



SPOUSE IN-PROCESSING “COURTESY” CHECKLIST

Please use this checklist as a guide while in-processing to Fairchild Air Force Base.
 Call or come by the Airman & Family Readiness Center (A&FRC) (509) 247-2246 , Bldg 2365 Castle Street
You are not required to turn in this check-list; it’s for your personal record.

AGENCY	COMPLETED	CONTACT INFORMATION
1. Relocation Assistance <ul style="list-style-type: none"> • Sign up for Newcomer’s/Right Start • Free Childcare for PCS (active-duty AF) • Loan Locker (until your HHG arrives) • Airman’s Attic – 100 Free items/mo 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246 www.fairchildfamilysupport.org www.fairchildfun.com
2. Deel Community Center <ul style="list-style-type: none"> • Sign up for Spouse Welcome/Orientation Tour of Spokane (seasonal) • Oasis Family Center • Special Events 		Deel Community Center Bldg 2185, 5 West Bong Street 509-247-2619 www.fairchildfun.com
3. Child and Youth Programs (CYP) <ul style="list-style-type: none"> • Child Development Center (CDC) • Youth Center (YC) • Family Child Care Coordinator (FCC) • Teen/Pre-teen Center 		Child and Youth Programs Bldg 2500 509 – 247-2403 Bldg 2310 509 – 247-5601 Bldg 2447 509 – 247-5336 Bldg 2185 509 – 247-8043 www.fairchildfun.com
4. School Liaison Officer <ul style="list-style-type: none"> • Local School Information • Parent resources • Parent and child school support • PCS school transition support 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509 – 247-2246 www.fairchildfamilysupport.org Also on Facebook
5. Spouse Employment <ul style="list-style-type: none"> • Unemployment Eligibility • Resume classes, virtual interview practice • Military Spouse Employment Partnership • Resources (jobs info/computers/fax/internet) • MyCAA spouse scholarship 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246 www.fairchildfamilysupport.org www.fairchildfun.com/
6. Tricare Office <ul style="list-style-type: none"> • Enrollment • Register family members for medical services for this region (bring orders, ID cards) 		Fairchild Clinic Bldg 9000 (1 st floor), 701 Hospital Loop No telephone consults Walk-Ins only Monday – Friday (07:30-1630) www.tricareonline.com
7. HeartLink <ul style="list-style-type: none"> • Open to ALL spouses • Meet other spouses • Learn about the Air Force way of life, and the local area 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246 www.fairchildfamilysupport.org www.fairchildfun.com/

AGENCY	COMPLETED	CONTACT INFORMATION
8. Squadron Key Spouse Program <ul style="list-style-type: none"> • All Squadrons (Units) have a Key Spouse • Find out who your Key Spouse is 		Airman & Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246
9. Readiness Program <ul style="list-style-type: none"> • Pre-Deployment briefing for spouses • Return, Reunion & Reintegration for spouses • Connections Forum for spouses • Many deployment resources available 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246 www.fairchildfamilysupport.org www.fairchildfun.com/
10. Personal Finances <ul style="list-style-type: none"> • Prepare a budget, based on new residence • Rapid debt-reduction program • Establish and meet your financial goals 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246 www.fairchildfamilysupport.org
11. Volunteerism <ul style="list-style-type: none"> • On-base and off-base volunteer opportunities • Childcare for Volunteers (active-duty AF) 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509-247-2246 www.fairchildfamilysupport.org
12. Education Center <ul style="list-style-type: none"> • Ask about classes, degree programs • Career Guidance, Assessment • College credit through testing 		Base Education Center Bldg 2380, 6 West Castle Street (509) 247-2348 www.fairchildfamilysupport.org , Adult Education
13. Library <ul style="list-style-type: none"> • Request library cards • Ask about free tutoring for youth, adults 		Base Library Bldg 2380, 2 West Castle Street 509-247-5556 www.fairchildfun.com
14. Legal Office <ul style="list-style-type: none"> • Ask about PCS moving claims • Update your will, power of attorney • Ask about income tax preparation 		Base Legal Office Bldg 2285, 1 East Bong Street 247-2838 Walk- in Legal Assistance (other than wills) 0830-0930
15. Exceptional Family Member Program (EFMP) / Special Needs <ul style="list-style-type: none"> • Information, referral and support • Give Parents A Break (active-duty AF) 		Airman and Family Readiness Center Bldg 2365, 4 West Castle Street 509 – 247-2246 www.fairchildfamilysupport.org Also on Facebook
16. Women, Infants and Children (WIC) <ul style="list-style-type: none"> • Determine Eligibility • Enrollment 		WIC Bldg 2185, 5 West Bong Street (Located in Deel Community Center) 247-2760, Tuesday Only http://www.doh.wa.gov/cfh/wic
17. Fairchild AFB Chapel <ul style="list-style-type: none"> • For people of any age, faith, religious background • Children, Youth, and Adult Religious Education • Confidential Counseling 		Chapel Bldg. 4200, 300 E. Poplar 509-247-2264 Also on Facebook (Fairchild AFB Chapel)