



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

AFRC-TNC-ABD-B (350-1u2)

25 July 2025

MEMORANDUM FOR RECORD

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.

b. Due to unexpected flight delays and cancelations, all deploying Contractors must arrive prior to 2200hrs mountain standard time (MST) on in-processing Day of each cycle. If Contractor(s) has a known delay or arrives after 2200hrs MST on in processing day, the Contractor/Liaison Officer (LNO)/Company will need to notify CRC OPS Section as soon as possible to determine continue eligibility to in-process. If CRC OPS Section is not contacted due to delays, all late arrivals (after In processing Day, 2200) may be turned away. All late arrivals are case by case; however repeated late arrivals from same Contractor/Company/LNO will not be accepted.

c. NLC must make a reservation for CRC no later than (NLT) Friday at 1200hrs 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.

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

e. An example of the CRC schedule can be found in Enclosure 1 (E-mailed).

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.

(2) Failure to correct the potential deficiency in a timely manner is grounds for dismissal. B Co Commander will make the final determination if further action is required.

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 POVs).

(4) No cooking in the barracks.

(5) No traveling off-post. **Transportation will be provided by only Authorized Personnel (Regional Support Group (RSG/MOB shuttle), assigned LNOs, and B Co staff 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 (LNOs).

(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 of this paragraph.

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

e. NLCs must bring all Central issue Facility (CIF) gear that has been previously issued to them. The Fort Bliss CIF will not double issue Personal Protective Equipment (PPE). If you have gear issued from a previous deployment, bring it with you, no matter what installation issued it to you or what company you were with at the time. NLCs 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.

f. 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.

g. 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

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

(1) NLCs are expected to produce the following items upon arrival at CRC:

(a) LOA - 15 copies.

(b) Updated DD form 93 (Record of Emergency Data).

(c) Passport - Original and 10 copies.

(d) VISA for final destination country (visit eFCG website for guidance). Personnel with Israeli Stamp/Visa CANNOT enter Iraq.

(e) Visa Approval Letter (VAL) for Iraqi Nationals in hand.

(f) OCONUS Common Access Card (CAC) - Must be obtained within 24 hours of arrival to CRC and expire after End of Tour (EoT) date.

(g) Medical and Dental documentation (details in paragraphs 6-9).

(h) Isolated Personnel Report (ISOPREP): Certificate needed. If completed within the last five years, provide a copy.

(i) Exception to Policy (ETP's) Memorandums: Equipment (CIF/RFI draw). All requested prior to arriving at CRC, Fort Bliss, or designated processing centers. CRC does not issue ETPs and requires the KO (GS-12 or higher) to sign equipment ETP. If further assistance is needed, please contact B Co Operations at usarmyBlissCRCBravoOperations@army.mil.

(j) Computer Based Training (CBT) certificates (paper copies): Refer to Enclosure 4 (E-mailed) for list of CBTs.

(2) 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.

(3) 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 Readiness Processing Center (SRPC). Contractors that arrive at CRC without the identified documentation will be required to reschedule and attend a following cycle. All final medical determinations are made by the SRPC.

4. Medical Clearance.

a. Pre Deployment Health Assessment (PDHA) - completed on paper once arrived on site (B Co in-processing) at medical pre-screening.

b. Physical less than 90 days: DD Form 2807 & 2808 or OF 178.

c. Dental.

(1) DD Form 2813 (Version NOV 2021 or newer) within 1 year.

(2) Use SS# not Department of Defense (DoD) #.

(3) Contractors 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 pairs of glasses and prescription within 24 months).
- f. RED allergy ID Tag if applicable.
- g. Labs.

(1) READ CAREFULLY: All Contractors deploying must have a G6PD blood test: needed once in a lifetime. It is highly recommended that this be completed prior to arrival at CRC or will not be validated and will be a MED DROP.

(2) DNA & Blood Type once on record.

(3) HIV draw within 120 days of SRP (blood draw).

(4) TB test within 90 days of SRP, if had positive results within 90 days must provide chest x-ray results (Clear/Symptomatic free) to SRP; noncompliance will result in MEDICAL DROP.

(5) 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.

(6) Lipid Panel (over age 40 without risks, over age 35 with risks).

(7) EKG (over age 40, within 90 days of SRP).

(8) Pregnancy test within 30 days of SRPC (SRPC Provided).

(9) Shot records (including but are not limited to): COVID-19 vaccination card and booster if applicable, Influenza (01 OCT through 01 July), Hep A, Hep B, MMR, and Varicella may show up in labs as immune and shots may not be required. Titer testing results will be accepted. ANTHRAX and Smallpox are the only shots that will be administered at the SRP if required. **Shot records: require type of shot, date, lot number, medical signature/initials, and personal identifiers.** All shots based on destination and risk factor (refer to the eFCG or health.mil websites).

(10) 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, sleepwalking, 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.

5. Training Expectations.

a. All NLCs will attend accountability formations on time and in the appropriate attire.

b. All NLCs will attend their required training **(No exceptions)**.

(1) NLCs that are continuously late for training or accountability formations may be dropped.

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

6. Barracks Policies.

a. NLCs will be directed to CRC facilities team for billeting assignment upon completion of B Co. in-processing. CRC does not issue Linen. **NLCs will purchase or bring their own linen.**

b. For any billeting maintenance issues, please contact facilities.

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.

d. Cohort PSGs will provide guidance and resources for these requirements to be met. Further details will be shown/provided during the welcome brief on Day two and day prior to departure.

7. Departure Procedures.

a. Non-Validated drop: CRC will only provide shuttle services to El Paso International Airport (ELP).

b. All drops, regardless of reason, are required to surrender their 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, a 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 of DA form 200 will be provided to both the contractor and their company. At any time, an 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).

8. Holdover information.

a. Flying MILAIR: If an NLC does not meet all required Deployment Training the NLC may be dropped by CRC and not validate for deployment. 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 depends on 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.

b. Flying Commercially: This is on a case-by-case basis. After flight day, the NLC will have the option to remain in the barracks to correct their deficiency. All deficiencies must be corrected prior to the Tuesday before the next cycle (which they will remain under CRC Rules). If not corrected, 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 destination, if their paperwork/Visa are still valid/not expired.

c. Flight Day: 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. After the flight leaves, CRC relinquishes responsibility.

(1) The timeline is subject to change depending on Flight Operations Cadre. Review Enclosure 5 (E-mailed) for more information. **HARD SHELLED SUITCASES NOT AUTHORIZED ON ANY MILAIR/SAAM FLIGHTS. NO EXCEPTIONS.**

(2) Kuwait: They will need their LOA, CAC, and valid Passport for Kuwait to pass through. This statement is subject to the latest guidance from eFCG. Contractors will disembark and their respective Employer/Company will arrange travel for work sites beyond if required. CRC Cadre will provide detailed travel information.

d. Commercial AIR: Once fully validated, commercial flyers will begin clearing the barracks at 1500 on Flight Day to be shuttled by CRC Cadre to ELP. CRC will not make

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accommodation for earlier travel arrangements.

9. 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.

Encl
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//Original Signed//
Captain, MS
Commanding