



**Welcome aboard and
congratulations on your
assignment to Navy Medicine
Readiness and Training
Command Cherry Point!**



On behalf of the Commanding Officer, Executive Officer, Command Master Chief, and staff of Navy Medicine Readiness and Training Command Cherry Point, welcome aboard. We are excited to have you join our team. This package is designed to ease your transition and provide valuable information to you and your family as you prepare for your arrival. Your sponsor and command leadership are committed to making your transition as smooth and successful as possible.

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NAVY MEDICINE READINESS AND TRAINING COMMAND (NMRTC) CHERRY POINT MISSION

“Optimize warfighter readiness while delivering high quality health care to our beneficiaries.”

NMRTC CHERRY POINT VISION

“Be a highly reliable health care organization focusing on patient centered care and ensuring the highest state of medical readiness of the warfighters.”

CHAIN OF COMMAND

The Chain of Command promotes effective communication, timely resolution of concerns, and leadership awareness of individual needs and requests. Command Suite Leadership for NMRTC Cherry Point is as follows:

COMMANDING OFFICER: CAPT James J. Driscoll, NC, USN

EXECUTIVE OFFICER: CAPT Carol M. Ellsworth, NC, USN

COMMAND MASTER CHIEF: HMCM (SW) Corey J. Butler, USN

Commanding Officer’s Guiding Principles:

- Relentless Pursuit of Excellence
- Resolute Focus on the Mission
- Respectful Communication
- Reliance on Teamwork

ABOUT THE COMMAND

NMRTC Cherry Point provides primary clinical, surgical, and ancillary care as well as occupational health services to over 31,000 Active Duty, retired military and civilian beneficiaries from shore based and operational commands including Marine Corps Air Station Cherry Point, 2nd Marine Aircraft Wing and Fleet Readiness Center East.

To learn more about the command please visit our websites listed below.

[NMRTC Cherry Point - Tricare](#)

[NMRTC Cherry Point - Military Health System](#)

CHECK-IN PROCEDURES

Personnel shall report in Service Dress uniform. Normal working hours for the command are 0730 – 1630. Please report to the NMRTC Cherry Point Quarterdeck located on the 1st deck of building 4389 Beaufort Rd, Havelock, NC 28532. If you need to check in after working hours, please coordinate with your sponsor to ensure your orders are stamped and a barracks room is available if needed.

MAILING ADDRESS FOR OFFICIAL CORRESPONDENCE

COMMANDING OFFICER
NMRTC CHERRY POINT
PSC BOX 8023
CHERRY POINT, NC 28532-0023

ESSENTIAL CONTACTS

NMRTC Cherry Point Quarterdeck	(252) 466-0266
Command Sponsor Coordinator	(252) 466-0247
CDO Phone	(910) 459-9980
OOD Phone	(910) 459-9944
Chaplain Duty Phone	(252) 466-5238
SAPR Duty	(252) 626-8816
BEQ Duty	(252) 466-3165

VICTIM ASSISTANCE

For immediate emergency assistance, call 911. For non-emergency matters, you can reach the Provost Marshal Office at 252-466-3615. Please note, all criminal offenses must be reported to PMO. For serious criminal matters contact Naval Investigative Service at 252-466-2641 or Marine Corps Air Station Cherry Point Security and Emergency Services at 252-466-5123/4366. The Havelock Police can be reached at 252-447-3212. If you or someone you know has been the victim of sexual assault, please contact your Victim Advocate 24/7 Response Line: 252-665-4713. If you need assistance with incidents of abuse and/or neglect, please contact the Family Advocacy Program: 252-671-0377.

COMMAND OMBUDSMAN

Email: NHCCPbuddy@gmail.com or nmtsc.ombudsman@gmail.com

The Command Ombudsman Team is here to help Sailors and their families during their transition to NMRTC Cherry Point. Additionally, you may contact the Referral & Relocation Program Coordinator at (252) 466-6759/4201.

The MyNavyFamily Application has been designed for Navy Spouses and Sailors' families to combine authoritative information from websites into a single, convenient application. The app connects Navy families to information and resources to help them successfully navigate the complexities of the Navy lifestyle. For more information, please visit [My Navy Applications](#) or download the app from the app store onto your device.

STANDARDS OF CONDUCT

NMRTC Cherry Point is committed to fostering a positive command climate that promotes organizational effectiveness, military readiness, dignity, and mutual respect. We strive to maintain an environment free from personal, social, or institutional barriers that prevent Sailors from achieving their highest potential.

The command maintains a zero-tolerance policy for discrimination, harassment, hazing, fraternization, and unlawful discriminatory behavior. Additionally, NMRTC Cherry Point maintains a zero-tolerance policy for the unlawful use, possession, or distribution of illicit drugs. All personnel are expected to exercise sound judgement and responsibility regarding alcohol consumption and comply with all Navy and Department of War policies concerning alcohol misuse.

Information regarding Equal Opportunity, harassment prevention, and available reporting options is provided to all personnel during Command Indoctrination. Additional assistance and guidance may be obtained through the Command Equal Opportunity Program Manager, the Command Resilience Team, or a member of your Chain of Command. Personnel may also be required to participate in the Navy Alcohol and Drug Abuse Prevention program in accordance with applicable Navy policies.

UNIFORM STANDARDS

MILITARY UNIFORMS

The Uniform of the Day as prescribed in the “Plan of the Week” shall be worn during working hours, while in a duty status, and for prescribed ceremonies and formations. Dress uniform is required for the initial check-in process. NOTE: The Military Clothing and Sales Store on MCAS Cherry Point and Camp Lejeune have limited Navy Uniforms. It is highly recommended that you purchase all required uniform items prior to arriving. All staff will be issued a name tag by the Human Resource department upon reporting.

PHYSICAL TRAINING UNIFORM

All staff will be required to maintain two sets of the Physical Training Uniform (PTU) per seabag requirements. The PTU is a mandatory uniform requirement to be worn during the Physical Fitness Assessment (PFA). It is highly recommended that you purchase necessary items prior to arriving due to limited availability. For information about installation fitness centers, aquatics, and other health and wellness information please visit [MCAS Cherry Point Recreation and Fitness](#).

CIVILIAN ATTIRE

At MCAS Cherry Point civilian attire is governed by Marine Corps Order 1020.34H and applies to all Active Duty and civilians. When wearing civilian clothing in the performance of official duties all staff will adhere to personal appearance and grooming standards outlined in Chapter 2 of NAVPERS 15665J.

HEALTH AND PHYSICAL READINESS

All staff will maintain the health and physical readiness standards outlined in the OPNAVINST 6110.1 series. Upon reporting to the command, the Command Fitness Leader will review the member's official Physical Fitness Assessment history and administer a Body Composition Assessment to ensure reporting personnel are within standards. Please be sure to bring your PTU with you upon check in.

MEDICAL AND DENTAL SERVICES

The standard procedure for staff desiring to use medical or dental services are as follows: for dental needs, staff will be seen by 12th Dental Company located on the second deck of the clinic. For acute medical care or sickcall, members may be seen at the Patient Centered Medical Home Port located on the first deck of the clinic. Members with medical emergencies or in need of care after duty hours may be seen at the nearest emergency department. The following medical and dental phone numbers are provided for your convenience:

NMRTC Cherry Point Patient Centered Medical Home Port	(252) 466-0194/0224/0543
NMRTC Cherry Point Pharmacy	(252) 466-0252
NMRTC Cherry Point Behavioral Health	(252) 466-0500
12 th Dental Company	(252) 466-0442
Central Appointment Line	(252) 466-0921

URGENT CARE

Urgent care is care needed for a non-emergency illness or injury. If you or your dependents are unable to make an appointment for care within 24 hours you may utilize a TRICARE authorized urgent care center without a referral. You may find an authorized urgent care center by using the [TRICARE Online Provider Directory](#).

MEDICAL & DENTAL CARE DURING TRAVEL

Getting care along the way: before you move, you should take care of any routine medical needs, including immunizations, and fill your prescriptions so you have enough while traveling. If you need medical care during your move, visit [TRICARE Getting Care When Traveling](#) to learn what to do.

Getting dental care while traveling depends on your location and whether you are a service member or family member. If you are an active-duty service member within the United States or in U.S. territories, and near a military installation, you may be able to get emergency dental care at a Military Dental Treatment Facility if available. If not, contact the TRICARE active-duty Dental Care Program before you see a dentist and tell the contractor about your move. You will need to get an authorization before you see a dentist. The active-duty Dental Care Program will work with you, so you can get care from a local network dentist. If you are an active-duty service member at an overseas location, call the TRICARE overseas regional call center to get

authorization before you see a civilian dentist. If you are an active-duty family member within the United States, in U.S. territories or at an overseas location, you can find out if any nearby military dental treatment facility treats active-duty family members. If you're enrolled in the TRICARE dental program, call the TRICARE dental program contractor or visit their website to find a provider. You will need to get an authorization before you see the dentist.

MILITARY & FAMILY SUPPORT CENTER

The MCAS Cherry Point [Military & Family Support Center](#) provides a full range of quality programs and services that promote self-reliance, mission readiness, resiliency, and career fairs/job expos for retiring military members and their families for the ease of adapting into or out of the military way of life.

FAMILY CARE PLAN

All single military personnel and dual military couples with dependents are required to ensure their family care plan is updated upon reporting in accordance with OPNAVINST 1740.4 Series, even if that dependent does not live with them or the Sailor does not have custody of them.

EDUCATIONAL SERVICES

[MCAS Cherry Point Training & Education](#) services offer a wide range of professional development opportunities to support personal and career growth. Services include access to both in-person and online educational programs. The office also offers valuable life skills and professional development courses for both active-duty personnel and dependents including stress management, financial readiness, sponsorship training, and other self-improvement programs.

The Education Services Officer (ESO) provides information and assistance in all matters pertaining to the Rating Knowledge Exam (RKE), Tuition Assistance, and Navy College. Dates and locations of the RKE will be posted during exam cycle periods. If planning to take the RKE at NMRTC Cherry Point shortly after reporting or while on leave, please ensure your current command ESO forwards your exam to the NMRTC Cherry Point ESO along with your completed worksheet. Please note that PCS travel (leave) is not an authorized reason to take the makeup exam or miss your exam.

PAY

You are strongly encouraged to review your Leave and Earning Statement (LES) to make sure all payments, allowances, and other financial entitlements are in order. Overpayments are collected immediately and in large sums. Do not jeopardize your financial integrity or your career through mismanagement of your pay and allowances. Members experiencing financial hardship are encouraged to notify their chain of command immediately. Members may utilize the Command Financial Specialist or the [Navy-Marine Corps Relief Society](#).

OFF-DUTY EMPLOYMENT

For staff members desiring off-duty employment, complete an Off-Duty Civilian Employment request form (NAVMED 1610/2). Refer to the NHCCP-AI 1610.3 5370.1B, Program for Off-Duty Employment, for guidance.

FAMILY MEMBER EMPLOYMENT

Family member Employment Assistance Program (FMEAP) Training & Education Building (Bldg. 4335, Rm. 213) The Family Member Employment Assistance Program (FMEAP) assists family members in achieving their goals through employment, education, and volunteerism. FMEAP provides job search guidance and help in identifying employment/volunteer goals. FMEAP is a liaison/referral service to local and national employers, and a resource for educational and skill set training. FMEAP provides information concerning employment, skills-based education, training and volunteer opportunities. FMEAP offers career counseling/assessments, educational workshops (Resume Writing, Job Interview Techniques, Federal Forms, Starting Your Own Business) and computerized job searches, job fairs, and volunteer opportunities. Call 252-466-4201 / 5836 for more information.

Please visit [Jobs at Cherry Point](#) for current on-base employment opportunities.

OFF LIMITS AREAS AND ESTABLISHMENTS

The following areas and establishments have been placed in an off-limit status for all Armed Forces personnel in accordance with Air Station Bulletin 1620. Please visit [MCAS Cherry Point Station Adjutant](#) for current Air Station bulletins and orders as this list is subject to change. Personnel are responsible for remaining familiar with current station policies:

- **98 Cent Only Store**, 1400 Arendell St, Morehead City, NC
- **Asmar's (AKA Nadine's) Food Mart**, 4525 NC Hwy 101, Havelock, NC
- **Coastal Smoke Shop**, 233 W Main St, Havelock, NC
- **Expressions**, 167 Hwy 24, Unit SB, Morehead City, NC & 4950 Arendell St, Morehead City, NC
- **B-Z Pass Tobacco Shop**, 7921 Main St, Vanceboro, NC
- **Five Star (AKA Twin Rivers)**, 2709 Neuse Blvd, New Bern, NC
- **Flyers (AKA Flyers, Bikers, Babes & Beer, North Shore)** 400 E Fontana Blvd Suite F, Havelock, NC
- **Friday's Night Club (AKA Club, Classics, Infinity Lounge, Club Insomnia)**, 609 Hwy 55 W, New Bern, NC
- **Happy Smoke**, 2305 Neuse Blvd, New Bern, NC
- **Harmony Hemp Farmacy**, 1204 E Main St, Havelock, NC H&D Express (AKA Citgo), 3439 Hwy 24, Newport, NC Jean's, 330 E Main St, Havelock, NC
- **Lucky 7 Tobacco & Vape**, 1904 Dr. MLK Jr. Blvd, New Bern, NC
- **King Drive Thru Tobacco & Vape**, 102 Roosevelt Blvd, Havelock, NC
- **Smoke House Outlet**, 1906 S. Glenburnie Rd, New Bern, NC
- **Smoke & Up**, 3915 State Rte 101, Havelock, NC

- **Tobacco Outlet (AKA 70 Bast Tobacco)**, 484 Hwy 70 W, Havelock, NC
- **Tobacco Shop & Gifts**, 1250 Hwy 70 E, New Bern, NC
- **Tobacco Shop & Gifts**, 1712 Live Oak St, Beaufort, NC
- **Tobacco Town**, 1717 Neuse Blvd, New Bern, NC Tobacco & Vape, 304 E Main St, Havelock, NC
- **Tobacco & Vape**, 752 Williams Rd, New Bern, NC Tobacco & Vapor, 1232 US 70 E, New Bern, NC
- **Tobacco Vape & Cigar**, 1727 Red Robin Ln, New Bern, NC
- **Tobacco & Vape Drive-Thru (AKA Tobacco Outlet)**, 1822 S Glenburnie Rd, New Bern, NC
- **Up in Smoke**, 1329 E. Main St, Havelock, NC
- **Up in Smoke 2**, 925 E. Main St #38, Havelock, NC
- **VIP Tobacco**, 3310 Neuse Blvd, New Bern, NC
- **VIP Tobacco & Vape**, 540 NC 55 E., New Bern, NC
- **VIP Tobacco & Vape**, 1204 S. Glenburnie Rd, New Bern, NC
- **Wesley's Grocery (AKA Big Daddy's)**, 217 Cedar St, Beaufort, NC
- **White Sands Convenience Store**, 2610 W Ft Macon Rd, Atlantic Beach, NC

HOUSEHOLD GOODS

The mission of the [MCAS Cherry Point DMO](#) is to provide fast, friendly, and effective personal property and passenger travel services to authorized military and civilian members of the Marine Corps, as well as Army, Navy, Air Force, Coast Guard, and other authorized DOD agency personnel and their family members moving into, within or out of the geographic area specified as The MCAS Cherry Point's Area (Beaufort, Carteret, Craven, Hyde, and Pamlico counties) of operations. If you have any questions or to schedule an appointment, please visit Bldg. 6049 Lenoir Rd or contact at us CHPT.DMO.SMB@usmc.mil. For Personal Property shipments call (252) 466-2345 and for Passenger Travel/Passport services call (252) 466-3968 / 7405.

LODGING

Military and civilian personnel in a Permanent Change of Station status may utilize the [Marine Lodge Cherry Point Inn](#). If you need lodging, you are encouraged to book your reservation in advance. If the Marine Lodge Cherry Point Inn has no available rooms, please be sure to get a Statement of Non-availability or certificate of non-availability.

HOUSING

Please visit the [MCAS Military Housing Office website](#) for assistance with on and off base housing. On base housing is privatized and leased by [Hunt Military Communities](#). If requesting base housing, you are encouraged to apply as soon as you receive your written orders.

PETS

If you have pets (limit of two domestic animals) you are required to provide vaccination and Microchip Certificates for each pet to your community center.

Supporting documentation required within ten days of occupancy:

1. Proof of Registration from the MCAS Veterinary Clinic
2. Proof of Vaccination
3. Proof of Functioning Microchip Identification Device

*MCAS Cherry Point Veterinary Clinic: (252) 466-2409

The Marine Corps policy on the control of domestic animals aboard Marine Corps Installations prohibits certain breeds. It is HIGHLY RECOMMENDED that all pet owners become familiarized with ASO 10570.1U and MCO P11000.22 CH6, Domestic Animal Control. To read Air Station Orders and Marine Corps Orders please visit [MCAS Cherry Point Station Adjutant](#).

LOCAL COMMUNITY

Carteret and Craven County areas offer a wide variety of entertainment and activities. The activities aren't always centrally located so finding them can sometimes be challenging if you are new to the area. The information below is a great place to start to find many of our local attractions and fun and fulfilling activities for singles, couples, and families alike. Please visit the [MCAS Cherry Point Local Area Information](#) website for information on museums, beach access, parks, and other recreational activities in the local area. For information on events and activities hosted on MCAS Cherry Point please visit [MCCS Calendar of Events](#) or the [Single Marine Program](#) websites.

YOUTH PROGRAMS

SCHOOL LIAISON

The School Liaison works collaboratively with programs within Marine & Family Programs and the local schools to help ease the transitions for military children through outreach, orientations, and peer-to-peer connections. The School Liaison can help by providing information and resources to assist in getting military children involved in their new community through opportunities such as Marine & Family Program events, camps, youth sports, ambassador clubs, extracurricular activities, installation events, and so much more. Reach out to the [School Liaison](#) for more information. MCAS Cherry Point School Liaison Officer can be reached at 252-466-7648.

DOD SCHOOLS

MCAS Cherry Point does not have any DOD schools located on the air station. Dependent children residing aboard the air station attend Craven County Public Schools.

PRIVATE SCHOOL

There are several private schools in the local off-base community. Please contact the School Liaison for additional information.

HOME SCHOOLING

For home schooling information, please visit the [North Carolina Office of Non-Public Schools](#).

GATE HOURS AND STATUS

There are four gates for MCAS Cherry Point. The Main Gate, located on Roosevelt Boulevard, is the only one open 24 hours. Slocum Gate is open to In & Outbound traffic, except for 0600-0730 M-F, when it is Inbound Only; regular hours are Mon-Thu, 0730-2200; Fri, 0730-0100 and Weekends, 0600-0100. The Catawba School Gate is only open on school days, M-F 0630-0830 for incoming school buses only, but all other traffic may use the outbound lanes. Cunningham Gate is open twice a day, M-F: 0600-0830 Inbound Only and 1500-1800 Outbound Only. Please visit [MCAS Cherry Point Gates](#) for up-to-date gate information.

REGISTERING VEHICLES ON BASE

North Carolina law requires a minimum insurance coverage of at least \$25,000 property damage coverage, \$30,000 per person per occurrence/\$60,000 total per occurrence for bodily injury. These figures apply to register your vehicle aboard Cherry Point. You are required to register your vehicle on base.

BASE DRIVING REGULATIONS

Speed Limits - The Air Station speed limit is 20 to 45 mph where posted. All government housing areas have 15-20 mph speed limits, and parking lots have a 10-mph speed limit. When approaching or passing columns of troops in formation or other pedestrians on the road, the speed limit is 10 mph.

Seat Belts - Seat Belts are mandatory - wear them! It's a DOD regulation and North Carolina state law that seat belts will be worn in government and civilian vehicles on or off station by all vehicle occupants. A child less than 8 years of age must be restrained, no matter where seated, by an appropriate child restraint system. Children, 4 years old and under, must be in a federal approved child car safety seat.

Vehicle Checks - Vehicle checks are held periodically aboard the Air Station. When aboard Cherry Point, you must yield to any request for a vehicle check. Identification cards are requested after 11 pm each evening and up to 5 am, and the car may be inspected during these hours. Road checks are periodically held in the surrounding communities.

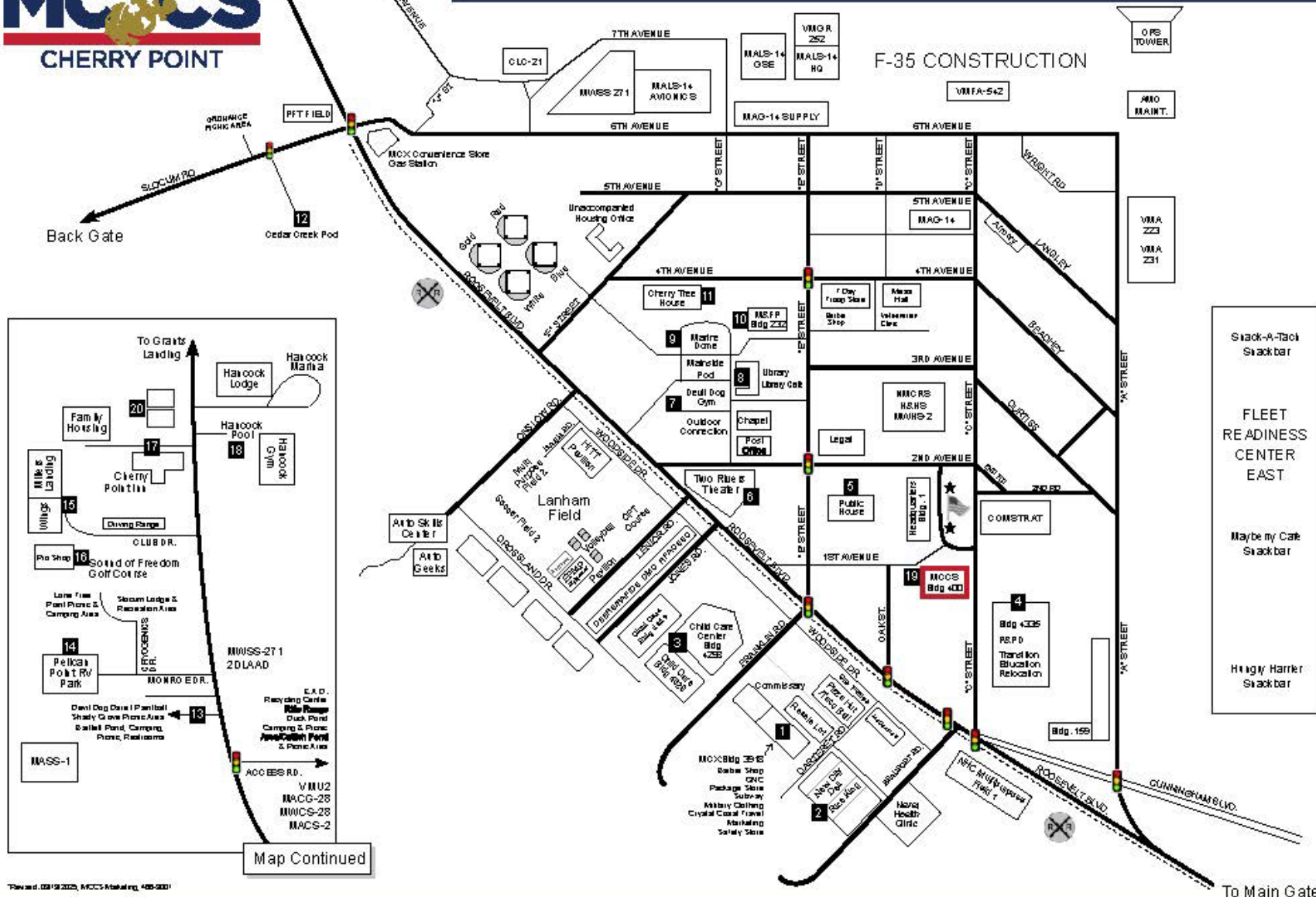
Flight Line - The flight line is restricted and closed off with fences and limited access. Some buildings aboard Cherry Point have limited access and are visibly marked.

Accidents - Accidents occurring aboard Cherry Point and in the adjacent communities must be reported. The law protects a person who stops and renders aid at a scene of an accident from civil liability except for intentional wrongdoing or unruly conduct.



Continued in inset

1. Main Exchange
2. New City Deli/Rice King
3. Child Development Center
4. P & PD/TER
5. Public House
6. Two Rivers Theater
7. Devil Dog Gym
8. Station Library/Library Cafe
9. Marine Dome
10. Marine & Family Programs
11. Cherry Tree House
12. Cedar Creek Pool
13. Devil Dog Dare
14. Pelican Point RVPark
15. Millers Landing/Wings Restaurant
16. Sound of Freedom Golf Course
17. Cherry Point Inn
18. Hancock Gym / Pool
19. MCCS HQ BLDG 400
20. Tennis/Futsal/Pickleball Courts



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