

## **U.S. NAVAL SUPPORT ACTIVITY BAHRAIN**

### **IMPORTANT INFORMATION TO HAVE**

#### **1. SHIPPING A CAR**

- a. Ensure brakes are good.
- b. No excessive rust on vehicle.
- c. No after-market tint on windows.
- d. Have copy of title.
- e. Local insurance/registration fees (approx. 130 – 150 BD) (1 BD = approx. \$2.65)
- f. Must have a Citizen Public Registry (C.P.R.) card to register vehicle. To register a vehicle personnel can sign up for assistance through the Dinar Man (currency exchange located on second floor of bldg. P911) Once you report, you will get registered to get this service.

#### **2. BUYING A CAR**

- a. Good price: 500 – 800 BD
- b. Check for outstanding tickets before buying; follows car (not driver).
- c. Be careful of sales from local sellers....no lemon law/all sales final.
- d. Must have a Citizen Public Registry (C.P.R.) card for all business transactions.
- e. Mechanic/labor work very cheap

#### **3. HOTEL STAYS**

- a. All local hotels require about 40-150 Bahraini Dinar (BD), which is equivalent to around \$110-\$400 U.S. Dollars, to be charged via credit or debit card. This will be used to put the hotel in your name once you check in. This will NOT be charged to your credit card, it will only hold it and you will receive that money back.
- b. Most hotels offer internet service; make sure you ask if there is a charge.
- c. Before you arrive, a hotel will be reserved for you. We try to accommodate as close as possible to the base.
- d. Most hotels do offer shuttle service free of charge and have a schedule. You may also use upon request with proper notification in advance.

e. Almost all hotels have some type of disco club/bars in them which can be a little noisy. Ensure to inform the sponsor team if you would like to move hotels due to the noise of club or bar within your hotel.

f. **DO NOT ALLOW ANY HOTEL TO OBTAIN A COPY OF MILITARY I.D. Per DoD instruction, this is illegal and should not be obtained. You can however use your driver's license or passport as identification.**

g. Hotel stay is for a max of 45 days! During those 45 days, you will have to look for a place to reside during your tour onboard Bahrain.

h. You will be entitled to approximately \$81.00 per day for meals. Ensure to use this money wisely. It is recommended that you use your daily per diem to prepare for your first month rent. This will be coming out of your pay initially! Once you detach Bahrain, you will get that month paid back!

i. TLA PAYMENT PROCESS: Hotels will generate a 10 day receipt for service members residing therein. You are required to turn in a TLA request form along with the 10 day paid receipt or quote EVERY 10 DAYS into Housing Dept. It is highly recommended that you go to the front desk of your hotel and have them print out a 10 day receipt at your 7th or 8th day to allow processing time at PSD Bahrain. Once you turn in your TLA to Housing Dept, they will process your request and turn over to PSD Bahrain. PSD Bahrain will then process your payment and release it within 3-5 business days. NEVER NOT pay your hotel! Always be on time and if you have any issues with your hotel bill, contact NGIS directly.

1. ITEMS NEEDED FOR TLA PROCESSING: You will have to complete the basic housing check-in process which takes about five minutes and can be done any time at housing during working hours. For first TLA claim, bring a copy of your orders, certification of non-availability (CNA), and current hotel receipt. Your CNA letter will be provided to you by the sponsor team. All subsequent claims will only require hotel receipt and TLA form. TLAs forms are located in Housing Center front desk/ customer service.

#### **4. LIVING QUARTERS/ CELL PHONE:**

a. E-5 and above along with accompanied E-4 personnel will reside off base in Villas (house) or Flats (apartment). Unaccompanied E4's will reside off base if the BEQ occupancy level is above 95%, which it generally is. Flats and Villas come fully furnished with all the amenities to include all electronics, washer/dryer (make sure to negotiate for American size washer/dryer) and everything you will need for your household while onboard your tour in Bahrain.

1. All you really need to do is bring your clothes or your favorite/valued keep-sake. Everything in Bahrain is negotiable. Most service members use agents to help look for a place to live; however, using them is NOT a requirement. Most places will provide a desktop computer/desk. The internet is not always the best, but it will work. If you choose to have a home phone, Vonage is what most personnel are using but we highly recommend just using your cell phone and pre-paid minute cards.

b. ALL personnel are highly recommended they obtain a cell phone upon arrival. We use this as a primary source of communication in the event a command recall is required. Cell phones will be

available for purchase in the Navy Exchange courtyard and vary in price range. You can purchase a cell phone for as low \$25.00 or if you would like to use your smart phone that is ok as well. If you plan on using your smart phone, ensure to have it unlocked prior to departing the U.S. or it will not work in Bahrain. We recommend pre-paid services when it comes to communications/cell phones. Using a SIM card, minutes loaded on phone will provide great service. Zain telecommunications service works well and the majority of service members in Bahrain use that company. You can even make calls back to states that roughly cost around .10 per minute, so this should not hurt your pocket too much. You can also purchase AT&T phone cards at the NEX.

c. E4 PERSONNEL: E-4 (single) personnel will be able to reside in the economy based on barracks space availability percentage.

1. What does this mean? This means that if the barracks reach 95% occupancy, E4 personnel may be sent out in the economy for 45 days. This will be determined by Housing Dept and the Sponsor Team Division will make sure you are aware with enough time prior to your arrival. To ensure you are well in advanced informed of your living arrangements, it is highly recommended that you inform us of your arrival date in advance. This will allow us to communicate with Housing Dept and make the proper living accommodations. Remember, it must be at 95% or above occupancy in order for an E-4 to live off base.

d. E-3 PERSONNEL: All E3 and below will reside in the barracks unless the barracks reaches full capacity (100%). If this is the case, personnel will need to be prepared to handle the costs associated with a temporary placement on the economy. E3 and below personnel who are initially placed in a hotel will be immediately moved into the barracks as soon as space becomes available.

e. ADVANCEMENT to E4: In the event a Sailor makes E4 enroute to Bahrain and has been frocked. Sponsor team needs to be notified immediately! If notification is NOT made, the frocked E4 will be living on base due to still reflecting as an E3 paygrade and not a frocked PO3. All this is based on the 95% availability.

## **5. LEAVE INFORMATION**

### **What Is Environmental Morale Leave (EML)?**

a. EML programs are established at overseas installations, where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals.

b. EML programs involve space-available travel privileges according to OPNAVINST 4630.25C and DOD 4515.13-R.5.

c. The leave taken under the EML program is ordinary leave chargeable to the member's account.

Funded EML (FEML) is authorized for personnel assigned a 24 month tour to Bahrain and Unfunded EML (UEML) authorized for personnel assigned a 12 month tour to Bahrain.

**Environmental Morale Leave (EML) Program** The Environmental Morale Leave (EML) Program is offered to all active duty military personnel, all DoD civilians with travel agreements, command sponsored dependents, and those categories of personnel who are designated by the Combatant Commanders. Designated/Authorized EML destinations are also the responsibility of the Combatant Commanders. There are two types of EML, Unfunded EML (UEML) and Funded EML (FEML). EML orders are good for 90 days from the date EML orders are issued. **Funded EML:** This benefit allows travelers to travel in a duty status and utilize either scheduled commercial or military aircraft to a designated/authorized EML destination.

**Unfunded EML:** This benefit allows travelers to travel in a space available status aboard military aircraft or commercially contracted missions to a designated authorized EML destination. When traveling with military sponsor the travel category is Cat II. **EML Categories of Travel CAT II - EML (Environmental and Morale Leave):** Sponsors on environmental and morale leave (EML) and accompanied family members. Military personnel must be on ordinary leave. Any other type leave such as convalescent or overseas tour extension incentive program (OTEIP) with EML is not authorized. DoD Dependent School (DoDDS) teachers and their accompanied family members in EML status during school year holiday or vacation periods. **Category IV - Unaccompanied dependents on EML:** - Unaccompanied family members (18 years or older) traveling on EML orders. Family members under 18 must be accompanied by an adult family member who is traveling EML. - DoDDS teachers or family members (accompanied or unaccompanied) in an EML status year round. **Fast Facts about EML:** - Sponsors and their accompanied dependents travel in category II. - Unaccompanied dependents travel in category IV. - Dependents must be at least 18 years old to travel unaccompanied. - Only one (1) EML location is authorized per trip. First designated/authorized EML destination reached EML travel stops - EML passengers may remain on the space A register for 60 days or until leave expires, whichever occurs first. - DOD civilian employees must be in a non-duty status to register and remain in this status for as long as they are signed up. - Your unit will publish EML orders using applicable directives. Only two (2) EML trips a year.

Personnel can apply for leave under the EML program by submitting a request through their respective chain of command. A checklist and additional information can be obtained from the NSA Administration department.

## **6. ADDITIONAL PET INFORMATION**

Please review all attached pet documents and make contact with the NSA veterinary office. Once the veterinary office informs you that the paperwork is ready for pickup forward that information to the NSA command sponsor team so we can process the paperwork at the Bahrain Veterinary Quarantine Facility (Bahrain Ministry of Health). Paperwork needs to be ready at the veterinary office approximately 2 weeks before your arrival to ensure proper time for processing and to ensure that your pet is allowed into the country, failure to comply with proper procedures can make pets ineligible to enter the country. Additionally the Import Fee for each pet is 17 Bahraini Dinar which is approximately \$45 U.S. Dollars which will have to be repaid to the sponsor team within the first week after arrival.

## **7. PAY INFORMATION**

a. You can expect to make roughly an extra \$800-\$1600 U.S. Dollars a month depending whether or not you are single or married.

b. Be advised that your BAH will be temporarily stopped if you do not submit a request with all the proper documents to the Commanding Officer. **\*\*\*THE SUNDAY AFTER YOUR ARRIVAL YOU WILL ATTEND THE PSD BRIEF...MOST IMPORTANT PART OF CHECK-IN! This will ensure your Check-in is done promptly and there are no pay issues. In order for your BAH with dependents to continue, you will need to be prepared with all the items listed in our welcome aboard BAH W/Dep info page and below.**

c. Your overseas housing allowance (OHA) is based on your rank.

d. It is wise to have at least \$1500 - \$2000 in your checking account as a buffer upon arriving to the island.

e. Personnel who will reside off base will need to save up to pay the first month of rent and the last five days in the hotel because you must have a zero balance before making your final TLA claim.

f. HOTEL RATES:

1. **Hotel Rate:** 40-60 Bahraini Dinar (BD) per day = \$106-\$172 times 5 days equals between \$530-\$860.

The best way to save up for the first month's rent is by saving the PER DIEM that is received with the TLA claims: 40 Days times 81 Dollars a day equals \$3240.00.

OHA rates may vary based on rank, and with/without dependents. For exact *rates visit:*  
<http://www.defensetravel.dod.mil/site/ohaCalc.cfm>.

## **8. MISC INFORMATION**

a. **PASSPORT REQUIREMENTS:**

1. **No-Fee Passport application is a MUST!** Personnel transferring to NSA Bahrain are required to have a No-fee passport (Official Passport). If you have not received your passport and/or your passport is being forward to NSA Bahrain or you have lost passport you can still travel and enter Bahrain with your official orders and Military Identification Card. Please notify the NSA Command Sponsor Team if you have any further questions or concerns. In accordance with the current foreign clearance guide passports are required.

2. **VISA STAMP:** Upon arrival personnel shall apply for a VISA stamp for their official passports at no cost at the immigration office (BLDG # 346). It takes approximately 1-2 weeks for the VISA stamp depending upon how many passports are being processed and holiday periods. To receive a CPR (Local Registry Card) processing will take an additional week and cost approximately 1 Bahraini Dinar (2.65 U.S.). To obtain a VISA stamp you will need to fill out a color copy of the application form which can be obtained from the command sponsor team upon arrival.

b. **UNIFORMS: BRING FULL SEABAG WITH ALL UNIFORM ITEMS!!!** You will be required to at times use your dress whites and or dress blues as well as your New Service Uniform (NSU).

c. **ELECTRONICS: Bahrain Electricity Voltage is 220 Volts!** If you bring electronics, make sure that they are 120V / 220V . Most new Laptops are 120-220 Voltage and you may be able to use in Bahrain. Converters are available for sale at various locations and/or can be obtained when negotiating a housing lease. I highly recommend you only bring items that you REALLY need as the NEX has electronics you can purchase. Be advised that your flat or villa may come with the electronics you need (TV/DVD/Surround System/ Appliances).

d. **TRANSPORTATION:** The only available public transportation is Taxi services.

1. **Make sure to have them use the taxi meter at all times.**

e. **CAR RENTAL:** Rental cars are available with valid driver's license/CPR card.

1. **E4 and below must request permission to rent a vehicle via special request chit signed by the Commanding Officer!!!!**

f. **GAS PRICES:** Gas prices in Bahrain are fairly inexpensive. You can fill up your medium size car with 5.5 BD which equals to \$16.00.

g. **PARKING:** On base parking is for E5 and above. In order to park on the base, you must have your car registered and up to date. Once you get your car registered, you can go to the Base Pass and ID office located next to the walk-in gate. For more info, please stop by and collect info from their office.

h. **DRINKING AGE: BAHRAIN DRINKING AGE IS 21!!**

1. Personnel of ages 18-20 may ONLY drink beer and wine and it must be ON BASE ONLY!. If you are under the age of 21, it is illegal to purchase or consume alcohol off base!!

2. Personnel of age **21** and older may drink beer, wine and liquor and must be in accordance with the current Commander, Fifth Fleet General Order.

i. **MISC INFO:** While in travel status: DO NOT WEAR ANY ITEM CONSIDERED ARMERICAN/MILITARY SPECIFIC. Examples: "Navy" sweat shirt, New York Giants Jersey. Cannot wear shorts or open sandal shoes. Make sure to thoroughly read your orders to fully understand any travel restrictions like excess baggage, what items can/cannot carry on plane.

j. **IF YOU SHIP A MOTORCYCLE, YOU MUST HAVE: VALID MOTORCYCLE LICENSE, HAVE ATTENDED SAFETY RIDER COURSE.**

k. **NKO REQUIREMENTS:** Review the Required NKO training attachment and ensure that GMT's are completed this fiscal year.

1. **ONLY** personnel with a UIC 46199 (NAVSECFOR) and UIC 58054 (HPU DET BAH) listed in their orders are required to complete the weapon GMT's and FEMA courses.

**I. BAH with Dependents INFO:** Unaccompanied personnel are entitled to continue their Stateside BAH and are required to get approval through their respecting Commanding Officer. Approval is granted by routing a special request chit with ALL the required documents, please review the "BAH Important Info" enclosure to view all required documents. A few important notes on continued BAH are as follows:

1. Ensure page 2 is updated with current address as dependents.
2. If your dependents are residing in military housing and utilities are included then you will not have to provide a utility bill.
3. Sub-leases only require a utility bill with dependents name on it if it states renter will pay for part of or all of utilities. If Sublease states utilities are included than a utility bill is not required. Additionally sub-leases must be notarized between the primary owner/renter and the military member and/or dependent.
4. Single parents will need to provide a copy of their family care plan and the caretakers' rental/mortgage agreement along with a utility bill. The caretakers name will need to be the name on the rental/mortgage statement and utility bill.

If you are entitled to BAH ensure that you have all of the correct documentation before PCS'ing and if there are any questions at all regarding any specific situation do not hesitate to ask! Addresses on all documents must match in order to be valid. Utility bills must be physically attached to the home (i.e. gas, electric, cable, etc).

The bottom line is; do not miss out on your entitlements due to lack of documents. Bring all required documents the first day of check-in to ensure your entitlements don't stop.