

Welcome to the Team from your Military & Family Readiness Center
Personal checklist to get you started

Any companies listed are not federally endorsed, and are provided for info only.

| What do I need to do on my first duty day? | Contact Info | Completed |
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| 1. Plan to visit your Commander's Support Staff (CSS) at 0800 hrs, unless they tell you otherwise. Take papers from last base, family no-fee passports, and collect in-processing checklist and ration cards. Please attend all appointments in uniform. | Your sponsor will provide this. | |
| 2. Visit Military Personnel Flight (MPF), at 1000 or 1400 hrs on Mon, Wed or Fri to get officially gained to the base and ensure you and your family have proper travel documents. Give MPF paperwork provided by CSS. | Bldg 436, comm: 011-44-1638-542111 DSN: 314-238-2111 | |
| 3. Attend 2 days of newcomer briefings (Tuesdays and Thursdays). Collect on/off-base maps, loaner cell phone and GPS (if available), and PCS childcare vouchers. Highway Code book can be loaned to help you study for the 50 question driving test on Thursday. <ul style="list-style-type: none"> a. Arrange for all family members who will be driving to attend training (Thursdays 0745 - 1400 hrs). b. Arrange for spouses to attend Spouse Inprocessing Orientation on 3rd Weds of month from 0900-1300. | Bldg 460, comm: 011-44-1638-543406 DSN: 314-238-3406 | |
| What do I need to do next? (if applicable) | Contact Info | Completed |
| 4. Contact the Housing Office within 2 days of arrival if you have dependents, or you are going to live off-base. 5. Off-base housing websites include: www.rightmove.co.uk , and www.zoopla.co.uk . 6. You will likely see a few "listing estate agents," who will set up house viewing appointments which can take a few days to organize. Most estate agents can collect/guide you to the location. | RAF Lakenheath, Bldg , comm: 011-44-1638-522101 DSN: 314-226-2101 | |
| 7. Visit Pass & Registration to register for the Common Access Card (CAC) scanner base entry system. Collect your 3AF driver's permit after passing the online driving theory test. | Bldg 438, comm: 011-44-1638-545501 DSN: 314-238-5501 | |
| 8. Is this your first assignment? <ul style="list-style-type: none"> a. <i>Airmen</i>: Your supervisor will sign you up to attend the First Term Airmen Center class after 2-day newcomer briefings. b. <i>Officer</i>: You will be required to complete extra briefings with M&FRC, and Equal Opportunity. | Professional Development Center, Bldg 440, comm: 011-44-1638-543766 DSN: 314-238-3766 | |
| 9. If you have young children, find a day care provider (on/off-base) or enroll in the Child Development Center. <ul style="list-style-type: none"> a. To sign up for childcare go to: http://militarychildcare.com. For youth programs visit Bldg 293 or call commercial 011-44-1638-545437 or DSN 314-238-5437 (KIDS). b. For off-base options go to: http://www.suffolk.gov.uk/children-families-and- | Bldg 288, comm: 011-44-1638-542042 DSN: 314-238-2042 | |

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| learning/childcare-information-and-support-for-parents-and-providers/ | | |
| 10. Enroll child in DoDDs or local British schools . For more information contact the School Liaison Officer at RAF Lakenheath. | RAFL Bldg 950, comm: 011-44-1638-525078 DSN: 314-226-5078 | |
| 11. Visit the RAF Mildenhall Post Office. Get your box number and code, and practice opening the box. | Bldg 172, comm: 011-44-1638-542151 DSN: 314-238-2151 | |
| 12. Decide if using on- or off-base bank, and get a method to pay for things off-base (chip & signature/chip & pin card). | | |
| 13. Set up standing order and perhaps direct debits to pay your landlord and utility services. | | |
| 14. Organize a cell phone. Decide if you just need a new SIM card, pay as you go phone, or a contract phone. Discuss options with your sponsor. Perhaps check www.ofcom.org.uk to determine the best network for coverage where you plan to live. | | |
| 15. Decide on the best provider for internet usage at your house. Broadband internet information for your location may be found on www.rightmove.co.uk or www.ofcom.org.uk . | | |
| 16. Shipping a vehicle? Get it registered, complete the lights conversion, MOT/SVA requirements, and road tax. a. Buying a car locally? Ensure it has valid MOT, purchase road tax and U.K. insurance before driving it. Failure to have these, and plates on the car will get you stopped by the police. Contact Pass & Registration for assistance. | Bldg 438, comm: 011-44-1638-545501 DSN: 314-238-5501 | |
| 17. Register your CAC at the Northside Fitness Center for access 24/7. Registration takes place Mon-Fri from 1000-1200 hrs and 1500-1700 hrs. Hardstand Fitness Center opens Mon-Fri 0500-2100hrs. | Bldg 463, comm: 011-44-1638-542041 DSN 314-238-2041 | |
| 18. Visit the legal office to update your will, and get power of attorney. | Bldg 428, comm: 011-44-1638-542028 DSN: 314-238-2028 | |
| 19. Contact a Military & Family Life Counselor (MFLC) to help you through any difficulties and cope with extra stress. | Bldg 460, comm: 011-44-771-767-2617 011-44-787-021-4419 | |
| 20. For any off-base concerns or interests, such as community complaints or getting involved with the locals, please contact the Community Relations Adviser for assistance. | Bldg 239, comm: 011-44-1638-542254 DSN: 314-238-2254 | |
| 21. In a month or so, arrange a budget appointment, and contact M&FRC for spouse employment or volunteer opportunities. | Bldg 460, comm: 011-44-1638-543406 DSN: 314-238-3406 | |