

Military and Family Readiness Welcomes You to Luke!

Please use this checklist to help with getting settled in a timely manner.

Pre-Arrival

- See <https://installations.militaryonesource.mil> and planmymove.militaryonesource.mil for installation information and customized PCS checklists
- Request a sponsor through unit CSS if none has been assigned
- Join our virtual Pre-Arrival Orientation to ask questions about the base and local area. Call MFRC for more information: 623-856-6550
- Contact Youth Programs (623-856-7470), Child Development Center (623-856-6338), or Community Childcare Coordinator (623-856-2684) for information, as needed
- Contact School Liaison for information on school registration: 623-856-6378
- Download the AF Connect App for connection to what's happening across the base (save 56th Fighter Wing as a favorite)
- Contact lodging office for temporary lodging needs: 623-856-3941
- Hand-carry important documents:
- PCS orders
- All personal identification documents: military identification/common access cards, marriage and birth certificates, passports and Social Security cards
- Medical records, including immunization records for family and pets
- Leave and Earnings Statements
- Proof of car insurance and registration (If you are returning from an overseas assignment, have proof from your overseas insurance company that you were insured during the time you were out of country. If you cannot prove insurance, you will be considered "uninsured" for that time period and will be required to pay much higher premiums when obtaining insurance here.)
- School records and IEP/504 Plan
- Inventory list of household goods shipment
- Any bills of sale pertaining to vehicles, especially if you purchased the car overseas (You will need these to register your car.)

Upon Arrival

- Check in at your unit's CSS for unit in-processing. If you arrive after duty hours, check in at the Fighter Country Inn, Building 660, and then with your CSS the following duty day.
- Check-in at Military Personnel Section on first floor of Bldg 1150 for base in-processing.
- Attend Newcomers' Wing Orientation; spouses are welcome to attend!
- Attend Medical Right Start: Tuesdays at 0900 at medical clinic
- Take Permissive TDY for house hunting, as eligible
- Stop by MFRC (Bldg 1113) for Childcare for PCS voucher and/or Loan Locker items, as needed
- Contact MFRC (623-856-6550) to register spouse for Spouse Connect workshop
- Connect with unit's Key Support Liaison
- EFMP families connect with EFMP-Family Support office for community supports and programming: 623-856-6550