LNO can be identified by emailing CRC A Co Operations at [CRCOperations@army.mil](mailto:CRCOperations@army.mil) or phone at 915-568-0036.
- (4) The credentialing board meets every week on Thursdays.

### 14. ARRIVAL AT CRC:

- a. SMs must arrive at BLDG 1003 (A CO / CRC) between 1200-2200 Mountain Time (MST/MDT).
  - (1) VIA AIR:
    - (a) SM arriving via air must fly into El Paso International Airport (ELP).
    - (b) SM must proceed to the first floor toward baggage claim and check in with the military assistance desk or call the posted staff duty number.
    - (c) SM must inform the representative that they are proceeding to CRC. The airport shuttle stops at several locations within Fort Bliss. SM must exit the shuttle at Alpha Company / CRC, BLDG 1003.

(2) VIA GROUND:

(a) SM arriving by ground transportation may be dropped off at BLDG 1003 Pleasonton Road, Fort Bliss, TX 79916.

(b) Privately Owned Vehicles (POVs) will not be driven or stored at CRC and are not authorized for deploying SMs beyond initial drop off.

b. Early/Late Arrivals: SM must report the Facilities, BLDG 1007, Fort Bliss, TX to receive further direction on room assignment and reporting requirements for the next training cycle. All individuals arriving later than 1200 Thursday afternoon may not be accepted and will be held over for next cycle. Soldiers arriving late or over 24 hours early should contact CRC Staff Duty 915-568-6762.

c. Upon arrival, SM are restricted to Fort Bliss unless escorted by CRC cadre in the fulfillment of validation requirements. All alcohol is prohibited while at CRC.

15. FORT BLISS COMBATANT COMMAND LIAISON OFFICERS (COCOM LNOS) POINTS OF CONTACT:

a. COCOM LNOs are on the ground to assist the SM and work alongside CRC cadre to mitigate issues that delay mobilization and onward movement. Contact CRC A Co Operations at [CRCOperations@army.mil](mailto:CRCOperations@army.mil) or phone at 915-568-0036 to identify the current LNO for your area of operation.

16. BILLETING:

a. The number of Boots on the Ground impacts room assignments. SM should not expect single room assignments regardless of rank. Each room has its own bathroom. Rooms may also have a microwave and refrigerator.

b. Linen and pillows will not be provided (see section 10).

c. Laundry is located on the first floor of Building 1003. Washers and dryers are free use however, SM must bring their own liquid/pod detergent.

17. MEALS:

a. Based on the training schedule, SM will be afforded the opportunity to eat at the Dining Facility (DFAC). MREs will be provided on days that do not permit. SRP, Enterprise Partners, training, and range operations may impact hot meal availability.

b. Ordering take-out through commercial food delivery services is allowed. Orders are dropped off at the entrance to the cohort area for pickup.

18. COMPUTERS:

- a. IT resources are limited. Computer labs are available in Building 723, first floor. SMs must coordinate through cadre and CRC S-6 for access.
- b. Afterhours access must be coordinated through CRC cadre.
- c. IAW Army policy, visitor accounts are no longer available.

19. MAIL:

- a. Mail sent to Fort Bliss moves through two different post offices before reaching CRC, this may cause delays.
- b. Mobilizing SM use the following address:  
  
Rank Last, First  
CRC Alpha Company  
1011 Chaffee Road  
Fort Bliss, Texas 79916
- c. CRC highly recommends that SM wait until they reach their deployment location to order non mission essential packages.
- d. Letter mail that arrives late will be forwarded to an APO address if the deployer provided it to the 5TH AR BDE Mailroom.
- e. Packages that arrive late cannot be forwarded and will be returned to sender.

20. CRC SCHEDULE:

- a. The CRC Cohort 10-day training concept is designed to ensure that individual deployers are compliant with AR 350-1 and Forces Command (FORSCOM) guidance. SMs must complete all requirements to validate for deployment.
- b. Training schedules will be posted and briefed daily at CRC.



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21. The points of contact for this memorandum are CRC A Co Operations at [CRCOperations@army.mil](mailto:CRCOperations@army.mil) or phone at 915-568-0036.

1 Encl

1. CRC\_TSIRT\_CBT  
Checklist\_15MAR2025

//Original Signed//  
NICOLAS J. CSONKA  
Major, LG  
Commanding