

MATSG-22 FLIGHT STUDENT ORIENTATION GUIDE



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MATSG-22 MISSION and PRIORITIES

1. Take care of Marines and their Families
2. Forge Relationships with Sister Services and the Community
3. Advocate for the US Marine Corps
4. Train World Class Marines
5. Foster esprit de corps

MESSAGE FROM THE COMMANDING OFFICER

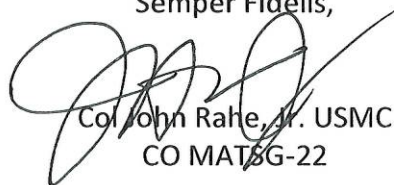
On behalf of the Marines and families of MATSG-22 -- WELCOME ABOARD!

I am proud to be your Commanding Officer and honored to work for you in the service of our nation and Corps. My job is straightforward - provide leadership, guidance, influence and advocacy to our greatest assets and the future of our Corps - our Marines.

This command is committed to the world-class training and professional development of Marines. In doing so, we must ensure we are mentally-, physically-, and morally- trained, prepared, and ready to conduct our mission 24/7-365 days a year. Therefore, this command will carry out and expect the following:

- Marines First, Mission Always. The welfare of our Marines and their families is first and foremost. Inherent to our ethos, Marines will always complete the mission.
- Good Order and Discipline. The bedrock of our profession. Order and discipline should be tight at all times and under all conditions. It applies to all facets of military life: professionalism, military courtesy, military respect, physical fitness, weight standards, adherence to training schedules, and care of our Marines and their families.
- Committed and Engaged Leadership. Every Marine leader in this command is charged to know every aspect of their Marines' lives. Marines do not micro-manage - they simply lead. Professional Marine leadership gains respect and becomes infectious. You never know who is watching - lead like you want to be led, and have the courage to correct those not in standards.
- Do the Right Thing. Simply put, Marines do the right thing at all times. I expect that of myself and of you.

Semper Fidelis,



Col John Rahe, Jr. USMC
CO MATSG-22

PURPOSE OF THIS GUIDE

Welcome to Marine Aviation Training Support Group 22, Naval Air Station Corpus Christi. The purpose of this packet is to provide general guidance and situational awareness in order to make your transition here as smooth, safe, and efficient as possible. Use this information to ensure that you arrive at MATSG-22 ready to train and pursue your wings. The following should be considered guidance only, and does not supersede command SOP. For more specific guidance or clarification, do not hesitate to contact us.

CHECK-IN PROCEDURES

Report to: MATSG-22 Headquarters
320 5th Street SE Suite 200
NAS Corpus Christi, Bldg 36
Corpus Christi, TX 78419

Time: Preferred time is **0800**. If after 1800 or on the weekend, call the GDO at 361-961-0065 to ensure your arrival is recorded. Then report the next working day at 0800.

Uniform: Service Alphas. Ensure that you have a fresh haircut.

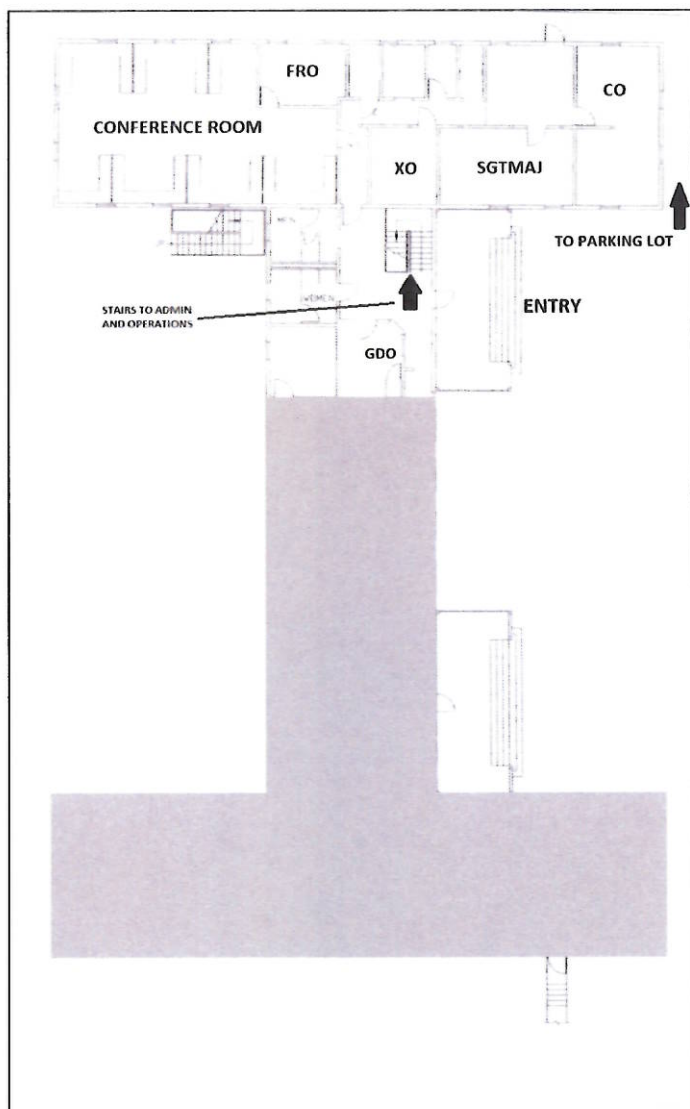
Where to go:

S-1:	The admin shop will be your first stop upon reporting in. <i>Bring: Web orders, Original orders, OQR, and any travel claim receipts.</i>
MOC Pool OIC:	Report to MOC Pool Office to be placed on pool roster. Fill out a personal bio sheet on the computer.
Student Control Officer:	The Student Control Officer will complete your Alphas inspection. <i>Fresh haircuts are required. Review Uniform Regulations.</i> <i>Bring Utilities to change into after your Alphas inspection.</i>
Training:	Conduct SACO brief and conduct an official weigh-in. <i>Ensure you bring Green on Green PT gear for the official weigh-in.</i>
S-4:	Receive Ride Alive Card and Emergency Action Card. Bring: \$5 for unit patch. Optional unit coins and T-shirts are available
XO/CO:	The MOC Pool OIC will schedule your in-brief with the Commanding and Executive Officer. In-briefs will be in the seasonal Utility uniform.

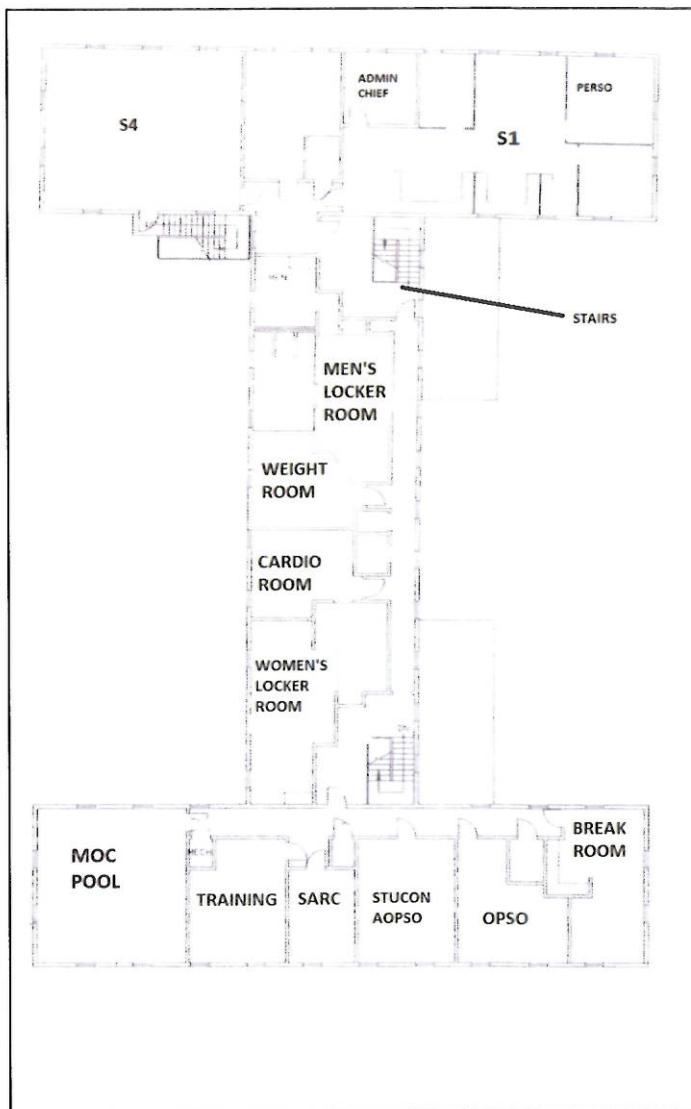
Annual Leave

New joins will not be permitted to take annual leave until they are complete with the check-in process, Annual Training Audit (Appendix B), Training Wing 4 Indoc (if applicable) and travel plans cleared by Student Control Officer.

MATSG-22 HEADQUARTERS MAP



First Floor MATSG-22



Second Floor MATSG-22

Base Lodging

Navy Gateway Inns and Suites – (361) 961-2380; <http://ngis.dodlodging.net/property/Corpus-Christi-NAS-TX>

Standard room \$55 per night; Suites \$65; No pets.

Address: 11801 Ocean Dr. Bldg. 1281
Corpus Christi, Texas, 78419

Navy Lodge – (361) 939-6630 - <https://www.navy-lodge.com/>

Standard room \$69 per night; Pet acceptable rooms available at an additional charge.

Address: 9604 Ocean Drive
Corpus Christi, Texas 78419

Housing Information

When planning your move to Corpus Christi, we strongly suggest contacting the Navy Family Housing Office for more information. The earlier you contact them the better, so that you can consider your options and get the ball rolling before you have your official orders. When looking at the housing options below, consider the variables such as neighborhood safety, commute to base, and proximity to other students. You will soon learn that communication and study groups with other students are very important to your success in flight school. For this reason, living with a roommate or at least in an area with other students is a good idea.

Option 1: Living on-base is highly encouraged. For cost, commute, and safety reasons you may find this a very good fit. While priority for housing goes to families with dependents, it may surprise you to know that single flight students are currently eligible for on-base housing at NASCC.

Option 2: Padre Island- Many students choose this location because it is within a 15-minute commute from base while being away from the traffic and noise of South Padre Island Drive. It is also close to the beach and other students, but farther from grocery stores and services.

Option 3: Southeast Corpus Christi- The housing office, (361) 961-3336 is also a good starting point if you are considering living off-base. There are many apartment complexes and houses for rent along South Padre Island Drive, Saratoga Blvd, Yorktown Blvd, and Ocean Drive. Some students live in the Ennis Joslin area, in the vicinity of Texas A&M University of Corpus Christi. While this is a safe area, we have heard complaints that the noise of college students is not conducive to the necessary studying and sleeping demanded while in flight school. Take a second look at anything with a lower-than-expected price, as you may find out that you have landed in an unsavory part of town. You can also research housing statistics and demographics by zip code at <http://www.city-data.com/zipmaps/Corpus-Christi-Texas.html>. Talk to students ahead of you, run by the housing office, and take a good look in person before selecting a residence.

The Navy Housing Referral counselor can also provide tenant/landlord mediation. If you have complaints about your landlord or questions about your lease, use this resource. A map of Corpus Christi by zip codes (recommended by the housing office) is included in Appendix D. Below are the recommended zip codes based on experience and research:

References for further consideration:

www.city-data.com/zipmaps/Corpus-Christi-Texas.html and www.crimereports.com

Housing Points of Contact

Navy Family Housing Office, NAS Corpus Christi

Located at the Housing Welcome Center, Bldg 3600 at Dimmit and E Streets

361-961-3336

Hours: Monday-Friday, 0730-1600

HOMES.mil

HOMES.mil offers a database of available rental listings, as well as contact information with your current or prospective housing office. Along with searching for homes, as a Service member, you can also list your own rental properties. All housing on the site will be inspected and approved the local housing office. An important feature is that overseas housing can be toured virtually by service members and family before their move. It does not require CAC access.

APPENDIX A – IMPORTANT PHONE NUMBERS

MATSG-22 Group Duty Officer*	Duty Desk:	361-961-0065
MATSG-22 Student Pool Lieutenant Office		361-961-0141
MATSG-22 Student Control Officer		361-961-0143
MATSG-22 Admin		361-961-3484
MATSG-22 SARC		361-961-1360 361-774-5568
Flight Medicine Clinic		361-961-3410
Dental Clinic		361-961-3838
Fleet & Family Support Center		361-961-2372
Chaplain		361-961-3751
TRICARE		800-444-5445
Housing Office		361-961-3336
Navy Gateway Inn		361-961-2380
Navy Lodge		361-937-6361
TMO (Personal Property)		361-961-3728/9
Pass & Tag		361-961-2376
NASCC Base Information		361-961-2811
NASCC 24/7 Sexual Assault Victim Advocate Line		361-438-7778
NASK 24/7 Sexual Assault Victim Advocate Line		361-533-0454

*Notify in case of incident or emergency

APPENDIX B – MATSG-22 2015 ANNUAL TRAINING AUDIT

1. Enroll and complete MarineNet Courses:

-Log onto MarineNet at <http://marinenet.usmc.mil>

-Select **Course Catalog** at top of page.

-Under the **Military Training** tab, expand Annual Training.

-Expand **Calendar Year Requirements**.

-Chose and enroll in **Annual Training Curriculum Calendar Year (ANNUALTRCY)**

-Expand **Fiscal Year Requirements**.

-Chose and enroll in **Annual Training Curriculum Fiscal Year (ANNUALTRFY)**

-Expand **Fiscal Year Requirements**.

-Chose and enroll in **Combat Trafficking in Persons (CTIP) General Awareness Training**

or

-Chose and enroll in **Combat Trafficking in Persons (CTIP) General Awareness Refresher Training**

(This course is only for Marines who have completed the main CTIP course within the last 3 years)

Completion Date	MarineNet Courses
ANNUALTRCY	Annual Training Curriculum <u>Calendar</u> Year
	Sub Course: Semper Fit Tobacco Cessation
	Sub Course: Semper Fit Sexual Health
	Sub Course: Uncle Sam's OPSEC
	Sub Course: Joint Anti-Terrorism Level 1
	Sub Course: MC Records Management Course: Every Marine's Responsibility
	Sub Course: Violence Prevention (VP) Program Awareness
Completion Date	
ANNUALTRFY	Annual Training Curriculum <u>Fiscal</u> Year
	Sub Curriculum: USMC Cyber Awareness Training
	Sub Course: USMC PII Annual Training
	Sub Course: DOD Cyber Awareness Challenge
	Combat Trafficking in Persons General Awareness Training (or Refresher)

2. Complete the required Unit Training via the Lecture Method with your squadron or by reviewing the MATSG-22 training binder. SAPR training must be conducted by an authorized Squadron UVA or MATSG-22 SARC.

Completion Date	Calendar Year 2015 Unit Training
	Hazing (AS)
	Operational Risk Management (AK)
	Equal Opportunity (AQ)
	Sexual Harassment (AR)
	Suicide Prevention and Response Training (NLMB) (B9)
	Child Abuse and Domestic Violence Prevention Training (B9)
	Traumatic Brain Injury Prevention and Awareness (C2)
Completion Date	Fiscal Year 2015 Unit Training
	Sexual Assault Prevention and Response – SAPR (AT)

3. Review Basic Training Record (BTR) on MOL to ensure that all of your Unit Training is correctly recorded. Your BTR will annotate each Unit Training Course via a two letter code and completion date. For example, the Hazing Unit Training course will be represented by the two letters **AS** and corresponding completion date.

I certify that I have completed all the training listed above. Signed _____

APPENDIX B – MATSG-22 2014 ANNUAL TRAINING AUDIT CONTINUED

Training Wing 4/Navy Required Training

Steps to Complete Online Course – Use government computer/CAC card reader

1. Google “ESAMS” - the first result should be http://esams.cnmc.navy.mil/esams_gen_2/loginesams.aspx. Click on these link.
2. Select you email certificate. If you select the wrong one close all internet explorer tabs and start over.
3. Click new account registration in the upper left area of the screen. Agree and accept the terms.
4. Click on the Black/Gray icon next to the Service Status box. Select US Marine Corps Active (#25).
5. **DO NOT enter your social security number.**
6. Fill out the CAPTCHA and click search for account below the CAPTCHA
7. Fill out the rest of the registration by creating User ID, Password, and Security Question
8. Log in at the ESAMS home screen, and agree/accept the terms
9. Select CAC/PKI login for future logins.
10. Input your official service email address. If you don't know it, open the Start Menu/Microsoft Office/Outlook 2010. You may have to try it once or twice, but eventually it should open. From there you should be able to see/deduce your email address.
11. Confirm the email address and click “Save Email Address” before clicking “Continue”
12. You should be greeted with the welcome screen. The first item on the page will be “Needed Training.” Click on the classes that you need to finish and complete them.

See TW-4 GSO for help in Rm 111A.

-Complete the following courses:

- Basic HAZCOM Training (one time only) (1169)
- General Ergonomics Awareness (371)
- GHS: New Label and SDS format Training-One Time (4840)
- Fire Prevention and Portable Fire Extinguisher Training (1024)
- Hearing Conservation (110)
- Sight Conservation Training (111)

I certify that I have completed all the training listed above. Signed _____

APPENDIX C – BASE MAP

