

INDIVIDUAL REPLACEMENT DEPLOYMENT OPERATIONS (IRDO) GUIDANCE

IRDO Web Page for instruction on Deployment:

[Individual Replacement Deployment Operations Webpage](#)

DEPLOYMENT (MOBILIZATION) GUIDANCE:

REPORTING PROCEDURES: Report to the IRDO Staff Duty Office on Fairbanks Street, Building 303, Camp Atterbury, Edinburgh, IN with copies of your Letter of Authorization (LOA). Personnel must have a valid LOA in-hand by 1600 EST on Sunday and be entered/verified in TASS in order to be accepted into the course. Mandatory In-processing briefings are conducted 3 times on (Sunday) in BLDG 356. Briefings are conducted at **0800, 1300 and 1500** hours. Anyone arriving after the 1500 hour briefing, but before the 1600 hour cut off, will report to BLDG 303 to check in and then report to **BLDG 349 at 0700 on (Monday)** to in-process. Attendees are required to report in person and must hand-carry all required documents necessary for their deployment process as indicated in the Annexes listed on the IRDO web page.

COURSE PRE-REQUISITES: Copies of your **orders or LOA** are REQUIRED to attend the course. Also bring a **copy of your passport** and **all of the pre-certifiable on-line training certificates**. Remaining online certificates that are not completed by the arrival date are due by the end of training on Wednesday. Computers are available for use at the IRDO computer labs and within respective assigned team buildings. Some certificates require both a CAC card and AKO password. Some courses are only available through a .mil or .gov domain. Verification of personal data for the class roster and sign in sheets will be completed. If a deploying contractor/civilian is determined to be ineligible to complete the program, the course staff will check you out of the room NLT close of business the following day, to provide sufficient time to arrange departure travel.

PACKING LIST: The recommended packing list is on our web page that is available for download. A couple of items of emphasis are noted such as TSA Approved Luggage Locks, a reflective belt and linen for use in Kuwait while in transit.

CONDUCT & DISCIPLINE: Deployees attending the IRDO mobilization training course are professionals and representatives of the US Government. All conduct should reflect the same and is fully expected to reinforce good order and discipline. The IRDO Command reserves the right to dismiss from the process any personnel attending IRDO CRC who has been found to be involved in or have the knowledge of negative and/or harmful actions while attending the IRDO CRC process.

COURSE OUTLINE: Due to the training schedule and required curriculum, be prepared for long training days and dress accordingly; as well be prepared for inclement and seasonal weather.

Sunday, Day 0: Welcome and In-Processing begins at Bldg 356, Camp Atterbury at 0800 hours on the applicable Sunday start date. Deployees must have in their possession the following items:

- a) Copies of orders or your organizations Letter of Authorization; which authorizes you to attend the mobilization training.
- b) Any training certificates not completed before arrival will need to be completed in the computer lab during non-class time and turned in not later than 4:00pm on the Wednesday of your training cycle.

c) Hand-carry your medical packet to in-processing. Submit all of your medical documentation to the IRDO medical office. (Checklist provided on the IRDO web page, ANNEX II.)

d) Current ID card.

e) Copy of your passport.

Monday, Day 1: Dental & Medical processing, Administrative & personnel processing. Curriculum consists of mandatory briefs, instructor based training and class room instruction on mandatory theater entry requirements and subjects. Computer Lab time is available during personal time. Build flight manifest.

Tuesday, Day 2: Dental & Medical processing, Administrative & personnel processing. Computer Lab time is available during personal time. ULN requests submitted.

Wednesday, Day 3: Military equipment and uniform issue based upon your duty location and duty position. Instructor based and hands on performance training on individual theater specific individual readiness training subjects. Computer Lab time is available during personal time.

Thursday, Day 4: Weapons familiarization and qualification. Make-up as needed: individual administrative, medical, dental and personnel requirements. Make-up as needed: individual uniform and equipment issue requirements. Instructor based and hands on performance based class room instruction on mandatory theater entry requirements and subjects. Flight Manifest briefing.

Friday, Day 5: Installation clearance & out-processing, issue theater entry packets/records to Deployee for onward movement. Release from the course and group departure is not earlier than 1300 hours. Transportation is provided in phased movements to Indianapolis International Airport from Camp Atterbury.

LODGING & MEALS: Deploying contractors/civilians will be provided military lodging accommodations on post. Lodging can vary dependent upon the overall mobilization load being supported at Camp Atterbury. Lodging in open bay barracks is provided for all personnel processing through CRC IRDO. The Atterbury housing office can provide at a cost rooms when available. Internet access is available in the before discussed lodging. The Dining Facility (DFAC), Post Exchange (PX), Post Office, Gymnasium, and Banking are all within walking distance, as are most other supporting facilities.

The IRDO program is supported by the BLDG 350 DFAC to provide deploying personnel meal requirements for breakfast lunch and dinner. Meals may also be purchased from an on-post restaurants or vendors at the individuals expense.

MEDICAL STATUS: When processing through the Camp Atterbury medical validation screening process, Deployees will be notified of their medical status. Deployees with medical issues will be formally notified via the Medical Disposition Letter. Deployees should notify their sponsor / parent organization of their medical status as soon as receiving their disposition. Deployees may be designated as 1 of 3 categories: (1) Validated, (2) Non-Validated, and (3) Delay-Deploy. Validated Deployees are medically cleared and are considered to be in a "GO" status. Non-Validated Deployees are designated as such due to a medically disqualifying condition and will out-process and depart immediately. Delay-Deploy Deployees have 2 sub-categories:

1. Those with issues that only take 7 days or less to clear.
2. Those that take more than 7 days to clear.

Deployees that may clear their medical issues in a 7-day period may be afforded the opportunity to go into a Medical Holdover (MEDHOLD) status and remain on Camp Atterbury to be cleared and validated. Deployees identified as Delay Deploy will be accounted for on our Orange Team come Friday afternoon. Once a Deployee is designated as Delay-Deploy, then that Deployee must report to BLD 359 daily at 0800 for accountability.

Deployees whose medical issues require more than 7 days to clear will out-process on Friday and return to their home of record (HOR). Deployees that return to Camp Atterbury from their HOR after clearing up medical issues will report to BLD 301 upon arrival and schedule their Case Management appointment in order to get medically reviewed for clearance. They will report to BLD 359 daily at 0800 for accountability.

COMPLIMENTARY CHARTER AIRCRAFT: Camp Atterbury falls under and complies with the PARC Policy dated 24 OCT 2011. This policy outlines the requirement for all CAAF that are bound for the CENTCOM AOR to fly into theater via a chartered aircraft from Indianapolis immediately following departure from IRDO. It is available on our web page. Exceptions to this policy may only be granted by either the IRDO Executive Officer or Operations Officer in his absence. Please email the IRDO MILAIR Request Mailbox with any questions. Baggage Restrictions are as follows:

- **Contractors: 2 Checked bags, 1 Carry-on**
 - **70lb. Weight Restriction Per Checked Bag**
 - **50lb. Weight Restriction for Carry-On**
- **DoD: 3 Checked bags, 1 Carry-on**
 - **70lb. Weight Restriction Per Bag**
 - **50lb. Weight Restriction for Carry-On**

TRANSPORTATION:

1. Check for the latest information on transportation support on the IRDO web page.
2. IRDO staff **CANNOT** receive Deployees who report earlier than the 1 day (Saturday) prior to the class report date. Deployees are required to clear out of their assigned billeting no later than 1100 hours on Friday. Barracks are cleaned and reassigned for the next course which begins the following day.
3. Camp Atterbury Transportation (**Cml: 812-526-1305**), provides transportation from Indianapolis International Airport to Camp Atterbury 7 days a week. Reference the shuttle schedule on the IRDO web page which provides the latest movement instructions. After course completion, departure time from Camp Atterbury is typically 1300 hours for all departing Deployees.
4. If you are unable to obtain a flight and report to Atterbury by 1600 EST on Sunday, you must arrive the day prior (Saturday) to the Indianapolis Airport for the transportation shuttle service to Camp Atterbury. The shuttle schedule is located on the IRDO web page.
5. IRDO allows the use of rental cars and Personally Owned Vehicles (POVs) that may be driven on to Camp Atterbury. Upon arrival Deployees should park and join their class and make all additional movements during the training day via the IRDO provided transportation. Rental cars must be turned in the night prior to the MILAIR flight.

6. Rental cars, hotel costs and taxi services are non-reimbursable costs to the Government. These items are highly discouraged while in attendance at the Camp Atterbury IRDO. All costs incurred are the responsibility of the Deployee and or the parent organization.

7. Camp Atterbury will provide all transportation to and from the Indianapolis International Airport IAW the schedule located on our webpage. All movements to and from will be coordinated through the Camp Atterbury Transportation office.

Thank you and have a safe journey.