



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
PSC BOX 21001  
JACKSONVILLE, NC 28545-1001

ASO 1302.1D  
S-1

SEP 05 2013

AIR STATION ORDER 1302.1D

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List

Subj: CHECK IN/CHECK OUT PROCEDURES FOR MILITARY PERSONNEL

Encl: (1) MCAS New River Check In/Check Out Sheet

1. Situation. Military personnel checking in or checking out of commands located aboard Marine Corps Air Station (MCAS) New River must complete all administrative requirements identified in the enclosure.

2. Cancellation. ASO 1302.1C.

3. Mission. To ensure personnel reporting to or departing from MCAS New River check in and check out of required functional areas aboard the Installation. The procedures and requirements contained in this Order are applicable to all military personnel reporting to or detaching from commands aboard MCAS New River.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide guidance to military personnel checking in and out of commands aboard MCAS New River.

(2) Concept of Operations. MCAS New River will utilize one consolidated check in/check out sheet for all military personnel checking in or checking out of commands aboard MCAS New River.

b. Tasks

(1) Commanding Officers (COs) shall ensure all military personnel check in and check out with all applicable activities listed in sections 1 and 2 of the enclosure.

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distribution is unlimited.

**SEP 05 2019**

(2) COs shall ensure all military personnel checking in to MCAS New River for the first time attend the Welcome Aboard Brief and/or Personal Readiness Seminar (PRS) identified in the enclosure. Spouses are encouraged to attend. Personnel executing Station Permanent Change of Assignment Orders are exempt from this requirement. The PRS is only required when MCAS New River is the initial permanent duty station of the military member.

(3) The enclosure shall be used as the standardized clearance sheet for all military personnel and will be provided by command's S-1 Office.

5. Administration and Logistics. The enclosure will be returned to the command's S-1 Office no later than five working days upon checking in or checking out of the command.

6. Command and Signal

a. Command. This Order is applicable to all MCAS New River military personnel and tenant commands.

b. Signal. This Order is effective the date signed.

  
C. V. EBITZ

DISTRIBUTION: B

# MCAS NEW RIVER CHECK IN/OUT SHEET PRIVACY ACT STATEMENT

ASO 1302.1D

SEP 05 2019

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. 3042, Headquarters, U.S. Marine Corps, 5 U.S.C. 301, Departmental Regulations, and EO 9397 (SSN). PRINCIPLE: Prospective applicants and reserve entitlement 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.

NAME			GRADE	EDIP	MOS	ORG	DATE
IPAC			SECTION 1		SECTION 2 (CONTINUED)		
IPAC	AS120		STATION S-6	AS212 (3RD DECK)		DEF TVL SYST (ODTA)	
COMMENTS			VEHICLE REG.	AS187		SACO (2)	
MEAL CARD#			PMO (FLT LINE ACCESS)	AS302		ATHOC OPERATOR	
WELCOME ABOARD <small>WELCOME ABOARD BRIEF IS MANDATORY FOR ALL PERSONNEL REPORTING ABOARD MCAS NEW RIVER. SPINXES ARE ENCOURAGED TO ATTEND. (IN STATION PLACES ARE NOT REQUIRED TO ATTEND)</small>			MEDICAL (0700 Showtime: TWT)	AS100		ATFP OFFICER	
			DENTAL (0700-1130 / 1300-1530)	AS100		SAFETY/GSO (3)	
WAB COORDINATOR	SIGN	DATE	TRANSITION/ CAREER RESOURCE CENTER	AS912		UVA (4)	
			FAMILY HOUSING	CLNC/TT43		VOTING	
PERSONNEL READINESS SEMINAR (PRS) IS ONLY MANDATORY FOR PERSONNEL CHECKING INTO THEIR FIRST DUTY STATION.			EFMP	AS112		VWAP	
WAB COORDINATOR	SIGN	DATE	IIF	AS4081		EDUCATION OFFICER	
			CSF CBRN	AS4081		CHAPLAIN	
			BASE EDUCATION	AS212 (2D DECK)		SMP (5)	
RESOURCES			SECTION 2 (UNIT INFO)			ARMORY AS4136	
1. CHECK MCCSLEJEUNE-NEW RIVER COM FOR CLASS DATES.			CO			PRO/CON OR FITREPS	
2. CAREER RESOURCE CENTER CLASSROOM AS-913.			XO			FLIGHT EQUIPMENT	
3. UNIFORM OF THE DAY.			SGTMAJ			CDO (OFFICERS/ENCL)	
CERTIFY THAT I HAVE NO MCCA GEAR, VIDEO, LIBRARY BOOKS, OR FUNDS DUE TO NAVY RELIEF, RED CROSS, NB MARINA, CHILD DEVELOPMENT CENTER, AND PRINT REQUIRED PHONE SERVICES. A GOVERNMENT CHECKCARD WILL BE REPORTED IF I HAVE FAILED TO PAY MY DEBT.			ADJUTANT			SUPPLY/UUMA/ UUMAM	
			CAREER PLANNER			SNCOIC	
MEMBER SIGNATURE:			GOVT CHG CARD			DSS/NATOPS	
			MAILROOM			SQDN GYSGT	
			QUALITY ASSURANCE			EO (6)	
ADMIN/S-1 SIGNATURE:			S-2 SECURITY CLEARANCE			EMBEDDED PREV BEH HLTH COORD	
			S-3 TRAINING			DEPLOYMENT READINESS COORD	
			UNIT BARRACKS MGR			FAMILY CARE PLAN (7)	
AS213 RM 313, RM 315 or 328			S-4			SPONSORSHIP COORD	
			OIC			MOTORCYCLE PRESIDENT (8)	BASE OPS AS843, RM 106
			CMD FINANCIAL SPEC (1)			UNIT OPSEC	

RETURN COMPLETED CHECK-IN/OUT SHEET TO ADMIN/S-1 BY \_\_\_\_\_

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

MARINES ARE REQUIRED TO TURN IN A COMPLETED CHECK-IN SHEET TO THE SQUADRON ADMIN NLT FIVE 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/IPAC#02 (Rev 07/10/16) ALL PREVIOUS EDITIONS ARE OBSOLETE

ENCLOSURE (1)