

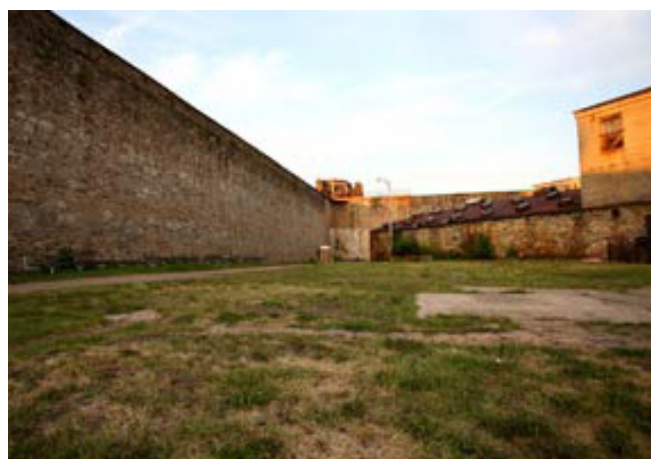
Deployment and Training Center **SERVICES CATALOG 2016**



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INTRODUCTION

Successful deployment to overseas assignments relies on proper preparation. That preparation includes:

- Recognizing cultural differences and learning how to operate effectively within a country's culture
- Understanding the risks in the work environment and how those risks can be mitigated
- Recognizing cultural differences and learning how to operate effectively within a country's culture
- Becoming physically and mentally ready to handle a potentially volatile and stressful environment
- Completing a variety of travel documents and arrangements

Deployment Centers provide a processing focus to complete that preparation, offering classes and medical services while processing the documents required for the assignment. Traditionally, these centers have processed candidates manually, creating files full of paper and taking more than two weeks to deploy individuals overseas.

VISTA Technology Services, Inc. (VISTA) has introduced technology and innovation into the deployment preparation process, reducing deployment time and increasing efficiency and effectiveness. The Deployment Centers (DEPCENs) are now the model for the industry.

The DEPCENs duplicate the continental U.S. (CONUS) Replacement Center (CRC) requirements for civilians and are certified by the U.S.

Army as authorized Deployment Centers. VISTA's goal is to process deployees in a manner that adequately prepares them to support U.S. missions and demands in any environment. The DEPCENs' mission is to move EXPAT and foreign national deployees in and out of theater while ensuring each employee remains compliant with Fort Benning CRC, Camp Atterbury CRC, Department of Defense, Department of State, Department of Justice, and all other Deployment requirements.

The DEPCENs have been successfully audited by the Defense Contract Management Agency (DCMA), Defense Security Services (DSS), and G-3 in Rock Island, thus further instilling confidence in the deployment process. To ensure compliance, VISTA has a

Deployment Center Compliance Director. This focus on quality service has enabled VISTA to maintain a 98 percent satisfaction rating in our customer surveys.


"From where I sit, the pre-deployment training was efficient, accurate, and focused. I especially want to pass on a "job well done" to the First Aid team. This was the best first aid training I have received since I left the Army."

*Marc LeGare, CEO
Proactive Communications, Inc*



THE DEPCEN DIFFERENCE: **CRC IN A BOX**





Fort Worth
11:16:43

Washington
12:16:43

Dubai
20:16:43

India
21:46:43

Afghanistan
20:46:43

FAQ's
Logout

Welcome, Leanne – Director

Classes

HR Recruiting

Candidates

DQ

CIF

Movement

Analytics

Setup

Classes

Previous 1 2 3 Next





Search Terms

Search

Reset

Add Class

Daily Muster

Roll call	Name	Size	Status	Company	Deployment center	Start Date	End Date
	RDC120421Class107	13	<input type="checkbox"/>	DYNCORP INTL, LLC	RDC-India	April 21, 2012	April 28, 2012
	DIDCF120423CLASS83	5	<input type="checkbox"/>	DYNCORP INTL, LLC	Dubai Grand Hotel	April 23, 2012	April 29, 2012
	DFW120502	2	<input type="checkbox"/>	DYNCORP INTL, LLC	Fort Worth, TX Marriott	May 02, 2012	May 06, 2012
	DFW120501	4	<input type="checkbox"/>	DYNCORP INTL, LLC	Fort Worth, TX Marriott	May 01, 2012	May 05, 2012

What Does CRC in a Box Mean For You?

- Allows corporate visibility of all processes
- Ensures transparency and accountability
- Significantly reduces paper processes
- Audits and reviews can be performed remotely, worldwide
- Files and medical records can be accessed immediately
- Reports can be created at the touch of a button

CRC in a Box is a web-based program developed by VISTA to fully automate Deployment Centers. With the touch of a button, companies are able to keep track of candidates throughout the Deployment Center process from pre-deployment requirements to candidate processing.

Prior to their arrival, candidates can log into the system and complete online training courses, view their flight itineraries, and complete DEPCEN registration forms electronically.

CRC in a Box acts as a “personal assistant” by using text messages and emails to keep candidates informed and on track, every step of the way. The available “Tickler” service reminds candidates, DEPCEN HR staff, and

medical team members of a variety of renewal dates for certifications, passports, visa expirations, physicals, immunization boosters and more.

Candidates receive all updates through simple electronic reminders sent while the candidates are deployed, on R&R, or wherever they may be. By keeping track of files and records electronically, CRC in a Box offers the convenience and capability to recover a certification, medical record, or any other document needed in an instant.

Auditors are also able to utilize this tool to virtually audit, and QA/QC electronic folders and forms from their own office, thus saving time and money.

GETTING STARTED

Using the DEPCENs is easy. You begin by submitting a Deployment Center request at least 48 hour prior to candidate's arrival. This is done by uploading documents directly into CRC in a Box. The six initial required documents are:

- 1. DEPCEN Request Form:** Completed by a company representative, requests a "slot" for your employee and provides information needed to add your candidate to the class roster.
- 2. DEPCEN Request Form:** Completed by a company representative, requests a "slot" for your employee and provides information needed to add your candidate to the class roster.
- 3. DEPCEN Information Form:** Two-page document can be completed by the company representative or by the candidate via CRC In a Box and is used to pre-populate multiple required forms.
- 4. Color Copy of Passport:** The passport cannot expire within six months of their date of arrival to the DEPCEN, and must contain 2-4 blank pages for visas. This must also be a blue-jacketed passport. (This is not required for Foreign Nationals).
- 5. Letter of Authorization (LOA):** All LOAs must be current. Please notify the Deployment Center if your candidate needs to receive a common access card (CAC) while processing at the DEPCEN. If so, the candidate will need the LOA and two forms of Government ID. (Please note: CACs cannot be processed at the DEPCEN in Dubai.
- 6. Pre Arrival Medical Requirements:** The following Medical requirements must be submitted prior to your candidate arrival at the DEPCEN.

Tuberculosis (TB) Test Results: May include TB test results, chest x-rays and/or waivers. All TB test results are valid for 90 days prior to the Deployment Center start date. Please note: The OCONUS DEPCEN'S do not require this prior to arrival.

Dental Form 2813 and Panoramic X-Ray:

Dental exam and X-Ray must be completed within 1 year of Deployment date, and must be marked as a class 1 or 2 in order to deploy. Please Note: The OCONUS DEPCEN'S do not require this prior to arrival at the DEPCEN.

HIV Test: Must be completed with results submitted for Kenyan's that process through an OCONUS DEPCEN prior to attendance

Travel Arrangements: Air travel to and from each Deployment Center is your company's responsibility and must be coordinated with the DEPCEN logistics department. The DEPCEN will provide transportation from the airport to the Deployment Center's designated hotel.

After Deployment Center requirements have been met, onward movements to the overseas worksites are your company's responsibility. The DEPCEN will provide transportation to the departure airport.

The DEPCEN must receive inbound travel itineraries at least 48 hours prior to candidate arrival.

HR and other requirements: It is the responsibility of your company to provide your employees with any necessary human resources, benefits, finance, information technology, and security information and processing pertinent to your company.

Arrangements can be made after hours for your representative to meet with your candidates. Please coordinate such meetings with the DEPCEN staff members.



ONSITE AT THE DEPCEN

When candidates arrive onsite at a DEPCEN, they follow a tight schedule that includes registration, training, and medical processing. The following represents a typical CONUS candidate schedule at our Deployment Center in Ft. Worth, TX:

Time	Arrival Day	Day 1		Day 2		Day 3	
0615	Breakfast Served 0630-1030	Roll Call Ops Team 0615 Medical 0630-0800		Breakfast Served 0630-1030		Breakfast Served 0630-1030	
0630		DO NOT EAT 8 hours prior to Medical		Ensure that all of your On Line Training Requirements are complete		If Deploying Check out of Hotel	
0645		Refer to Medical Group Schedule		Roll Call 0730		NOTE: If you do not deploy today, you are still responsible for reporting to:	
0700				Instructor Team Preventative Medicine First Aid I First Aid II Two Minute Drill 0745-1215		Roll Call M-F 0700 Roll Call Sat-Sun 0915 Muster 1800	
0715						Report every day until you deploy	
0730		Breakfast Served 0800-0930				Roll Call Ops Team 0915	
0745						If you leave the Marriott, you are required to sign in and out of the Operations Office.	
0800							
0830							
0930							
1000	Lunch Served 1100-1400 Please note: you must bring your medical folders with you to in-processing	Physicals On Line Training 1000-1130 Refer to Medical Group Schedule				Lunch Served 1100-1400	
1030		Lunch Served 1130-1330					
1100				Lunch Served 1215-1315			
1130							
1200							
1230						Prepare for Deployment	
1300				Ops Team ISOPREP IED Training UCMJ Law of War Sexual Assault 1315-1530			
1330		CAC Cards Shuttle departs the DEPCEN for CAC Office 1330-1700 Complete On Line Training 1330-1530					
1400							
1430							
1445	In Processing DIDC Team 1500-1600						
1500		NOTE: All students must vacate Computer Lab from 1530-1730		Training TBD 1535-1640			
1530							
1600							
1630							
1645	Meet and Greet DIDC Team 1600 Senior DEPCEN Leaders Welcome 1630 Program Presentation Ops Team 1645			TLS Training DEPCEN Only 1645-1730			
1700							
1800		Muster Ops Team 1800	Dinner Served 1800-2200	Muster/Deployment Packets Ops Team 1800	Dinner Served 1800-2200	Muster/ Deployment Packets Ops Team 1800	Dinner Served 1800-2200
1830				As Required DEPCEN Way Introduction 1900-2100			
1900							
1930	HR Orientation Benefits As Required TLS 1900-2000	Ensure that all On Line Training Requirements are complete by 0730 Roll Call					
2000							
2030							
2100							
2130							
2200							

ONSITE AT THE DEPCEN

The following represents a typical OCONUS schedule:

Time	Arrival Day	Day 1	Day 2	Day 3	Day 4	Departure Date
0700	Travel Day	Roll Call 0700	Roll Call 0700	Roll Call 0700	Roll Call 0700	Roll Call 0700
0715						
0730		Welcome to DIDC General Orders Fraternization Policy 0730-0815	Medical Processing 0730-1745	Preventative Medicine & First Aid Training Two Minute Drill 0730-1130	Personnel Recovery, Anti-Terrorism, SAEDA, OPSEC Brief, Suicide Prevention, Tribalism in Afghanistan, AFG Country Study Guide 0730-1130	Commercial or Charter Flight
0745						
0800						
0830		Medical Paperwork 0830-1130				
0930						
1000						
1030						
1100						
1130		Lunch Served 1130-1300		Lunch Served 1130-1300	Lunch Served 1130-1300	
1200						
1230						
1300		CRC Paperwork HR Orientation Benefits New Hire Paperwork 1300-1745		IED UCMJ Law of War Prevention of Sexual Harassment & Sexual Assault 1300-1515	Prepare for Deployment	
1330						
1400						
1430						
1445						
1500				Prepare for Deployment		
1530						
1600						
1630						
1645						
1700						
1800	Muster 1800	Muster 1800	Muster 1800	Muster 1800	Muster/ Deployment Packets 1800	
1830						
1900						
1930	Dinner Served 1930	Dinner Served 1930	Dinner Served 1930	Dinner Served 1930	Dinner Served 1930	
2000						

REGISTRATION

Upon arrival, personnel will receive a Welcome Packet that includes:

- Hotel map
- Processing schedule
- A Meal Badge with instructions on how to purchase meals
- Deployment Center Expectations
- Online Training Instructions (N/A OCONUS DEPCENS)

Those expectations include:

- 1.** Attend daily roll call and muster for accountability and daily updates. You may also track your status through the CRC in a Box program at: <https://app.centerscope.com>
- 2.** Follow the Deployment Center dress code policy, which requires individuals to dress in a manner that projects a professional image, generally business casual attire.
- 3.** Be on time and attend all scheduled classes and functions.
- 4.** Sign out/sign in if you leave the Hotel/Deployment Center at anytime.
- 5.** Be respectful to the Hotel and Deployment Center staff as well as guests and other candidates at all times.
- 6.** Do not smoke in the Hotel or Deployment Center.
- 7.** Be respectful of others when in the computer lab. No cell phones, music or games allowed. Please keep the lab a professional study environment at all times.
- 8.** Alcohol will not be tolerated during the duty day from Roll Call to Muster. If alcohol is permitted, it may be consumed in moderation and after Deployment Center class hours.
- 9.** Take care of your overseas debts prior to departure.



TRAINING

DEPCEN training courses, which include both government-required and customized classes, prepare government contractors to work in austere and hostile environments. Each offering plays an important role in preparing deployees for the task ahead.

The DEPCENs offer both computer-based and instructor-lead trainings, employing state-of-the-art web programs and effective teaching strategies. Instructor-lead courses use facilitation and feedback as well as hands-on training to ensure that students fully understand concepts and can demonstrate the key skills taught in the class.

The faculty includes personnel specializing in human resources, administration, medical documentation and evaluation, and logistics support.

Regularly offered courses include those listed below, grouped by subject area. Additional courses offered on request are listed on page 12.



Theater Specific Individual Readiness Training (TSIRT)

Antiterrorism 1

Combat Trafficking in Persons

Core Warrior Value Training

Equal Opportunity/ Prevention of Sexual Harassment (EO/POSH)

Fraternization Policy

Tribalism in Afghanistan

Tribalism in Iraq

AFG Country Study

General Orders

Operational Security (OPSEC)

Subversion and Espionage Directed against the Army (SAEDA)

Suicide Prevention

Survival, Escape, Recovery and Evasion (SERE 100)



First Aid Training

First Aid I provides training on:

- Evaluating a casualty
- Preventing and controlling shock
- Open abdominal wounds
- Open chest wounds
- Bleeding extremities
- Open head wounds

First Aid II provides training on:

- Transporting a casualty
- Medical evacuation
- Two Minute Drill—what needs to be completed in approximately two minutes to save a person's life until medical personnel arrive.

Army Required Courses

Isolated Personnel Report (ISOPREP) (EXPATS Only)

Improvised Explosive Devices (IED) (also TSIRT).

Uniform Code of Military Justice (UCMJ) (also TSIRT).

Law of War (also TSIRT).

Sexual Assault Prevention and Response (SAPR)

Preventative Medicine (including Heat and Cold Injury Prevention)



Cultural Awareness Training

Afghanistan Country Study (also TSIRT)

Tribalism in Afghanistan (also TSIRT)

Tribalism in Iraq



CLASSES UPON REQUEST



In addition to regular course offerings, the DEPCENs can also provide the following training upon request:

American Culture
Rule of Kurdish Diaspora in Kurdistan
Arab Naming Convention
Afghani Counter Drug Scenario
Arab Customs, Greetings, and Gestures
Arab Psyche
Arabic Alphabet
Arabic Familiarization
Arabic Standard Transliterations
Ethnic Groups of Iran
Extremism
Introduction to Sharia Law
Iran
Iranian Psyche
Iranian Culture
Iraq Culture
Islam
Iraqi Arabic Familiarization

Iran Ethnic Groups
Afghanistan Cultural Field Guide
Baluch in Afghanistan
Hazara in Afghanistan
Tajik in Afghanistan
Turkmen in Afghanistan
Uzbek in Afghanistan
Pashtun Tribes
Persian Familiarization
Political Culture Evolution in Iran
Psychology of Terror
Road to Kandahar
Global Islam
The Evolution of Jihad
Zaboul Province Afghanistan
Cultural Traditions in Afghanistan
Hilmand Province Afghanistan
Iraqi Arabic Familiarization

Cultural Awareness for the Following countries:

- Bosnia
- Columbia, South America
- Eastern Europe
- East Timor
- Haiti
- Honduras
- Indonesia
- Ivory Coast
- Liberia
- Mexico
- Nigeria
- Pakistan
- Philippines
- Sudan
- Tajikistan
- Turkmenistan
- Uzbekistan



The DEPCEN faculty is made up of a variety of backgrounds. The staff includes personnel specializing in human resources, administration, medical documentation and evaluation, logistics support, and training.



All DEPCENs are staffed with full-time training specialists and first aid subject matter experts.

Languages spoken include:

Arabic	French	Marathi
Bosnian	Gaelic	Pashto
Croatian	German	Punjabi
Serbo-Croatian	Gujarati	Serbian
Dari	Hindi	Spanish
Ilocano	Japanese	Tagalog
English	Macedonian	Tamil
Farsi	Malayalam	Urdu

DEPCEN AMENITIES

CONUS and OCONUS DEPCENs

- Transportation to and from the airport
- Shuttle service to local malls
- Full-service onsite restaurant
- Laundry service
- Multi-functional training/meeting rooms
- Audiovisual and IT support
- 24-hour Liaison Officer (LNO) to assist with personnel issues



MEDICAL PROCESSING

The DEPCENs are committed to maintaining 100 percent compliance with the Army's CRC medical regulations. As part of a focus on continuous improvement and to ensure full compliance, we:

- Maintain open dialogue with the ARCENT/CENTCOM
- Surgeon General's offices
- Confirm use of updated standards and application of Current medical testing protocols
- Maintain a quality and compliance audit program at all DEPCEN locations to verify compliance with all government agency requirements
- Please note that some medical requirements listed below may be required prior to DEPCEN arrival. Please contact the DEPCEN directly for DEPCEN-specific pre-arrival medical requirements.

DEPCEN Medical and Dental Deployment Requirements

Physical

- Physical exam
- TST tuberculosis skin (conducted within 12 months of the Deployment date)
- BMI screening (cannot exceed 39.9 or must be 35 or less for diabetics or candidates with sleep apnea)
- Blood pressure check (cannot exceed 140/90)
- EKG (only for candidates over 40 years of age)
- Framingham Risk Factor (only for candidates over 40 years of age or patients with Diabetes)
- Optic (Snelling wall chart)—Candidates requiring glasses must have two pairs before deploying (20/40 or better)
- Audiogram
- Chest X-Ray (only applicable for Foreign Nationals processing OCONUS)

Required Lab Work

- Blood type
- G6PD test
- HIV test
- Hepatitis C & B (Hepatitis A for firefighters)
- Urinalysis
- Fasting glucose test
- Complete Blood Count
- Lipid Panel (over 40 years of age)
- DNA (if not on record, EXPATs only)

Immunizations

- Hepatitis A
- Hepatitis B
- Twinrix
- MMR
- Tetanus/diphtheria
- Typhoid
- Influenza
- H1N1
- Varicella
- Polio (Afghanistan only)
- Rabies (Dog Handlers, Vector Control personnel)

Medication

- 180 days of any prescribed medication prior to arrival at the DEPCEN
- Malaria pills—one-year prescription provided by DEPCEN if deploying to Afghanistan

Dental

- Dental clearance
- Dental exam—*Required dental repairs will be at the candidate's own expense*
- Panoramic x-ray for identification purposes
- Individuals with orthodontic equipment are non-deployable without a waiver. Waiver requests to deploy should include a current evaluation by the treating Orthodontic provider and a statement that wires with neutral force are in place

Additional Medical Requirements

- Food service workers are required to provide a stool sample to rule out the presence of parasites.
- Hazmat, firefighters, and vector control employees are required to pass a pulmonary function test.



MEDICAL PROCESSING

Temporary Disqualifications

- Positive TB test
- BMI of 40.0 or higher; >35 with serious co-morbidities
- Blood pressure exceeding 140/90
- Abnormal EKGs will require physician's consult
- Framingham test higher than 15 percent
- Abnormal labs
- Positive Hepatitis C
- Unrepaired hernia
- Recent surgeries or medical conditions such as
- Thyroid disease
- Class 3 Dental Issues

Permanent Disqualifications

- Gastric bypass
- Positive pregnancy test
- Positive HIV results
- Active tuberculosis
- Diabetes treated with insulin
- Psychotic and bipolar disorders
- Use of following medications:
 - ◆ Therapeutic anticoagulants
 - ◆ Bipolar agents



MOBILE CRC SYSTEM

Training and Medical Screening for Host Nation Suppliers and Employees

Improving economic opportunities for Local Nationals (LNs) in countries which the US Government (USG) operates is a key factor in creating local partnerships, sustaining gains from US taxpayer investments, and achieving stabilization, counter terrorism, and civil society development goals.

VISTA has gained valuable experience as a DynCorp Protégé under the Army Sustainment Command's

(ASC's) Logistics Civil Augmentation Program (LOGCAP IV) extensive experience recruiting, vetting and sourcing local labor for USG programs throughout the world including in conflict and post conflict locations. To ensure compliance with Foreign Corrupt Practices Act (FCPA) and U.S. Anti Trafficking regulations, VISTA does not use third party recruiters. Often, third party recruiters in developing countries will charge candidates exorbitant fees to secure employment and in some cases engage in human trafficking.



VISTA's Mobile CRC System Kitted for Travel

Customers will experience reduced Deployment Center processing costs including airfare and lodging because VISTA's Advance Team equipped with our innovative m-CRC will medically prescreen and pre train candidates in their home country prior to traveling to a Deployment Center or jobsite. Medical disqualifications of candidates occur before the customer invests further in airfare.

FOR MORE INFORMATION **CONTACT**

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