

MCRD San Diego Check-In Process

IPAC Inbound Section

- Bldg 622 (Martini Hall)
- Room #129
- Inbound Section (619) 524-8435/8130
- Mr. Walter Santos/Mr. Croft
- M-F 0630-1600
- All inbound Marines check-in

Recruit Training Regiment

- Every Marines assigned to RTR will check-in
- RTR S-1 Admin Chief (619)524-1777
- Building 28, Regimental Headquarters (John A. Lejeune Hall)

Headquarters & Service Battalion

- Marines (Officers and Enlisted) assigned to H&SBN will check-in
- see H&SBN OOD
- Building 15, Battalion Headquarters
- (619) 524-1983
- H&SBN Admin Chief (619) 1980/1979

After Hours/Weekend Check-in

Depot OOD

- Bldg 31 Room 113A
- (619) 524-8700
- Every Marines must check-in to Depot OOD

Recruit Training Regiment (RTR)

- Marines (Officers and Enlisted) who will be assigned to RTR must check-in first to Depot OOD and then to RTR OOD
- see Regimental OOD (after hours/weekend check-in)
- Building 28, Regimental Headquarters (John A. Lejeune Hall)
- (619) 524-1775

Headquarters & Service Battalion

- Marines (Officers and Enlisted) who will be assigned to H&SBN must check-in first to Depot OOD and then to H&SBN OOD
- see H&SBN OOD
- Building 15, Battalion Headquarters
- (619) 524-1983
- H&SBN Admin Chief (619) 1980/1979