

Plan My Move Booklet for Luke AFB

Overview



Location

Luke AFB is located in Glendale, Arizona. The local area is very supportive of the military. It is considered a median cost area to live, however, housing prices have increased considerably in the last few years. Centrally located in the Valley of the Sun, individuals stationed at Luke Air Force Base enjoy a dry, moderate climate that is the envy of many, particularly in the winter.

The west valley area of Maricopa County where Luke Air Force Base is located is a fast growing area. If you were here just a few years ago, you will be surprised by the development. If you haven't been here previously, you will be surprised by the newness of almost everything. The base operator's phone number is 623-856-1110 or DSN 312-896-1110.

History

Luke Air Force Base is named for the first aviator to be awarded the Medal of Honor – 2nd Lt Frank Luke Jr. Luke's 56th Fighter Wing was first activated on January 15, 1941, as the 56th Pursuit Group. The 56th left for England January 6, 1943. During the following two years, pilots of the 56th destroyed more enemy planes and listed more aces than any other Army Air Force group in the 8th Air Force, including the top two aces in Europe. The combat and support operations of the wing in Southeast Asia were numerous and varied. The 56th was reassigned to Luke Air Force Base on April 1, 1994. For further history visit Luke's [homepage](#).

Mission

"Train the world's greatest F-16 fighter pilots and maintainers, while deploying mission ready warfighters." Luke Air Force Base is assigned to the Air Education and Training Command. Other commands represented at Luke Air Force Base include the U.S. Air Force Reserves and the Air Combat Command.

Population Served

| | | Winter Population |
|------------------------------|-------|-------------------|
| Active Duty | 4,745 | |
| Reservists | 1,192 | |
| Air Force Civilian Employees | 1,206 | |
| Students/Rotational | 1,200 | |
| | | |

| | | |
|-------------------|--------|---------|
| Family Members | 6,700 | |
| Military Retirees | 68,900 | 118,900 |
| Totals | 85,200 | 135,200 |

Base Transportation

Contact your sponsor to make arrangements for pick up. If you need commercial transportation, taxis, limousines and Super Shuttle vans are available. Be careful in your selection of this transportation since it can be expensive.

Sponsorship

Once you receive your notification of assignment, you should request a sponsor through your local Unit Personnel Office (UPO) or through your local Airman & Family Readiness Flight (A&FRF). If you have concerns, once you have requested a sponsor, contact your A&FRF for assistance.

Your sponsor should meet you upon arrival. You should arrange where you will meet your sponsor prior to arrival. However, if your sponsor does not meet you, contact your unit of assignment during duty hours (7:30 a.m. to 4:30 p.m., Monday through Friday). If you arrive after duty hours, contact the Lodging Office at 623-856-3941. This office is open 24 hours a day, seven days a week.

You can arrange to have your mail delivered to the following address while you are enroute PCS: Your Name, General Delivery, Luke AFB, AZ 85309-9999.

Temporary Quarters

Fighter Country Inn (lodging) is open around the clock. Families will stay in one of the Temporary Lodging Facilities for up to 30 days based on availability. Single airmen arriving after duty hours or on weekends are lodged in visiting airmen's quarters (VAQ) until the first duty day. You are encouraged to make temporary quarters' reservations prior to arrival through your sponsor or by calling 623-856-3941 or DSN 312-896-3941.

Relocation Assistance

The staff of the Airman & Family Readiness Flight (A&FRF) provide comprehensive relocation services. Contact the A&FRF at 623-856-6550 and DSN 312-896-6550. One of the most important services offered at the A&FRF is information and referral. If you don't know who to call, call us. We're never the wrong place to go or call!

The A&FRF provides a newcomers' briefing (Wing INTRO) twice a month. The A&FRF participates in the First Term Airmen Center briefings. These two briefings provide a warm welcome for new arrivals and an orientation to the local area and local issues. The A&FRF also hosts "Heartlink", an interactive and fun spouse orientation. Information on the local community, schools, crime statistics, automobile insurance and more are available upon request at the A&FRF. The Family Services section provides a comprehensive loan closet where members can borrow common household items until incoming personnel's personal household good shipments arrive.

Critical Installation Information

Airlines usually will not ship pets in or out from April to September. It is simply too hot and it would endanger your pets. If you are relocating during this timeframe, you will need to make arrangements other than shipping your pets by air. Contact your sponsor if you have questions.

If you plan to purchase a home, it is important to note that home prices have increased substantially in the last few years. This has also had an impact on rental prices since more people are renting until they can save enough to afford the down payment.

Bring enough money to ensure you can meet the needs of your relocation. If you intend to live off base, you may need money for deposits. There are costs for buying food items that you may have shipped, but haven't arrived. If arriving from overseas, you may need a new vehicle, down payment, auto insurance, etc. There can also be unexpected

expenses that you couldn't have foreseen. Plan ahead.

Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3B prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3B outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

Youth Sponsorship

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

Directions to Installation

Airports

From Sky Harbor International Airport

Contact your sponsor to make arrangements for pick up. If you need commercial transportation, taxis, limousines and Super Shuttle vans are available. Be careful in your selection of this transportation since it can be expensive.

If you find yourself lost, contact the Command Post at 623-856-5600

Driving Directions

From I-10 Traveling East

Take the Litchfield Road Exit #128 and turn left (north).

From I-10 Traveling West

Take the Litchfield Road Exit #128 and turn right (north). The base is approximately 5 miles north of the I-10 exit.

From I-17 Traveling South

1. Enter Loop 101 west towards Los Angeles and proceed to the Glendale Avenue exit. Exit at Glendale Avenue and turn right (west). Proceed approximately 5 miles and turn right onto Litchfield Road to get to the South Gate and Visitor's Center. **or**
2. Continue south on I-17 to I-10 west, turn right (north) at Exit #128, Litchfield Road, travel 5 miles north to Luke AFB.

From I-17 Traveling North

From I-17 take I-10 west toward Los Angeles, exit at #128 Litchfield Road. Turn right (north) and travel 5 miles to Luke AFB.

From US 60 East Traveling Southeast through Wickenburg

From US 60, look for Litchfield Road approximately 15 miles east of Wittman. Turn right (south) on Litchfield Road and continue 7 miles to Luke AFB.

Check-in Procedures

Documents to Hand Carry

- PCS orders
- All personal identification documents; military ID cards, marriage and birth certificates, passports and Social Security cards
- Medical records, including immunization records for family and pets
- Leave and Earnings Statement (LES)
- Proof of car insurance and registration. If you are returning from an overseas assignment, have proof that you were insured (from your overseas insurance company) during the time you were out of country. If you cannot prove insurance, you will be considered "uninsured" for that time period and be required to pay much higher premiums when obtaining insurance here
- School records
- 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
- Your sponsorship package

Travel Planning

Temporary Lodging Reservations

The Fighter Country Inn handles all temporary lodging needs for Luke AFB. Lodging is open 24 hours a day and consists of Visiting Quarters, Distinguished Visitor Suites, and Temporary Lodging Facilities. Space can fill up quickly so it is suggested you make your reservations as soon as possible. You will need a copy of your orders and know your arrival date. Your sponsor can also make your reservations for you, with a copy of your orders.

Families arriving PCS may stay in one of the Temporary Lodging Facilities for up to 30 days, space permitting. Some of the units are pet friendly and guests utilizing these quarters incur a pet fee that is applied to their account daily. Guests must abide by the Air Force Lodging Pet policy and provide proof for all vaccinations at the time of check-in. Guests are limited to 2 pets per unit. Pets are prohibited in all other units. If a pet friendly unit is not available, guests will need to kennel their pets. Please check with the Airman and Family Readiness Flight or the Fighter Country Inn for a list of kennels in the local area.

PCS Single Airmen arriving after duty hours or on weekends are checked into hospitality quarters until the first duty day when they are then assigned to their squadron dormitory.

Reporting Procedures

If you arrive after duty hours check in at the Fighter Country Inn, Bldg 660.

If you arrive during duty hours, check in at your Unit Personnel Office (UPO) to begin squadron inprocessing. Report in uniform and anticipate doing your initial base inprocessing the same day or the following day, dependent upon your arrival time. Each squadron is responsible for base inprocessing of its own personnel. After you have done your initial inprocessing, you will be given permissive TDY for house-hunting (if eligible). It is extremely important that you do this! Otherwise you will be charged with regular leave, which may not have been necessary for you to take. If you arrive after duty hours, report to your UPO the following duty day.

TDY and PCS Students

Report to the Fighter Country Inn, Bldg 660, for inprocessing instructions.

Civilian Employees

Report to the Civilian Personnel Office, Bldg 1150, Room 1178, weekdays 8:00 a.m. to 4:00 p.m. for inprocessing.

What to do if you get married enroute?

If you get married before you PCS, you **must** inform your commander and follow the procedures exactly as you are given them. The military **will not pay** for travel and housing of your spouse if you do not follow proper procedures.

Relocation Assistance

Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

Individual PCS Planning -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

Military Installations and Plan My Move -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

Loan Closet -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

Workshops and Briefings -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

Pre-departure Briefings -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

Settling-in Services -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

Deployment Support -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

Foreign Born Spouse Support -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

Emergency Assistance -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

Transition Assistance -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

Installation Specific Information

The Relocation Services available at Luke are abundant. The Airman and Family Readiness Flight has information on the local area, the base and surrounding communities. Information is available on the local school districts, pamphlets on local area attractions, and local area street maps. Because of the size of the metropolitan Phoenix area, it is not feasible to list every social services program available. If you need specific advice on programs available, contact the Airman and Family Readiness Flight (A&FRF). The A&FRF is located in Bldg 1113. The hours of operation are Monday through Friday, 7:00 a.m. to 5:00 p.m. Feel free to call us at 623-856-6550 or DSN 312-896-6550.

Sponsorship Program -- "Target Luke" is the sponsorship program for the base. When a unit receives notification of your assignment, your sponsor will initiate personal contact with you to learn of specific concerns you and your family may have. The squadron then passes this information to the A&FRF. The unit may include specific job related information for you such as a letter from your Commander, First Sergeant, supervisor, and/or sponsor. The Airman and Family Readiness Flight will customize a package for you with information about the areas you requested as well as base and local community information.

Wing Orientation and INTRO -- A Commander's welcome brief, Information Fair, and base inprocessing is offered twice a month which introduces newcomers to the services and facilities available at here at Luke AFB. Refreshments are served, and spouses are highly encouraged to attend.

Child Care for PCS -- Sponsored by the Air Force Aid Society (AFAS), this program offers relocating families 20-hours of free child care per child within 60-days of a PCS. Childcare is authorized for both inbound and outbound families, however care must be provided by on-base licensed Family Child Care (FCC) providers.

Loan Closet -- The Loan Closet is located in Bldg 1140. This is an all-volunteer run agency so the days and hours vary. You can call the Loan Closet at 623-856-3199 or the Airman & Family Readiness Flight at 623-856-6550.

Loan Closet items include:

- Cribs/Playpens
- High Chairs
- Booster Chairs
- Car Seats
- Futons
- Dish Kits
- Fans
- Televisions
- Microwaves
- Vacuums and much more

We do not provide linens.

Thrift Store -- Luke AFB has a consignment thrift store open on Wednesday and Friday from 10:00 a.m. to 2:00 p.m. The consignment desk closes at 1:00 p.m. For more information, call 623-935-5782.

Furniture Exchange Program -- This program offers a listing of furniture items that are desired by E-5 and below families with a list of furniture donations available.

Heart Link -- The "Heart Link Program" is a spouse orientation which is a six hour introduction to Luke AFB and the Air Force. This includes a free breakfast and lunch and free child care. This is also a great opportunity to meet new people and talk to different base agencies.

Layette Program -- A layette of baby items are provided within 5-weeks of birth for newborn children of active duty E-4 and below assigned or attached to Luke AFB.

Smooth Move -- This informative briefing is offered monthly and provides departing service members and their families' valuable information from TMO, Legal, Finance/Travel Pay and more!

Base Videos & Info Packets -- If you are outbound to a new installation, going TDY or just considering a new assignment, view what the base has to offer in advance. Base videos and information packets are available for check-out. Each video contains loads of information on the base and the nearby community.

Emergency Assistance

Emergency Assistance

It is important that family members know how to contact you while you are en route to your new assignment. All military members in transit should give a copy of their orders and itinerary to a family member who is not traveling with them. This gives family members, law enforcement officials etc., a way to contact you in case of an emergency. **Always carry a copy of your leave and earnings statement and your orders with you!**

Air Force Aid Society

The Air Force Aid Society is the official charity of the United States Air Force. Incorporated in 1942 as a private, non-profit organization, the Army Air Forces Relief Society transformed into today's Air Force Aid Society. The Society has promoted the Air Force mission by providing worldwide emergency assistance, sponsoring education assistance programs, and offering a variety of base community enhancement programs that improve quality of life for Airmen and their families.

Emergency Assistance is available through the Air Force Aid Society at the Airman and Family Readiness Flight (A&FRF) and the American Red Cross. The Air Force Aid Society may be able to assist active duty and retired military members and their families with an interest free loan for basic needs (rent, food, utilities, vehicle insurance), medical bills, or emergency travel (death in the family, etc). Each case is reviewed on an individual basis. The Air Force Aid Society serves all branches of service by coordinating with the other Emergency Relief programs. Often, services are joined with the efforts of the Red Cross to ensure total assistance to the member and their families.

Eligibility

- Active Duty members and their dependents
- Retired Air Force personnel and their dependents, but not on a continuing basis. Case by case review.
- Air National Guard and Air Force Reserve personnel on extended duty over 15 days, away from their home station, under Title 10, U.S. Code.
- Spouses and dependent age children of deceased Air Force personnel (who died on active duty or in retired status).

Where do you go for help?

- If you are at your home base: Visit your Air Force Aid Society Section. AFAS Sections are located at all Air Force Bases, worldwide. Most are located in the A&FRF.
- If you are away from your home base, but near another Air Force Base: You may receive assistance at any Air Force Base. Again, most Air Force Aid Sections are in the A&FRF.
- If you are away from your home base, but not near another Air Force Base: The Air Force Aid Society has reciprocal agreements that allow you to receive assistance through other relief agencies.

American Red Cross

Active duty service members stationed in the United States and their immediate family members may call the [Red Cross Armed Forces Emergency Service Centers](#) for help 7 days a week, 24 hours a day, 365 days a year. The toll-free telephone number is available through base or installation operators and from local on-base Red Cross offices.

Salvation Army

Salvation Army social service programs meet the basic needs of daily life for those without the resources to do so themselves. Often, the programs provide food, shelter, clothing, financial assistance to pay utilities, and other necessities based on the need. For information about available assistance and other local services, contact the [Corps Community Center in your area](#).

2-1-1

At this time, Arizona has not implement 2-1-1. The implementation of 2-1-1 is being spearheaded by United Ways and comprehensive and specialized information and referral agencies in states and local communities.

Arizona 2-1-1 Online

[Arizona 2-1-1 Online](#) was created to help you easily find resources from child care, jobs, health care, and insurance - to State and local emergency bulletins and alerts that are vital in times of disaster or emergency. Arizona 2-1-1 Online was developed in partnership with government, tribal, non-profit and community groups to help you find the resources and information you need.

Information and Referral Services

If at anytime you need assistance and do not know where to turn, your Airman and Family Readiness Flight office is available to assist and direct you to appropriate on base agencies and to off base community service agencies. Please call 623-856-6550 or DSN 312-896-6550.

Motor Vehicles

Registration & Licensing Requirements

Arizona State law requires you to have sufficient liability insurance and a valid driver's license in order to operate a vehicle. The term "vehicle" generally includes automobiles, motorcycles, vans, trailers and boats regularly parked or garaged overnight. Further, your vehicle must be properly registered. Even though you are in the Military, you may be required to register your vehicle in-state and obtain an in-state license within a few months of moving. Access complete information on insurance, driver's licensing, and where and how to register your vehicle by visiting the [State Department of Motor Vehicles](#) website.

State Laws

You and your passengers must always wear seatbelts while driving, you will be ticketed and issued heavy fines if seatbelts are not secured. State law requires that all children under 5 years of age and 40 pounds be properly restrained in child seats. Some states also require younger, smaller children to sit in the back seat.

Motorcycles and their operators are subject to special laws. If you own and operate a motorcycle, you must comply with those laws. Visit the State Department of Motor Vehicles website for more information.

Many States and local jurisdictions have strict laws about the use of cell phones and other digital devices while driving. Research these laws on the State Department of Motor Vehicles website. Tickets will be issued and fines assessed for violating these laws. Play it safe and always use a "hands free" device if you must use a cell phone or other PDA while driving. Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

Base Regulations

The speed limit on base is 25 mph except in base housing and near the Child Development Center and Youth Center where it is 15 mph. The state laws of Arizona apply to Luke AFB.

Obtaining a Driver's License

Arizona state law requires that all applicants for an original driver license or identification card present two forms of identification - one must have your photo (or three forms of identification if no photo identification is available). All must be originals or copies certified by the issuing agency. All must be in English.

If you are currently licensed in another state, you must bring in your out-of-state driver license and one other form of identification, take the vision test, and pay the appropriate fee. A written test will not be required.

If you are between the ages of 16 and 18, a parent or legal guardian must sign the legal guardian section on the driver license application. The legal guardian's identification may serve as one form of identification, but you will still need two additional documents, such as an original birth certificate and Social Security card. You will be subject to the written, vision and road skills test as well as the appropriate application fee.

You may legally drive in Arizona using a valid driver license from another country. An International Driving License or Permit is not required, but is recommended since it can be printed in English, and can be used in conjunction with the driver license from the other country. If an International Driving License or Permit is used alone, it must be issued by a country other than the United States. Vehicle rental companies may have additional requirements.

Local Motor Vehicle Regulations

When you buy a vehicle, Arizona law requires that you apply for a title within 15 days of purchase. If your vehicle was registered in another state and you wish to operate it in Arizona, you must register it here as soon as you become an Arizona resident.

Most vehicles may be registered for either one or two years at a time. (Some vehicles must be emission tested every year, and are therefore not eligible for two year registration.)

All-terrain and off-road recreational vehicles that operate only on dirt roads located in unincorporated areas of Arizona must be titled and have a plate, but are exempt from registration and insurance requirements.

In addition to other fees, vehicle owners in Arizona pay a Vehicle License Tax (VLT), assessed in place of a personal property tax charged by some other states. The VLT is distributed to the State Highway User Revenue Fund, State Highway Fund, State General Fund (for school financial assistance), County General Fund, to the counties for the same use as the State Highway User Revenue Fund and to the incorporated cities and towns for transportation, maintenance and improvements.

Active duty military personnel or Public Health Service (PHS) Officers stationed in Arizona who are not Arizona residents are not required to pay the VLT portion of the annual vehicle registration.

To register a vehicle, nonresident active duty military personnel must:

- Provide an affidavit for VLT exemption of nonresident service personnel issued and certified by the commanding officer. To pick up this form go to the Legal office with your LES and ID card.
- Meet all applicable vehicle emissions test requirements.
- Pay a registration fee and if applicable, commercial registration and weight fees, motor carrier fees and/or any late registration penalty fees that may apply.

For additional information, please refer to the Arizona Department of Transportation [website](#).

Motorcycle/Bicycle Regulations

Luke AFB has helmet, clothing and safety requirements and regulations for riding motorcycles, bicycles, skateboards, etc. on base and off base. Check with the Security Forces office at 623-856-5970 for the details of these requirements.

A motorcycle license or endorsement is required to drive a motorcycle or motor-driven cycle. You must be at least 16 to apply for a motorcycle license.

An applicant for a motorcycle license or endorsement who is under 18 must have held an Arizona instruction permit for at least 5 months. The permit must be valid at the time of application. An applicant must also have satisfactorily completed a motorcycle driver education program that is approved by MVD or the parent or guardian must certify in writing that the applicant has completed at least 25 hours of motorcycle driving practice.

An applicant holding an out-of-state motorcycle license or endorsement is exempt from the driver education/driving practice and instruction permit requirements.

Loan Closet

Loan Closet

As a new arrival, you may feel like you're in limbo while waiting for your household goods. We're here to help make things easier...and when you're ready to leave we would like to help make your farewell as painless as possible. While you wait for your household goods (or after they've been packed for departure) we're happy to loan out items all free of charge!

The Loan Closet is located in Bldg 1140. This is an all-volunteer run agency so the days and hours vary. You can call the Loan Closet at 623-856-3199 or the Airman & Family Readiness Flight at 623-856-6550.

Items Available

Loan Closet items include:

- High Chairs
- Booster Chairs
- Car Seats
- Futons
- Dish Kits
- Fans
- Televisions
- Microwaves
- Vacuums and much more

We do not provide linens.

How to Borrow

Loan items are available to relocating military and DoD civilians. You need a military/DoD ID card to check out items. Two-week guest loans are available to military, retired military, and Luke civilian employees. For loans longer than two weeks then you will need a copy of your orders.

The length of loan varies, depending on status (PCS or TDY).

Thrift Store

Luke AFB has a consignment thrift store open on Wednesday and Friday from 10:00 a.m. to 2:00 p.m. The consignment desk closes at 1:00 p.m. For more information, call 623-935-5782.

Airman's Attic

Enlisted personnel, and their family members, E-5 or below can acquire items from the Attic free of charge. Items are donated by other service members and civilians. This non-profit operation is staffed by volunteers and is open from 9:00 a.m. to 2:00 p.m. Monday through Friday and on the first and third Saturdays of the month. For additional information, please call 623-856-6415.

Housing - Overview

Family Housing

Balfour Beatty Communities was the successful offer for AETC Group 1 as the property owner for privatized family housing at Luke AFB. Balfour Beatty Communities proudly provides homes and builds communities for our Nation's military members and their families, on and off bases throughout the United States. Our mission is to create communities where our residents and their families feel completely at home. It begins with visionary planning, followed by high quality construction, and continues with professional management that is caring and responsive. This commitment to residents has earned us a well-deserved reputation.

With 620 homes in Saguaro Manor, north of Glendale Avenue and Ocotillo Manor, south of Glendale Avenue, Luke AFB has it all. Quiet, bright, and inviting, each home offers comfortable, luxurious living for any lifestyle with on-site management, numerous amenities, and a great location. It's everything you could want and more!

Balfour Beatty family housing consists of several types of homes that are available based on rank and family size. Basic bedroom requirements are determined by the number of dependents residing with the service member including qualified dependents to age 23 who are students. The waiting time for privatized housing varies according to the number of bedrooms authorized, the member's rank, and the time of year of arrival.

Residents that are returning from a dependent restricted tour will be given credit from the date of their departure for that tour for up to fourteen months but may not displace anyone within the freeze zone (top 10% of the waiting list).

The grounds of the 469 single family and townhomes of Saguaro Manor mirror the native landscape of Arizona. These spacious 2, 3, 4 and 5 bedroom homes range in size from 1,113 square feet to 2,879 square feet. Homes here come with fully equipped kitchens, carports, washer/dryer hookups, and some fenced-in backyards. Designated for E1-E6, E7-E9 and O1-O6, Saguaro Manor is conveniently located near the Commissary and the Airman and Family Readiness Flight.

Intermixed among the 151 townhomes of Ocotillo Manor you will find Saguaro cactus and palm trees both native to Arizona. These 3 and 4 bedroom homes range between 2,000 square feet and 2,528 square feet and come with fully equipped kitchens, garages, washer/dryer hookups and more. Designated for E2-E6 and E7, Ocotillo Manor is conveniently located near the Commissary and the A&FRF. Children will enjoy playing in the playgrounds and tot lots that are located throughout the neighborhood.

Floor plans for both neighborhoods are available on the website.

Caring and professional, the GMH management and maintenance team at Luke AFB is committed to providing each military member and their family with a quality home and superior customer service. The GMH team is ready to make your living experience at Luke AFB a pleasure. To contact the GMH office call 623-388-3515.

Single Service Member Housing

The availability of dormitory housing for single airmen also varies. Potential dorm residents should contact their First Sergeants immediately upon arrival for a room assignment or referral for authorization to live off base. There are no permanent party Bachelor Officer Quarters or Unaccompanied NCO Quarters. Unaccompanied personnel in grades E-4 and above are authorized to live off-base with Basic Allowance for Housing (BAH). However, all personnel must go through the Housing Office prior to obtaining off base housing.

Recent renovations of several dormitories to the new USAF one-plus-one standard have been completed. The one-plus-one standard is defined as two individual rooms sharing a common bathroom and kitchenette. We are very proud of our innovative design, featuring bathroom and shower combinations, rooms larger than standard and a mini-laundry room where four residents share one washer and dryer.

We also have two newly constructed permanent party enlisted dormitories built to the one-plus-one standard. Most dormitory rooms share a bathroom with the adjoining room. There are no shared permanent party enlisted dormitory rooms, therefore, no roommates.

All dormitories have common area recreation rooms, pool and foosball tables, lounges and television rooms. Home

theater systems with surround sound are installed in each dormitory.

All dormitory and room assignments are made based on Group Integrity and are done by the Consolidated Dormitory Management Office (CDMO), which is located adjacent to dormitory 635, across from the base post office. Airmen desiring to reside off base may be approved for BAH only if the base-wide dormitory occupancy exceeds 90%.

Exceptional Family Member Housing

Five percent of the new homes will be "readily adaptable" for use by the handicapped, designed to requirements of the Americans with Disabilities Act (ADA). Strict assignment policies will ensure that every modified home will be occupied by a qualifying resident with ADA accessibility requirements. Military members who require handicap accessible units will be assigned such a unit, regardless of target category available within the rank segregation of officer and enlisted personnel. If the assignment is out of the members' target category, then exhausted waiting list rules apply.

Non-Government Housing

Housing Management and Referral Office (HMRO) -- Your contact for any problems you may encounter (discrimination complaints, tenant/landlord disputes, or any questions/problems about off base housing). Staff are available to assist you in a person to person basis to make your move to this installation an easy and pleasant one. They can provide a list of rentals with corresponding locator maps and give you information regarding the area in which rentals are located.

Rental Options

The HMRO has implemented several programs for personnel seeking off-base housing rentals and sales. One such program is the rental partnership program. Call the HMRO at 623-856-3008 or DSN 312-896-3008 or visit them in Bldg 1150 for more information. Residential areas vary greatly and if you're concerned with the safety of a neighborhood, contact the local police department before you sign a lease or purchase contract.

DoD Automated Housing Referral Network (AHRN)--Visit AHRN.com or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- Find out about shared rentals
- List their own properties for rent to other military families
- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN [website](#) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

Purchase Options

There are many options to purchase a house and many areas and factors to consider. For assistance please see the HMRO or come by the Airman and Family Readiness Center.

Mobile Homes

Luke AFB does not have a mobile home park on base; however, the HMRO does have a list of mobile home parks in the area.

Housing - Temporary

Temporary Lodging Facilities

Fighter Country Inn offers temporary lodging on base at an affordable price. The Inn features a variety of clean comfortable rooms within walking distance of many facilities on Luke Air Force Base. You may contact them for information or reservations 24 hours a day at 623-856-3941, 623-935-2641, DSN 312-896-3941, Toll Free 1-888-AFLODGE (235-6343), FAX 623-856-3332, DSN FAX 312-896-3332.

Eligibility/Orders

The Fighter Country Inn is here to assist duty and non-duty travelers. The facility is open 24 hours a day. Duty travelers may make reservations at any time. A copy of your orders will be required on the date of check-in. Non-duty travelers may make reservations 24 hours in advance. Space Available guests may make reservations 30 days in advance based on availability.

Availability; Costs; Registration

There are 15 Business Suites, 42 TLF Houses that include 6 pet friendly, and 169 Visiting Quarters (VQs). Visiting Quarters have a full size bed, kitchenette, and a private bath for \$27.00 per night. Distinguished Visitor Suites have a queen size bed, living room, kitchen, and private bath for \$41.50 per night. TLF units accommodate families and can be rented for \$36.00 per night.

Maximum Length of Stay

Families arriving PCS may stay in one of 42 Temporary Lodging Facilities for up to 30 days, space permitting. The Inn accepts space available reservations 30 days in advance for up to a 3 night stay. Holiday reservations at Luke AFB can be confirmed for up to a 14 night stay from 21 Dec - 3 Jan 07.

Location

The reception desk is located at 7012 N. Bong Lane in Building 660.

Pet Restrictions

Six of the units are pet friendly and guests utilizing these quarters incur a pet fee that is applied to their account daily. Guests must abide by the Air Force Lodging Pet policy and provide proof for all vaccinations at the time of check-in. Guests are limited to 2 pets per unit. Pets are prohibited in all other units. If a pet friendly unit is not available, guests will need to kennel their pets. Please check with the Airman and Family Readiness Flight or Fighter Country Inn for a list of kennels in the local area.

Special Needs

All TLF Houses are single story. The Fighter Country Inn has two single rooms which are handicapped accessible. For more specific information or questions about your specific needs please call the Inn.

Late Check In

PCS Single Airmen arriving after duty hours or on weekends are housed in hospitality quarters until the first duty day when they are then assigned to their squadron dormitory.

Housing - Government

Family Housing

Balfour Beatty Communities was selected by the Department of Defense as the partner to privatize family housing at Luke AFB. Balfour Beatty Communities proudly provides homes and builds communities for our Nation's military members and their families, on and off bases throughout the United States. Our mission is to create communities where our residents and their families feel completely at home. It begins with visionary planning, followed by high quality construction, and continues with professional management that is caring and responsive. This commitment to residents has earned us a well-deserved reputation.

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Availability

The waiting time for privatized housing varies according to the member's grade, the authorized number of bedrooms, and the time of year of arrival. The Top 10 % of the waiting list will remain in the "freeze" zone. Residents that are returning from a dependent restricted tour will be given credit from the date of their departure for that tour for up to fourteen months but may not displace anyone within the "freeze" zone. The Installation Commander or designated representative can approve out-of-turn assignments when hardship conditions exist.

Eligibility

Officer and enlisted personnel of all grades are entitled to live in Military Family Housing as long as they are accompanied by one or more of their family members. The type of home available to the member is subject to rank and family size. Basic bedroom requirements are determined by the number of dependents residing with you, including qualified students up to age 23.

Unaccompanied or single airman can expect to be assigned to a dormitory.

Application Procedures

In order to make an advanced application for base housing, take two copies of your Permanent Change of Station (PCS) orders to the Housing Management and Referral Office (HMRO) at your current assignment. Submit a DD Form 1746, Application for Assignment to Housing, which will be forwarded to Luke AFB by housing personnel. You will be placed on the housing list effective the 1st day of the month prior to your arrival month.

If you did not submit advanced application for housing, bring one copy of your orders to the HMRO to receive a referral. Once you receive the referral, proceed to the Balfour Beatty Community Management Office to begin the assignment process. The application date will be the date a member's application is completed in the Balfour Beatty office.

Other Options

There are no Mobile Home Parks available on Luke AFB.

The HMRO has implemented several programs for personnel seeking off-base housing rentals and sales. One such program is the rental partnership program. Call the HMRO at 623-856-3008 or DSN 312-896-3008 or visit them in Bldg 1150 for more information.

Single Service Member Housing

Availability

The availability of dormitory housing for single airmen also varies. Recent renovations of several dormitories to the new USAF one-plus-one standard have been completed. The one-plus-one standard is defined as two individual rooms sharing a common bathroom and kitchenette. We are very proud of our innovative design, featuring bathroom and shower combinations, rooms larger than standard and a mini-laundry room where four residents share one washer and dryer.

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All dormitories have common area recreation rooms, pool and foosball tables, lounges and television rooms. Home theater systems with surround sound are installed in each dormitory.

Eligibility

There are no permanent party, Bachelor Officer Quarters or Unaccompanied NCO Quarters. Unaccompanied personnel in grades E-4 and above are authorized to live off-base with Basic Allowance for Housing (BAH). Airmen desiring to reside off base may be approved for BAH only if the base-wide dormitory occupancy exceeds 90%.

Application Procedures

Potential dorm residents should contact their First Sergeants immediately upon arrival for a room assignment or referral for authorization to live off base. All personnel must go through the HMRO prior to obtaining off base housing.

All dormitory and room assignments are made based on Group Integrity and are done by the Consolidated Dormitory Management Office (CDMO), which is located adjacent to dormitory 635, across from the base post office.

Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your hold baggage, in your household goods shipment and what might need to go into storage. Remember for overseas assignments electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

Shipping Pets

Planning for shipment of your pet includes researching airline requirements and quarantine and restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Checking the [SDDC website](#) will provide details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well.

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Boarding

Pets are allowed in only 6 of the temporary lodging units on base. If a pet friendly unit is not available you will have to use one of the local kennels. Before you move pets, insure they have all required vaccinations or they won't be able to stay in local area kennels. Many kennels will not accept your animal without vaccination records. Average daily rates for boarding cats and dogs range between \$6 and \$15, depending on the size of the animal. Some kennels do board exotic animals and birds. Most require a health certificate, especially for birds, that was issued within the past thirty days. There are no boarding kennels on base. Call ahead for rates and ask about any additional fees.

Horses

There is a saddle club at Luke AFB which is about two miles from the base. The boarding fee is \$30 per month. You provide your own feeding and cleaning. The horse must have a negative Coggins within 6 months, a health certificate, shots and worming. You should contact the club at 623-640-6792 as soon as possible to reserve a stall. Upon your arrival you must first check in with the base veterinarian before you will be able to board your horse.

Transportation

You'll have to consider such things as preparations for travel, medical information, whether to transport by car or by air, feeding and care while traveling, and settling into the new home. Plan for them early. Ask about pets at the Airman and Family Readiness Flight and Transportation Office during counseling sessions. Check any regulations regarding pets that may apply to your location.

Be very careful when traveling with pets, especially through the southwest desert areas. Remember you are coming to the desert! The heat can be extremely stressful and dangerous to pets. **Never leave your pet in the car during the summer!** On a hot summer day the inside of a car heats very quickly. On an 85 degree day, for example, the temperature inside your car, with windows slightly open, will reach 102 degrees in 10 minutes. A 105 degree day has produced a 215 degree temperature inside a car which is deadly to your pet. The summer days in Arizona are over 100 degrees almost every day so leaving your pet at home is the kindest thing you can do. While traveling, ensure you have plenty of fresh water, and make frequent stops.

By Car

Traveling by motor vehicle is less expensive and is best for short distances. Tips for traveling with a pet by car: Dogs can travel well by car, if they are trained to sit, not to hang out the window, and not to bark. If your dog isn't used to long car rides, a long trip can cause car sickness. If you stop the car and let your dog out for some exercise, he'll feel better. You could also plan ahead and get some motion sickness pills from your vet. Cats are usually frightened of car travel and may be more comfortable in a carrier. Portable kennels can be handy for overnight trips. They make it easy to leave your pet in a motel or hotel when you go out for dinner.

By Plane

You may be able to take small pets (less than 8" tall) in the passenger compartment with you, as long as they are in a carry-on kennel that fits under the passenger seat in front of you. Properly harnessed Seeing Eye dogs can travel at no extra charge in the passengers' cabin at the master's feet. However, most animals don't fall into these categories and must go in cargo. Tips for traveling with a pet by plane: Most airlines only allow a limited number of pets in cargo per flight. Call well in advance of the flight to make arrangements. If you have to change planes, you, not the airline, may be responsible for seeing that the pet is transferred at the connecting point. Use a regulation airline kennel for your pet. You can buy these at most exchanges, from the airline, or from someone who has recently moved. Have your pet get used to it in advance. Be sure to have proper identification on the outside of the kennel. Check with the airline about feeding and water requirements prior to and during travel. Health certificates are a must for a pet on commercial travel. They are only good for ten days. If pets are being sent on freight alone, you'll be expected to sign an air way bill, pay in advance, and make all arrangements. If you can't ship your pet with you, local kennels often provide boarding and shipping services so your pet can join you later.

Quarantines

No quarantine is necessary to bring most types of animals into Arizona. Visit the [Office of the State Veterinarian website](#) for more details.

Vaccinations, Licensing and Registration

If you live on base, you are required by regulation to register your animal with Veterinary Services within ten working days of your arrival.

All dogs over the age of four months are required to be licensed in Maricopa County. You will be required to provide a certificate from your veterinarian verifying required rabies shots and whether or not the animal has been neutered. Licensing fees are lower for neutered animals. Residents of Glendale should be aware that homeowners with more than four pets are required to have a kennel license. Only two pets are allowed in base housing. Recent Arizona legislation states that during summer months it is a criminal offense to leave an animal in a car, and penalties up to \$150,000 may be levied. The law also states that dogs must be on a leash at all times.

Veterinary Services

The Luke Veterinary Treatment Facility (VTF) is staffed by U.S. Army and civilian personnel and provides a limited range of services for animals. The clinic is located in Building 1107, just north of the North Gate stoplight on the east side of the road.

The VTF will maintain all of your animal's records at the clinic. The VTF can provide all required vaccinations at a nominal charge, including rabies shots and yearly boosters for dogs, cats, and ferrets. The clinic offers microchip implantation, which is a permanent identification system that is widely used throughout the world, and is required for all overseas travel. The veterinary clinic provides heartworm testing, feline leukemia testing, parasite control, health certificates for travel, and general sick call for companion animals (which is limited based on facility capabilities and time).

The Luke VTF does not have the necessary facilities or staff to provide hospitalization, intensive veterinary care, or emergency services. The VTF does not perform surgical procedures at this time, but personnel can provide you with a list of low cost spay and neuter clinics in the area.

Animals that are used or planned to be used for commercial breeding purposes are not allowed services at the VTF, IAW AR 40-905 (AFI 48-131).

The veterinary clinic is open Monday through Friday from 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:00 p.m. The VTF is closed Saturday, Sunday and all federal holidays. Because the VTF is staffed by a military veterinarian and technician who are responsible for Military Working Dogs (MWDs), food inspection, and military training, hours are subject to change depending on mission requirements.

Pets are seen on an appointment-available basis only. There may be occasions when you will be unable to get an appointment with the VTF. It is ultimately your responsibility to keep your pets current on vaccinations, whether it is through the VTF or at an off-base clinic. Failure to do so may result in loss of pet privileges on base and/or loss of base housing privileges. To make an appointment or for additional information, please come by the clinic or call 623-856-6354 or DSN 312-896-6354.

Pets in Dorms

Unfortunately, the only pets allowed in the dorms are fish.

Education - General Overview

Introduction

The educational opportunities in the greater Phoenix area include over 40 public school districts for elementary and high school children as well as vocational, community college, and university level educational institutions. A great place to find specific information about all schools is on the Internet. The public schools have "report cards" showing standardized test scores, demographics, parent information, safety, and registration information. Most of the local colleges and universities have websites. The Airman and Family Readiness Flight (A&FRF) also has information about local schools.

The Education Services Flight can offer assistance and counseling for college level curriculum. There are no DoDDS Schools on Luke AFB. Among the metropolitan area school districts there are significant differences in the quality of education provided. Children are assigned to the district in which they live, making it important to research schools before making a housing decision. The A&FRF maintains information on the average standardized scores of the surrounding public school districts. We are in Maricopa County. The A&FRF also has maps of the different districts showing their boundaries which some times overlap municipal boundaries.

Within a 15-20 mile radius of Luke AFB, there are over 15 elementary school districts with school start dates for each one varying from mid-August to the first of September. Some of the districts are on a year-round school schedule, which means the students have several breaks during the school year but attend the entire year. This currently applies to some high schools and is being considered by elementary schools as well.

There are many private schools in the Phoenix metropolitan area. Private secular schools are schools without religious affiliation. Many secular schools have a long history and tradition while others are relatively new. Secular schools often give preference for admission to students whose relatives are alumnae of the schools. Secular schools may offer a traditional education that centers around preparation for college while others focus on an educational philosophy or a specific approach to learning such as those that accommodate individuals with special needs, i.e., schools for deaf or blind students. Tuition costs vary widely. Transportation may be included in the cost of tuition or may be separate charge. Teachers are not required to be certified by the state though they may hold a variety of degrees and certifications.

Bus Service

Please contact your child's school district to ask what transportation services are provided.

Meals

The school food service program is an essential part of the total educational program. Based on the premise that well nourished students are better prepared to receive the instruction of the school day, the Nutrition Services Department plays a vital role in each school's educational team.

As part of the National School Lunch and Breakfast programs, the schools can offer meals free or at reduced price. Free and reduced-price meal applications are available in the school office, cafeteria, or the Nutrition Services Department. Only one application is required per family. Every district family is encouraged to complete and return an application.

Before and After School Programs

Many school districts offer before and after school programs. Please contact your child's school district to ask what before and after school services are provided.

The Youth Center, located in Building 1143 near Fowler Park, on Luke AFB, assists active duty personnel and DoD civilians by offering a safe learning environment for youths ages 6 to 18. Continuing programs include homework assistance, computer resource, job referral, community service projects, youth transition programs, social programs, sports programs, instructional classes, before-and-after school programs and summer and holiday camp programs. For further information, visit the Youth Activities Center office, or call 623-856-7470 or 623-856-7471.

School Sports Programs

Check with your child's school to find out which school sports activities are offered.

Exceptional Children Programs

The Gifted and Talented Education program provides assistance to schools providing education for gifted students. It ensures compliance with state requirements for the appropriate identification procedures of potentially gifted students, and curriculum and instruction for students who have been identified as gifted.

Special Needs Children

If your child has special education needs, the districts require an Individualized Educational Plan (IEP). Questions about Arizona's Special Education or Exceptional Student Services can be asked by calling 602-542-4013 or visit the [Arizona Department of Education](#) website. In addition to Arizona's Special Education Services, the military has the [Military OneSource](#) resource for special needs assistance. Military OneSource also has free Tip Sheets, Booklets, CDs and Cassettes that you can order.

Information for On Base Residents

The Temporary Living Facilities (TLF) or Papago Village, is located in the Dysart School District. Elementary School children attend the Luke Elementary School, and High School students attend Dysart High School.

Base housing is divided by Glendale Avenue, which separates residents into two school districts. Those north of Glendale Avenue in Saguaro Manor fall within the Dysart School District. Those south of Glendale Avenue in Ocotillo Manor fall within the Litchfield Elementary School District. You must have proof of residency prior to enrolling your children in the Litchfield Elementary School District.

Local School Boards

Because of the large number of school districts, please contact the individual school district to learn more about their local school board.

Achievement Test Scores (e.g. Stanford Achievement Test)

The Arizona Instrument to Measure Students, or AIMS, is a standards based assessment required in grades 3-8 and in High School. Scores from the AIMS test are important information to help parents track the progress of their student and school. In addition, federal law requires that districts and schools test 95% of their students each year with AIMS or risk being designated as failing to make Adequate Yearly Progress under NCLB. The state designates when the assessment can be given, therefore there are limited make-up dates are available for the tests; it is vital that all students attend school during these testing periods. There are two types of AIMS tests administered in Arizona, the AIMS DPA (dual-purpose assessment) for elementary students and AIMS HS for high school students.

AIMS DPA Overview

Arizona's Instrument to Measure Standards-Dual Purpose Assessment (AIMS DPA) is a standards based assessment with embedded TerraNova norm-referenced items in the Reading and Mathematics tests. AIMS DPA is aligned to the new articulated reading and mathematics standards. The test is administered annually in the spring to students in grades 3-8.

AIMS HS Overview

AIMS HS is a statewide, standards-based assessment. AIMS HS measures the performance of students, schools, and districts on academic standards in reading, writing, and mathematics and is administered to students beginning the spring of their tenth grade year. High school students have five opportunities to pass all three sections of AIMS HS and are required to pass the test in order to receive a diploma in Arizona.

Grading System

Check with your child's school to ask which grading system is used.

Unique Opportunities

Magnet Schools

Magnet schools are highly competitive, highly selective public schools renowned for their special programs, superior facilities, and high academic standards. They may specialize in a particular area, such as science or the arts. Students who apply to these schools go through a rigorous testing and application process. Some magnet schools have boarding facilities to allow students from out of state to attend. Magnet schools were first launched in the late 1970s to help desegregate public school systems by encouraging children to attend schools outside their neighborhoods. Student diversity is still an explicit goal of most magnet schools.

Charter Schools

Charter schools began appearing in the early 90s. They are "alternative" public schools started by parents, teachers, community organizations, and for-profit companies. These schools receive tax dollars but the sponsoring group must also come up with private funding. Charter schools must adhere to the basic curricular requirements of the state but are free from many of the regulations that apply to conventional schools and the day-to-day scrutiny of school boards and government authorities. Charter schools allow parents, community leaders, educational entrepreneurs, and others the flexibility to innovate, create and provide students with increased educational experiences. To find out more about charter schools and where to find them in your area, visit [the U.S. Charter Schools Web site](#).

Home Schooling

Home schooling is educating children outside the public-private-parochial school establishment. Parents may decide to home school their children for a variety of reasons - religion, special needs, concern about physical conditions and danger in formal school settings, or fear of unacceptable teaching or religious curricula. Each state has specific mandatory requirements for parents who choose the home schooling option. Parents who choose to educate their child at home and who resides in Arizona visit the [homeschool website](#) or call 602-506-3144.

Parents may decide to perform the schooling themselves in their own home or a relative, neighbor, professional tutor, or home schooling cooperative may perform the service. Parents who are considering this option should inform themselves completely about time commitments, curricula, relevant state laws, outside resources and available support groups.

Adult Education

The Education Services Flight offers many educational programs including undergraduate and graduate degree courses from Park College, Rio Salado Community College, Embry Riddle Aeronautical University and Wayland Baptist University. Scholarships are also available.

Education - Training (College/Technical)

Installation Education Center

The Education Services Flight, located on the third floor in Building 1150, offers a variety of educational services and programs for active duty Air Force personnel. Some, but not all programs and/or services, are also available to Air Force family members and DoD civilians and their family members.

Programs and services include: educational counseling and advisement services to include academic planning, college course/program selection and requirements, providing information about financial aid and scholarships programs, about college and university programs within the Phoenix area, as well as information about college and universities throughout the United States.

Defense Activity for Non-Traditional Education Support Testing Program provides many examinations free of charge to active duty, Reserve, and National Guard personnel. There are more than 100 tests for which college credit can be earned. Other types of tests available include college entrance exams such as the Scholastic Aptitude Test, the Graduate Management Admission Test, etc. Some, but not all, tests are available to family members and other civilians, but are not provided free of charge. For more information call the Education Services Flight at 623-856-7722 or DSN 312-896-7722.

Tuition Assistance

The Air Force Tuition Assistance program pays 100 percent of an airman's tuition cost for college courses up to a semester hour cap of \$250 and up to a maximum of \$4,500 per fiscal year.

College Classes

Community College of the Air Force, for active duty Air Force, Reserve, and Air Guard is a program that combines military technical school credit, professional military education credit and/or credit earned via testing with college credit culminating in an Associate of Applied Science Degree.

On-base college and universities have degree programs that can be completed (within a two or three year period) by students attending classes part time (off-duty). All five on-base schools ([Rio Salado Community College](#), [Park College](#), [Wayland Baptist University](#), [Embry-Riddle Aeronautical University](#), and [Webster University](#)) grant some credit to Airman for Air Force training of Professional Military Education. All five programs are open to civilians and military family members.

Education - Local Schools

Choosing the right school for their children is a priority for military families. This article describes excellent resources for your use in planning for your child's educational needs. Parents can find current information about public, charter and private schools by using the tools below:

1. How do I choose a good school?

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

2. What schools are in my area (or in the area where I may move), and how good are they?

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

[SchoolQuest](#) was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

3. How can I help plan for a successful transition in this new school and for my child's school career?

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

4. Question? What happens if I need help during the school year?

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

MilitaryStudent.org provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

Employment - Overview

Employment Opportunities

The Phoenix metropolitan area offers a wide variety of employment opportunities. Employers in various occupations are looking for qualified candidates. Phoenix has one of the better job growth rates among 22 cities with employment of at least 1 million. Phoenix also ranks high for job growth from international firms. Also, Phoenix has one of the lowest unemployment rates among the 50 most populous areas throughout the nation. The need for available/skilled workers, the low unemployment and job growth rates tend to increase wages, including entry-level and general jobs.

Job seekers who have computer skills or add to their computer literacy greatly increase their marketability. Each new software application or skill an applicant can add to their resume means more opportunities and higher salaries. General office, receptionist, and entry-level clerical positions are paying \$7.00 per hour and up. Some secretarial or computer skilled clerical positions are paying \$9.50 - \$12.00 per hour.

The fastest growing jobs are in high technology and there is a high demand for computer engineers, systems analysts, electronic technicians, and computer specialists. There is also a high demand for work in housing-related businesses and the manufacturing industry.

Professionals in health services can find numerous opportunities with the several hospitals, clinics, and medical offices within the area. Physical, speech and occupational therapists, human services workers, residential counselors, and home health care aides are in increasing demand.

Candidates with sophisticated skills, higher education, or significant career histories can find management, technical or specialized opportunities within city, county, state, and federal government or private industry. These salaries typically range from \$30,000 to \$80,000 depending on experience and hiring authority budgets.

Maricopa County has six [Arizona Workforce Connection/Onestop Centers](#). They also provide a website for job seekers and employers. This site is a powerful online job seeker/workforce services system, accessed as a web site on the Internet. It was specifically designed for job seekers, students, case managers, employers, training providers, workforce professionals, and others seeking benefits and services. The system provides fast access to a complete set of employment tools in one web site.

Features include:

- Use a professional format to create and send resumes and cover letters to employers
- Assess your job skills, set goals, and research training providers
- Review available jobs and apply online
- Set up a Virtual Recruiter search agent to automatically review job postings and notify you of jobs that match your skills
- Track your job search efforts and resumes sent in a personal profile folder online
- Learn about services and benefits for which you may be eligible
- Determine a budget and plan for training
- Research regional labor market information, such as salaries
- Use the email/message center to contact employers and your case manager

An Arizona Department of Economic Security (DES) Job Service Representative has an office within the Airman and Family Readiness Flight and is available for appointments or walk-ins throughout the week. Individual appointments can also be scheduled with the a staff member at the Airman and Family Readiness Flight to discuss the local labor market, job search, resumes, career planning, and other related issues.

Employment Documentation

For job hunting purposes, be sure to hand carry all employments records and documents, resumes, OF 612, SF 171, SF 50, transcripts, certificates, and licenses.

Unemployment Benefits

If the job-seeker wishes to file for unemployment benefits, they need to complete an interstate claim at the nearest office to their residence. Each office has its own hours for accepting claims. The [Arizona Department of Economic Security](#) also offers information on unemployment benefits.

Transition Assistance

The Transition Assistance Program (TAP) was established to meet the needs of separating service members during their period of transition into civilian life by offering job-search assistance and related services. TAP helps service members and their spouses make the initial transition from military service to the civilian workplace with less difficulty.

Programs and services include a comprehensive Discovery Center where job announcements, information on employers, occupational outlook, and training opportunities are posted. Computers with Internet access are available for use. Fax and copy machines are available on a limited basis.

For members who are leaving the military, a mandatory pre-separation and retirement briefing is available which discusses benefits and entitlements. Also, TAP consists of comprehensive three-day workshops with professionally-trained facilitators. Workshop attendees learn about job searches, career decision-making, current occupational and labor market conditions, and resume and cover letter preparation and interviewing techniques. Participants also are provided with an evaluation of their employability relative to the job market and receive information on the most current veterans' benefits.

Service members leaving the military with a service-connected disability are offered the Disabled Transition Assistance Program (DTAP). DTAP includes the normal three-day TAP workshop plus additional hours of individual instruction to help determine job readiness and address the special needs of disabled veterans.

Tuition Assistance

Active Duty Members

The Air Force Tuition Assistance program pays 100 percent of an airman's tuition cost for college courses up to a semester hour cap of \$250 and up to a maximum of \$4,500 per fiscal year.

Spouses

The Air Force Services Club Scholarship Programs awards scholarships to Club members and their families. For more information, go to their [website](#).

Both children and spouses are potentially eligible for the Air Force Aid Society's General Henry H. Arnold Education Grant Program. For more information, visit the AFAS [website](#).

For additional information call the Education Services Flight at 623-856-7722 or DSN 312-896-7722.

Child Care

Child Development

Child Development Center (CDC)

The newly expanded Child Development Center (CDC) is accredited by the National Association for the Education of Young Children. The CDC has numerous activities, to both entertain and assist your child's learning in a safe, supervised environment.

Whether your child is six weeks old or five years of age, the CDC provides a quality care program to assist you. The child development program was established to meet the needs of working parents by providing a safe, developmental program that provides a variety of activities including independent and organized group play.

The CDC's activity centers include reading, manipulative play, music, painting, water play, and sand tables. Weather permitting, children may play outside on playground equipment. The Center also provides breakfast, lunch, and afternoon snack.

Types of Care

Full-time care and drop-in hourly care are available at the Luke CDC. Reservations are required for hourly drop-in care that is offered on a space available basis. Drop in care is not available for newborn children through 6 months of age. The center also has an active sublet program for parents seeking temporary care.

Special Needs

AFI 34-248, Child Development Programs, defines children with "special needs" as those with physical or mental impairment that substantially limits one of more major life activities, has a record of such impairment, or is regarded as having such impairment.

Child Development programs are authorized to accept these children under certain conditions. An Individual Education Plan (IEP) of any child diagnosed with a special need is required. Determination of special need must be made by the CDC Medical Advisor and Center Management. A child with special health problems or handicaps will be admitted with the written concurrence of the Medical Advisor. A written plan of care developed jointly by medical personnel, special education professionals, child development staff, and parents must be on file and followed for each child designated as having special needs.

Eligibility

Active duty military (single parent, dual military) and DoD civilians assigned to Luke AFB whose spouses work full-time or go to school full-time have first priority. However, if the above status changes and the spouse is not working or attending school on a full-time basis the patron has two months to acquire full-time status in either employment or school. If this is not accomplished in two months, you will have to give up your child's slot at the Center.

Enrollment

To ensure your child's enrollment at the Center, all forms must be completed and your child's immunizations must be up-to-date. Documents necessary to complete your child's registration:

- Enrollment/Emergency Form (AF Form 1181)
- Completed, up-to-date Immunization Record
- Signed Contract Package
- Family Care Plan AF 357

Fees

Rates are based on total family income. If the child is not living with the parent which is the sponsor, the total income of the household in which the child is living, exclusive of child support, is used to determine total family income. Drop-in care is \$4 per hour, per child, and a minimum of two hours will be charged each visit. After the first two hours, the rates are broken down into half-hour increments.

Waiting List

Luke CDC does have a waiting list. A DD Form 2606 is filled out to place your child on the list. If you are called by the Center staff when there is space available for your child, you will have only 48 hours to respond. If you haven't responded within 48 hours or refuse services, you will be removed from the waiting list. If you wish to remain on the waiting list, you will need to fill out another DD Form 2606, and you will be placed at the bottom of the waiting list.

Priority

The CDC uses the waiting list and eligibility criteria to determine placement. Special circumstances would be determined on a case by case basis.

Hours of Operation

The CDC is open from 6:00 a.m. to 5:30 p.m., Monday - Friday for classrooms six months through five years and from 6:30 a.m. to 5:00 p.m. for children six weeks through six months. Our programs are closed on all Federal holidays and down days as directed by the base. The Center is open for exercises as directed by the Squadron Commander. The CDC is in Bldg 1119. For more information please call 623-856-6339, 623-856-6338, DSN 312-896-6339, or DSN 312-896-6338.

Family Child Care (FCC)

The Family Child Care (FCC) Program offers home-based child care in licensed homes for children ages two weeks through twelve years. These self-employed providers operate their home independently in compliance with strict Air Force policies, including frequent inspections and close monitoring by the Family Child Care staff. Extensive background screening and orientation training must be completed prior to licensing. Full time, part time, hourly, weekends, extended hours and school age care is available. For more information, call the Family Child Care Office at 623-856-7472 or DSN 312-896-7472, Monday - Friday, 9:30 a.m. to 1:30 p.m. The office is located at 1609 Mohave. Currently, Luke AFB has 10 licensed FCC homes.

School Age Program (SAP)

The Youth Center assists active duty personnel and DoD civilians by offering a safe learning environment for youths ages 6 to 18. Located in Building 1143 near Fowler Park, the Youth Center is affiliated with the Boys and Girls Clubs. For additional information, call 623-856-7470, 623-856-7471, DSN 312-896-7470, or DSN 312-896-7471.

Continuing programs include homework assistance, computer resource, job referral, community service projects, youth transition programs, social programs, sports programs, instructional classes, before-and-after school programs, summer and holiday camp programs.

Respite Care

The Air Force Aid Society (AFAS) Respite Care Program is intended for active duty Air Force families who have a family member with special needs. The goal of the program is to provide a "break" for a few hours a week or month to families who have the responsibility of 24 hour a day care for an ill or disabled family member. This person may be a child, spouse, or parent living in the household.

AFAS Assistance for respite is based on need -- the need for respite time, as well as financial need, and is always given as a grant. Families with a special needs family member who have the financial means to pay for care should do so. Our program is intended to assist those who cannot afford it and would otherwise never get a "break".

Families are referred to the Air Force Aid Society for respite care through the Exceptional Family Member Program (EFMP) or the Family Advocacy Office.

New Parent Programs

Luke AFB offers many programs for new parents.

New Parent Support Program

An exciting program offered through Family Advocacy to provide support to mothers and families by offering a wide variety of services such as:

- OB Orientation
- Home Visits by a Nurse
- Sibling Classes
- Play Groups
- Walk Groups
- Little Critter's Gazette

For additional information contact Family Advocacy at 623-856-3417 or DSN 312-896-3417.

Layette Program

A layette of baby items are provided within 5-weeks of birth for newborn children of active duty E-4 and below assigned or attached to Luke AFB. Call or visit the Airman and Family Readiness Flight in Bldg 1113, at 623-856-6550 or DSN 312-896-6550.

Women's, Infant, Children's (WIC) Program

Provides nutritious supplemental foods, nutrition education, breastfeeding support, and referrals to health and social services for pregnant, breastfeeding and postpartum women, infants and children age 0-5. Serves as an adjunct to health care during critical times of growth and development to prevent the occurrence of health problems and improve the health and nutritional status of the participants. WIC is located in Bldg 1140. Call for more information at 623-582-5977.

Bundles for Babies

Bundles for Babies is a fun class offered once a month at the Airman and Family Readiness Flight. While all branches of the military are invited to attend this excellent class, the free bundle and tote bag are for active duty Air Force members and their spouses. Call to sign up at 623-856-6550 or DSN 312-896-6550.

Youth Services

Youth Services

Youth Center

The Youth Center assists active duty personnel and DoD civilians by offering a safe learning environment for youths ages 6 to 18. Located in Building 1143 near Fowler Park, the Youth Center is affiliated with the Boys and Girls Clubs.

Continuing programs include homework assistance, computer resource, job referral, community service projects, youth transition programs, social programs, sports programs, instructional classes, before-and-after school programs, summer and holiday camp programs.

Annual programs include the Boys and Girls Fine Arts Contest, the Boys and Girls Club Photography Contest, the Teen Talent Show, the Boys and Girls Club Youth of the Year Program, and the Youth Holiday Fashion Show.

Youth ages 11 to 13 are welcome to join the Boys and Girls Club "Torch Club", which guides them in becoming productive citizens. Youth ages 14 to 18 will benefit from the Center's career preparation program and financial skills classes, as well as the Boys and Girls Club "Keystone Club", which promotes leadership and citizenship.

Program specific calendars can be picked up directly at the Youth Center or on their [website](#). The calendars list events, costs, and times.

For further information, visit the Youth Center, or call 623-856-7470, 623-856-7471, DSN 312-896-7470, or DSN 312-896-7471.

Youth Sponsorship

The Youth Center will mail out newcomer's packages and registration information upon request; however, there is no official sponsorship program in place at this time.

Youth Employment Skills (YES) Program

The Youth Employment Skills (YES) Program is an on-base volunteer program for high school students. This program, underwritten by the Air Force Aid Society (AFAS), is a joint effort between AFAS and Air Force Family Member Programs Flight to offer high school students an opportunity to learn valuable work skills, "bank" dollar credits toward their post-secondary education/training, and have a positive impact on their base community.

YES allows high school students to "bank" \$4 in grant funding (as of 6/1/98) for every hour volunteered in an on base function. Students may accumulate as much as 250 hours over all 4 years of high school combined, for a potential maximum of \$1,000 toward their future vocational-technical or academic endeavors. In addition, the base will be credited with \$2 for every volunteer hour, to be used in support of base youth program enhancements (up to \$10,000 per year).

Religious Programs

The Chaplain's Services at Luke AFB offer many different Religious Education programs, ranging from children's religious education to youth and young adult programs. Programs are offered pertaining to specific Catholic and Protestant faiths and other programs. Some of the programs include:

- Catholic Youth of the Chapel
- Junior Catholic Youth Organization
- Midweek Program
- Music Programs
- Social Functions

For more information: The main chaplain offices are located in the Luke Community Chapel (LCC): 623-856-6211 or DSN 312-896-6211; FAX: 623-856-6968 or DSN FAX 312-896-6968. The LCC is located in Building 799.

Outdoor Recreation

Outdoor Recreation offers Red Cross certified Babysitter Training classes and Infant and Child CPR classes. They also maintain the list of certified teenage babysitters. This is a great opportunity for your teen to get some work experience and make a little extra money.

Scouting Programs

Boy Scouts: Luke AFB and the surrounding communities are serviced by the Grand Canyon Council. For more information go [online](#) or call 602-955-7747.

Girl Scouts: Luke AFB and the surrounding communities are serviced by the Arizona Cactus-Pine Council. For more information go [online](#) or call 602-253-6359 or 1-800-352-6133.

Driver's License

Driving permits can be obtained at age 15 year and 7 months of age and driver's license at age 16. Usually a driver's license is needed for employment. Insurance rates are high in Arizona!

Curfew

Luke AFB has been annexed by the City of Glendale and the curfew laws apply on and off base. Dependents or civilians of the following ages will not be allowed on the streets of Luke Air Force Base, including the housing and dormitory areas unless accompanied by a parent or legal guardian during the hours indicated below:

- 16 and 17 years of age between 12:00 a.m. and 5:00 a.m.
- 15 years of age and under between 10:00 p.m. and 5:00 a.m.

Exceptions: Newspaper persons while delivering papers. Dependents and their guests returning directly home after attending special functions, previously sanctioned by the base and coordinated with Security Police Operations. Special functions shall include, but are not limited to, late dances, movies, and special shows or events.

Financial Assistance

Financial Assistance

Airman and Family Readiness Flight

To help budget your move wisely, contact your local Airman and Family Readiness Flight (A&FRF) and sign up for classes and counseling sessions on your PCS move. Even if you are an experienced mover, you need to know the most current and up to date allowances and benefits available. Remember, you normally incur expenses which will not be fully covered by your PCS entitlements. A good rule of thumb is to have at least enough savings to cover 90 days cost of living expenses.

At Luke AFB, the Airman and Family Readiness Flight offers many programs to help you become financial fit. Don't let your fear of the 'B' word-Budgeting-prevent you from creating and defining your personal financial goals! A budget can be the best indicator of what you need to do with your money (savings, investing, paying down consumer debt, etc.) and will help you plan accordingly!

Let your A&FRF representative help you:

- Create a budget based on your lifestyle and needs
- Reduce your consumer debt quickly and efficiently by providing a Power Pay assessment
- Contact your creditors to arrange payment plans
- Provide you with the latest financial/consumer information (car buying, consumer scams, credit bureau research, etc.)

Along with one-on-one assessments, the A&FRF also offers monthly classes and has a variety of programs.

Finance 101

This is a hands-on two hour classes which teaches basic budgeting, checkbook/debit card management, credit debt management, and much more.

Credit Score Enhancement

This one hour class teaches you the ins and outs of your credit report. Learn what your credit score means and how it is calculated. Also, learn which actions hurt your credit score and which actions help.

Bundles for Babies

Bundles for Babies discusses, among other topics, preparing financially for your new baby. While all branches of the military are invited to attend this excellent class, the free bundle and tote bag are for active duty Air Force members and their spouses.

Air Force Aid Society

The Air Force Aid Society is the official charity of the United States Air Force. A private, non-profit organization, the Society promotes the Air Force mission by providing worldwide emergency assistance, sponsoring education assistance programs, and offering a variety of base community enhancement programs that improve quality of life for Airmen and their families. The AFA Society assists with rent, food, shelter, vehicle repairs including parts and labor; emergency travel for death or serious illness of immediate family members.

Child Care for PCS

Sponsored by the Air Force Aid Society (AFAS), this program offers relocating families 20-hours of free child care per child within 60-days of a PCS. Childcare is authorized for both inbound and outbound families, however care must be provided by on-base licensed Family Child Care (FCC) providers.

Car Care Because we Care

A free oil change, sponsored by the AFAS, authorized for first term airmen, spouses of active duty Air Force member deployed for more than 30 days, and spouses of active duty Air Force members assigned to a remote tour.

Give Parents a Break

The Air Force Aid Society (AFAS) recognizes that Air Force families are subject to unique stresses due to the nature of military life: deployments, remote tours of duty, extended working hours, etc. In an effort to help these families, the AFAS, in cooperation with the Air Force child care community, has agreed to provide funding for child care under our "Give Parents a Break" program. The purpose of this program is to offer eligible parents a few hours break from the stresses of parenting. Active duty Air Force families may use this time to suit their personal needs. AFAS will pay the cost of having the base Child Development Center (CDC) open once a month for families referred to the program. Families will not be charged for the care.

Child Care for Volunteers

The Air Force Aid Society provides funding for the Child Care for Volunteers program. The Society will pay limited child care expenses in AF licensed or affiliated family day care homes for volunteers who are engaged in supporting programs which benefit the Air Force community.

Respite Care

The Air Force Aid Society (AFAS) Respite Care Program is intended for active duty Air Force families who have a family member with special needs. The goal of the program is to provide a "break" for a few hours a week or month to families who have the responsibility of 24 hour a day care for an ill or disabled family member. This person may be a child, spouse, or parent living in the household.

AFAS Assistance for respite care is based on need -- the need for respite time, as well as financial need, and is always given as a grant. Families with a special needs family member who have the financial means to pay for care should do so. Our program is intended to assist those who cannot afford it and would otherwise never get a "break".

Families are referred to the Air Force Aid Society for respite care through the Exceptional Family Member Program (EFMP) or the Family Advocacy Office.

Phone Home

Active Duty Air Force members of all ranks, single and married, who will be deployed for over 30 days are eligible to receive a pre-paid \$20 phone card for use while deployed. Guard and Reserve members who are activated under Title 10 orders for over 30 days are also eligible to participate in this program. This program makes it possible for the service member to "phone home" to family or friends during deployment and to make emergency contacts when necessary, without added expense to the service member. In all cases, the member must process out through the Airman and Family Readiness Flight in order to receive the card.

Local Area Information

Cost of Living

This metropolitan area is the fastest growing in the US. Glendale is Arizona's fourth largest city with a population of more than 250,000 residents. The majority of Glendale's population is young, college educated, married with children, and with a median income of nearly \$58,000. The cost of living varies depending on the area, but it falls within national averages.

Cost of Living Allowance

Luke AFB does not have a Cost of Living Allowance.

Temporary Lodging Allowance (TLA)

TLA is used to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodging and expenses of meals obtained as a direct result of use of temporary lodging Outside Continental United States

(OCONUS). The OCONUS base handles the paperwork and processing of TLA.

Temporary Lodging Expenses (TLE)

TLE is intended to partially reimburse members for lodging and meal expenses when a member/dependent(s) occupy temporary quarters in CONUS in conjunction with a PCS.

Housing and Utility Costs

Rentals and property to purchase are both plentiful. Three-bedroom rentals start at about \$1014 and go up and purchase prices for three bedrooms range from \$139,000 or more. The median price in the valley for a new three bedroom home is \$210,000; however, housing prices can vary drastically. Utility costs will vary considerably throughout the year. The summers usually bring high electric bills.

Contracts

Take care in signing financial contracts after you arrive. Arizona does not have usury laws, which means that there is no cap on the amount of interest that can be charged for consumer loans. Pay special attention to certain types of contracts such as rent to own agreements. Those contracts can result in final costs that may range as high as 300% more than the actual cost of the item purchased. If you have concerns about any sales agreements or interest rates, the staff at the A&FRF would be happy to review them with you before you enter into any final agreement.

Advance Pay

The counselors at the Airman and Family Readiness Flight can assist you in fully explaining the ramifications of drawing advanced military pay and when it will be taken out so you are not without pay after arrival at your new base. Remember, advance pay repayments will be automatically withdrawn from the service member's pay, reducing his or her monthly income, in some cases, drastically.

Government Travel Card

Use your government credit card only for those expenses authorized, and make sure you stay within your daily allowances. Save all receipts, especially if your expenses exceed your authorizations since they may be tax deductible items.

Legal Assistance

Legal Assistance

Legal Assistance may be provided to those with a valid Military ID (TAMP cards excluded). Air Force attorneys may give legal advice, but cannot draft court documents or represent members or their families in court. In addition, the Legal Office is not equipped to perform estate planning. Those seeking trusts and those with large estates (approaching \$650,000) should seek the assistance of an estate planning attorney. You can call the legal office to schedule an appointment; however, Air Force Attorneys may not provide any legal advice or legal information by phone.

We are located on the second floor of Building 1150. Our normal operating hours are Monday through Friday from 7:30 a.m. to 4:30 p.m.. We make appointments during those hours. To schedule an appointment or conduct other business, you may call 623-856-6901 or DSN 312-896-6901. If you do not have the time to schedule an appointment, call us to find out about our walk-in and extended duty hours.

Most Wednesdays, between 4:00 p.m. and 5:00 p.m., legal assistance is offered on a walk-in basis. On certain Saturdays, legal assistance is also offered by Army and Air Force reservists. You may also schedule a Saturday appointment by calling the number above.

Notary service is offered daily 8:00 a.m. to 4:00 p.m., Monday through Friday.

Topics and Services Available

- Adoption
- Bankruptcy
- Change of Name
- Child Support
- Cosigning a Loan
- Community Property with the Right of Survivorship
- Debt Collection
- Divorce in Arizona
- Divorce and Military Benefits
- Fair Credit Reporting
- Homestead Protection
- Keeping Home State License Plates
- Lemon Law (automobiles)
- Notary Public
- Orders of Protection (Domestic Violence)
- Power of Attorney
- Probate and Veterans Burial Rights
- SMRA (Servicemember's Civil Relief Act)
- Tax Consequences of Registering to Vote in Arizona
- Tax Advantage of Community Property with Right of Survivorship
- Tenant's Rights
- USERRA (Veteran's Rights)
- Vehicle Registration (License Tax Exemption)
- Wills

Air Force lawyers may not represent members in civilian court or civilian business matters, but they can offer legal advice early and often in order to prevent problems from escalating.

Claims Services

56 FW/JAD, the Claims Division of the Luke Legal Office performs several important functions. The Claims Division assists you in processing your request for reimbursement when your household goods or automobile have been damaged in shipment to Luke. Claims office personnel also work on recovering money when a third party is liable to the government as well as investigating claims where the government is allegedly at fault.

Household Claims

When submitting your claim to this office, you must mail or bring in the items listed below. Help us speed up the processing of your claim by ensuring you submit all necessary documents.

Office Hours: To turn in DD Form 1840 and 1840(R) Pink Form: Turn in pink forms at the 10:00 am Wednesday Claims Briefing (note: if nearing 70 days from date of delivery, pink forms will be accepted Monday-Friday 7:30 a.m. to 4:30 p.m.). Pink Form must be submitted to our office within 70 days from the date of delivery.

To file a claim: Appointments (all claims larger than 10 items), and 2 or more claims, call 623-856-7371 to schedule an appointment. Tuesday (8:00 a.m. to 10:00 a.m.) walk-in service for small claims (10 items or less in 1 shipment).

Documents Required:

- DD Form 1842/1844: Must be the original form.
- Electronic Funds Payment
- Power of Attorney or Letter of Authorization
- PCS/Separation/Retirements Orders

U.S. Government Bill of Lading (GBL): You may obtain one from the TMO Office by calling 623-856-3139, or visiting their office on the first floor of Bldg 1150, Room 1122A. Note: Do not wait until the day of your appointment to get this document. Allow at least one week for TMO to have it available.

Complete Descriptive Inventory:

- DD Form 1840/1840R (Pink Form) - Notice of Loss or Damage
- Estimates of Repair
- Replacement Costs
- Insurance Documentation
- Full Replacement or Increased Valuation Insurance

Additional Information:

- Keep all damaged items until your claim has been settled.
- If you have items that pose a safety or health hazard (i.e. broken glass), or the repair of essential items is required prior to filing a claim, check with the claims office for instructions on disposal or repairs.
- In order for an item to be considered an antique, proper documentation must be provided. According to the U. S. Customs Service, an item must be 100 years or older to qualify as an antique. There are, however, exceptions to that rule. Appraisal fees are not normally reimbursed unless our office requires you to obtain one.
- If you receive payment from a source other than the United States Government after we have paid your claim, you must endorse the check to "United States Air Force - Claims" and forward it to this office immediately.
- Penalties: Section 287 of Title 18 and Section 3729 of Title 31, United States Code, provides a maximum fine of 10,000.00, imprisonment for five years, or both, for anyone making a false, fictitious, or fraudulent claim. Furthermore, for the same offense, article 132 of the uniform code of military justice provides for dishonorable discharge, 5 years of imprisonment, and total forfeiture of all pay and allowances.
- Statute of Limitations: You have two years from the date of delivery to file your claim. Failure to file before this date may result in full denial of your claim.

POV Shipping Damage Claim

The Air Force Claims Program is designed to restore the claimant's property, as nearly as possible, to its condition prior to the incident. It is not intended to put a claimant in a better position than before the damage. If it appears all or a portion of a claim may be fraudulent, it may be denied. Suspected fraudulent claims are normally referred to the Office of Special Investigations (OSI) and the Military Justice Division for resolution.

If you have private insurance on your vehicle, you must notify your insurance company immediately.

Your claim against the Government must be filed within 2 years from the date of acceptance of your vehicle. This statutory limitation cannot be waived. Failure to file your claim within the prescribed time frame will likely result in full denial.

Claims are filed by appointment only, however, if your claim results in 10 or less items on your DD Form 1844, you may be eligible for walk-in assistance. Our walk-in hours are on Tuesdays from 8:00 a.m. to 10:00 am. Please call the Claims Office when your claim is ready to be filed.

Documents Required:

- DD Form 1842/1844
- PCS/Separation Orders
- DD Form 788
- Repair Estimates
- Insurance Information
- Vehicle Registration
- Power of Attorney

Hospital Recovery Claims

When a military member or family member is injured by another person through negligence or intentional misconduct, the United States ends up paying for the member's medical care whether it is at the Luke Clinic or at a civilian facility. The US is entitled to recover the money from the person at fault. Usually, this means pursuing the other person's insurance company for reimbursement, or even bringing a lawsuit. This program brings in over \$250,000 every year.

Title 42, United States Code, § 2651 provides authority for the United States to recover from persons who negligently or willfully cause injuries to individuals entitled to medical treatment at Government expense. The amount the United States may is the reasonable cost of medical treatment provided by military treatment facilities (hospital and clinics) from third party payers who have provided health or other insurance, including automobile insurance. (10 USC § 1095.) In addition, the United States may recover the adjudicated value of medical treatment provided by civilian medical facilities when paid in whole or part by CHAMPUS/TRICARE.

Government Claims

When a person is injured or his property is damaged through the negligence of another person, he has the right to sue that person for reimbursement. The United States also has the same right. When a person, military member, DoD employee or civilian damages military property, the United States has the right to reimbursement from the guilty party. The Legal Office, Claims division performs this function. It can pursue those responsible for damaging government property and regularly does so.

Deployment Support

Deployment

The leaders and service providers at Luke are committed to helping families remain strong during deployments, extended TDYs and remote tours. A Readiness NCO is assigned to the Airman and Family Readiness Flight (A&FRF) to work with unit leadership and service agencies to work directly with troops and families during family separations. For additional information or questions please contact the A&FRF at 623-856-6550 or DSN 312-896-6550.

Troop Support

Pre-Deployment Briefing

Pre-deployment briefings are held at the Airman and Family Readiness Flight (A&FRF) weekly. Topics discussed are expectations, support services offered, and positive ways of dealing with stress. Resources are given out and family information is obtained. This briefing is mandatory for active duty members and highly suggested for spouses.

Phone Home Program

Active Duty Air Force members of all ranks, single and married, who will be deployed for over 30 days are eligible to receive a pre-paid \$20 phone card for use while deployed. Guard and Reserve members who are activated under Title 10 orders for over 30 days are also eligible to participate in this program. This program makes it possible for the service member to "phone home" to family or friends during deployment and to make emergency contacts when necessary, without added expense to the service member. In all cases, the member must process out through the Airman and Family Readiness Flight in order to receive the card.

Family Care Plans

A plan for the care of family members during a service member's absence. It is a working plan that provides guidance for people in your absence. For example, it helps guardians and others with: care for family members, financial and legal matters, and medical needs. A Family Care Plan is required if you are a single service member or part of a dual-service couple and you are responsible for the care of family members.

Reintegration Briefing

When you return, you will first attend a Reintegration briefing. They are held weekly at the A&FRF and topics range from expectation at home and work, how to reintegrate with family and friends, communication, coping skills, and sources to help the process. This briefing is mandatory for active duty members but spouses are invited to attend as well.

Post-Deployment Briefing

Later, you will then attend a Post-Deployment briefing, usually held monthly at the A&FRF. You will listen to speakers from the Chapel, Mental Health, Veterans Administration, MEO, A&FRF, the Command Chief, and the Wing Commander or other wing representative. A video is watched and feedback is encouraged. Lunch is provided and gifts cards are given out at the end. Spouses get a special gift card! This briefing is mandatory for active duty members but we strongly recommend that spouses attend also.

Family Support

Morale Call Program

Families may place two 15 minute calls to their loved ones from home using an Automated Call Directory Service. Sign-up is through the A&FRF and requires current orders. Please call if you need a PIN.

WebCam

Send a short video via e-mail. Please schedule an appointment with the Readiness NCO at the Airman & Family Readiness Flight.

Car Care Because We Care

A free oil change, sponsored by the AFAS, authorized for first term airmen, spouses of active duty Air Force member deployed for more than 30 days, and spouses of active duty Air Force members assigned to a remote tour.

Give Parents a Break

The Air Force Aid Society (AFAS) recognizes that Air Force families are subject to unique stresses due to the nature of military life: deployments, remote tours of duty, extended working hours, etc. In an effort to help these families, the AFAS, in cooperation with the Air Force child care community, has agreed to provide funding for child care under our "Give Parents a Break" program. The purpose of this program is to offer eligible parents a few hours break from the stresses of parenting. Active duty Air Force families may use this time to suit their personal needs. AFAS will pay the cost of having the base Child Development Center (CDC) open once a month for families referred to the program. Families will not be charged for the care.

Respite Care

The Air Force Aid Society (AFAS) Respite Care Program is intended for active duty Air Force families who have a family member with special needs. The goal of the program is to provide a "break" for a few hours a week or month to families who have the responsibility of 24 hour a day care for an ill or disabled family member. This person may be a child, spouse, or parent living in the household.

AFAS Assistance for respite care is based on need -- the need for respite time, as well as financial need, and is always given as a grant. Families with a special needs family member who have the financial means to pay for care should do so. Our program is intended to assist those who cannot afford it and would otherwise never get a "break".

Families are referred to the Air Force Aid Society for respite care through the Exceptional Family Member Program (EFMP) or the Family Advocacy Office.

Hearts Together/Hearts Apart Program

The Chapel, A&FRF and Friends of Military Families co-host a social activity once a month to promote interaction and fun for families of deployed service members.

Spouse Socials

A monthly meeting usually held at the Airman and Family Readiness Flight. Lunch is provided along with various speakers, topics, and themes.

Spouse Newsletters/Emails

Sign up to receive a monthly newsletter either via mail or email. Stay in tuned to all the activities and events available.

Special Events

During holidays or other special times, events and activities are provided just for spouses and families. Look for arts, crafts, holiday parties, and special activities for children.

Information and Referral

It's never possible to anticipate all the things that might occur during a separation. Call us if you have a concern and we will help you find the available resources.

Tips for Spouses

- If you haven't been contacted by your spouse's unit at Luke, contact the First Sergeant and ask for a point of contact or call the A&FRF if you need assistance.
- Participate in activities with other spouses-it helps to share with friends.
- Be vigilant about your security and ask friends and family to stay in touch. Don't let people into your home that you don't know and refer any media requests for interviews to Public Affairs 623-856-5853.
- If you're feeling depressed or sad contact one of the service providers. If you're unsure whom to call, contact the A&FRF for information.
- Talk to children about their concerns, but also set aside time to do special activities. Keep their lives as normal as possible while Dad or Mom is away.
- If you have a concern about something you've heard, call and confirm to make sure the information is accurate.

Health Care - Overview

Moving With TRICARE

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

When Enrolled in a TRICARE Prime Option

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

Prime Options in the United States

TRICARE Prime

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

TRICARE Prime Remote

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

Prime Options Outside of the United States

TRICARE Prime Overseas

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

TRICARE Global Remote Overseas

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

When Using TRICARE Standard and Extra

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

When Using TRICARE For Life

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

Getting Care Along the Way

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

Installation Specific Information

When updating your file, make sure to contact the Health Benefits Advisor for the very latest information on TRICARE as changes occur quite frequently within this area.

Medical Care

The Luke AFB Clinic is an outpatient Medical Treatment Facility (MTF) with specialties in family practice, women's health, pediatrics, orthopedics, ear-nose-throat, optometry, mental health, physical therapy, internal medicine, immunizations, allergy, cardiology, and flight medicine. The clinic does not provide emergency services.

Dental Care

Co-located with the clinic is an up-to-date 24-chair dental clinic providing care in general dentistry and specialty services in the fields of endodontics, restorative dentistry, and periodontics.

Availability and Entitlement

Medical care services are offered on a priority basis. First priority of care is to active duty military. Second priority is to family members of active duty, with retired military and family members of retired military following in the eligibility chain. Dental care services are available to active duty military only. Only emergency dental care is officer to other eligible individuals. When services are unavailable, those eligible for medical/dental care are referred to TRICARE.

TRICARE Options

TRICARE is the current military health plan at Luke. It provides three options for obtaining health care:

- PRIME -- If you enroll in PRIME you are offered enhanced benefits and services, guaranteed access to care, and the lowest possible cost. While there is an annual enrollment fee for retirees and their families (no fee for active duty families) cost shares are minimal for services offered.
- EXTRA -- If you select EXTRA, you save at least 5% off the standard rate. If you use the PPO, however, you pay an annual deductible and a higher share for the cost of the care than those enrolled in PRIME.
- STANDARD -- This option provides the basic options with no enhanced benefits or services.

Health care delivery under TRICARE began 1 April 1997. Active duty personnel assigned to Luke are automatically enrolled in TRICARE Prime and assigned to a Luke primary care team. Prime Active Duty Members receive priority care within the MTF.

Next priority is other Prime enrollees enrolled at the MTF in TRICARE Prime. In this program, Luke hospital works with a private contractor, TriWest Healthcare Alliance, to administer the program. TRICARE Prime enrollees receive the highest priority of care at Luke.

All others are seen on a space available basis. The local community offers all medical specialties through major medical centers. You may request a "Luke AFB Patient Handbook" from the clinic for more specific information.

Pharmacy Options

Luke AFB has three pharmacy options for your convenience. The main pharmacy is in the clinic. The satellite pharmacy is located near the Base Exchange. The third pharmacy is inside the commissary.

Special Needs Identification and Coordination (SNIAC) Program

The Special Needs Identification and Coordination (SNIAC) Program (formerly known as the Exceptional Family Member Program) provides assistance and guidance to military families who have adults and/or children with special medical,

educational, or emotional needs.

Health Care - Special Needs

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

Federal and State Health Care Programs

Medicaid - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

Supplemental Security Income (SSI) - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

Title V of the Social Security Act - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

Other Important Resources

Debt Collection Assistance Officer (DCAO) - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

Family Voices - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

Education - Special Education/EIS

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Children from Birth to Three Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and territories to provide [early intervention services](#) to children from birth to age three who are developmentally delayed, or who are at high risk of being developmentally delayed. Early intervention services may be provided by local school districts or health departments. There is no common name across States for the programs, but you may hear them referred to as Part C programs (because Part C is the section of the IDEA that pertains to early intervention).

The [National Early Childhood Technical Assistance Center](#) provides a list of State Part C directors and funded programs at their web site. [Military OneSource](#) can identify local early intervention programs for you.

- Parents of children who receive early intervention services should hand-carry a copy of the Individual Family Service Plan (IFSP) and most current evaluation reports to the new location.

Children from 3 through 21 Years of Age

The Individuals with Disabilities Education Act (IDEA) requires all States and Territories to provide [special education services](#) to children who are from 3 through 21 year of age. Each local school district has a special education director, and each school should have a case study committee or school based committee (terms differ) that attends to special education students' needs.

Parents of children receiving special education and related services should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports to the new school.

The IDEA requires that if a child transfers to a district in the same state, the receiving school must provide comparable services to those in the child's IEP from the sending district's until the new school develops and implements a new IEP. If a child transfers to another State, the receiving district must provide comparable services to those in the child's IEP from the sending district until the receiving district completes an evaluation and creates a new IEP.

Others who can help you:

Parent Training and Information Centers Each state is home to at least one Parent Training and Information Center (PTI). PTIs serve families of children and young adults from birth to age 22 with all disabilities: physical, cognitive, emotional, and learning. They help families obtain appropriate education and services for their children with disabilities; work to improve education results for all children; train and inform parents and professionals on a variety of topics; resolve problems between families and schools or other agencies; and connect children with disabilities to community resources that address their needs. [The Technical Assistance Alliance for Parent Centers](#) provides addresses and phone number of the centers in your state.

STOMP (Specialized Training of Military Parents) is a federally funded Parent Training and Information (PTI) Center established to assist military families who have children with special education or health needs. The staff of the [STOMP Project](#) are parents of children who have disabilities and have experience in raising their children in military communities and traveling with their spouses to different locations.

Washington PAVE
STOMP Project

6316 So. 12th St.
Tacoma, WA 98465
253-565-2266 (v/tty)
1-800-5-PARENT (v/tty)
Fax: 253-566-8052

[Email](#)

Installation/Community Information

Because there are no schools on Luke AFB, all Special Education needs are met by the local school districts. There are a variety of programs available for children with special needs. Federal law mandates that public schools provide educational services to all school age children. Parents should check with the school districts prior to finalizing housing to ensure their child's needs can be met by the district. The school will require a copy of the current IEP so make arrangements to either hand-carry or have an address where one may be requested.

Contact Information

14185 West Falcon Street
 Luke AFB, AZ 85309
 Phone 623-856-6550
 Phone (DSN) 312-896-6550
 Fax 623-856-2067
 Fax (DSN) 312-896-2067

[Email](#)
[Website](#)

Automotive Services

Service Station/Car Care Center
 7071 North 138th Avenue
 Bldg. 177
 Glendale, AZ 85307
 Phone 623-856-3617 / 623-935-5599
 Phone (DSN) 312-896-3617
 Fax 623-535-8612

[Website](#)
 Monday - Friday 8:00 a.m. - 6:00 p.m.
 Saturday 8:00 a.m. - 5:00 p.m.
 Sunday 9:00 a.m. - 4:00 p.m.
 Holidays - Regular Hours

Beauty/Barber Shops

Barber and Beauty Shop (BX)
 7071 North 138th Avenue
 Bldg 1540
 Glendale, AZ 85309-2006
 Phone 623-535-7430 (Barber Shop) / 623-935-5850
 (Beauty Shop)

[Website](#)
 Monday - Friday 9:00 a.m. - 6:00 p.m.
 Saturday 8:00 a.m. - 4:00 p.m.
 Sunday 9:00 a.m. - 4:00 p.m.
 Holidays - Regular Hours

Chapels

Luke Community Chapel
 13968 West Shooting Star Street
 Bldg 799
 Luke AFB, AZ 85309-1932
 Phone 623-856-6211
 Phone (DSN) 312-896-6211
 Fax 623-856-6968
 Fax (DSN) 312-896-6968

[Email](#)
[Website](#)
 Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Adult Education Centers

Education Services Flight
 7383 North Litchfield Road
 Bldg. 1150, Suite 3136
 Luke AFB, AZ 85309-1555
 Phone 623-856-7722 / 623-856-7723
 Phone (DSN) 312-896-7722
 Fax 623-856-4952
 Fax (DSN) 312-896-4952

[Email](#)
[Website](#)
 Monday - Wednesday, Friday 8:00 a.m. - 4:00 p.m.
 Thursday 8:00 a.m. - 2:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Barracks/Single Service Member Housing

Consolidated Dormitory Management Office
 14055 West Mustang Street
 Bldg 635
 Luke AFB, AZ 85309
 Phone 623-856-7841
 Phone (DSN) 312-896-7841
 Fax 623-856-8765
 Fax (DSN) 312-896-8765

[Email](#)
[Website](#)
 Monday - Friday - 7:00 a.m. - 8:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Beneficiary Counseling Assistance Coordinators

TRICARE
 7219 North Litchfield Road
 Bldg 1130
 Luke AFB, AZ 85309
 Phone 888-874-9378
 Fax 866-434-8164

[Email](#)
[Website](#)
 Monday - Friday - 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Child Development Centers

Child Development Center
 7205 North 137th Avenue
 Bldg 1199
 Luke AFB, AZ 85309-1523
 Phone 623-856-6338 / 623-856-6339
 Phone (DSN) 312-896-6338
 Fax 623-856-0378
 Fax (DSN) 312-896-0378

[Email](#)
[Website](#)
 Monday - Friday 6:00 a.m. - 5:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Child and Youth Registration and Referral

Child Development Center
7205 North 137th Avenue
Bldg 1199

Luke AFB, AZ 85309-1523

Phone 623-856-6338 / 623-856-6339

Phone (DSN) 312-896-6338

Fax 623-856-0378

Fax (DSN) 312-896-0378

[Email](#)

[Website](#)

Monday - Friday 6:00 a.m. - 5:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Civilian Personnel Office

Civilian Personnel Flight
7383 North Litchfield Road
Bldg 1150

Suite 1172 & 1179

Luke AFB, AZ 85309-1514

Phone 623-856-7747

Phone (DSN) 312-896-7747

Fax 623-856-3466

Fax (DSN) 312-896-3466

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Commissary/Shoppette

Commissary
7175 North 138th Avenue
Bldg 1550

Glendale, AZ 85307-2007

Phone 632-935-3821 / 623-856-6141

Phone (DSN) 312-896-6141

Fax 623-935-3415

[Email](#)

[Website](#)

Monday - Friday 9:00 a.m. - 8:00 p.m.

Saturday 9:00 a.m. - 8:00 p.m.

Sunday 9:00 a.m. - 6:00 p.m.

Holidays - Regular Hours

Citizenship and Immigration Services

Military Personnel Flight
7383 North Litchfield Road
Bldg 1150

Room 2051

Luke AFB, AZ 85309

Phone 623-856-7832

Phone (DSN) 312-896-7832

Fax 623-856-8506

Fax (DSN) 312-896-8506

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:00 p.m.

Saturday and Sunday - closed

Holidays - closed

Commissary/Shoppette

Shoppette
13722 West Thunderbird Street
Bldg 1114

Glendale, AZ 85307

Phone 623-935-2414

Fax 632-535-0906

[Website](#)

Monday - Friday 6:00 a.m. - 10:00 p.m.

Saturday and Sunday 8:00 a.m. - 10:00 p.m.

Holidays - Regular Hours

Dental Clinics

Dental Clinic
7219 North Litchfield Road
Bldg 1130

Luke AFB, AZ 85309

Phone 623-856-2273

Phone (DSN) 312-896-2273

Fax 623-856-4892

Fax (DSN) 312-896-4892

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Emergency Relief Services

Air Force Aid Society
7282 North 137th Avenue
Bldg 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-2067

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Services available 24 hours a day, 7 days a week

Exchange(s)

Base Exchange
7071 North 138th Avenue
Bldg 1540

Glendale, AZ 85309

Phone 623-935-2671 / 623-935-1263

Phone (DSN) 312-896-7147

Fax 623-935-5799

[Website](#)

Monday - Friday 8:00 a.m. - 9:00 p.m.

Saturday 8:00 a.m. - 9:00 p.m.

Sunday 9:00 a.m. - 7:00 p.m.

Holidays - Regular Hours

Family Center

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Finance Office

Accounting and Finance
7383 North Litchfield Road
Bldg 1150, Room 1158

Luke AFB, AZ 85309

Phone 623-856-7028

Phone (DSN) 312-896-7028

Fax 623-856-6719

Fax (DSN) 312-896-6719

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 3:00 p.m.

Saturday and Sunday - closed

Holidays - closed

Exceptional Family Member Program/Special Needs

Special Needs Identification and Assignment Coordination

Process (SNIAC)
7219 North Litchfield Road
Bldg 1130

Luke AFB, AZ 85309-1525

Phone 623-856-9706 / 623-856-7595

Phone (DSN) 312-896-9706

Fax 623-856-7498

Fax (DSN) 312-896-7498

[Email](#)

[Website](#)

Monday, Tuesday, Thursday 7:30 a.m. - 3:30 p.m.

Wednesday and Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Family Advocacy Program

Family Advocacy
7219 North Litchfield Road
Bldg 317

Luke AFB, AZ 85309-1529

Phone 623-856-3417

Phone (DSN) 312-896-3417

Fax 623-856-6608

Fax (DSN) 312-896-6608

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Family Child Care/Child Development Homes

Family Child Care
1609 Mohave
Luke AFB, AZ 85309

Phone 623-856-7472

Phone (DSN) 312-896-7472

Fax 623-856-2884

Fax (DSN) 312-896-2884

[Email](#)

[Website](#)

Monday - Friday 9:30 a.m. - 10:30 a.m.

Saturday and Sunday - closed

Holidays - closed

Financial Institutions

Armed Forces Bank, N.A.
Luke AFB - Main Branch
13877 W. Thunderbird

Glendale, AZ 85307

Phone 623-535-9766

Phone (DSN) 312-896-7028

Fax 623-535-9757

Fax (DSN) 312-896-6719

[Website](#)

Monday - Friday 9:00 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Financial Institutions

Credit Union West
13708 West Glendale Avenue
Bldg 1535

Glendale, AZ 85307
Phone 602-631-3200
Fax 602-631-3202

[Email](#)
[Website](#)

Monday - Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 6:00 p.m.
Saturday 9:00 a.m. - 1:00 p.m.
Sunday - closed
Holidays - closed

Gymnasiums/Fitness Centers

Fitness Center Annex
7383 North Litchfield Road
Bldg 1137

Luke AFB, AZ 85309
Phone 623-856-8299
Phone (DSN) 312-896-8299

[Email](#)
[Website](#)

Monday - Friday 5:30 a.m. - 6:00 p.m.
Saturday and Sunday - closed
Holidays - closed

Hospital/Medical Treatment Facility(s)

Central Appointments
7219 North Litchfield Road
Bldg 1130

Luke AFB, AZ 85309-1529
Phone 623-856-2273
Phone (DSN) 312-896-2273
Fax 623-856-7704
Fax (DSN) 312-896-7704

[Email](#)
[Website](#)

Monday - Friday 6:30 a.m. - 4:00 p.m.
Saturday and Sunday - closed
Holidays - closed

Household Goods/Transportation Office (outbound)

Traffic Management Office (TMO)
7383 North Litchfield Road
Bldg 1150, Room 1122 A

Luke AFB, AZ 85309-1515
Phone 6230-856-6425 / 623-856-6424
Phone (DSN) 312-896-6425
Fax 623-856-6649
Fax (DSN) 312-896-6649

[Email](#)
[Website](#)

Monday - Friday 8:00 a.m. - 3:00 p.m.
Saturday and Sunday - closed
Holidays - closed

Golf Courses

Falcon Dunes Golf Course
15100 West Northern Avenue
Bldg 2202

Wadell, AZ 85355
Phone 623-535-9334 / 623-856-8662
Phone (DSN) 312-896-8862
Fax 623-535-8357

[Email](#)
[Website](#)

Monday - Friday 5:30 a.m. - 6:30 p.m.
Saturday and Sunday 5:30 a.m. - 6:30 p.m.
Holidays 5:30 a.m. - 6:30 p.m.

Gymnasiums/Fitness Centers

Fitness Center
7383 North Litchfield Road
Bldg 820

Suite 3090
Luke AFB, AZ 85309
Phone 623-856-6241 / 623-856-4260
Phone (DSN) 312-896-6241

Fax 623-856-6953
Fax (DSN) 312-896-6953

[Email](#)
[Website](#)

Monday - Friday 4:30 a.m. - 11:00 p.m.
Saturday and Sunday 8:00 a.m. - 6:00 p.m.
Holidays 9:00 a.m. - 6:00 p.m.

Household Goods/Transportation Office (inbound)

Traffic Management Office (TMO)
7383 North Litchfield Road
Bldg 1150, Room 1122 A

Luke AFB, AZ 85309-1515
Phone 6230-856-6425 / 623-856-6424
Phone (DSN) 312-896-6425
Fax 623-856-6649
Fax (DSN) 312-896-6649

[Email](#)
[Website](#)

Monday - Friday 8:00 a.m. - 3:00 p.m.
Saturday and Sunday - closed
Holidays - closed

Housing Office/Government Housing

Housing Management and Referral Office
7383 North Litchfield Road
Bldg 1150

Luke AFB, AZ 85309-1500
Phone 623-856-7643
Phone (DSN) 312-896-7643
Fax 623-856-3718
Fax (DSN) 312-896-3718

[Email](#)
[Website](#)

Monday - Friday 7:30 a.m. - 3:30 p.m.
Saturday and Sunday - closed
Holidays - closed

Housing Referral Office/Housing Privatization

Balfour Beatty Communities Management Office
 2134 Comanche
 Luke AFB, AZ 85309
 Phone 623-388-3515
 Fax 623-322-4788

[Email](#)
[Website](#)

Monday, Tuesday, Thursday, Friday 8:00 a.m. - 5:00 p.m.
 Wednesday 8:00 a.m. - 7:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Information and Referral Services

Airman and Family Readiness Center
 7282 North 137th Avenue
 Bldg. 1113
 Luke AFB, AZ 85309-1520
 Phone 623-856-6550 / 623-856-6839
 Phone (DSN) 312-896-6550
 Fax 623-856-3089
 Fax (DSN) 312-896-2067

[Email](#)
[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Library

Library
 7424 North Homer Drive
 Bldg 219

Luke AFB, AZ 85309
 Phone 623-856-7191
 Phone (DSN) 312-896-7191
 Fax 623-856-9325
 Fax (DSN) 312-896-9325

[Email](#)
[Website](#)

Monday - Thursday 10:00 a.m. - 8:00 p.m.
 Friday 10:00 a.m. - 5:00 p.m.
 Saturday and Sunday 10:00 a.m. - 4:00 p.m.
 Holidays - closed
 Goal Day Mondays 12:00 p.m. - 6:00 p.m.

MWR (Morale Welfare and Recreation)

Services Squadron
 7383 North Litchfield Road
 Bldg 1150

Luke AFB, AZ 85309
 Phone 623-856-6041
 Phone (DSN) 312-896-6041
 Fax 623-856-7095
 Fax (DSN) 312-896-7095

[Email](#)
[Website](#)

Monday - Friday 7:00 a.m. - 5:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

ID/CAC Card Processing

Military Personnel Flight
 7383 North Litchfield Road
 Bldg 1150
 Room 2051

Luke AFB, AZ 85309
 Phone 623-856-7832
 Phone (DSN) 312-896-7832
 Fax 623-856-8506
 Fax (DSN) 312-896-8506

[Email](#)
[Website](#)

Monday - Friday 8:00 a.m. - 4:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Legal Services/JAG

Staff Judge Advocate
 7383 North Litchfield Road
 Bldg 1150, Suite 2040

Luke AFB, AZ 85309-1540
 Phone 623-856-6901
 Phone (DSN) 312-896-6901
 Fax 623-856-9544
 Fax (DSN) 312-896-9544

[Email](#)
[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Loan Closet

Family Services
 7219 North Litchfield Road
 Bldg 1140

Luke AFB, AZ 85309
 Phone 623-856-3199 / 623-856-6550
 Phone (DSN) 312-896-3199
 Fax 623-856-2067
 Fax (DSN) 312-896-2067

[Email](#)

Monday - Friday - 9:00 a.m. - 4:00 p.m.
 Saturday and Sunday - closed
 Holidays - closed

Military Clothing Sales

Military Clothing Sales
 7123 North 137th Avenue
 Bldg 1552

Glendale, AZ 85307
 Phone 623-856-6310
 Phone (DSN) 312-896-6310
 Fax 623-935-7239

[Website](#)

Monday - Friday 8:00 a.m. - 6:00 p.m.
 Saturday 8:00 a.m. - 3:00 p.m.
 Sunday 9:00 a.m. - 3:00 p.m.
 Holidays - closed

New Parent Support Program

New Parent Support Program
7219 North Litchfield Road
Bldg 317

Luke AFB, AZ 85309-1525

Phone 623-856-3417

Phone (DSN) 312-896-3417

Fax 623-856-6608

Fax (DSN) 312-896-6608

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Personal Financial Management Services

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Relocation Assistance Program

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Non-appropriated Funds (NAF) Human Resources

Non-appropriated Funds Human Resources (NAF)
7383 North Litchfield Road
Bldg 1150

Luke AFB, AZ 85309-1566

Phone 623-856-7755 / 623-856-3360 / 623-856-7253

Phone (DSN) 312-896-7755

Fax 623-856-3846

Fax (DSN) 312-896-3846

[Email](#)

[Website](#)

Monday, Wednesday, Friday 7:30 a.m. - 4:30 p.m.

Tuesday 11:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Personnel Support Office

Military Personnel Flight
7383 North Litchfield Road
Bldg 1150

Room 2051

Luke AFB, AZ 85309

Phone 623-856-7832

Phone (DSN) 312-896-7832

Fax 623-856-8506

Fax (DSN) 312-896-8506

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 4:00 p.m.

Saturday and Sunday - closed

Holidays - closed

Restaurants/Fast Food

Club Thunderbolt
13975 West Phantom Street
Bldg 750

Luke AFB, AZ 85309

Phone 623-856-6446 / 623-935-9311

Phone (DSN) 312-896-6446

Fax 623-856-3066

Fax (DSN) 312-896-3066

[Email](#)

[Website](#)

Monday - Friday 11:00 a.m. - 1:00 p.m.

Wednesday and Thursday 5:30 p.m. - 8:00 p.m.

Friday 5:30 p.m. - 8:30 p.m.

Saturday 5:30 p.m. - 8:00 p.m.

Sunday - closed

Holidays - closed

Restaurants/Fast Food

Base Exchange Food Court
7071 North 138th Avenue
Bldg 1540

Glendale, AZ 85309

Phone 623-935-2671 / 623-935-1263

Phone (DSN) 312-896-7147

Fax 623-935-5799

[Website](#)

Monday - Friday 7:00 a.m. - 8:00 p.m.

Saturday 8:00 a.m. - 8:00 p.m.

Sunday 9:00 a.m. - 6:00 p.m.

Holidays - Regular Hours

School Age Care

School Age Program
7383 North Litchfield Road
Bldg 1143

Glendale, AZ 85309

Phone 623-856-7471

Phone (DSN) 312-896-7471

Fax 623-856-4505

Fax (DSN) 312-896-4505

[Email](#)

[Website](#)

Monday - Friday 6:00 a.m. - 5:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Spouse Education, Training and Careers

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Transition Assistance Program

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Retirement Services

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

School Liaison Office/Community Schools

Airman and Family Readiness Center
7282 North 137th Avenue
Bldg. 1113

Luke AFB, AZ 85309-1520

Phone 623-856-6550 / 623-856-6839

Phone (DSN) 312-896-6550

Fax 623-856-3089

Fax (DSN) 312-896-2067

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Temporary Lodging/Billeting

Fighter Country Inn
7012 North Bong Lane
Bldg 660

Luke AFB, AZ 85309-1669

Phone 623-856-3941 / 623-935-2641 / 888-235-6343

Phone (DSN) 312-896-3941

Fax 623-856-3332

Fax (DSN) 312-896-3332

[Email](#)

[Website](#)

Open 24 hours a day, 7 days a week

Travel Office

Information, Ticket and Travel (ITT)
14037 Phantom Street
Bldg 700

Luke AFB, AZ 85309

Phone 623-856-6000

Phone (DSN) 312-896-6000

Fax 623-535-8848

[Email](#)

[Website](#)

Monday - Friday 8:00 a.m. - 5:00 p.m.

Saturday 8:00 a.m. - 12:00 p.m.

Sunday - closed

Holidays - closed

Veterinary Services

Veterinary Treatment Facility
13751 West Corsair
Bldg 1107

Luke AFB, AZ 85309

Phone 623-856-6354

Phone (DSN) 312-896-6354

[Email](#)

[Website](#)

Monday - Thursday 8:00 a.m. - 11:30 a.m. and 1:00 p.m. - 4:00 p.m.

Friday - closed

Saturday and Sunday - closed

Holidays - closed

Welcome/Visitors Center

Visitors Center
South Gate
Bldg 879

Luke AFB, AZ 85309

Phone 623-856-4768 / 623-856-4769

Phone (DSN) 312-896-4768

[Email](#)

Monday - Friday 7:30 a.m. - 4:00 p.m.

Saturday and Sunday - closed

Holidays - closed

Youth Programs/Centers

Youth Center
7383 North Litchfield Road
Bldg 1143

Glendale, AZ 85309

Phone 623-856-7470 / 623-856-6225

Phone (DSN) 312-896-7470

Fax 623-856-4505

Fax (DSN) 312-896-4505

[Email](#)

[Website](#)

Monday - Thursday 4:00 p.m. - 8:00 p.m.

Friday 4:00 p.m. - 10:30 p.m.

Saturday - 11:00 a.m. - 7:30 p.m.

Sunday - closed

Holidays - closed

Victim Advocate Services

Family Advocacy
7219 North Litchfield Road
Bldg 317

Luke AFB, AZ 85309-1529

Phone 623-856-3417

Phone (DSN) 312-896-3417

Fax 623-856-6608

Fax (DSN) 312-896-6608

[Email](#)

[Website](#)

Monday - Friday 7:30 a.m. - 4:30 p.m.

Saturday and Sunday - closed

Holidays - closed

Women, Infants, and Children (WIC & WIC-O)

Women, Infants and Children (WIC)
7219 North Litchfield Road
Bldg 1140

Luke AFB, AZ 85309

Phone 623-583-5977

[Email](#)

[Website](#)

Monday, Wednesday, Friday 8:00 a.m. - 4:00 p.m.

Saturday and Sunday - closed

Holidays - closed

Major Units

AFOSI DET 421

Contact Information:
COM: 623-856-3358
DSN: 312-896-3358
FAX: 623-856-3352
DSN FAX: 312-896-3352

56th Training Squadron (56 TRS)

Contact Information:
COM: 623-856-6633
DSN: 312-896-6633
FAX: 623-856-2870
DSN FAX: 312-896-2870

56th Mission Support Group (56 MSG)

Contact Information:
COM: 623-856-6304
DSN: 312-896-6304
FAX: 623-856-3395
DSN FAX: 312-896-3395

56th Civil Engineering Squadron (56 CES)

Contact Information:
COM: 623-856-7081
DSN: 312-896-7081
FAX: 623-856-3260
DSN FAX: 312-896-3260

56th Communications Squadron (56 CS)

Contact Information:
COM: 623-856-7701
DSN: 312-896-7701
FAX: 623-856-2037
DSN FAX: 312-896-2037

56th Mission Support Squadron (56 MSS)

Contact Information:
COM: 623-856-7269
DSN: 312-896-7269
FAX: 623-856-4559
DSN FAX: 312-896-4559

56th Services Squadron (56 SVS)

Contact Information:
COM: 623-856-3845
DSN: 312-896-3845
FAX: 623-856-6006
DSN FAX: 312-896-6006

56th Security Forces Squadron (56 SFS)

Contact Information:
COM: 623-856-5979
DSN: 312-896-5979
FAX: 623-856-2220
DSN FAX: 312-896-2220

56th Medical Group (56 MDG)

Contact Information:
COM: 623-856-7502
DSN: 312-896-7502
FAX: 623-856-7704
DSN FAX: 312-895-7704

56th Aerospace Medicine Squadron (56 AMDS)

Contact Information:
COM: 623-856-4273
DSN: 312-896-4273
FAX: 623-856-8362
DSN FAX: 312-896-8362

56th Dental Operations Squadron (56 DS)

Contact Information:
COM: 623-856-3125
DSN: 312-896-3125
FAX: 623-856-4892
DSN FAX: 312-896-4892

944th Fighter Wing

Contact Information:
COM: 623-856-5383
DSN: 312-896-5383
FAX: 623-856-5558
DSN FAX: 312-896-5558

607th Air Control Squadron (607 ACS)

Contact Information:
COM: 623-856-6007
DSN: 312-896-6007
FAX: 623-856-7902
DSN FAX: 312-896-7902

56th Maintenance Operations Squadron (56 MOS)

Contact Information:
COM: 623-856-5614
DSN: 312-896-5614
FAX: 623-856-7978
DSN FAX: 312-896-7978

301st Fighter Squadron (301 FS)

Contact Information:
COM: 623-856-9342
DSN: 312-896-9342
FAX: 623-856-9350
DSN FAX: 312-896-9350

AFAA Area Audit Office

Contact Information:
COM: 623-856-7042
DSN: 312-896-7042
FAX: 623-856-3237
DSN FAX: 312-896-3237

Army Corps of Engineers

Contact Information:
COM: 623-856-7208
DSN: 312-896-7208
FAX: 623-935-7596
DSN FAX: 312-896-7596

Defense Commissary Agency

Contact Information:
COM: 623-935-3821
DSN: 312-896-6141
FAX: 623-935-3415

DET 1 ACC Training Support Squadron

Contact Information:
COM: 623-856-6460
DSN: 312-896-6460
FAX: 623-856-6642
DSN FAX: 312-896-6642

AFLSA/ADC

Area Defense Counsel
Contact Information:
COM: 623-856-6701
DSN: 312-896-6701
FAX: 623-856-3987
DSN FAX: 312-896-3987

21st Fighter Squadron (21 FS)

Contact Information:
COM: 623-856-3410
DSN: 312-896-3410
FAX: 623-856-8580
DSN FAX: 312-896-8580

425th Fighter Squadron (425 FS)

Contact Information:
COM: 623-856-6512
DSN: 312-896-6512
FAX: 623-856-6192
DSN FAX: 312-896-6192

56th Logistics Readiness Squadron (56 LRS)

Contact Information:
COM: 623-856-7263
DSN: 312-896-7263
FAX: 623-856-6555
DSN FAX: 312-896-6555

56th Component Maintenance Squadron (56 CMS)

Contact Information:
COM: 623-856-5762
DSN: 312-896-5762
FAX: 623-856-6122
DSN FAX: 312-896-6122

56th Equipment Maintenance Squadron (56 EMS)

Contact Information:
COM: 623-56-5708
DSN: 312-896-5708
FAX: 623-856-5704
DSN FAX: 312-896-5704

56th Contracting Squadron (56 CONS)

Contact Information:
COM: 623-856-7163
DSN: 312-896-7163
FAX: 623-856-4969
DSN FAX: 312-896-4969

DET 12/372 Training Squadron

Contact Information:
COM: 623-856-5684
DSN: 312-896-5684
FAX: 623-856-5682
DSN FAX: 312-896-5682

56th Medical Operations Squadron (56 MDOS)

Contact Information:
COM: 623-856-4032
DSN: 312-896-4032
FAX: 623-856-8803
DSN FAX: 312-896-8803

56th Aircraft Maintenance Squadron (56 AMXS)

Contact Information:
COM: 623-856-9199
DSN: 312-896-9199
FAX: 623-856-7098
DSN FAX: 312-896-7098

56th Maintenance Group (56 MXG)

Contact Information:
COM: 623-856-5700
DSN: 312-896-5700
FAX: 623-856-5565
DSN FAX: 312-896-5565

56th Comptroller Squadron (56 CPTS)

Contact Information:
COM: 623-856-7007
DSN: 312-896-7007
FAX: 623-856-7446
DSN FAX: 312-896-7007

56th Operations Support Squadron (56 OSS)

Contact Information:
COM: 623-856-3388
DSN: 312-896-3388
FAX: 623-856-8205
DSN FAX: 312-896-8205

62nd Fighter Squadron (62 FS)

Contact Information:
COM: 623-856-6887
DSN: 312-896-6887
FAX: 623-856-4512
DSN FAX: 312-896-4512

308th Fighter Squadron (308 FS)

Contact Information:
COM: 623-856-5583
DSN: 312-896-5583
FAX: 623-856-3038
DSN FAX: 312-896-3038

310th Fighter Squadron (310 FS)

Contact Information:
COM: 623-856-7730
DSN: 312-896-7730
FAX: 623-856-3075
DSN FAX: 312-896-3075

OLAD, 29th Training Systems Squadron

Contact Information:
COM: 623-856-4855
DSN: 312-896-4855
FAX: 623-856-3156
DSN FAX: 312-896-3156

756th Aircraft Maintenance Squadron (756 AMXS)

Contact Information:
COM: 623-856-8626
DSN: 312-896-8626
FAX: 623-856-8697
DSN FAX: 312-896-8697

56th Fighter Wing (56 FW)

Contact Information:
COM: 623-856-5600
DSN: 312-896-5600
FAX: 623-856-7901
DSN FAX: 312-896-7901

56th Operations Group (56 OG)

Contact Information:
COM: 623-856-3005
DSN: 312-896-3005
FAX: 623-856-6382
DSN FAX: 312-896-6382

61st Fighter Squadron (61 FS)

Contact Information:
COM: 623-856-5586
DSN: 312-896-5586
FAX: 623-856-9106
DSN FAX: 312-896-9106

63rd Fighter Squadron (63 FS)

Contact Information:
COM: 623-856-3366
DSN: 312-896-3366
FAX: 623-856-3323
DSN FAX: 312-896-3323

309th Fighter Squadron (309 FS)

Contact Information:
COM: 623-856-4212
DSN: 312-896-4212
FAX: 623-856-4216
DSN FAX: 312-896-4216

56th Medical Support Squadron (56 MDSS)

Contact Information:
COM: 623-856-7502
DSN: 312-896-7502
FAX: 623-856-7704
DSN FAX: 312-896-7704

107th Air Control Squadron (ANG GSU)

Contact Information:
COM: 602-794-8003
DSN: 312-853-8003
FAX: 602-794-8011
DSN FAX: 312-853-8011