

Your sponsor will help you with any questions or problems before your arrival and while you're getting settled. Please exchange phone numbers, e-mail addresses and your travel itinerary with your sponsor. If you can't contact your sponsor, call the base locator at 719-333-1110 or your gaining unit orderly room.

Upon arriving, check in with your sponsor and inprocess with your assigned commander's support staff. You must inprocess in uniform and hand-carry your orders and the sealed records package from your previous military personnel flight.

After you have obtained a local address and phone number, you should update your address information in your virtual Record of Emergency Data, or vRED. In the first month after you arrive, you will attend a briefing from the finance office, MPF and, if applicable, a first duty station and equal opportunity orientation. Spouses and teenage family members are encouraged to attend.