

VMMT-204 Check-in Guidance for Student Pilots

Updated 20210128



MARINE MEDIUM TILTROTOR TRAINING SQUADRON 204

MARINE AIRCRAFT GROUP 26

2D MARINE AIRCRAFT WING

PSC BOX 21018

JACKSONVILLE, NC 28545-1018

General Points of Contact



- VMMT-204 Student Control (STUCON) Officer: 910-449-4254
- VMMT-204 Administrative Officer: 910-449-4286
- VMMT-204 Administrative Chief: 910-449-4925
- VMMT-204 Flight Line Access Control Officer: 910-449-4294
- VMMT-204 Squadron Duty Officer: 910-449-5875
- VMMT-204 Operations Duty Officer: 910-449-4360
- VMMT-204 Uniformed Readiness Coordinator (URC): 910-449-4697
- MCAS New River Bachelor Officer Quarters: 910-449-5024/5897 (DSN 752-6405)
- MCAS New River Medical Clinic: 910-449-6500
- MCAS New River Dental Clinic: 910-449-6515
- MCAS New River Provost Marshall's Office (PMO): 910-449-4248
- Relocation Assistance / Information & Referral Office: 910-451-1056/7796
- Installation Personnel Administration Center (IPAC): 910-449-7268

URC Points of Contact



Resource	Phone Number
AMERICAN RED CROSS MARINE CORPS BASE CAMP LEJEUNE	910-451-2173
AMERICAN RED CROSS MARINE CORPS AIR STATION NEW RIVER	910-449-4756
AMERICAN RED CROSS 24 HOUR EMERGENCY	877-272-7337
BASE BOWLING CENTER MARINE CORPS BASE CAMP LEJEUNE	910-451-5121
BASE BOWLING CENTER MARINE CORPS AIR STATION NEW RIVER	910-449-4921
BASE EDUCATION CENTER MARINE CORPS BASE CAMP LEJEUNE	910-451-3091
BASE EDUCATION CENTER MARINE CORPS AIR STATION NEW RIVER	910-449-6233
BASE HOUSING OFFICE MARINE CORPS BASE CAMP LEJEUNE	910-451-1627
BASE HOUSING OFFICE AMCC	888-690-4304
BASE HOUSING OFFICE LINCOLN	910-353-2460
BASE LEGAL MARINE CORPS BASE CAMP LEJEUNE	910-451-7085
BASE LEGAL MARINE CORPS AIR STATION NEW RIVER	910-449-6169
BASE OPERATOR MARINE CORPS BASE CAMP LEJEUNE	910-451-1113
BASE OPERATOR MARINE CORPS AIR STATION NEW RIVER	910-449-6196
COMMISSARY MARINE CORPS BASE CAMP LEJEUNE	910-451-5071
COMMISSARY MARINE CORPS AIR STATION NEW RIVER	910-449-6395
CHAPLAIN MARINE CORPS BASE CAMP LEJEUNE	910-451-3210
CHAPLAIN MARINE CORPS AIR STATION NEW RIVER	910-449-6801
CHILD & YOUTH PROGRAM MARINE CORPS BASE CAMP LEJEUNE	910-449-9583
CHILD & YOUTH PROGRAM MARINE CORPS AIR STATION NEW RIVER	910-450-0553
COUNSELING SERVICES MARINE CORPS BASE CAMP LEJEUNE	910-451-2864
COUNSELING SERVICES MARINE CORPS AIR STATION NEW RIVER	910-449-6110
C.R.E.D.O. MARINE CORPS BASE CAMP LEJEUNE	910-449-8294
DEERS MARINE CORPS BASE CAMP LEJEUNE	910-451-2727/4223
DEERS MARINE CORPS AIR STATION NEW RIVER	910-449-7695/5428
DISBURSING OFFICE (MILITARY PAY)	910-451-4162
DISTRIBUTION MANAGEMENT OFFICE (DMO)	910-451-2377
DSTRESS HOTLINE	877-476-7734

Exceptional Family Member Program (EFMP) MARINE CORPS BASE CAMP LEJEUNE	910-451-4394
Exceptional Family Member Program (EFMP) MARINE CORPS AIR STATION NEW RIVER	910-449-5251
FAMILY MEMBER EMPLOYMENT ASSISTANCE	910-450-1676
F.O.C.U.S. MARINE CORPS BASE CAMP LEJEUNE	910-450-5635
F.O.C.U.S. MARINE CORPS AIR STATION NEW RIVER	910-449-4527
GOLF COURSE MARINE CORPS BASE CAMP LEJEUNE	910-451-5445
ID CARD CENTER MARINE CORPS BASE CAMP LEJEUNE	910-451-2727
ID CARD CENTER MARINE CORPS AIR STATION NEW RIVER	910-449-7695/5428
LENDING LOCKER MARINE CORPS BASE CAMP LEJEUNE	910-450-7385
LENDING LOCKER MARINE CORPS AIR STATION NEW RIVER	910-449-6110
L.I.N.K.S. Camp Lejeune-New River	910-450-1465
MARINE & FAMILY PROGRAMS CENTER MARINE CORPS BASE CAMP LEJEUNE	910-451-4394
MARINE CORPS EXCHANGE (MCX) MARINE CORPS BASE CAMP LEJEUNE	910-451-5030
MARINE CORPS EXCHANGE (MCX) MARINE CORPS AIR STATION NEW RIVER	910-449-0539
MIDWAY PARK C STORE	910-451-2341
MILITARY & FAMILY LIFE COUNSELORS MARINE CORPS BASE CAMP LEJEUNE	910-358-8840
MILITARY & FAMILY LIFE COUNSELORS MARINE CORPS AIR STATION NEW RIVER	910-988-9541
NAVAL HOSPITAL INFORMATION	910-450-4652
NAVAL HOSPITAL PRIMARY CARE APPTS	910-450-4357
NAVY/ MARINE CORPS RELIEF SOCIETY MARINE CORPS BASE CAMP LEJEUNE	910-451-5346
NAVY/ MARINE CORPS RELIEF SOCIETY MARINE CORPS AIR STATION NEW RIVER	910-449-6431
NEW PARENT SUPPORT MARINE CORPS BASE CAMP LEJEUNE	910-449-9501
PMO (MILITARY POLICE)	910-451-8381
RECREATION EQUIPMENT ISSUE	910-451-1368/2360
REC ITT TRAVEL OFFICE (AT MCX COMPLEX) MARINE CORPS BASE CAMP LEJEUNE	910-451-3535
REC ITT TRAVEL OFFICE (AT MCX COMPLEX) MARINE CORPS AIR STATION NEW RIVER	910-449-6530
RELOCATION AND ASSISTANCE	910-450-7385
RESILIENCY EDUCATION	910-451-2865
RESOURCE AND REFERRAL (CHILDCARE) MARINE CORPS BASE CAMP LEJEUNE	910-449-9563
RESOURCE AND REFERRAL (CHILDCARE) MARINE CORPS AIR STATION NEW RIVER	910-450-0553
TARAWA TERRACE CDC	910-450-1646
TARAWA TERRACE COMMUNITY CENTER	910-450-1687
TAX CENTER	910-451-3030
TRICARE CAMP LEJEUNE	910-450-4928
TRICARE TELEHELATH	877-874-2273
USO JACKSONVILLE, NC	910-455-3411

Pre-Arrival



- Collect all of your records:
 - Three copies of official orders
 - Logbook (ensure closed-out and signed)
 - NATOPS jacket
 - Medical Record
 - Dental Record
- Compare EAS date in MOL against your air contract. If the date is incorrect, advise your current S-1 for corrective action. You can also contact MMOA-2 directly to update your EAS (703-784-9267). This must be completed before finishing 204.
- Ensure all flight gear is accounted for and consolidated in a parachute bag for turn-in on check-in day.
- Coordinate Transportation.
 - See your current S-1 for departure details from your current station.
 - Ensure government travel charge card is active prior to departure (if utilized).
 - Leave at VMMT-204 is not typically granted during the period of instruction. If desired, it is recommended that leave be taken en-route in conjunction with your PCS move (coordinated with your current command).
- Coordinate lodging
 - Unaccompanied: Setup with BOQ or obtain a “letter of non-availability” from them prior to lodging off-base.
 - Accompanied: Contact relocation assistance office for current BAH rates and on-base housing availability.
- Prepare Service Alphas
 - Re-tailor as appropriate, ensure proper fit and configuration prior to check-in.
- Activate your CAC for flight-line access
 - Contact VMMT-204 Flight Line Access Control Officer, Cpl Brown, and ensure your name is added to the squadron access roster prior to arrival. Email phillip.r.brown@usmc.mil and provide: name, rank, EDIPI, and expected arrival date.
 - Proceed to PMO (AS-302) in order to have your CAC activated for flight-line access.
 - Use the card reader at the turnstile for access. Do **NOT** use your card to allow anyone else through the turnstile.
 - If unable to go to PMO prior to check-in, use phone at turnstile to gain temporary access (pick up the phone, it will connect automatically to PMO, they will check your name against the VMMT-204 access roster and unlock the turnstile remotely – you must be on the access roster for them to do this).
 - If you are not on the access roster, you must have a Marine who is on the roster sponsor your entry with PMO.
- Complete required training (next slide) and bring printed copies of all certificates to check-in.



Required Training (Pre-Arrival)

*Have printed copies of all certificates available for check-in

- DTS (Basic) – DTS Travel Documents (DTS 101)
 - <https://www.defensetravel.dod.mil/Passport>
- Programs & Policies – Travel Card Program (Travel Card 101)
 - <https://www.defensetravel.dod.mil/Passport>
- Casualty Assistance Calls Officer
 - <http://usmc-mccs.org/services/benefits/casualty-assistance>
- Records Management
 - <https://www.marinenet.usmc.mil>
- Use of Force (ILEUOF001A)
 - <https://www.marinenet.usmc.mil>
- Cyber Awareness Certificate (CYBERM0000; current fiscal year)
 - <https://www.marinenet.usmc.mil> (This course satisfies the Information Assurance and Cyber Awareness requirements.) Email the ORIGINAL MarineNet PDF certificate to kevin.sack@usmc.mil and Stephen.a.smith@usmc.mil IOT expedite computer access.

Arrival / Post-Arrival



- Important: Per updated procedures, proceed to IPAC first (in Alphas), prior to the Squadron. See base map.
 - Complete Travel Claim
 - Conduct OMPF review/update. Ensure EAS date reflects Air Contract.
- Check-in location: VMMT-204 Hangar (AS-508) - Uniform for check-in: Service Alphas.
- Turn in medical and dental records as the MCAS New River Clinic (AS-100, across the street from IPAC).
- Flight-line access:
 - If CAC card is activated (procedures on pre-arrival checklist), use card reader at the turnstile.
 - Do **NOT** use your card to allow anyone else through the turnstile.
 - If CAC card is not activated, pick up phone at the turnstile – connects automatically with PMO for access.
- Proceed to second deck through main entrance (AS-508), turn right, go to S-1 (room 216).
 - Ensure you obtain a check-in sheet from the S-1 Marines.
 - Ensure you obtain an S-1 reporting endorsement.
- Conduct uniform inspection with STUCON Officer, one of the staff operations officers, **or** XO (in that order).
- Changeover to flight suit **following uniform inspection with either STUCON, staff Ops O-3s, or XO in this order.**
 - Wear green-on-green beneath flight suit, S-3T will record initial height/weight on arrival.
- Turn in flight gear to flight equipment (room 136) – Bring NATOPS Jacket.
- Turn in flight records .
 - Logbook (S-3T, room 249).
 - APR Training Jacket will be built for you to file your Aviation Training Form grade sheets (S-3, room 243).
 - While here, schedule writers will add your email to the flight schedule distribution list and record you cell phone number.
 - NATOPS jacket (DSS, room 219).
 - While here, ensure you receive your MV-22B NATOPS Pocket Checklist. Bring a copy of your official orders. DSS officers will explain the process to obtain your administrative UPCHIT.
- Proceed to S-2/S-6 (room 201) for security clearance verification, sim building access, and government email access/distribution list assignment. Bring a copy of your Cyber Awareness certificate (CYBERM000).
- Proceed to STUCON (room 244) for student check-in and class information – see STUCON OIC or staff operations officers.
- If STUCON unavailable, check back the following day(s). STUCON check in must be completed within 1 week of arrival.
- Complete check-in sheet and turn into S-1 when complete (see detailed checklist on next slide).
 - This may take several days to complete, goal is to complete the check-in within 1 week.
 - **Until assigned a ground-job, S-3 (room 243) is your appointed place of duty (0730-1630).**

MCAS NEW RIVER CHECK IN/OUT SHEET
PRIVACY ACT STATEMENT

ASO 1302.1C

Information contained on this form is maintained under the Systems of Records Notice M01133-3, (Marine Corps Recruiting Information Support System) (May 23, 2008, 73FR 30095). AUTHORITY: Maintenance of the system under 5 U.S.C. 5042, Headquarters, U.S. Marine Corps, 5 U.S.C. 301, Departmental Regulations, and E.O. 9397 (SSN). PRINCIPLE: Prospective applicants and reserve enlistment programs. PURPOSE: To provide recruiters, administrators, and decision makers with information necessary, which may influence the decision making process. ROUTINE USE: Are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE: Mandatory for request to be processed.

Actual Check-In Sheet will be received by VM MT-204 S-1

****This is a copy of the actual check-in sheet, below is the recommended sequence for efficient completion**

NAME		GRADE	EDIPI		MOS	ORG	DATE
I.M. TILTRTOR PILOT		O-2	1234567899		7531	VMMT204	DATE ISSUED
IPAC		SECTION 1			SECTION 2 (CONTINUED)		
IPAC	AS120:	1	STATION S-6	AS212	N/A	DEF TVL SYST (ODTA)	2
COMMENTS			VEHICLE REG	AS187	As Needed	SACO	8
MEAL CARD#	N/A		PMO (FLT LINE ACCESS)	AS302	Arrival Checklist	ATHOC OPERATOR	N/A
WELCOME ABOARD			MEDIAL (0700 Showtime: TWTT)	AS100	4	ATFP OFFICER	As needed (OCONUS Travel)
WELCOME ABOARD BRIEF IS MANDATORY FOR ALL PERSONNEL REPORTING ABOARD MCAS NEW RIVER. SPOUSES ARE ENCOURAGED TO ATTEND. ON			DENTAL (0700-1130 /1300-1530)	AS100	4	S-6	7
WAB COORDINATOR	SIGN	DATE	TRANSITION/ CAREER RESOURCE CENTER	AS912	N/A	UVA	8
	By Exception		FAMILY HOUSING	CLNC/TT43	As Needed	VOTING	8
PERSONAL READINESS SEMINAR (PRS) IS ONLY MANDATORY FOR PERSONNEL CHECKING INTO			EFMP	AS112	As Needed	VWAP	8
WAB COORDINATOR	SIGN	DATE	IIF	AS4081	N/A	EDUCATION OFFICER	As Needed
	By Exception		CSF CBRN	AS4081	N/A	CHAPLAIN	As Needed
RESOURCES		SECTION 2 (UNIT INFO)			SMP		
1. CHECK MCCS/EJUNE-NEW RIVER.COM FOR CLASS DATES		CO	*in-brief on day 1 of ground school		ARMORY		N/A
2. CAREER RESOURCE CENTER CLASSROOM AS-913.		XO	*Check schedule for availability		PRO/CON OR FITRES		Check Out Only
3. UNIFORM OF THE DAY.		SGTMAJ	N/A		FLIGHT EQUIPMENT		8: See Arrival/Post Arrival Checklist
CERTIFY THAT I HAVE NO MCCS GEAR, VIDEOS, LIBRARY BOOKS OR FUNDS OWED TO NAVY RELIEF.		ADJUTANT	As Needed		MAINT CHIEF		N/A
MEMBER SIGNATURE:			CAREER PLANNER	N/A		SUPPLY/UUMA/UUAM	N/A
			GOVT CHG CARD	2		SNCOIC	N/A
			MAILROOM	2		DSS/NATOPS	6
			QUALITY ASSURANCE	N/A		SQDN GYSGT	N/A
S-1 SIGNATURE:			S-2 SECURITY CLEARANCE	7		EO	As Needed
			S-3 TRAINING	5		EMBEDDED PREV BEH HLTH COORD.	As Needed
			UNIT BARRACKS MGR	N/A		DEPOLYMENT READINESS COORD.	Required
			S-4	7		FAMILY CARE PLAN	As Needed
			OIC	3: STUCON Check In		SPONSORSHIP COORD	As Needed
			CMD FINANCIAL SPEC	As Needed		OTHER	

1 – IPAC. Report in Service Alphas. Remain in Service Alphas until inspected at VM MT-204 (see post arrival checklist for details). Bring signed reporting endorsement to VM MT-204 S-1.

2 – S-1/ADJ (DTS, GTCC, and CACO certificates must be provided for sign-off), check EAS in MOL against flight contract (**advise S-1 if incorrect**). See required documents in Arrival/Post Arrival Checklist.

3 – Uniform inspection and student check-in (see Arrival/Post-Arrival Checklist for details).

4 – Turn in medical and dental records (clinic is across the street from IPAC). Only turn in dental record if staying on the East Coast. Check the times the clinics are open on check in sheet.

5 – Height/weight in S-3T, turn in logbook to S-3T, turn-in APR to S-3.

6 – Turn in NATOPS jacket, copy of official orders, and receive MV-22B checklist.

7 – Security clearance verification, sim building access, share-drive access, government email access/distribution list assignment.

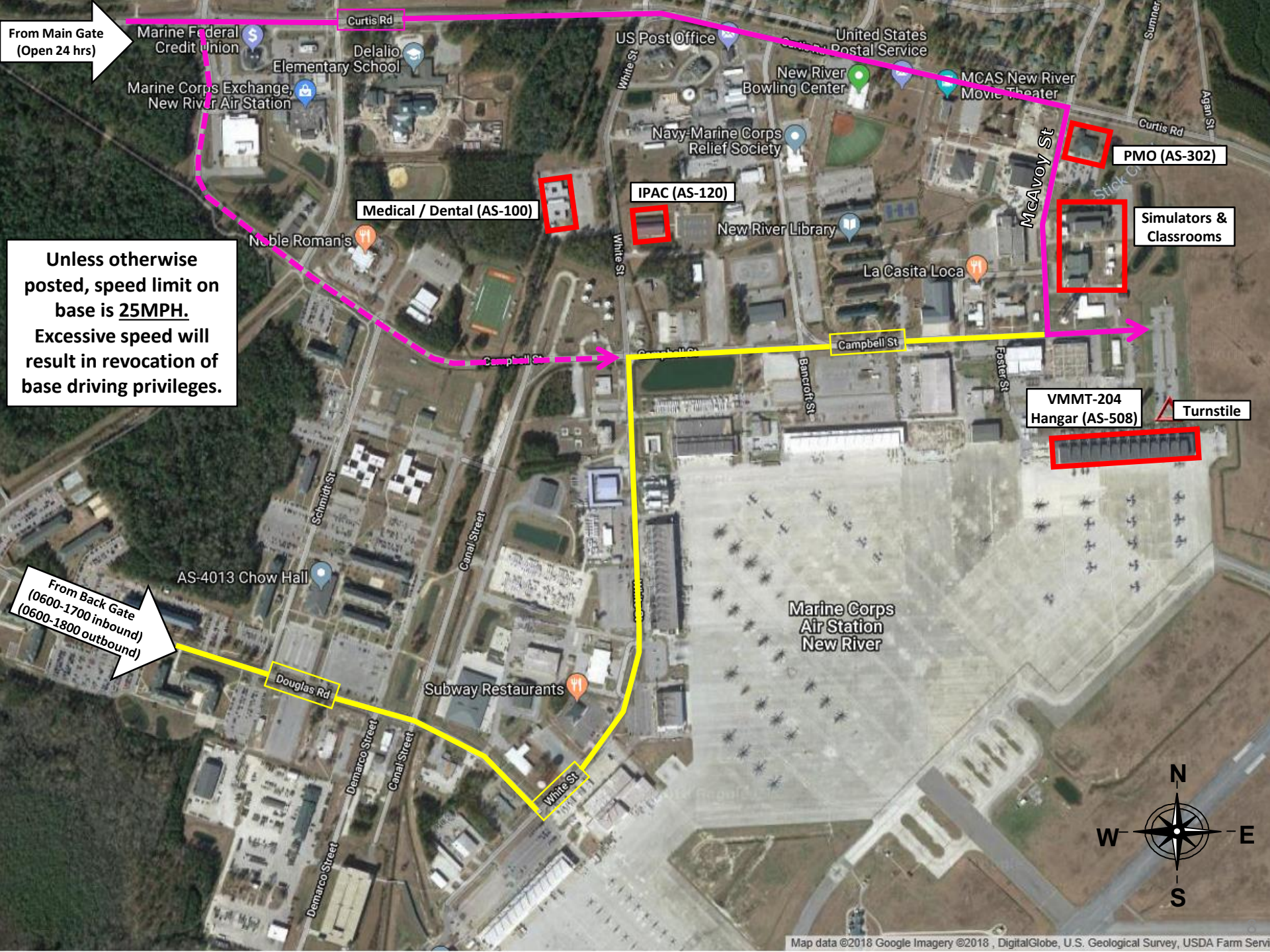
8 – Day 2+ items (if unable to complete day 1).

*MARINES SEPARATING FROM THE MARINE CORPS MUST CHECK OUT WITH CO, XO, SGTMAJ

MARINES ARE REQUIRED TO TURN IN COMPLETED CHECK-IN SHEET TO SQUADRON ADMIN NLT 5 WORKING DAYS.

MARINES ARE REQUIRED TO BRING A COPY OF THEIR CHECK-OUT SHEET TO THE IPAC WHEN DEPARTING THE AIR STATION.

MCASNR/S-1/IPAC002 (Rev. 07/10/16) ALL PREVIOUS EDITIONS ARE OBSOLETE



From Main Gate
(Open 24 hrs)

Unless otherwise posted, speed limit on base is 25MPH. Excessive speed will result in revocation of base driving privileges.

From Back Gate
(0600-1700 inbound)
(0600-1800 outbound)





Semper Fidelis

C. A. Forman

Lieutenant Colonel, USMC

Commanding Officer VMMT-204 Welcome Aboard Message

We are pleased to have you as a member of our team. You will be joining an exceptional command that performs its mission with technical skill and has great pride in its performance. I look forward to working with you, and I am confident you will become a valuable member of our command.

I encourage you, and your family to join in the many activities available aboard New River Air Station. You can obtain additional information about Marine Corps Air Station New River and Marine Medium Tiltrotor Training Squadron 204 (VMMT-204) by visiting the links listed below:

<http://www.mccslejeune-newriver.com/info/>

<http://www.mag26.marines.mil/MAG26Units/VMMT204.aspx>

<http://www.militaryhomefront.dod.mil/>

I assure you that I consider the safety and well-being of our Marines, Sailors, Airmen, and their families to be of the utmost importance. If you should need help or advice during the relocation process, contact your sponsor, the nearest Marine Corps Community Services, and/or the command's Uniformed Readiness Coordinator (URC). See below for contact information and upcoming events.

CONTACT INFORMATION

MCAS New River Relocation Assistance Program
Work Phone: (910) 451-1056 (DSN 451)

Unit Squadron Duty Officer
Work Phone: (910) 449-5875

Unit Uniformed Readiness Coordinator
Name: Capt David M. Johnsen
Work Phone:(910) 449-4697 (DSN 752)
Work Email: david.johnsen@usmc.mil

UPCOMING EVENTS

TBD – Monthly Volunteer Meetings