

**WELCOME ABOARD PACKET**



**THE FUTURE OF HEAVY LIFT**

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**UNITED STATES MARINE CORPS**  
MARINE HEAVY HELICOPTER TRAINING SQUADRON 302  
MARINE AIRCRAFT GROUP 29  
PSC BOX 21008  
JACKSONVILLE, NC 28545-1008

IN REPLY REFER TO:

1 Jan

From: Commanding Officer  
To: Inbound Marines  
  
SUBJECT: WELCOME ABOARD

It is my pleasure to welcome you to Marine Heavy Helicopter Training Squadron 302. You are joining an exceptional command that takes pride in its mission of training the next generation of CH-53E pilots and crew chiefs. I encourage you to take advantage of the many installation and community activities available to you and/or your family. Your sponsor and the unit Family Readiness Officer (FRO) will be great resources, along with the MCAS New River Marine Corps Community Services website at <http://www.mccslejeune-newriver.com>. The Sergeant Major and I consider the safety and well-being of our Marines and their families to be of the utmost importance. If you should need advice or assistance during the relocation process, contact your sponsor, the FRO, or the Squadron Duty Officer at (910)449-6024.

Welcome to the Phoenix Family, we look forward to meeting you.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. R. Archibald".

J. R. ARCHIBALD  
Lieutenant Colonel  
Commanding Officer, HMHT-302

## MISSION

Marine Helicopter Training Squadron 302 is tasked with conducting core skill assault support heavy lift aircrew training in the CH-53E Super Stallion and fulfill the role of model manager for the HMM community. All basic, conversion, refresher pilots and enlisted aircrew receive assault support training to prepare them for follow on assignments while also training Instructors to support the Fleet Replacement Squadron (FRS) mission alongside any Marine Aircraft Group (MAG) 29 tasking.

## HISTORY

Marine Helicopter Training Squadron 302 was originally designated Marine Medium Helicopter Training Squadron 302 (HMHT-302), on 01 November 1966, at Marine Corps Air Facility, Santa Ana, California, and assigned to Marine Helicopter Training Group 30, 3d Marine Aircraft Wing. The squadron was tasked with training newly designated Naval Aviators and conversion pilots to fly the Boeing-Vertol CH-46 Sea Knight. Upon deactivation, the squadron had accumulated 34,850.7 flight hours without mishap.

On 31 March 1972, personnel from HMT-302 were merged with Marine Heavy Helicopter Training Squadron 301 (HMT-301), to form the newly designated Marine Helicopter Training Squadron 301 (HMT-301), conducting pilot training in the CH-46F and CH-53A helicopters. The restructured HMT-301 was attached to Marine Aircraft Group 16. In December 1983, the squadron began training CH-53E Replacement Aircrew (RAC), and later established the Fleet Readiness Aviation Maintenance Personnel (FRAMP) department to train CH-53E enlisted mechanics and technicians.

On 20 November 1987, the squadron was reactivated and designated Marine Helicopter Training Squadron 302 (HMT-302) attached to Marine Aircraft Group 16 flying both the CH-53A and CH-53E helicopters. The FRAMP accompanied the helicopters to HMT-302 and in 1991, added the CH-53A/D to their curricula. On 22 October 1993, Naval Air Maintenance Training Group Detachments (NAMTRAGRUDETS) 1028 and 1032, TME-32, and FRAMP combined and reorganized into the Fleet Replacement Enlisted Skills Training (FREST) department.

In September of 1994, the squadron became the only Navy or Marine Squadron ever to fly three models of Sikorsky H-53 aircraft as it incorporated Navy MH-53E's from Helicopter Mine Countermeasures Squadron 12 (HM-12) and assumed the RAC and FREST training responsibilities for the Navy's MH-53E community. In June 1995, the squadron relinquished responsibility for the training of CH-53D aircrew and transferred four CH-53D aircraft to stand up HMT-301 in Hawaii.

On January 9 1996, HMT-302 safely executed a transcontinental move to MCAS New River, North Carolina. The transfer became effective in February 1996 when HMT-302 officially attached to MAG-29. In March to April 1998, HMT-302 deployed to South Africa in support of Presidential Operations -- the first Fleet Replacement Squadron to deploy overseas for a real world military operation. On 02 August 2010 HMHT-302 was re-designated Marine Heavy Helicopter Training Squadron 302 (HMHT-302).

The squadron provides flight training for newly commissioned Naval Aviators, conversion pilots, refresher pilots, and enlisted aircrew in the CH-53E Super Stallion. The squadron has always upheld a high safety standard by achieving multiple mishap free milestones in flight hours over the years. In May of 2000, it achieved 75,000 hours. Shortly thereafter in March of 2002, 80,000 hours was achieved. The 90,000 hour milestone was passed in July of 2005. In January 2009, the squadron succeeded in achieving 100,000 mishap free flight hours, amounting to 23 years of mishap free flight. In October of 2011, the squadron continued to excel while surpassing 110,000 mishap free flight hours. That same year, the unit was the recipient of the Commander Theodore G. Ellyson Award for Excellence in Aviator Production. In July of 2016 the squadron received the 2015 Aviation Safety Award totaling more than 130,000 mishap-free hours. Marine Heavy Helicopter Training Squadron 302 unit awards consist of the Navy Unit Commendation, Meritorious Unit Commendation with three bronze stars, and National Defense Streamer with two bronze stars and the Global War on Terrorism service streamer.

## **COMMANDING OFFICER'S BIOGRAPHY**



**Commanding Officer Joel R. Archibald**  
**Lieutenant Colonel, United States Marine Corps**

Lieutenant Colonel Archibald enlisted on 12 October 1995 graduating with distinction from 2nd Recruit Training Battalion, Platoon 2062 at Parris Island, South Carolina in January 1996. After attending the School of Infantry at Camp Geiger, North Carolina, PFC Archibald was designated a Machine Gunner in May 1996. PFC Archibald was then assigned to Kilo Company 3/25 in Moundsville, West Virginia. Graduating from Fairmont State College with a Bachelor's of Science Degree in Biology, Corporal Archibald reported for Officer Candidate School in Quantico, Virginia in October 2000.

Second Lieutenant Archibald was commissioned in December 2000, completed The Basic School in June 2001 with distinction and underwent Naval Flight Training in Pensacola, Florida to receive the Naval Aviator designation in April 2003. He then reported to New River, North Carolina, to begin

CH-53E Fleet Replacement Training at HMH-302 in April 2003. First Lieutenant Archibald reported to MAG-29 and was assigned to the Condors of HMH-464 in October 2003 serving as a Schedule Writer, Ground Training Officer, and Anti-Terrorism Force Protection Officer.

With the Condors, First Lieutenant Archibald deployed with the HMM-162 Golden Knights in September 2004 in support of the 26th MEU SOC. While deployed, he served as a schedule writer and participated in multiple MAGTF training exercises in Israel, Jordan, Djibouti, Kuwait, Jordan with combat missions in Operation IRAQI FREEDOM. Returning in February 2005, Captain Archibald served as the Airframes Officer before becoming designated a Weapons and Tactics Instructor (WTI) during WTI course 1-07. Captain Archibald deployed in support of Combined Joint Task Force-Horn of Africa in January 2007 as a WTI and Aircraft Maintenance Officer in support of Operation ENDURING FREEDOM. He then redeployed with HMM-264 Black Knights as the detachment WTI supporting the 26th MEU in October 2008 serving in two west coast squadrons, the HMH-462 Heavy Haulers and the HMH-466 Wolfpack respectively, in Operation IRAQI FREEDOM.

Returning from the 26th MEU in April 2009, Captain Archibald was reassigned as a CH-53D/E Instructor at Marine Aviation Weapons & Tactics Squadron One (MAWTS-1). Captain Archibald converted to the CH-53D Sea Stallion and supported Enhanced Mojave Viper Large Force Exercises while serving as the Subject Matter Expert for Tactical Recovery of Aircraft and Personnel. In his final year, Major Archibald served as the CH-53 Division Head.

In June 2012, Major Archibald attended U.S. Naval War College Command & Staff course; receiving his Master's Degree in National Military & Strategic Studies in June 2013. He was then ordered to HMH-464 to serve as the Operations Officer. In May 2014, he assumed duties as the HMH-461 Ironhorse Detachment OIC with VMM-365 Blue Knights in December 2015 as the 24th MEU Aviation Combat Element Assistant Operations Officer. Returning in July 2016, Major Archibald returned to HMH-464 as the Executive Officer. He again redeployed in January 2016 to Trondheim, Norway as the Aviation Combat Element Executive Officer for Cold Response 2016 in support of 2d Marine Expeditionary Brigade.

In March 2016, Major Archibald reported to Norfolk, Virginia to attend the Tactical Air Control Party course and was then assigned to the Marine Raider Regiment at Stone Bay, North Carolina for duties as the Regiment Air Officer. Lieutenant Colonel Archibald then received orders in December 2017 to MAG-29 War Eagles to assume duties as the Headquarters Squadron Commanding Officer and Personnel Support Detachment OIC.

Lieutenant Colonel Archibald's awards include the Meritorious Service Medal, Air Medal with strike/flight numeral 2, Navy-Marine Corps Commendation Medal with gold star in lieu of fourth award, Joint Service Achievement Medal, and Navy-Marine Corps Achievement with gold star in lieu of third award.

## SERGEANT MAJOR'S BIOGRAPHY



### **Command Sergeant Major Jose (Joe) Guerreiro Sergeant Major, United States Marine Corps**

SgtMaj Guerreiro was born in Lisbon Portugal and migrated to the US in 1983. He completed Recruit Training at MCRD Parris Island in October 1996. After Marine Combat Training and follow-on schooling as a Motor Vehicle Operator, PFC Guerreiro was assigned to Base Motors, H&S Bn, MCB, Okinawa, Japan. In April 1998, he reported Alpha Company, 8th Motor Transport Battalion, Camp Lejeune, NC. He was assigned to 1st Platoon as the Platoon Commander's driver and executed a Battalion Field Exercise at Fort Pickett Va. He was promoted to Cpl in May 1998. From June - October 1998, he attached to Combat Service Support Detachment 27 and participated in Combined Armed Exercise 9/10 aboard 29 Palms, California. Upon return, he served Alpha Company as the Police Sergeant and Training NCO. In October 1999, Cpl Guerreiro was selected to serve the Command Element of II MEF as the driver for the II MEF DCG/2d MEB CG. He was promoted to Sgt in January 2000. During this tour, Sgt Guerreiro assisted with the transportation and protocol for numerous Capability Exercises aboard Camp Lejeune, Sergeant Major Symposiums, Executive Off-Sites and General Officer Symposiums. In November 2000, Sgt Guerreiro transferred to Alpha Company, H&S Battalion, MCB, Camp Lejeune. He concurrently served as the Barracks Manager, Training NCO, Remedial PT Coordinator and SACO. Sgt Guerreiro reported to MCRD Parris Island in September 2002. He was assigned to Company E, 2d Rct Trng Bn. He completed 4 cycles as a DI and served as Testing SNCOIC of Instructional Training Company. He was meritoriously promoted to SSgt in July 2004 and completed 3 cycles as a SDI. SSgt Guerreiro reported to Motor-T Company, MWSS-172, Camp Foster, Okinawa in December 2005. As the Truck Master and Operations Chief, he participated in exercises RyuKyu Warrior I and II, Kadena Silver Flag Exercise, FireBird Field Exercises, Foal Eagle 06 in South Korea and Talon Vision 07 in the Philippines. In August 2008, he assumed the duties of Company GySgt and executed the Desert Talon pre-deployment exercise in Yuma Arizona. In March 2008 the Firebirds deployed to Iraq in support of OIF 7-9 and he continued his duties as Company GySgt through the deployment. Upon returning from OIF, he was promoted to GySgt in October 2008. GySgt Guerreiro assumed the duties of Company 1stSgt, Engineer Company, MWSS-172 in January 2009. While in this billet, he had the collateral duty as SNCOIC for the 1st MAW LCpl Leadership Seminar aboard Camp Foster. GySgt Guerreiro transferred to Battery S, 5th Battalion, 10th Marines in January 2010 to serve as the Battery Motor-T Chief. In March 2010 he assumed the duties of Battery 1stSgt. He participated in four Rolling Thunder Field Exercises at Fort Pickett Va. and one Enhanced Mojave Viper Exercise at Camp Wilson, 29 Palms California. 1stSgt Guerreiro was frocked in January 2012 and transferred to Battery R, 5th Battalion, 10th Marines. In June 2012, 5th Battalion, 10th Marines deactivated and he transferred to the Ground Combat Element of Security Cooperation Task Force for Africa Partnership Station 2012. As the GCE 1stSgt, he deployed in July 2012 aboard the USS Fort McHenry and participated in bilateral training with the 3rd French Marine Brigade in Lorient France and the Romanian Naval Infantry in Constanta Romania. On September 11 2012, in response to the attack on the US Consulate in Libya, the GCE disembarked from the USS Fort McHenry and stood up SecFor Tripoli to relieve FAST Company at the US Embassy in Libya. SecFor Tripoli maintained security of the US Embassy and Regional Affairs Office in Libya from November 2012 to January 2013. In March 2013, he transferred to Company K, 3d Battalion 8th Marines. From March - August 2014, Company K deployed as the GCE of SPMAGTF-CR-AF to Moron, Spain. The GCE conducted bilateral training with Portuguese Marines, the Spanish Mountain Division and the French Foreign Legion. In July 2014, the GCE supported the evacuation of the US Embassy in Libya as over watch aboard MV-22 Ospreys. Towards the end of the deployment, 1stSgt Guerreiro accepted orders to Marine Forces Central Command Forward, Naval Support Activity Bahrain. In January 2015, 1stSgt Guerreiro transferred to Command Element, Marine Forces Central Command Forward aboard Naval Support Activity Bahrain. From May - June 2015, he participated in Exercise Eager Lion 15 aboard Camp Titin in the Kingdom of Jordan. In October 2015, 1stSgt Guerreiro assisted in the re-designation of the unit to Command Element, 5th Marine Expeditionary Brigade. In February 2016, 1stSgt Guerreiro transferred to H&S Company, 2d Transportation Support Battalion, Camp Lejeune. From May - June 2016, he participated in Integrated Training Exercise 3-16 aboard Camp Wilson, 29 Palms California as the Senior Enlisted Advisor to the Camp Commandant. In October 2016, he transferred to Combat Logistics Battalion 8 to assume the duty of Senior Enlisted Advisor for Combat Logistics Battalion 8(-). 1stSgt Guerreiro was promoted to SgtMaj in September 2017 and assumed his post as Sergeant Major of Marine Heavy Helicopter Training Squadron-302 on 1 November 2017. SgtMaj Guerreiro's personal awards include the Meritorious Service Medal with one gold star, Navy-Marine Corps Commendation Medal with one gold star, Navy-Marine Corps Achievement Medal with one gold star, Outstanding Volunteer Service Medal and the Department of State Meritorious Honor Award. He is married to Sarah Pereira MSgt/USMC (Ret.) and they have five children, Tiana 19, Alexis 16, Darius 14, Anabella 13 and Joseph 5.

## **BEFORE ARRIVAL**

SDO: (910) 449-6024

To make the check in process smoother complete the following tasks before you arrive:

1. Contact the Squadron Duty Officer (910-449-6024) if you are a new join.
2. Contact Student Control (910-449-6027) if you are checking in for training.
3. OFFICERS & SNCO'S contact the Adjutant (910-449-6184) to setup an appointment with the Commanding Officer & Sergeants Major respectively.
4. OFFICERS & SNCO's contact the Adjutant to submit your Biography and Resume.
5. Complete the following MarineNet courses <https://www.marinenet.usmc.mil/marinenet/>
  - a. CYBERM0000 - For your computer access
  - b. CMCSDDAT01 - Drivers Awareness Training if younger than 26
  - c. Use of Force (ILEUOF001A)
  - d. Casualty Notification Process (MFZLSICNP0)
  - e. Update Gov't Travel Charge Card on DTS Website  
<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>
    - i. Verify your old command has dropped you from their DTS system
    - ii. Complete DTS 101 (DTS Training link at the bottom of the DTS page)
    - iii. Complete Travel Card 101
6. Uniform for check-in is Service Alphas. Flight suits will be authorized after meeting with the Commanding Officer (CO), Executive Officer (XO) and Sergeant Major (SgtMaj). Uniform for all CAT others (Conversions, Refreshers) will be flight suits.
7. Any personnel arriving from a location OCONUS, see your command sponsorship representative and submit a sponsorship request (NAVMC 11799). For any questions regarding HMHT-302's sponsorship program or check-in procedures contact the S-1.

## **S-1 ADMINISTRATION**

POC: (910) 449-5302

The S-1 section handles all squadron administrative issues, to include: the morning personnel report, orders, travel claims, pay, promotions, awards, legal, recall information, etc. When Marines from the unit travel on orders, the individual is responsible for submitting their own orders on the Defense Travel System (DTS). The S-1 will ensure orders are routed and activate Government Travel Charge Cards. Within 1 day of returning from travel, the Marine will complete a voucher and receive reimbursement to the Gov't Charge Card while the remaining amount is transferred into the Marine's bank account. On the first work day of each month, expect a unit formation for promotions and awards. The S-1 section also handles the squadron watch bill, to include Squadron Duty, Barracks Duty, and Group Duty.

### **Check-In:**

- Report to the S-1 shop in room 213 at 0730 in Service Alphas to receive the official endorsement to your orders, which are needed when you report to IPAC to complete your Travel Claim and Audit.
- Receive your check-in sheet, which dictates the subsequent shops that you will need to meet with in order to receive the appropriate signatures.
- Fill out Government Travel Credit Card (GTCC) application and Statement of Understanding if you have not been issued a GTCC at a previous command.

- Complete your Defense Travel System (DTS) training and provide the certificate of completion to the S-1 clerk.
- Complete and/or update your Family Care Plan (FCP). All Marines will have a FCP while those with dependents (spouse or children) are required to have one.
- Report to the Adjutant located in the command suite in order to arrange a time to meet with the XO (Officers) and/or SgtMaj (Enlisted) at the beginning of your check-in day in Service Alphas.
- At this time you will turn in your MarineNet certificates for Use of Force (ILEUOF001A) and the Casualty Notification Process (MFZLSICNP0) to the Assistant Adjutant (E6 and above only)

## **S-2 INTELLIGENCE**

POC: (910) 449-5035

The S-2 personnel are located within the S-3 shop in room 235. They are responsible for your security clearance, computer access while at the squadron, and assisting with OCONUS leave. If you have any questions or concerns about your security clearance expiration see them well in advance to avoid any issues. If it expires, you will have to repeat the background check.

### **Check-In:**

- Report to the S-2 in room 235 in order to complete your security access forms.
- Verify a Current Security Clearance and date of expiration.
- Fill out classified SAAR form to receive a SIPR Token.
- Discuss any plans you might have for OCONUS leave while at HMHT-302.
- Receive all applicable maps for use during flight.
- Confirm you are added to flight line (New River) and simulator (2MAW) access rosters and proceed to Provost Marshall's Officer (PMO).

## **S-3 OPERATIONS**

POC: (910) 449-6027 / 5340

The Operations Department is divided into four main functional areas: Future Plans, Future Operations, Current Operations, and Ground Training. In support of all these functional areas is Operations Administration, led by the Operations Chief. Future Plans is responsible for long range planning beyond 30 days and the annual training plan. Future Operations is responsible for long-range planning inside of 30 days and produces a weekly flight schedule and shepherds the monthly plan at the PB4T (Planning Board for Training). Current Operations is responsible for the production of the next day's flight schedule and the execution of the current day's flight schedule. Ground Training is responsible for planning and managing all the fiscal and calendar year ground training requirements (i.e. Gas Chamber, PFT, Rifle Range, Pistol Range, MCMAP, etc.). The Operations Department also manages the unique Student Control and Naval Aviator Production Process (NAPP) responsibilities.

### **Check-In:**

- Ensure that the schedule writers add your email to the schedule distribution list. The flight schedule is the CO's Plan of the Day; it contains information that pertains to the squadron as a whole, certain groups, or individuals, as well as syllabus training flights. Everyone in the squadron is responsible for reviewing



the flight schedule daily as it is a signed order from the CO. The flight schedule serves as the medium to pass important information to the members of the squadron.

- All Marines shall be measured for height and weight upon check in. Uniform is green on green with white socks.

## **S-4 LOGISTICS**

POC: (910) 449-5300

The S-4 Department is responsible for coordinating with the appropriate agencies for squadron facilities maintenance and upkeep.

### **Upon Check-In:**

- Review S-4 procedures for barracks assignment, facilities maintenance requests, and green dollar budget purchases.

## **S-5 HUMAN AFFAIRS**

Office Phone: (910) 449-5308

The Human Affairs/Morale office is built on the premises of spreading *Esprit De Corps*, and making your time here at HMHT-302 enjoyable as well as informative. Other billets that the shop OIC holds are the Family Readiness Officer (FRO), Squadron Education Officer, Substance Abuse Control Officer (SACO), and the Squadron Voting Assistance Officer. The FRO is tasked with handling the squadrons family readiness program. The family readiness program was designed to bridge the gap for a Marine's family unit to be connected in a more cohesive manner to the military unit. These items include information dissemination, information referral and resources to help Marines to enhance the preparedness on the home front. The FRO also organizes social events to engage the family members of Marines in order to keep them informed.

### **Check-In:**

- Report to the S-5 in room 236 in order to receive your unit patch and add your name to the social roster.
- Upon check-in with the S-5, you will be briefed on the Family Readiness Program, the Federal Voters Assistance Program (FVAP), the Substance Abuse Control program, and education opportunities.

## **S-6 COMMUNICATIONS**

POC: (910) 449-5300

The S-6 Department is responsible for the management and administration of the squadron's information technological systems and coordination with appropriate agencies for its maintenance and upkeep. The S-6 is the primary point of contact for establishing or reestablishing connectivity and access to the network, email, share drive, etc.

### **Check-In:**

- Prior to reporting to HMHT-302 turn in your Cyber Awareness MarineNet certificate (CYBERM0000) and your DD-2875 System Authorization Access Request to start the process for gaining computer access. Complete the DD-2875 as directed in the Welcome Aboard Packet.
- You will be provided with a copy of your authorization once your access request has been approved. Take this to the MCAS New River DEERS/ID Card Office building AS122 Bancroft St in order to have the certificates added to your Common Access Card (CAC).

Below are the instructions for filling out and submitting your SAAR forms for your initial account creation. Complete appropriate SAAR forms for access to the MCEN and SIPR network as described and send it to the email listed below so your account will be ready when you check in.

SharePoint Access:

Upon receiving your Email confirmation paper from S-6 and having Pass & ID add your user certificate to your CAC card, visit <https://mceits.usmc.mil/pages/ARStart.aspx> to register for an account. The Request access to '2D MAW - <https://eis.usmc.mil/sites/2DMAW>'. For Supervisor, input the S-6's information. After receiving an email saying that your SharePoint Account is created, visit S-6 to receive access to the HMHT-302 and MAG-29 Site.

**SAAR Form:**

- Type of Request: Check the "INITIAL" box if you do not already have an active usmc.mil account. Check "MODIFICATION" if you do.
- Date: Enter today's date (YYYYMMDD)
- System Name: "UNCLASS/NIPR"
- Location: "AS4109 FL2 RM 201"

**PART I - Page1:**

- Block 1. Name: (Last, First, Middle Initial)
- Block 2. Organization: "HMHT-302"
- Block 3. Office Symbol/Department: "HMHT-302/(Student Pilot)"
- Block 4. Phone: "910-449-6024"
- Block 5. Official Email: "N/A" if you don't already have an usmc.mil account.
- Block 6. Job Title and Grade/Rank: "Student Pilot/O-2/1stLt"
- Block 7. Official Mailing Address:  

HMHT-302  
PSC 21008  
JACKSONVILLE, NC 28545-1008
- Block 8. Citizenship: Check the "US" box
- Block 9. Designation of Person: Check the "Military" box
- Block 10. IA Training and Awareness Certification Requirements: Enter the date that you completed your Annual Information Awareness Training course (YYYYMMDD)
- Block 11. User Signature: Digitally sign the signature block with your CAC Certificate.
- Block 12. Date: Enter today's date (YYYYMMDD)

**PART II - Page 1:**

- Block 13. Justification For Access: Type the info below VERBATIM, enter your EDIPI  

For Initial Accounts - Required IOT complete daily duties  
EDIPI - xxxxxxxxxxxx
- Block 14. Type of Access Required: Check the "AUTHORIZED" box
- Block 15. User Requires Access To: Check the "UNCLASSIFIED" box

**Page 2:**

- Block 26. Name: (Last, First, Middle Initial)

**Page 3:**

- User Initials: Digitally sign the signature block with your CAC Certificate.

Once complete with the steps above save the PDF file as: "1stLt Last, First, Middle Initial SAAR". Download and save a copy of your Cyber Awareness Training certificate (CYBERM0000). Email both of these files to the S-6 mailbox at 2MAWNR\_HMHT302\_S4\_S6. Account creation typically takes seven (7) days. By receiving these documents prior to

your arrival you should have access to your account when you check into HMHT-302. If you have any question feel free to contact S-6.

## **DEPARTMENT OF SAFETY & STANDARDIZATION (DSS)**

POC: (910) 449-5331 / 6779

The Safety/NATOPS department is responsible for all ground and aviation safety programs outlined in the check-in brief below. The department also governs the NATOPS program. The NATOPS Officer tracks all NATOPS qualifications and designations, maintains all aircrew NATOPS jackets, and administers monthly EP quizzes. The Aviation Safety Officer conducts monthly Human Factors Councils, Standardization Boards, and is responsible for maintaining the squadron Pre-Mishap Plan. The Safety Department is also responsible for all ground and aviation mishap reporting to higher. At HMHT-302, the Safety/NATOPS Department is the Model Manager for the CH-53E. The Model Manager is responsible for conducting reviews of the NATOPS manual and incorporating changes. The Model Manager is also responsible for certifying CH-53E fleet squadron NATOPS Instructors.

### **Check-In:**

- Report to the safety clerk in room 209 to receive a FAM-0 Lab 1007 check-off sheet, EP quiz, limits quiz, Arrive Alive Card, NATOPS, and Pocket Checklist.
- Turn in your NATOPS jacket once you have had all of your gear inspected in the Flight Equipment shop in room 107.
- Turn in your admin up-chit once you have checked in with medical.
- UNDER AGE 26, bring a copy of the Drivers Awareness Training certificate.

## **MEDICAL/DENTAL**

POC: (910) 449-6515

### **Check-In:**

- Medical/Dental Record**  
Turn in medical records at the base Medical/Dental clinic. New check-in times are on Tuesdays and Thursdays at 0700. Sick call runs daily from 0700-0900. It is your responsibility to ensure that your annual flight physical and Physical Health Assessment (PHA) are up to date.
- Medical Number: 910-449-6500
  - o x283 to schedule PHA
  - o x293 to schedule Flight Surgeon exam
  - o option 2 to schedule flight physical preliminaries
- Dental number: 910-449-6515
- ePHA Link: <https://data.nmcphc.med.navy.mil/PHA>

## **Please see below for helpful resources:**

### **The Marine Corps Air Station New River Welcome Aboard:**

**Website:** <http://www.newriver.marines.mil/Welcome-Aboard>

### **On Base Lodging:**

Inns of the Corps: 910-451-3041, DSN 751-3041.

**Website:** <http://www.mccslejeune-newriver.com/inns/> The Inns of the Corps is on MCB Camp Lejeune. There are also hotels off-base.

### **Family Housing Division (Base Housing):**

Phone: 910-450-1627/1628

**Website:** <http://www.newriver.marines.mil/Welcome-Aboard/> The Housing Office also has information about off-base rentals. The Rental Partnership Program (RPP) is an option for families that want to rent off-base but with the security of knowing the property management company is complying with inspections. In some cases, security deposits are reduced. You can find information on RPP, here: <https://www.lejeune.marines.mil/Offices-Staff/Family-Housing-Division/Off-Base-Housing/>.

### **Household Goods:**

Phone: 910-451-2377

For information regarding the shipping of household goods and personal effects.

### **Onslow County, NC Chamber of Commerce:**

**Website:** <http://www.jacksonvilleonline.org/moving.html>

For more information about Jacksonville NC area, population, quality of life, and cost of living.

**School Liaison Website:** <http://www.mccslejeune-newriver.com/schools/>

The School Liaisons can provide information about on & off base schools in the area and useful information and tips on PCSing with school-aged children. They can be reached at the following numbers:

Camp Lejeune District School - including New River, Pender and Jones County, Homeschool  
910-449-9915 & 910-382-5639

Onslow County Schools, Duplin and Lenoir County, Private and Charter Schools  
910-449-9749 & 910-358-3926

Carteret, Craven and Pamlico County Schools - 252-466-4678

### **Marine Corps Community Services (MCCS):**

**Website:** <http://www.mccslejeune-newriver.com/index.html>

Provides Quality of Life resources and services for Marines and their families. Their resource & info website can be here & includes details on their "Lending Locker":

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

### **Military OneSource:**

**Website:** <https://www.militaryonesource.mil/>

Military OneSource is a one-stop shop for countless resources available to you and your family. Their moving section may be useful as you prepare to move:

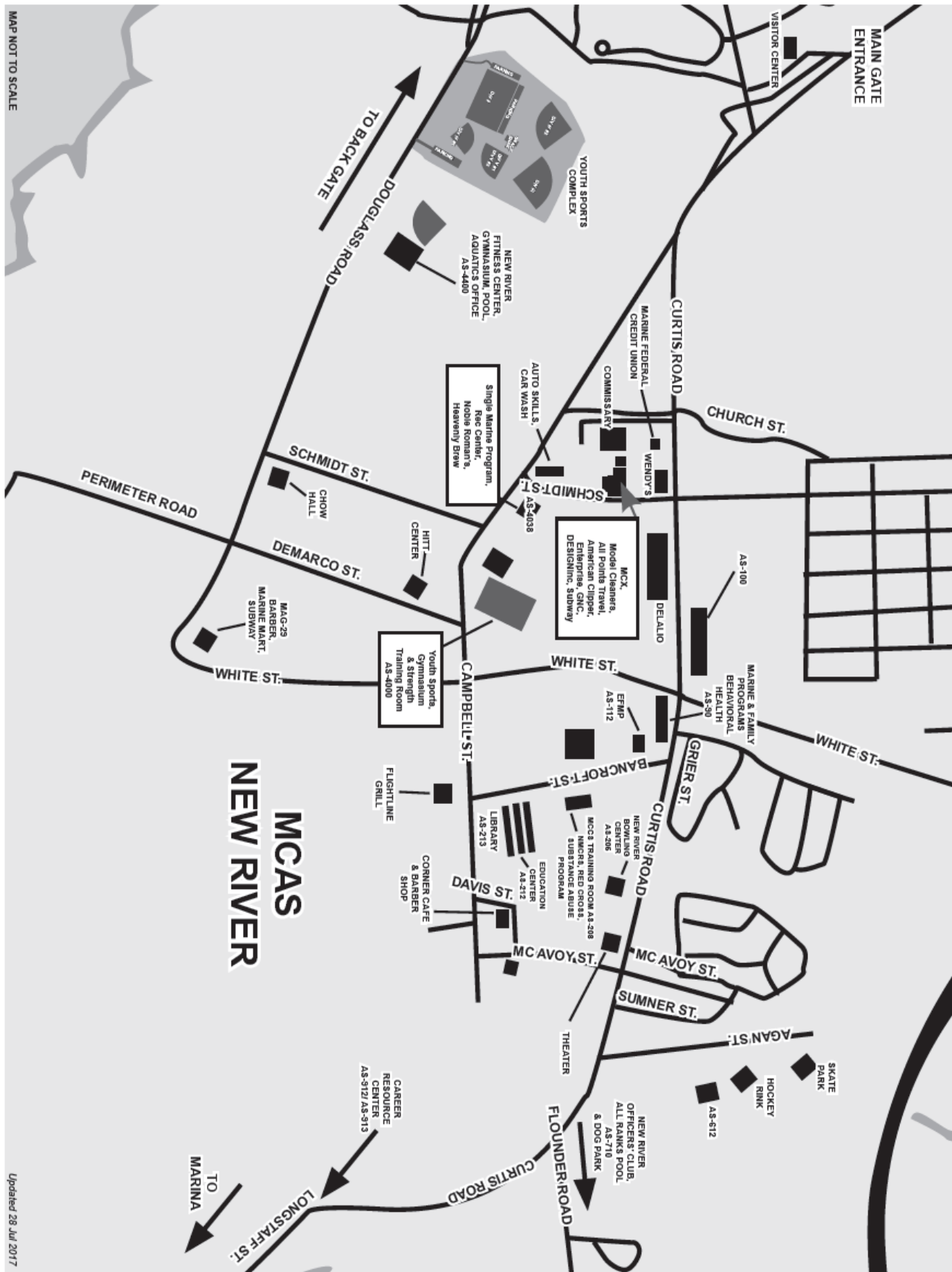
<https://www.militaryonesource.mil/moving-housing> for PCS-specific resources. For assistance with organizing & planning your move to include useful and personalized calendars, go to: <https://planmymove.militaryonesource.mil/>.

### **Tricare:**

Phone: 1-877-874-2273

**Website:** <http://www.tricare.mil/>

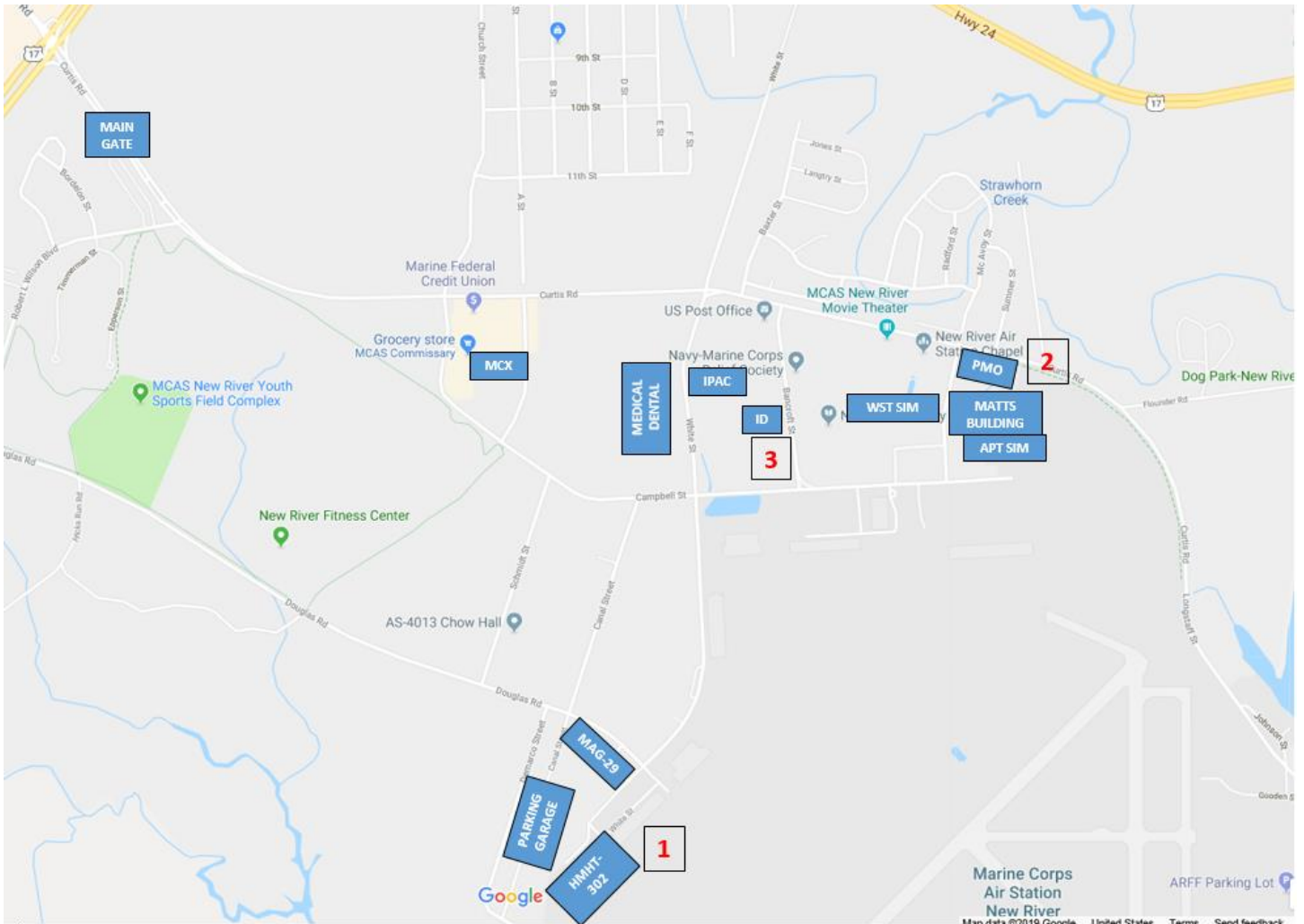
# BASE MAP #1



MAP NOT TO SCALE

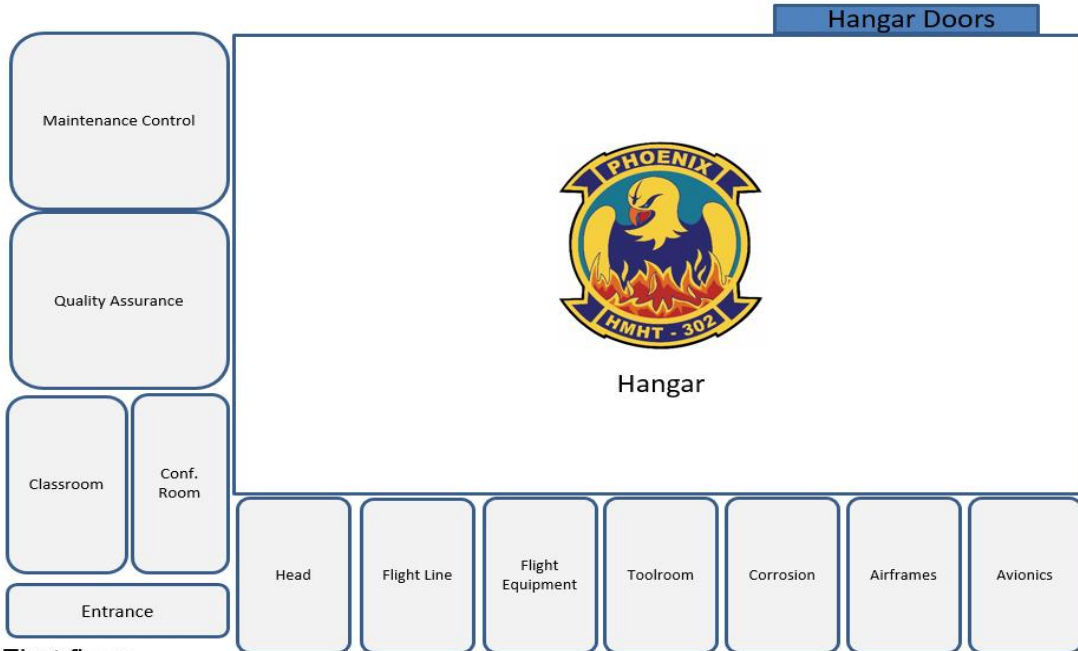
Updated 28 Jul 2017

## BASE MAP #2

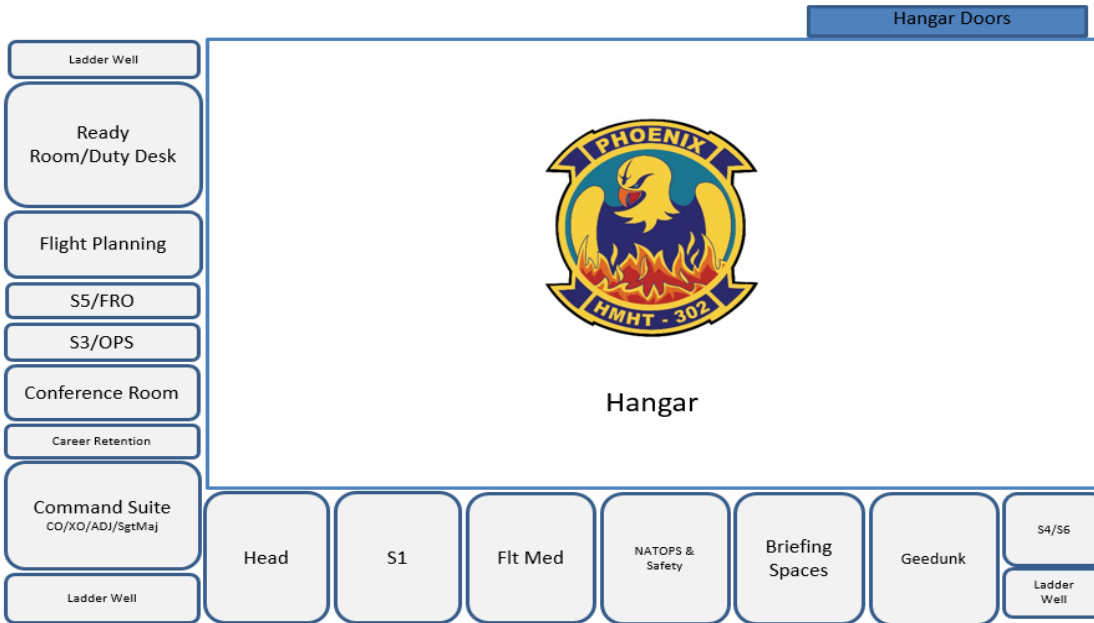


1. Report to HMHT-302 (marked with the #1) to receive the official stamp on your orders and your squadron check-in sheet.
2. Report to PMO (marked with the #2) after the squadron S-2 confirms that you've been added to the access roster in order to receive flight line access on your CAC.
3. Report to the ID Card office BLDG AS122 on Bancroft St (marked with the #3) after you are given the confirmation e-mail from the S-6 in order to receive computer access on your CAC.

# SQUADRON LAYOUT



**First floor**  
**HMHT-302**  
**CH-53E TRAINING**  
**SQUADRON**



**Second floor**  
**HMHT-302**  
**CH-53E TRAINING**  
**SQUADRON**



# HMHT-302 PHONE LIST

OUTSIDE LINE: 99+NUMBER    DSN: 449+NUMBER

UPDATED: 01 MAY 2019

RM	BILLET/SECTION	PHONE
231	CO	X6966
229	XO	X6591
226	SGTMAJ	X6571
228	ADJ	X6184
242	ODO/SDO (READY RM)	X6024
242	FAX	X5332
213	S-1 CHIEF	X5310
213	S-1 CLERK	X5302
235	S-2 SECURITY	X5305
239	S-3 OPSO	X5306
238	S-3 AOPSO	X4299
235	S-3 PTO	X4785
235	S-3 SCHEDULING	X6027
235	S-3 TRAINING	X5340
201	S-4	X7625
236	S-5 SACO/VOTE/FRO	X5308
208	S-4/S-6 OIC	X4955
201	S-6	X5300
227	53K TRANSITION OFFICE	X4003
233	CAREER PLANNER	X5301
212	FLT SURGEON/ CHAPS	X5314
209	DOSS	X7935
209	DSS	X6779
209	ASO	X6805
209	SAFETY	X5331
209	NATOPS	X6779
146	MAINT OFFICER	X5325
146	AAMO	X6492
144	MAINT CHIEF	X6454
119	F/L OIC/CHIEF	X7921
117	F/L	X5316
108	A/F OIC/CHIEF	X5322
107	A/F	X5321
105	LOGMET	X5318
145	MAINT ADMIN	X5326
147	EXPEDITOR	X5319
147	MAINT CONTROL	X6452
147	MMCO	X6451
143	QA OIC/CHIEF	X5313
142	QA	X5149
142	TPL	X5313
109	CORROSION	X6457
110	TOOL ROOM / ORDNANC	X6772
110	GSE / IMRL	X6772
111	F/E	X6645
102	AVI OIC/CHIEF	X6928
101	AVI	X7922
141	CCID INSTRUCTORS	X4206/4410/6950
242	DUTY CELL	252-288-8370
AS4030	BARRACKS	X6260

NEW RIVER AIR STATION	
MCAS NEW RIVER DISP	451-3004/3005
CRASH FIRE	X6224
BASE OPS FAX	X6351
BASE WX	X6828
BASE WX FAX	X6135
MAG-29 ARMORY	X6088
MAG-26 ARMORY	X6479
MAG-29 GDO	X6345
MAG-26 GDO	X6126
DENTAL	X6515
IPAC ADMIN	X7353/7794
IPAC SNCOIC	X7349
IPAC PAY	X7268
ITT	X6530
PASS & ID	X6354
PMO	X4249
S-6 HELP DESK	451-1019
HEADQUARTERS	X6305
O CLUB	X6409
SNCO CLUB	X6707
ENLISTED CLUB	X5890
EXCHANGE	X0539
COMMISSARY	X6395
MOVIE MART	X1330
GAS STATION	X6092
THEATRE	X6528
GYM	X6714
AUTO HOBBY	X6709
FUEL PITS	X6635/6152
MATSS	X6194

SAFETY	
FLIGHT SURGEON	X6500 (303)
MAG GROUND SAFETY	X7559
NITE LAB	X7559
BASE OPS	X6311
ASTC CHERRY PT.	(94) 582-7422
ASTC NORFOLK	(94) 262-1204

SECURITY	
SECURITY MGR: MAJ BLANCHETTE	X6591
ASEC MGR: CAPT STARKE	X5305

MISC	
ENTRY POINTS	X6094
BOUGUE MCALF	252-466-0664
BIG ROCK	252-466-4040/2936
BLACKBURN	451-3064
CHERRY POINT WX	252-466-2346
CNATT BARRACKS	X6438

ODO	
HMH 366	X5457
HMH 461	X6569
HMH 464	X6124