

Welcome Luke AFB Newcomers

This checklist is intended to help prepare you for the phases of your PCS move to the Luke AFB which includes: before arrival, upon arrival, and settling in. We are also here to assist in the 4th phase, your move away from Luke AFB, when that time arrives.

The information in this guide was obtained directly from local Community agencies, organizations, and dependent community members, to give you the most relevant, expert, and up-to-date guidance.

Before Arrival

Getting Started

Congratulations on your assignment to Luke AFB, AZ. The 56th Fighter Wing, headquartered at Luke Air Force Base, Phoenix, Ariz., is the largest fighter wing in the U.S. Air Force. A part of Air Education and Training Command, Luke oversees the training of 75% of the world's F-35 pilots. The wing also oversees the Gila Bend Air Force Auxiliary Field and is steward of the 1.7 million acre Barry M. Goldwater Military Training Range.

Luke's Mission is to train the world's greatest fighter pilots and combat-ready Airmen! By becoming a part of Thunderbolt Nation you will be joining the world's premier fighter wing... advancing airpower to win tomorrow's fight.

The surrounding area offers amazing sights, including the Grand Canyon, Sedona, Flagstaff, and much more!

**Disclaimer, any companies or websites listed on the following pages are not federally endorsed; the details are shared for information only.*

Pre-Arrival

You should attend a pre-arrival briefing provided by the Luke AFB Military and Family Readiness Center prior to your arrival. These are offered on the 1st Thursday of each month at 1400 Arizona Time. Please call the M&FRC at 623-856-6550 for more information on how to access.

Key Support Liaison Program

Key Support Liaisons are a vital link between unit leadership and families. They help your family prepare for separations due to deployments and long-term TDYs and can

direct your family to resources on base. They also help you connect to your unit, as well as provide information regarding the base and surrounding areas, squadron Facebook page, etc. Key Support Liaisons help to provide inbound spouse resources for a smooth transition and easier integration into spouse programs in order to improve unit morale.

Please connect with your unit's Key Spouse(s) today! If you are interested in becoming a Key Spouse or would like to connect with your unit, contact your First Sergeant for more information, as well as call us at the M&FRC at 623-856-6550!

Plan My Move

Visit the Plan My Move website at <https://planmymove.militaryonesource.mil> to create a custom checklist for your move.

Visit <https://installations.militaryonesource.mil> to look up information about Luke AFB, including valuable phone numbers, key programs and service, and more.

EFMP Screening

The Exceptional Family Member Program (EFMP) is designed to assist Active Duty Airmen and Guardians family members with special medical, educational, or early intervention service needs.

Please visit <https://daffamilyvector.us.af.mil/membersite/> for EFMP information or contact the Luke AFB M&FRC EFMP Family Support Team at 623-856-6550.

Lodging

Inbound personnel scheduled for a dormitory are not authorized TLA. Contact your First Sergeant and Unaccompanied Housing Office (UHO) to get a hospitality room. Unaccompanied First Term Airmen will stay in a dormitory, and arrangements MUST be made 14 days before arrival.

Fighter Country Inn is the TLF on Luke AFB and it is located at [7012 Bong Ln, Luke AFB, AZ 85309](#) and can be reached at 623-856-3941 for reservations.

TLF does accept pets! There are 20 units for occupants PCSing with pets. If the units are occupied and non-pet rooms are available, you will not be issued a statement of non-availability if you have a pet and decide to stay off-base.

- At check-in, you must present a rabies certification for your pets
- Pets must always be on a leash

- Lodging costs for pets are at your own expense
- Nightly Pet Fee: \$10.00/night, payable in advance
- Pet Cleaning Fee: No cleaning fee unless there is damage
- Kennels are available in the area

For off base lodging: everyone must first try to secure lodging on-base. If there are no vacancies, you will be required to obtain a statement of non-availability prior to obtaining off-base lodging or risk not being eligible for temporary lodging allowance (TLA) reimbursement! Fighter Country Inn can provide assistance to help secure lodging.

Shipping HHG

Luke AFB TMO office:

Bldg. 1150 (Blockhouse) Room 1122 (First Floor)

7383 N Litchfield Road Luke AFB, AZ 85309

Household Goods: 623-856-6424 or 6425 E-Mail: TMOLuke@us.af.mil Passenger
Travel: 623-856-7035 or 8131 E-Mail: TMOPax2@us.af.mil

Walk In Hours: 0800-1200 1300-1500 Monday – Friday

Valuable Household Goods: If it is not listed specifically on your mover's inventory form, it does not exist. Before packing day, create an inventory of all valuable household goods listing the item, brand, model, and serial number. Ensure the moving company includes the list of your valuable items on their inventory forms before you sign off on the sheet.

HHG Video & Pictures: State the date in videos or show the date in photos.

Packing Day: Organize valuable items in one area and explain that all of those items must be listed on inventory sheets in order for you to sign off on your paperwork. List any damage done to your home or property during packing before signing paperwork.

Tips: Put all the items that you do not want to be packed up in a separate bedroom or closet. For small hardware pieces and electronic cords consider having Ziploc or similar bags and a marker pen to help identify what items go together.

Child Care and Youth Programs

Luke AFB CDC: 623-856-6338

Luke AFB Youth Center: 623-856-7470

Luke AFB FCC: 623-856-2684

Priority of Care:

- **Priority 1:** Child Development Center (CDC) and School Age Program (SAP) employees, Single & Dual Military Families (military married to military) and Reservists on active duty (with a family status Single Parent/Dual Military)
- **Priority 2:** Single and Dual Military or Command Sponsored DoD Civilians with a full-time non-military working spouse (working 20 hours per week or is a full-time student)
- **Priority 3:** Families with an unemployed spouse

Eligibility:

Dependent children, 6 weeks old to 12 years of age, of active duty personnel, DoD civilian personnel, reservists on active duty or during inactive duty training, DoD contractors and Coast Guard personnel assigned to or living on the installation, are eligible to use the Child and Youth Program services.

Child Care for PCS: The Air Force Aid Society program offers Air Force families up to 20 hours of free childcare per child on a space available basis within 60 days of arrival or departure to/from the base.

Early Reservations: Are highly recommended because slots fill up quickly. Reservations may be made up to 4 weeks in advance by the parent or sponsor of incoming personnel.

Voucher Required: To receive the care for free, a PCS child care voucher must be obtained from the Military & Family Readiness Center and be provided to youth programs.

Request for care: <https://MilitaryChildCare.com>

School Registration

Luke AFB School Liaison: 623-856-6378

Other Resources

- [National Home Education Research Institute](#)
- [Department of Defense Education Activity \(DoDEA\)](#)
- [Military Interstate Children's Compact Commission](#)
- [Home School Association for Military Families](#)
- <http://www.dodea.edu/parents/homeSchooling.cfm>
- [DoDEA Virtual High School Home U.S. Department of Education](#)
- [Free Online Tutoring for Military Students](#)
- [STOMP Specialized Training of Military Parents](#)

Upon Arrival

Base/Unit In-Processing

All newly arrived DoD members must report to the respective squadron Command Support Staff (CSS) within 24hrs (1 duty day) of arrival into the country to get gained to the base. The CSS will provide in-processing checklists and request some information from you.

Military members are required to visit Military Personnel Customer Service within 48hrs (2 duty days) of arrival and provide the completed Initial Duty Assignment worksheet, and envelope from the previous base.

Military Personnel Customer Service

Bldg 1150: 623-856-7832

Wing Orientation

All military and DOD Civilians must attend one of the monthly Wing Orientations. Squadron CSSs will let you know when the next Wing O is scheduled for. Spouses are encouraged to attend.

Medical In-Processing

This is held on Tuesdays to ensure members and families are enrolled in Tricare for care at Luke AFB MTF. Airmen will need a copy of PCS orders and AF Form 1466 for Accompanied Airmen to complete TRICARE enrollment.

If you miss the weekly in-processing briefing, just call Tricare Service Center or go the clinic in Admin Section of Hospital and they will assist you.

EFMP Family Support

Stay in touch with your gaining EFMP-Family Support Coordinator at the Military & Family Readiness Center. They can provide non-clinical case management and support throughout your PCS process. EFMP-Family Support regularly organizes events, trips, and educational opportunities open to EFMP families. Contact the M&FRC to speak with the EFMP-Family Support Coordinator.

Finance:

Please contact Luke AFB Finance Office to schedule appt to file travel voucher:

Walk-in Hours: Mon/Tue/Thur/Fri 0900-1400

Appointments available upon request.

Virtual Customer Service Portal: <https://csp.cce.af.mil/#/>

Save time and submit your inquiries virtually!

Contact Information:

DSN: 856-7028

Comm: 623-856-7028

Email: 56CPTS.FMFCCUSTOMERS@us.af.mil

Customer Service Portal: <https://csp.cce.af.mil/#/>

Address:

Block House, Building 1150

Financial Assistance:

If your family needs financial assistance to help pay for travel expenses before you are reimbursed, check out these options:

Government Travel Card

- All Airmen on official government travel will be issued a GTC for permissible expenses while on official travel orders. GTCs may not be used while on leave status.
- Unpaid GTC bills charge a \$29 late payment fee after it becomes 60 days delinquent. Unpaid GTC bills can impact an Airman's personal credit score. Consult the unit's Agency Program Coordinator for details and to be placed in Mission Critical Status prior to departure.

Base Pay Advance

- One month base pay can be advanced less deductions 30 days prior to departure or 60 days after arrival.
- Review all options before taking a PCS pay advance. This must be paid back within 12 months. Certain situations require CC signature. Contact the Finance office for more information.

Medical

To Book or Cancel appointment

- TRICARE On-Line: 24/7
- Patient Portal Secure message
- Appointment Line: Duty Hours: 623-856-2273

Housing

Luke AFB Housing Office: 623-856-7643

<https://www.lukehousing.com>

After Arrival

Discover what works for you and your family — whether you land a great job, volunteer with an amazing organization, further your education, or find other ways for personal enrichment. What matters is utilizing your time at Luke AFB to benefit your future to the best of your ability.

Employment Opportunities: <https://www.usajobs.gov>

Civilian Personnel Office: 623-856-2120

Resume Assistance at Military and Family Readiness: 623-856-6550

Volunteer Opportunities: 623-856-6550

Education Office: 623-856-7722

Events

Please go to <https://56fss.com> for all resources, programs, and upcoming events at Luke AFB!

Military and Family Readiness

Bldg 1113: 623-856-6550

Services/Programs Offered:

DEPLOYMENT SUPPORT

Provides information, education, and support to assist you and your family during all phases of the deployment cycle.

RELOCATION ASSISTANCE

An array of services during the relocation process to meet your moving needs.

PERSONAL FINANCIAL MANAGEMENT

Provides information, education, and one-on-one financial counseling to assist you and your family in maintaining your financial readiness.

EMPLOYMENT ASSISTANCE

Offers comprehensive information, tools, and resources to support career exploration, education, training and licensing, career connections, and employment readiness.

SCHOLARSHIP OPPORTUNITIES

Include the [My Career Advancement Account Scholarship Program](#), a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or associate degree in a portable career field and occupation.

PERSONAL AND FAMILY WORK LIFE PROGRAM

Provides information and education to assist you and your family in developing resilience skills that can help as you navigate your mobile military lives.

INFORMATION AND REFERRAL

Can assist you in identifying and clarifying needs to determine appropriate forms of assistance and in locating services and programs available both on and off your installation.

TRANSITION ASSISTANCE PROGRAM

Prepares separating, retiring, and demobilizing service members and their families with the information, skills, and knowledge necessary for a successful transition from military to civilian life.

Federal Voting Assistance Program (FVAP)

The [Federal Voting Assistance Program](#) ensures service members, their eligible family members and overseas citizens have the tools and resources to register to vote and request an absentee ballot, regardless of their state of residence. The Voting Assistance Guide is a reference guide for everything you need to know about absentee voting in all 50 states, the U.S. territories and the District of Columbia.

- The VAG is available on [the FVAP website](#). Select your state to find your local election office's contact information.
- Voting forms are also available on [the FVAP website's form section](#).

Other Resources

Chapel: 623-856-6211

SARC: 623-856-7732

MFLC: 623-759-0094

Red Cross: 1-877-272-7337

Family Advocacy: 623-856-3417

ID Cards: 623-856-7875

Legal: 623-856-6901

Public Affairs: 623-856-6011

Out-Processing-Leaving Luke AFB

Refresh your memory on all the requirements for moving, as processes are likely to have changed since you arrived here. Briefers include: Finance, TMO Personal Property, TMO Passenger, Housing, Pass and Registration, TRICARE, and the Military & Family Readiness Center (M&FRC).

EFMP

Q-Coded military members must complete a service plan with the local EFMP Family Support (FS) Coordinator per congressional mandate 10 USC Statute 1781, Section 563.

Contact the Military & Family Readiness Center EFMP-FS Coordinator (623-856-6550), to complete a needs assessment and services plan NLT 30 days prior to PCS CONUS/OCONUS.

Family Needs Assessments are designed to ensure special needs families receive support and a warm hand-off to the gaining EFMP-FS team at their new location. Assessments are normally completed via phone and take approximately 10 minutes.

****Non Q-coded military members will be cleared by EFMP-FS, there is no need to contact the M&FRC****

TMO

To help prepare your Household Goods for the upcoming move see these areas of the Military Installation page (It's Your Move, HHG Shipping Process, Pets): [Military One Source](#)

Pre-Arrival

You must check with your gaining location for their required Pre-Arrival briefing (generally virtual). Call the M&FRC at gaining location for more information.