FOR OFFICIAL SPONSORS, WINGMEN, AND THE NEWCOMER

Wingman Sponsor Checklist: Nellis AFB

> Your gaining unit assigns the official sponsor. If no one has contacted you, call the Nellis Military and Family Readiness Center at **702-652-3327**. Official sponsors should complete eSAT on Military OneSource.

60 to 30 days before arrival

- [ ] Confirm an official unit sponsor is assigned and has completed eSAT training.
- [ ] Send a welcome note (use the Wingman letter template) with your phone, email, and the unit CSS contact.
- [ ] Point the newcomer to the Nellis newcomer page, Military OneSource Nellis pages, and the customizable MilitaryINSTALLATIONS booklet.
- [ ] Ask the M&FRC (702-652-3327) about the next pre-arrival newcomers orientation by Zoom and Right Start dates.
- [ ] Families: reserve the Nellis Inn TLF early (702-652-2711). The Nellis newcomer page asks sponsors of families to reserve about four weeks before arrival. Large exercises such as Red Flag can fill lodging.
- [ ] Military OneSource says married newcomers are authorized a 30-day TLF stay with a confirmed reservation. Get a TLE certificate from Lodging before booking a hotel.
- [ ] Pets: Nellis Lodging has a limited number of pet rooms for dogs and cats only. Plan a kennel backup.
- [ ] Household goods: book in DPS early. Nellis HHG/TMO is 702-652-6683.
- [ ] School-age kids: connect with the School Liaison (702-652-2894) and hand-carry school and shot records.
- [ ] Ask about EFMP support and the Air Force Aid Society Child Care for PCS program through the M&FRC.

Arrival day

- [ ] Offer an airport pickup. Military OneSource lists Nellis about 15 miles from Harry Reid International: I-15 north to Craig Road, then east to the main gate.
- [ ] Visitor passes come from the Visitor Center at the main gate (702-652-3216). The sponsor must be present with military ID.
- [ ] Lodging front desk is open 24/7. Know the unit's duty-hours and after-hours sign-in instructions.

First duty week

- [ ] Sign in with the unit Commander Support Staff (CSS).
- [ ] Finance: Nellis asks members to process through finance within two duty days of signing in with CSS. Finance walk-in hours are Mon to Thu, 9 a.m. to 2 p.m.
- [ ] Military Personnel customer service, 4475 N. England Ave. (702-652-2309). ID cards and DEERS: 702-652-6844.
- [ ] TMO needs a home address and duty phone before household goods can be delivered. Someone must be home on delivery day.
- [ ] Housing: Housing Management Office 702-652-1840; privatized family housing 725-527-3200.
- [ ] Attend Right Start (newcomers orientation) when scheduled.
- [ ] Dorm, base-housing, and TLF residents: follow 99th Security Forces Group rules for privately owned firearms.

First 30 days

- [ ] Update TRICARE enrollment. MOMMC appointment line: 702-653-2273.
- [ ] Nevada driver license and vehicle registration timelines have military exemptions. Check with CSS and the Nevada DMV before you pay fees.
- [ ] Spouse: ask the M&FRC about employment assistance and newcomer events.
- [ ] Sponsor check-in at day 30: anything still blocked?

> Sources: nellis.af.mil Newcomer Info and Phone Directory; Military OneSource Nellis sponsorship, temporary housing, local schools, and relocation pages. Links: pcstovegas.com/sponsor/nellis/

The Wingman Sponsor Program is a free, unofficial resource from Eric "Nuke" Hudson, realtor with Keller Williams The Marketplace, NV License S.173602, Broker JC Melvin, 10000 W. Charleston Blvd., Suite 130, Las Vegas, NV 89135, 702-706-5841. It is not affiliated with or endorsed by the Department of Defense, the U.S. Air Force, Nellis AFB, Creech AFB, or Military OneSource, and it does not replace your official unit sponsor. Official sources govern. Contacts checked against official pages on November 24, 2026; confirm before you rely on them. Equal Housing Opportunity. pcstovegas.com/sponsor/