

MATSG-22 FLIGHT STUDENT ORIENTATION GUIDE



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This guide belongs to: _____

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MATSG-22 MISSION

Represent the Commanding General, Training Command, in enabling Marine aviation training through Service advocacy and administrative support, while reinforcing Marine Corps values, principles, and competencies, in order to forge future Marine aviators for the Fleet Marine Force.

MATSG-22 COMMANDER'S INTENT

Establish and foster close working relationships across Marine Corps Training Command, Naval Air Training Command, Air Education & Training Command, and other MATSGs; liaise with the Fleet Marine Force and Fleet Replacement Squadrons to ensure training remains relevant for the operational forces.

MESSAGE FROM THE COMMANDING OFFICER

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

We are confident that you will find your time with MATSG-22 both challenging and rewarding. In this unique training environment, MATSG-22 exists to advocate for you, your family, and for the needs of the Marine Corps. For your part, personal and family readiness will serve as critical enablers to the mission. As a team, we must take care of ourselves, our families, and each other so that we can achieve “excellence” in the pursuit of our mission to create Marine aviators.

Again, welcome aboard...your fellow Marines and their families look forward to meeting and serving with you...

Semper Fi,

Colonel David Krebs

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 the pool office at 361-961-0141.

CHECK-IN PROCEDURES

Reporting: Report in Service "A" to the MATSG-22 Headquarters (Bldg 3).
Preferred time for check-in is 0800.
After hour check-ins are required to call the GDO at 361-961-0065

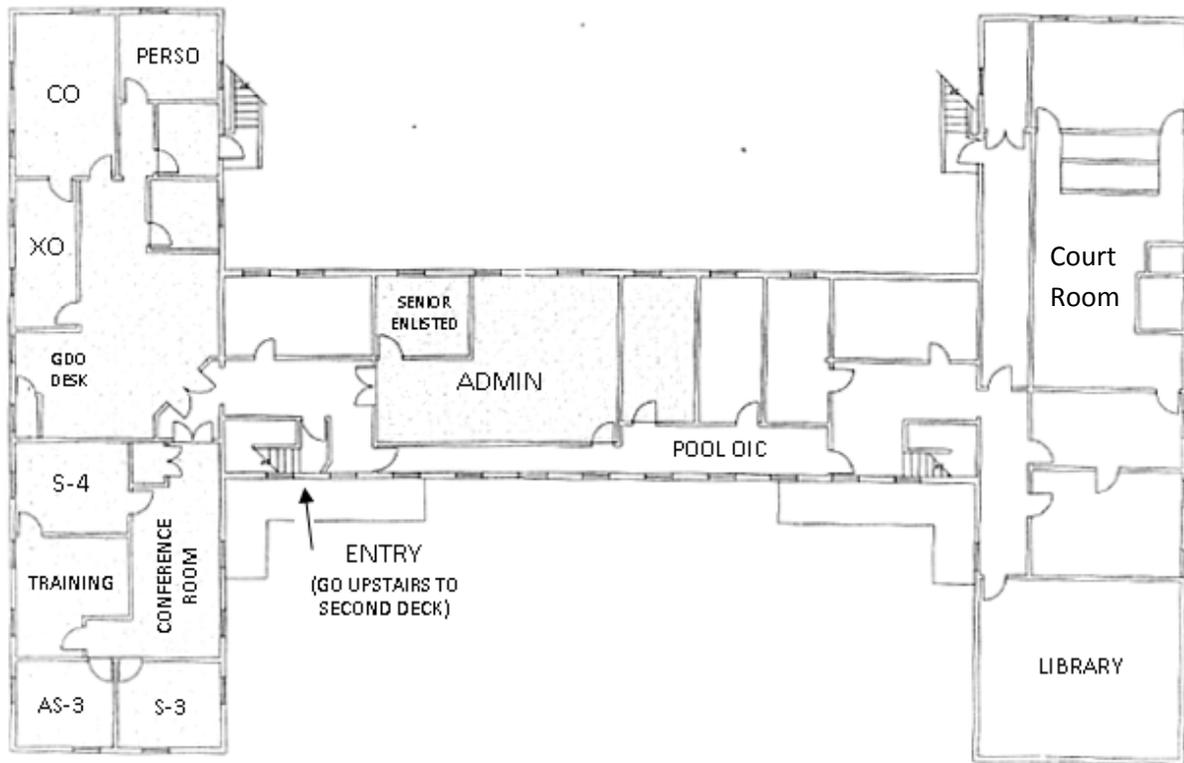
320 5th Street SE Suite 200
MATSG 22, NAS
Corpus Christi, TX, 78419

Check-In Sheet Gouge

All personnel reporting to MATSG-22 will receive a check-in sheet from the Admin Shop. It is your responsibility to complete this sheet within 3 working days. The following information is to help you complete this in a timely manner.

S-1:	The admin shop will be your first stop upon reporting in. Bring: Web orders, original orders, OQR, and any travel claim receipts.
Pool OIC:	Report to student pool office to be placed on pool roster. Fill out a personal bio sheet and return to the pool office.
Inspection:	The Operations Officer will conduct your inspection. <u>Get a haircut!</u>
S-3:	Training Chief Bring: PT Gear for weigh-in and any motorcycle documents.
S-4:	Supply Chief Bring: \$5 for your unit patch
External Agencies (second page):	Check in with Training Wing 4 at Bldg 1824. Bring the TW-4 check-in sheet with you as you visit all external agencies.
XO/CO:	The Pool OIC will schedule you for an in-brief with the MATSG-22 Commanding Officer and Executive Officer. Be sure that you have your check-in sheet complete and bring it to the brief.

Once the check-in sheet is complete, make 2 copies. The original will go to admin, one copy will go to the Pool OIC, and one copy you will keep.



MOL Setup

- Ensure that your MOL information is complete and up-to-date.
- Check that your cell phone number is correct.
- Check home phone number. If you don't have one, put in all zeroes.
- Work number: use 361-961-0065 for the GDO, or as appropriate.

Training Wing 4 Briefs

- The Pool OIC will schedule you for TW-4 in-briefs the week after you check in.
- Briefs go Tuesday through Thursday, 0730-1600, in Bldg. 1824. Uniform: Flight suits with MATSG-22 patches.

MARINES AWAITING TRAINING PROGRAM

Weekly Training Schedule

Training schedule will be posted weekly on the Pool OIC office door.

PT/MCMAP

PT is conducted at the individual level. You will report weekly PT plans to your squad leader as to ensure adequate PT.

Marines Awaiting Training Program (MAT)

These classes are for all students awaiting primary class-up. The MAT courses follow the standard Marine Corps method of crawl, walk, run. The three levels correlate to the three weeks leading up to, and culminating with, your first day of Primary. Each class period is taught by a primary complete student. The program is meant to prepare you with a solid foundation in which to build on during primary. Class topics include subjects such as study skills, checklists, emergency procedures, T-34c systems, course-rules and use of publications. Show up with a ready-to-learn attitude in order to gain the most from this time.

STUDENT POOL PROCEDURES

Uniform

The uniform for initial check-in is Service "A". You should bring a change of utilities with you so you may change and finish your check-in following your inspection. The uniform of the day is utilities, unless otherwise stated.

Duty

Group Duty Officer is staffed by students in the pool. Duty roster is posted on the Pool office board. Be sure to read the duty binder before the day you are standing. Duty turnover happens every day at 0730 with the XO. Duty standers for Saturday and Sunday watches will attend duty turnover Friday morning to be briefed by the XO. Duty uniform is utilities.

Annual Training

In accordance with Marine Corps annual training requirements, there are several on-line and seminar courses that must be completed. The list of courses is enclosed in Appendix E. For the courses at the top, grab an annual training binder in the pool office and read the required sections. Complete the remaining courses on MarineNet. Computer issues can usually be resolved by using one of the computers in the MATSG building. You will not be allowed to class up or take leave before turning in annual training.

Leave

Arrive at MATSG-22 ready to train. As such, if you must take leave refer to the current MATSG-22 leave policy upon arrival. Discuss possible leave plans with the Pool OIC, ensure it does not interfere with your primary start date and submit requests to him on MOL.

YOU WILL NOT BE AUTHORIZED TO REQUEST PTAD WITHIN THE FIRST 10 BUSINESS DAYS AFTER CHECKING INTO MATSG-22.

Emergency Leave

Emergency leave requests will be submitted as early as possible to ensure appropriate completion of administrative requirements. Emergency leave will be granted in accordance with the SOPs for family emergencies requiring the Marine's presence and is chargeable to the Marine's leave account.

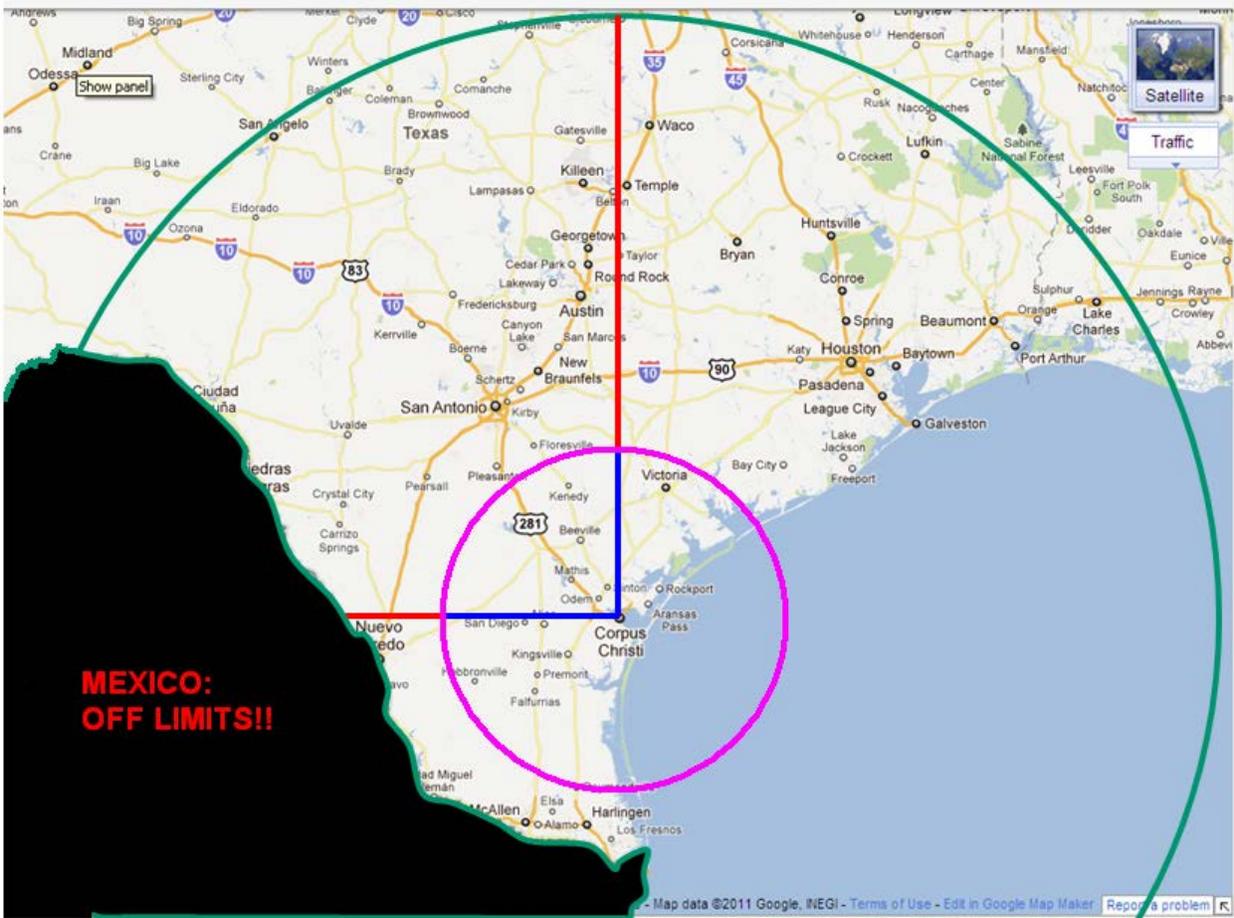
Liberty

The liberty limit for normal weekdays is an 80-mile radius (marked by a pink circle in the graphic below) from NAS Corpus Christi. The liberty limit for weekends is a 300-mile radius (marked by the green circle). The cities of Houston, Austin, and San Antonio all fall within this limit.

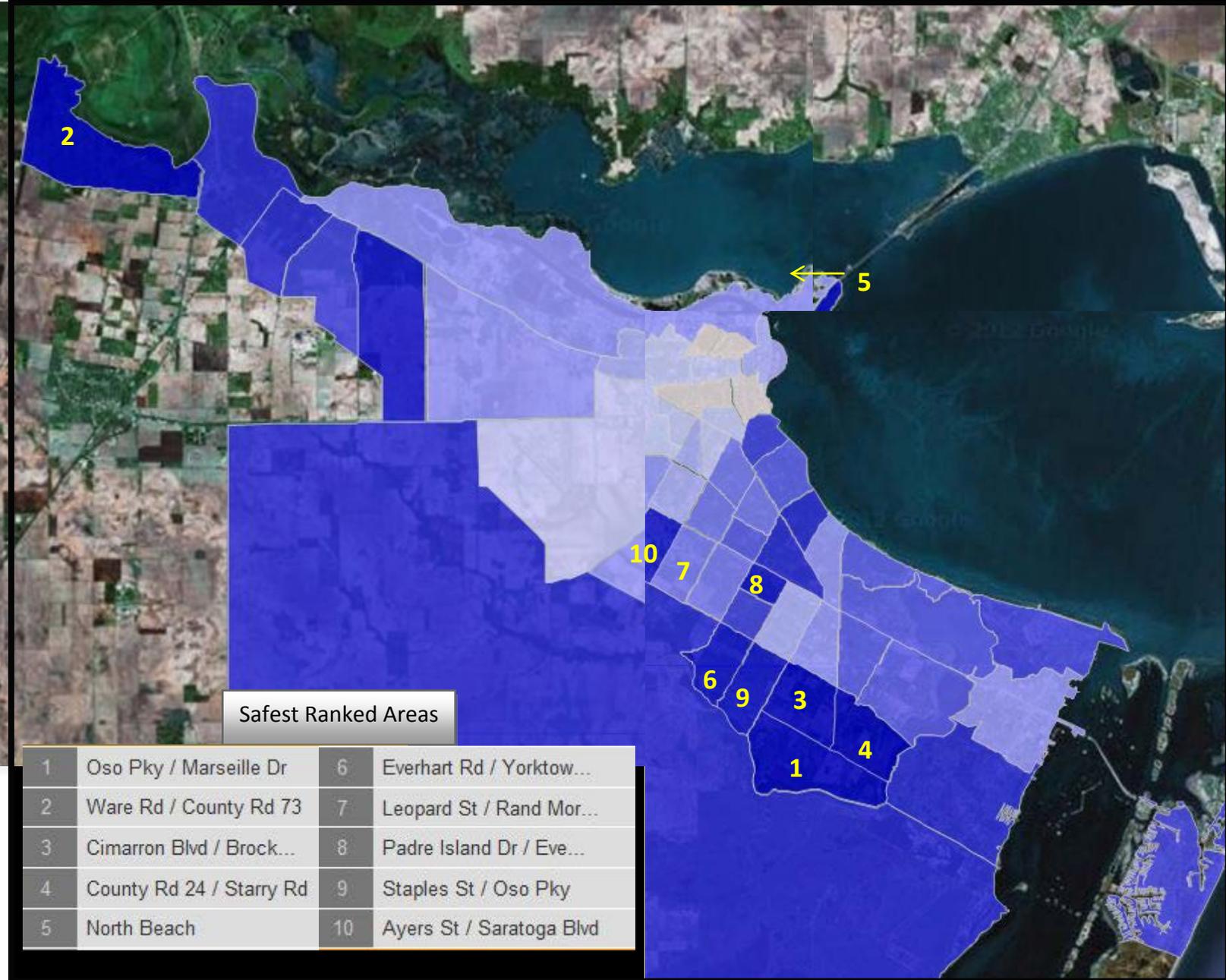
Corpus Christi is a beautiful and fun place, but it also has known areas of drug and gang activity. Be smart when you go out, have a buddy, have a plan, be aware of your surroundings, and always conduct proper ORM. Be extremely careful with alcohol and ALWAYS have a designated driver. If you find yourself in a compromising situation, do not hesitate to call a friend, the GDO, or any member of the chain of command for a ride. If any emergency situation does occur, take necessary on-scene actions, and then notify the GDO. If the GDO is unreachable, inform the MATSG-22 XO or Safety Officer. Keep calling until someone is informed.

NOTE: If you plan on traveling by air, leave MUST be taken.

TRAVEL TO MEXICO IS PROHIBITED.



Use common sense when choosing places to spend time while on liberty. The diagram below shows areas of Corpus Christi in terms of crime rate (darker is safer). Note the light-colored areas in the north-western part of town. In general, try to avoid businesses that specialize in “adult entertainment”, “smoke shops” or any time you get a sensation that you are not in a reputable area.



Safest Ranked Areas

1	Oso Pky / Marseille Dr	6	Everhart Rd / Yorktow...
2	Ware Rd / County Rd 73	7	Leopard St / Rand Mor...
3	Cimarron Blvd / Brock...	8	Padre Island Dr / Eve...
4	County Rd 24 / Starry Rd	9	Staples St / Oso Pky
5	North Beach	10	Ayers St / Saratoga Blvd

The following establishments are specifically off-limits as per the
Armed Forces Disciplinary Control Board:

Club Hypnotiq	2001 Saratoga Blvd.
Macaw's St. Pub	6410 Weber Rd
Aloha Gentlemen's Club	5413 S. StaplesSt.
Adult Video	7430 Interstate 37
Club Cielo	3102 Baldwin Blvd.
El Paisano	3117 Morgan Ave
Meet Me Midway	4650 Kostoryz Rd
Party Place Cabaret	4842 Leopard St
Fox's Den	1534 S. Staples

MOVING TO CORPUS CHRISTI

Driving Directions

<p><u>From the Corpus Christi Airport:</u></p> <ul style="list-style-type: none"> - Go towards the Airport Exit on International Blvd - Turn right on service road - Take the TX-44 ramp; merge on TX-44 - Take the TX-358 exit; merge on TX-358 - Take the SOUTH PADRE ISLAND DR/SPID exit (Look for NASCC-CCAD sign) - Directions continued below (From SPID) 	<p><u>From Portland:</u></p> <ul style="list-style-type: none"> - On US 181 travel toward Corpus Christi - Merge into I-37 - Follow the I-37 signs until you see signs for NAS-CCAD/286 - Directions continued below (From SPID) 	<p><u>From San Antonio:</u></p> <ul style="list-style-type: none"> - On I-37 merge onto TX-358 - Take the SOUTH PADRE ISLAND DR/SPID exit (Look for NASCC-CCAD sign) - Directions continued below (From SPID)
<p><u>From South Padre Island Drive:</u></p> <ul style="list-style-type: none"> - Continue on South Padre Island Drive/SPID approximately 15 miles - Exit on NAS Dr; continue on NAS Dr to NASCC South Gate entrance - After passing through gate, continue straight on Lexington Blvd - At the first stop sign, take a left on to Avenue "D" - Take the first right on to Fifth St - Park in lot to the right. You should see the large red "MATSG-22" sign. <p>(Base Map included in Appendix C)</p>		

Public Scales

<p>CC Weighing Co. Public Scale 361-289-0721 Open M-F(0700-2200) S-S(0700-1900)</p>	<p>Corpus Christi Truck Stop 361-883-0802 Open 7 days/24 hrs</p>
<p>From NAS Corpus Christi Main Gate: -S.P.I.D. Northbound to I-37 Northbound -Take Corn Products Road (Exit 5), turn left Address: 709 Corn Products Road, Corpus Christi, TX</p>	<p>From NAS Corpus Christi Main Gate: -S.P.I.D. Northbound to I-37 Southbound -Merge onto I-37 S (toward Bayfront/Shoreline Blvd) -Take exit 3A and stay on frontage road to Navigation Blvd -Turn left on N. Navigation Blvd Address: 1302 N. Navigation Blvd, Corpus Christi, TX</p>

Notes: Personal Property Business Rules require you to obtain your EMPTY weight at origin, and your FULL weight at destination. Be sure to keep copies of your weigh tickets. For more info, contact the Personal Property Office at 361-961-3727.

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. It is not recommended to live in the north-western part of town, downtown, or in the vicinity of Crosstown Expressway (TX-286). Never rent a residence sight-unseen. Take a second look at anything with a lower-than-expected price, as you may find out that you have landed in a very 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 below as well as in Appendix D. Below are the recommended zip codes based on experience and research:

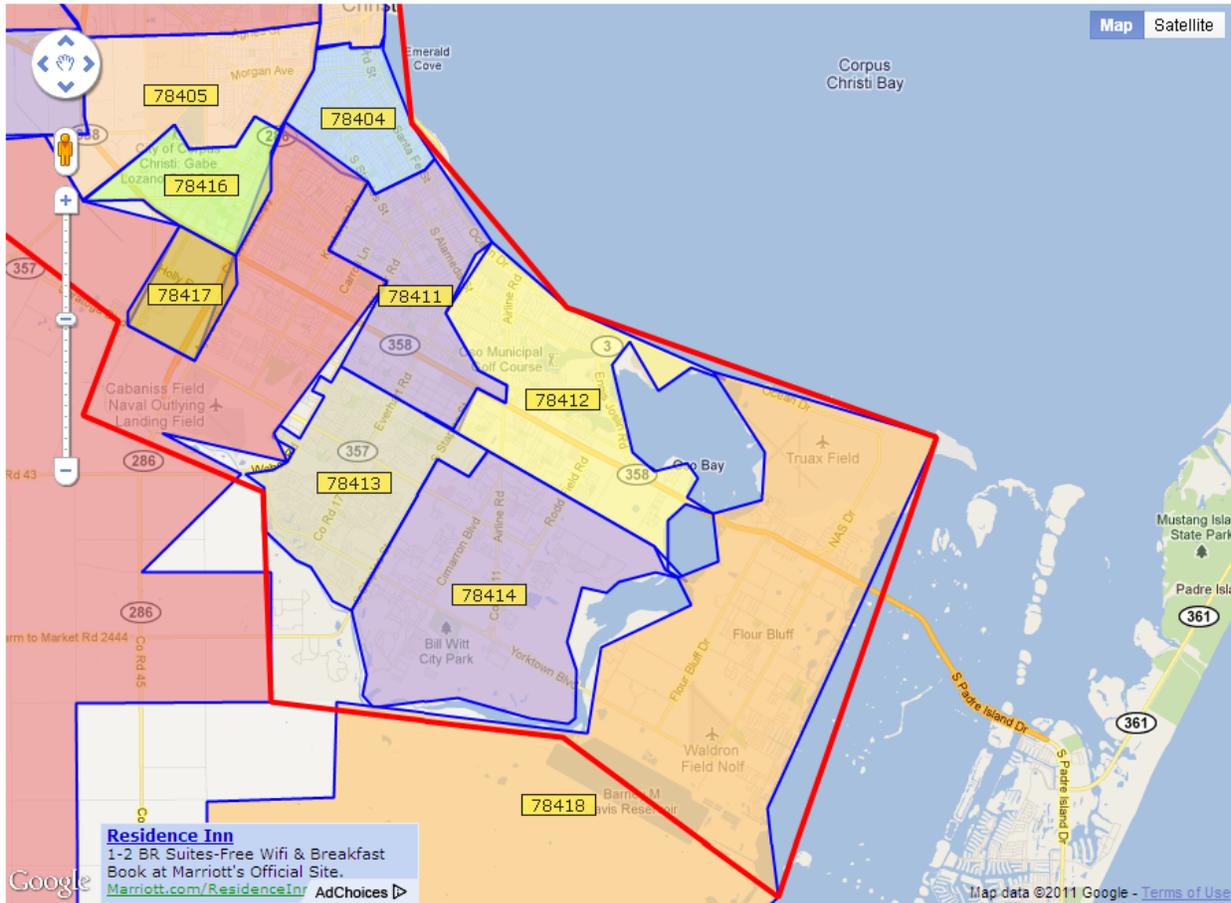
78419: Government buildings on base NAS Corpus Christi.

78418: This includes housing aboard NAS Corpus Christi, Padre Island (about a 15-min drive from base), and Flour Bluff. While living on the island is quiet and more scenic than living on the land, it is also a touristy area and substantially farther from the shopping centers in town. Shopping options on the island are very limited and ultimately more expensive. The area directly outside the gate is not recommended.

78413/78414: The southern portions of these zip codes are areas of better neighborhoods with newer housing, within a fifteen minute drive of base.

78412: This area includes relatively safe neighborhoods in close vicinity to base. However, due to its proximity to Texas A&M University of Corpus Christi, there is a higher percentage of college students living here which could result in loud parties and other study distractions.

Corpus Christi Zip Code Breakdown



References for further consideration:

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

www.crimereports.com

Non –recommended Housing

There are certain housing facilities and communities in the Corpus Christi area that do not tend kindly to military members. Although it is not prohibited to live in these areas, it is not recommended by previous residents:

Beach Club Condos located on the Island

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

Automated Housing Referral Network

The AHRN website is used by individual landlords, property management offices, and realtors to list available rental properties. Military members can register for access to the site at www.AHRN.com.

APPENDIX A: IMPORTANT PHONE NUMBERS

MATSG-22 XO	361-961-1796
MATSG-22 Group Duty Officer*	Duty Desk: 361-961-0065 Cell: 361-533-4738
MATSG-22 Student Pool Office	361-961-0141
MATSG-22 Admin	361-961-3484
MATSG-22 Assistant Operations Officer/Student Control Officer	361-961-0010
MATSG-22 Staff/Ground Support Officer/Safety Officer	361-438-1310
MATSG-22 Operations Officer	361-961-3496
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
BOQ	361-961-2980
Navy Lodge	361-937-6361
TMO (Personal Property)	361-961-3727
Pass & Tag	361-961-2376/1356
NASCC Base Information	361-961-2811

*Notify in case of incident or emergency

APPENDIX B: MWR FACILITIES LIST



HOURS OF OPERATIONS

MWR Administration/Resource Management Division

Building 39
 Monday - Friday 8 am - 5 pm
MWR Administration Office (361) 961-2267
MWR Accounting Office (361) 961-3144
MWR Information Technology (361) 961-3149
MWR Marketing Office (361) 961-2268
NAF Human Resources Office (361) 961-3187

Food and Beverage Division

Corpus Christi Bay Club - Bldg. 90 (361) 961-2541
 Office Hours: Call (361) 961-2267 to schedule Official Functions.
 Bar Hours:
 Monday - Thursday Closed
 Friday (Open Winging Nights Only)
 Closed Saturday, Sunday & Holidays
 NFL Ticket Sundays 11 am - 7 pm
The Flight Deck - Bldg. 149 (361) 961- 2249
 Monday - Friday 7 am - 7 pm
 Closed Saturday, Sunday & Holidays
Gulf Winds Snack Bar - Bldg. 1272 (361) 961-3360
 Monday - Sunday 6 am - 2 pm
 Holiday Hours 6 am - 2 pm
 (Closed Christmas Day)

Child and Youth Programs

Child Development Ctr. - Bldg. 1782 (361) 961-1165
& Child Development Home (361) 961-1166
 Monday - Friday 5:30 am - 6 pm
 Closed Saturday, Sunday & Holidays
Youth Activities Ctr. - Bldg 1756 (361) 961-2355
 School Age Care:
 Monday - Friday 5:30 am - 8 am; 3 pm - 6 pm
 Closed Saturday, Sunday & Holidays
 Open Recreation:
 Saturday 3 pm - 8 pm
 Summer Camp June - August
 Monday - Friday 5:30 am - 6 pm
 Closed Saturday, Sunday & Holidays
 Teen Center (Ages 13-18):
 Monday - Friday 4 pm - 8 pm
 Saturday 3 pm - 8 pm
 Closed Sunday & Holidays
School Liaison Officer - Bldg. 1782 (361) 961-2625

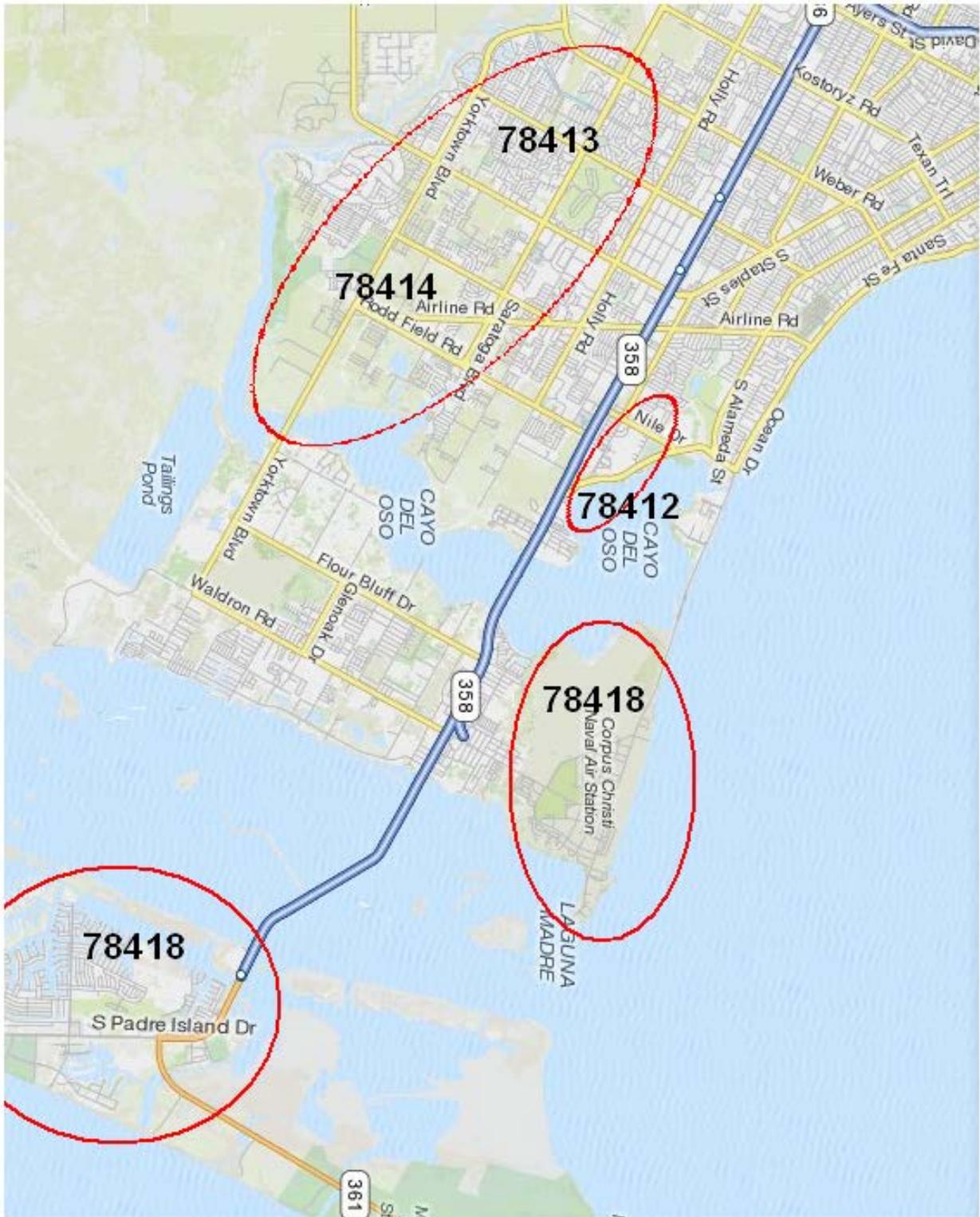
Recreation Division - Sports, Fitness & Aquatics

E-Street Gym - Bldg. 102 (361) 961-2401
 Monday - Friday 6 am - 8 pm
 Saturday 10 am - 6 pm
 Sunday 12 pm - 5 pm
 Holidays 12 pm - 5 pm
Fitness Express - Bldg. 103 (361) 961-3164
 Monday - Friday 5 am - 10 pm
 Saturday 8 am - 8 pm
 Sunday 10 am - 6 pm
 Holidays 10 am - 6 pm
Bayside Pool (361) 961-3260
 Open May - August
 Monday Closed
 Tuesday - Friday 1 pm - 6 pm
 Saturday, Sunday & Holidays 1 pm - 6 pm

Recreation Division

Auto Skills Center - Bldg. 1713 (361) 961-3470
 Monday & Tuesday Closed
 Wednesday - Friday 11 am - 8 pm
 Saturday 11 am - 6 pm
 Sunday 12 pm - 6 pm
 Holiday Hours 12 pm - 6 pm
 (Closed Christmas, New Year's Day, Thanksgiving & 4th of July)
Car Resale Lot (361) 961-3470
 (Register at the Auto Skills Center Bldg - 1713)
Gulf Winds Golf Course Bldg - 1272 (361) 961-3250
 Winter Hours (November - March)
 Monday - Sunday 7 am - 6 pm
 Holiday Hours 7 am - 6 pm
 (Closed Christmas Day)
 Summer Hours (April - October)
 Monday - Sunday 6:30 am - 8 pm
 Holiday Hours 6:30 am - 8 pm
ITT - Bldg. 1785 (361) 961-3961
 Monday - Friday 10 am - 5 pm
 Saturday 10 am - 2 pm
 Closed Sunday & Holidays
Liberty Center - Bldg. 1281 (361) 961-3768
 Monday - Sunday 1 pm - 10 pm
 Holiday Hours 12 pm - 8 pm
Library & Resource Ctr. - Bldg. 1872 (361) 961-3574
 Monday, Wednesday & Friday 10 am - 6 pm
 Tuesday & Thursday 10 am - 8 pm
 Saturday & Sunday 2 pm - 6 pm
 Closed Holidays
Lighthouse Lanes Bowling. - Bldg. 1707 (361) 961-3805
 Monday - Saturday 2 pm - 10 pm
 Sunday 2 pm - 8 pm
 Holiday Hours 2 pm - 8 pm
ORAC (Marina) - Bldg. 1757 (361) 961-1293
& Shields & Paradise Cove RV Parks
 (Outdoor Rentals, Marina, Boat Storage, and Outdoor Storage Compound)
 Winter Hours (October 1 - March 30)
 Monday - Thursday 9 am - 5 pm
 Friday - Sunday 6 am - 5 pm
 Holiday Hours 6 am - 5 pm
 (Closed Christmas Day, New Year's Day & Thanksgiving)
 Summer Hours (April 1 - September 30)
 Monday - Thursday 8 am - 6 pm
 Friday - Sunday 6 am - 7 pm
 Holiday Hours 6 am - 7 pm

APPENDIX D: SUGGESTED LIVING AREAS



APPENDIX E: ANNUAL TRAINING REQUIREMENTS

Complete online training on Marine Net. When finished, go to transcripts view and print page showing all course completion dates. To access training modules:

- Log onto Marine Net at <http://www.marinenet.usmc.mil>
- Sign up for “Annual Training Curriculum 2013”
- The following Sub Courses are required for annual training:
 1. Driver Awareness (under 26 years of age only)
 2. Joint Anti-Terrorism Level 1
 3. DOD Information Assurance Awareness
 4. USMC Personally Identifiable Information (PII) Annual Training
 5. Combating Trafficking in Persons
 6. Semper Fit: Sexual Health
 7. Semper Fit: Alcohol and Drug Recognition, Abuse, and Prevention
 8. Semper Fit: Tobacco Cessation
 9. Semper Fit: Nutrition
 10. Semper Fit: Hypertension/High Cholesterol
 11. Semper Fit: Injury Prevention
 12. Uncle Sam’s OPSEC
 13. USMC Cyber Awareness Training

Ensure that you sign up for “Annual Training Curriculum 2013” even if you have completed all the sub courses. If you have already completed the sub courses you will not have to do the training again.

You will also be required to complete online training on the Navy Knowledge Online site. This training is a requirement before you begin training with Training Wing 4. To access training modules:

- Log onto Navy Knowledge Online at <https://wwwa.nko.navy.mil/>
- Look for the “Learning” section at the top and go to “Navy e-Learning → Online Courses”
- Go to “Advanced Search” near the bottom left side of the screen and search for the following ORM courses:
 1. CPPD-ORM-MYR-1.0 Individual – Managing Your Risk
 2. CPPD-ORM-MYTR-1.0 Supervisor – Managing Your Team’s Risk

Maintain copies of the certificates for your records and be ready to present them to Training Wing 4 during your check-in process.