

VMMT-204 Check-in Guidance for Student Pilots

Updated 20260803



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: 910-449-4087
- VMMT-204 Flight Line Access Control Officer: 910-449-4177
- 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: 910-787-9575
- 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
- Regional Personnel Administration Center (IPAC): 910-449-7835

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).
- ☐ Prepare Service Alphas
 - Re-tailor as appropriate, ensure proper fit and configuration prior to check-in.
- ☐ Complete required training (next slide) and bring printed copies of all certificates to check-in.
- ☐ Contact STUCON OIC / XO prior to arrival. Communicate day you intend to check-in.
 - ☐ STUCON OIC - Capt Nathaniel Conroy - 734-558-5712 or nathaniel.conroy@usmc.mil / 910-449-4254
 - ☐ XO - Maj John Albertini - John.Albertini@usmc.mil
- ☐ Contact S-4 for expedited flightline access. Provide: Full Name, Expected Arrival Date, EDIPI, Branch of Service
 - ☐ VMMT204_S4@usmc.mil



Required Training (Pre-Arrival)

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

- Programs & Policies – Travel Card Program (Travel Card 101)
 - <https://www.defensetravel.dod.mil/Passport>
- Casualty Assistance Calls Officer
 - MarineNet
- USMC / AIRFORCE: USMC CYBER AWARENESS TRAINING – COURSE NUMBER: CYBERM0000
 - MarineNet

Arrival / Post-Arrival



- ☐ Administrative Check-in location: VMMT-204 Hangar (AS-508, Room 248) - Uniform for check-in: Service Alphas
- ☐ Important: Per updated procedures, proceed to Squadron first, prior to the RPAC. See base map.
 - ☐ Complete Travel Claim
 - ☐ Conduct OMPF review/update. Ensure EAS date reflects Air Contract.
- ☐ Turn in medical and dental records at the MCAS New River Clinic (AS-4021).
- ☐ Flight-line access:
 - Check in with S-4. S-4 will add you to the Flightline Access Roster and email Base Ops and PMO to have you added to the list. (If not previously complete)
 - If CAC card is activated (you have checked in with PMO), 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.
 - ☐ Ensure you obtain a check-in sheet from the S-1 Marines.
 - ☐ Ensure you obtain an S-1 reporting endorsement.
- ☐ Conduct uniform inspection with XO or STUCON Officer (in that order).
- ☐ Remain in Service Alpha's for CO pending XO guidance.
- ☐ Changeover to flight suit ***following uniform inspection with either XO or STUCON in this order.***
 - Wear green-on-green beneath flight suit, S-3T will record initial height/waist on arrival.
- ☐ Turn in flight gear to flight equipment – Bring NATOPS Jacket.
- ☐ Turn in flight records .
 - ☐ Logbook (S-3T).
 - ☐ APR Training Jacket will be built for you to file your Aviation Training Form grade sheets (S-3).
 - ☐ While here, schedule writers will add your email to the flight schedule distribution list and record you cell phone number.
 - ☐ NATOPS jacket (DSSN).
 - ☐ 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 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 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).**

PRIVACY ACT STATEMENT

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 entitlement programs. PURPOSE: To provide recruiters, administrators, and decision makers with information necessary, which may influence decision making process. ROUTINE USE: Are generally permitted under 5 U.S.C. 552 a(b) of the Privacy Act. These records of information, contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3). DISCLOSURE: Mandatory for record to be processed.

NAME		GRADE	EDIPI	MOS	ORG	DATE
IPAC		SECTION 1		SECTION 2 (CONTINUED)		
IPAC	AS120	STATION S-6	AS212	S-6		
COMMENTS		VEHICLE REG	AS187	S-6		
MEAL CARD		PMD (FLT LINE)	AS302		ATHOC OPERATOR	
WELCOME ABOARD		MEAL CARD (show time TW-1)	AS100		ATIP OFFICER	
WELCOME ABOARD BRIEF IS MANDATORY FOR ALL PERSONNEL REPORTING ABOARD MCAS NEW RIVER. SPOUSES ARE ENCOURAGED TO ATTEND ON STATION.		Dental (0700-1130p 1300-1530)	AS100		TRIC	
WAB COORDINATOR	SIGN DATE	TRANSITION CAREER RESOURCE CENTER	AS912		UVA	
		FAMILY HOUSING	CLINC/TT43		VOTING	
PERSONAL READINESS SEMINAR (pre) IS ONLY MANDATORY FOR PERSONNEL CHECKING INTO THEIR		EDFMP	AS4081		EDUCATION OFFICER	
WAB COORDINATOR		III	AS4081	N/A	CHAPLAIN	
		CT'S CHIEF	AS4081	N/A	S-5	
RESOURCES		SECTION 2 (UNIT INFO)		AVI	N/A	
1. CHECK MCCSLEJEU/NI/WRIVER.COM FOR CLASS DATES.		CO		FTREPS/ETEPS		
2. CAREER RESOURCE CENTER CLASSROOM AS-913		NO		OFFICERS	ONBOARD BRIEF	
3. UNIFORM OF THE DAY		SGTMAJ		ENLISTED MARINES	FLIGHT EQUIPMENT	
MEMBER SIGNATURE:		ADJUTANT		ENLISTED MARINES	SUPPLY ROOM	
		CAREER PLANNER		ENLISTED MARINES	MAINT CHIEF	
		GOVT CTR		S-1	SNCORC	
		DE-1 (V) NYS (OBTAIN)		S-1	DNSS/NATOPS	
		MAIL ROOM	N/A	S-1	SQDN CYSGT	
		QUALITY ASSURANCE			EDUCATION FAMILY READINESS	
ADMIN / S-1 SIGNATURE:		S-2 SECURITY CLEARANCE			FAMILY CARE PLAN / S-1 RETD	
		S-3 TRAINING			NOTOR/CLECT RIDERS	
		UNIT BARRACKS MKR	N/A		OPSEC	
		S-1			CHIEF	
		MAINT ADMIN			CHIEF	
		CMD FINANCIAL SPEC			CAREER PLANNER, CHAPLAIN, ED FLIGHT DOC, MRLAC, PREVENTION SPECIALIST, SACO, SAPR VA, SPPD, TRIC, UVA	
				S-3: PME/REQs/Pg11'S		
				S-1: LIMITED / 1 LIGHT DUTY		

COVERED IN QUARTERLY WAB COMB ABOARD BRIEF

*MARINES SEPARATING FROM THE MARINE CORPS MUST SIGN OUT WITH CO, XO, SGTMAJ. MARINES ARE REQUIRED TO TURN IN COMPLETED CHECK IN SHEET TO SQUADRON ADMIN NLT'S WORKING DAYS. MARINES ARE REQUIRED TO TURN IN A COPY OF THEIR CHECK IN SHEET TO THE IPAC WHEN DEPARTING THE AIR STATION.

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

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

1 – 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.

2 - Report to RPAC once you receive reporting Enorsement from S-1.

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

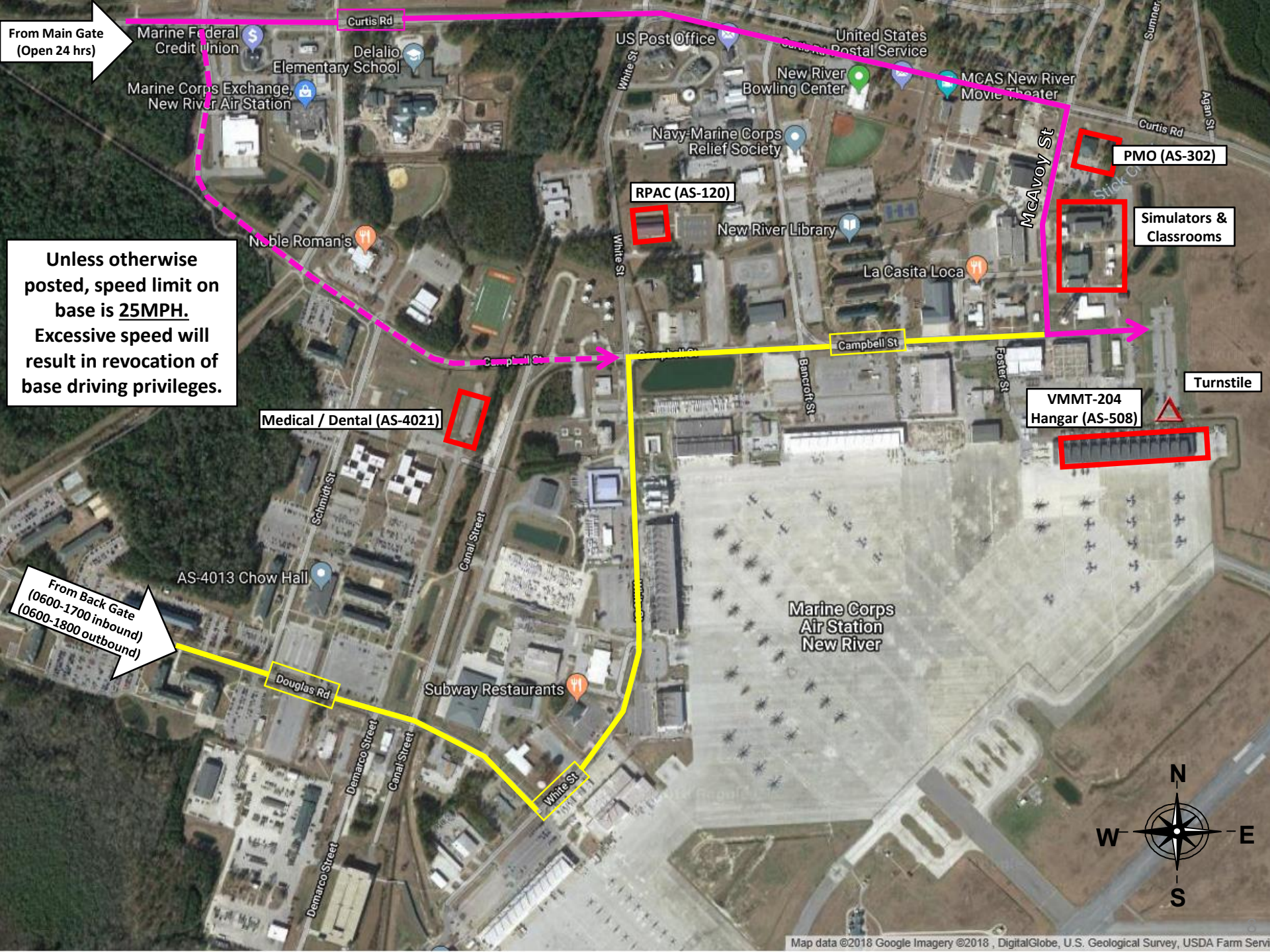
4 – Turn in medical and dental records. Check the times the clinics are open on check in sheet.

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).



From Main Gate
(Open 24 hrs)

Marine Federal Credit Union
Delalio Elementary School
Marine Corps Exchange, New River Air Station

US Post Office
United States Postal Service
New River Bowling Center

MCAS New River Movie Theater
Curtis Rd
Agan St

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)

PMO (AS-302)
Simulators & Classrooms
RPAC (AS-120)
Navy-Marine Corps Relief Society
New River Library
La Casita Loca
VMMT-204 Hangar (AS-508)
Turnstile
Medical / Dental (AS-4021)

AS-4013 Chow Hall
Subway Restaurants
Douglas Rd
Demarco Street
Canal Street
White St

Campbell St
Bancroft St
Foster St
Marine Corps Air Station New River

