



## NAVAL AMPHIBIOUS FORCE, TASK FORCE 51/5TH MARINE EXPEDITIONARY BRIDAGE

### Welcome Aboard Information

**Welcome.** You are receiving this Welcome Aboard information packet because you have TAD or PCS orders to either Task Force 51 or 5th Marine Expeditionary Brigade. These two commands comprise an integrated Naval Force Headquarters located aboard Naval Support Activity (NSA) Bahrain.

The purpose of this packet is to provide you with information that will facilitate a successful transition to Task Force 51/5. Be sure to read this document and ask your sponsor to clarify anything you do not understand or desire clarity. Plan early. Special circumstances such as shipping vehicles, pets, passport applications and accompanied orders require two-to-three months of preparation prior to your move.

**Who We Are.** Naval Amphibious Force, Task Force 51/5th Marine Expeditionary Brigade (51/5) is a forward operating activity with a General Officer command aboard NSA Bahrain. This command is considered a dependent limited location. All requests for accompanied orders will be evaluated on a case-by-case basis.

**Bahrain Area.** NSA Bahrain is located in Juffair, a cosmopolitan city with a variety of malls, souqs, restaurants, grocery stores, markets and shops. A Google search of Juffair and Manama is a good source of gaining additional information about this area.

**Medical Requirements.** Prior to departing your Permanent Duty Station (PDS) an overseas screening through your local medical is required. This evolution is required prior to arrival and may take more than one appointment. It is suggested that you start your suitability screening at least 90 days in advance for Active Duty personnel and at least 120 days for family members. NAVMED 1300/1, NAVMED 1330/2, 1300/16 and DD form 2807-1 are required to be completed in its entirety in order to fulfill this requirement.

**PASSPORTS.** It is required that you apply for an Official Government No Fee Passport and it is recommended that you apply for a tourist passport as well for personal travel. Government passports can take up to six weeks to process. If you do not currently have one, it is suggested you apply for one immediately upon receipt of orders. Ensure that your Web Orders

state the actual location of Bahrain, in order to facilitate your application request. Official Government No Fee Passports are for official travel only. If dependents are accompanied dependents are authorized they must possess a valid no fee passport. Information on passports is available from the U.S. State Department's web site at <http://travel.state.gov>. Depending on where you are currently stationed, either your local Installation Personnel Administration Center or Distribution Management Office process official passports. Visas are not required prior to entry. The Bahraini visa must be obtained after arrival (see Human Resources for assistance). Before applying for your Bahrain Central Population Registry (CPR) visa you must obtain dependent entry approval through Human Resources and the NSA Bahrain Personnel Support Detachment (PSD). The visa process takes approximately 2 weeks, and the CPR process is 1-2 weeks after the visa. Official Government/No Fee Passports must be valid for at least 6 months past expected departure dates from Bahrain.

**Outbound.** Upon notification of receiving orders to 51/5, if PCSing you will be required to complete the MOL outbound module. Once completed and submitted to IPAC you will be required to complete the overseas screening located in appendix B. An AMHS area clearance and APACS messages are required to be submitted to 5<sup>th</sup> MEB prior to departing your PDS. TDY Sailors will require demobilization coordination with the specific demobilization office to process orders.

**What to bring.** Uniform of the day is NWU III for Sailors and MARPAT Desert for Marines. Sailors are required to bring service khakis, seasonal dress uniforms, mini medals ready for wear and Navy Aviators are authorized tan flight suits. E6 and below are required to bring Navy Service Uniforms and Service Dress Blues (w/ribbons/mini medals). Marines are required to bring their full issue of uniforms. All personnel are required to wear appropriate civilian attire while on liberty.

- Passports
- Medical records/dental records
- Immunization records
- Government Travel Charge Card (GTCC)
- Valid driver's license
- Prescription glasses
- Business attire
- Two copies of your orders.
- Copies of last travel claims
- Page 2 and 4 for Sailors

**What not to bring:**

- Ceremonial swords
- NCO swords
- Mameluke Swords
- Hunting style knives
- Weapon-like items

Check the Bahrain Ministry of Interior's website for more information.

<http://www.bahraincustoms.gov.bh/page.php?SID=WTBkr2JscFVNREZOUTFwMFVGUlpiv015TURsTmVrVtk%253D>

**Work e-mail in Bahrain.** As soon as you receive this package complete the enclosed NIPR and SIPR SAAR forms, read the NATO security briefing and complete the NATO briefing certificate. Once complete scan and send the above documents to your sponsor. It can take over a month to set up e-mail accounts so it is imperative that this be completed as soon as possible.

**Power Requirements.** The power outlets in Bahrain do not conform to US standard plugs. Any item other than computers and most cell phones will require a step down converter. This converts the power supply from 220 volts to 110. Power converters cost approximately \$80 a piece, so keep this in mind when shipping items that need an external power source. Most apartments come fully equipped with the electronic items you will need.

**Temporary Lodging.** All E-5s and above on PCS orders rate temporary lodging (TLA) for 45 days. Your hotel is reserved by the service member's sponsor prior to your arrival in Bahrain to ensure the hotel is on the approved list, is within your budget and provides shuttle service or is within walking distance to NSA Bahrain. Marines and Sailors on PCS orders will need to pay for and submit a claim for reimbursement every ten days for TLA. HR will guide you through this process when you arrive. Government Travel Charge Cards are not authorized for use while using TLA. Therefore, service members must have a personal credit card and be prepared to make charges up to \$5,000.00. Contact your bank and place travel notifications on your credit cards.

**Housing.** A housing brief is required before you begin house hunting. Most staff personnel who reside in Juffair either bike about 7-10 minutes or walk 15-20 minutes to work. Bicycles are often found to be satisfactory transportation. New and used bikes are available for purchase. Consider sending one in your house hold goods. Once permanent housing is established, the

first month's rent is required when the rental contract is signed. PCS'd members will receive Overseas Housing Allowance (OHA) only after the lease is signed. This will cause a delay in the first month's rent being paid and the start of OHA. Ensure you have enough in savings to cover the initial rent payment. Marines are only eligible for advance pay prior to departing their permanent duty station (PDS).

**Per Diem and Entitlements Active Duty PCS.** Government messing is not available. E-4's and below required to reside on base. E-5's and above rate Overseas Housing Allowance (OHA), or per-diem if here on TAD orders, and will be required to live off-base. Those Marines on TAD orders will be required to live in government flats provided by the Unit.

**Entitlements include for PCS**

- Combat Zone Tax Exclusion (CZTE)
- OHA (E-5 and above)
- Up to 45 days Temporary Lodging Allowance (TLA)
- Basic Allowance for Subsistence
- All members receive Overseas Cost of Living Allowance (O-COLA)
- One-time payment of Dislocation Allowance (DLA) processed with travel claim
- Family Separation Allowance (FSA) if applicable
- Commuted Rations (ComRats) E-4 and below.

**Rental cars are authorized, but not reimbursable, regardless of what is stated on your orders.**

Personnel paying child support receiving OHA are not entitled to Basic Allowance for Housing Differential (BAH-Diff). 51/5 does have contracted flats available that can be provided to personnel free of cost. If personnel paying child support elect to live in the contracted flats, they will be entitled to BAH-Diff.

**Per Diem and Entitlements TAD Sailors**

Per Diem for GSA/IA and Mobilized personnel for meals and incidentals is authorized at 55 percent of the current federal locality rate per day per DoD Travel Regulations. During periods when you are embarked on a ship, you **WILL NOT** be entitled to the daily per diem rate. It is important for every member of this command to understand that FIVE ONE/FIFTH MEB (CTF-51) is a forward-deployable asset that will routinely operate in a split-staff environment. There are no guarantees that you will remain in Bahrain for your entire tour, so we highly

recommend to all members that you manage finances responsibly and that you **DO NOT** spend your per diem in advance.

**Entitlements include for TAD Sailors and Marines.**

- Combat Zone Tax Exclusion (CZTE)
- Family Separation Allowance (FSA) if applicable
- Per Diem at the 55 percent of the current federal locality rate per day, per the DoD travel regulation. \*\*For Marines assigned TAD to 5th MEB you will only rate meals and incidentals, not the lodging rate.

**Rental cars are authorized, but not reimbursable, regardless of what is stated on your orders.**

**Additional Housing information for TAD Sailors:** It is always a good idea to start looking at housing accommodations online before arriving on the island to get an idea of what is available and how much you plan on spending. Completing research early will help establish a budget. Many people use a realtor when they arrive in Bahrain. You have to be firm and inform them what you are looking for, how much you plan to spend, where you want to live, and what amenities you expect to have. On average, to live in Juffair it will cost 400-700 BHD (400BHD X 2.66 = \$1064.00 USD / 700BHD X 2.66= \$1862.00 USD).

**Liberty.** The following rules apply while on liberty in Bahrain:

- Public consumption of alcohol is prohibited in Bahrain.
- There is a 0100 to 0500 curfew for all service members assigned to NSA Bahrain.
- All service members will wear appropriate civilian attire while on liberty.
- Uniforms are not worn off base, meaning you must have appropriate civilian attire to travel to and from work.

**POC Information.** Your address for shipping personal items is as follows:

<b>Task Force 51/5</b>	<b>DSN</b>	<b>Commercial dialing from U.S to Bahrain</b>
Human Resources	318-439-8522	011-973-1785-8522
	318-439-8415	011-973-1785-8415
	318-439-3421	011-973-1785-3421
51/5 MEB CDO (24 hours)	318-439-8545	011-973-1785-8545
Senior Watch Officer	318-439-8534	011-973-1785-8538

51/5 Addresses	
Mailing	FEDEX
LAST NAME, FNAME MI, (SECTION) TASK FORCE 51/5 PSC 851 BOX 320 FPO AE 09834-2800	Commanding General LAST NAME, FNAME MI, (SECTION) TASK FORCE 51/5 NSA Southwest Asia Bay #2 1 JUFFAIR ROAD MANAMA, BAHRAIN 09834

**ACCOMPANIED ORDERS.** 51/5 is a dependent limited location. All Marines with dependents may be issued accompanied orders to 51/5, but that does not mean that they are authorized to execute accompanied orders. Marines with accompanied orders must submit an area clearance through the local area IPAC via AMHS requesting dependent approval as applied. You are not authorized to bring your dependents without approval via AMHS from 51/5. If Marines desire to execute accompanied orders, **ALL** family members must complete overseas screening and ensure the overseas area clearance message is completed 60 days prior to departure in accordance with the Personnel and Assignment Policy (MCO 1300.8R).

**School Information.** *Choosing a School for Your Child*, a publication from the U.S. Department of Education, offers checklists and questions to assist parents in making the right choices. Links below offer more information.

- **School near NSA Bahrain.** Bahrain ES/HS is a Department of Defense (DoD) school located in the Kingdom of Bahrain. For more information and to register your children for enrollment, contact the school at. Phone: 011-973-17727-828 More information is available from the school website: <http://www.dodea.edu/BahrainEHS/>
- **For a successful transition.** Parents often want to know about the availability of extracurricular activities and sports or the availability of advanced classes for their children. Contact the schools directly for more information.
- **Child care aboard NSA Bahrain.** Daycare is available for children up to 5 years old. Childcare is also available during the summer months when school is not in session. More information is available from the Navy's Child and Youth programs website: [http://www.cnic.navy.mil/ffr/fleet\\_readiness/child\\_and\\_youth\\_programs.html](http://www.cnic.navy.mil/ffr/fleet_readiness/child_and_youth_programs.html)  
And register for OCONUS childcare at: <https://elibrary.cnic-n9portal.net/document-library/?documentlibraryaction=view&id=378>

### Helpful links.

- **Military One Source Education Consultant.**  
[http://www.militaryonesource.mil/confidential-help/specialty-consultation?content\\_id=282884](http://www.militaryonesource.mil/confidential-help/specialty-consultation?content_id=282884)
- **Choosing a school for your child.**  
<http://www2.ed.gov/parents/schools/find/choose/index.html>

**Pet Information.** Ensure you are aware of the most up to date requirements in regards to traveling with pets. Most recent MARADMIN 595/16 covers flying with pets on AMC flights.

- **Boarding.** NSA Bahrain does not have boarding facilities. The NSA Veterinary Clinic has a referral list of boarding facilities in town.
- **Pet Import Requirements/Quarantine.** All pets must have an original Bahrain Ministry of Agriculture Animal Import Certificate present at the airport upon arrival. Contact the NSA Veterinary Clinic at DSN 318-439-4295 for information. The link below provides more information on bringing pets to Bahrain.

[http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0:::P4\\_INST\\_ID,P4\\_CONTENT\\_TITLE,P4\\_CONTENT\\_EKMT\\_ID,P4\\_CONTENT\\_DIRECTORY:5230,Shipping%20Pets,30.90.90.30.210.0.0.0.0,39](http://www.militaryinstallations.dod.mil/MOS/f?p=MI:CONTENT:0:::P4_INST_ID,P4_CONTENT_TITLE,P4_CONTENT_EKMT_ID,P4_CONTENT_DIRECTORY:5230,Shipping%20Pets,30.90.90.30.210.0.0.0.0,39)

**Arrival Information.** It is imperative that you remain in contact with your sponsor. As soon as you receive your confirmed itinerary, email a copy to your sponsor and the Human Resources Directorate. If flight times change, be sure to contact your sponsor so they can arrange for your arrival. If your sponsor is not at the airport, call the CDO at +973-3947-9216 on a Bahrain phone. If you cannot reach the CDO, dial the SWO at +973-1785-8538. As a last resort, take a taxi from the airport to NSA Bahrain and report to 51/5 Headquarters in Bay 2. See Enclosure (2) for additional reporting guidance.

## 51/5 SPONSOR/INBOUND CHECKLIST

Name of Service Member	Rank/Rate	Report Date: (DD/MM/YY)
<b>Sponsor requirements</b>		<b>INT</b>
Secure contact information including service member's personal email, professional email, comm and dsn numbers. Collect and forward orders, bio, and completed documents sent from HR shop within one week of initial contact.		
Confirm type of orders (circle one): TAD/PCS Accompanied/unaccompanied Security Clearance: _____ Exp: _____		
Special circumstances: Pets Special needs dependents		
Obtain certificate of non-availability from Navy Gateway		
Make lodging arrangements prior to service members' arrival		
Notify service member of their per diem rate		
Ensure service member has personal credit card to support at least twenty days of lodging (TLA claims take about 10 working days to process)		
Send and receive back completed bio		
Verify HR received Country Clearance and/or APACS (dependents)		
SERE, AT/FP, DD Form 2875 SAAR and User Agreements one month prior to arrival for SIPR, NIPR,		
Assist service member with VISA		
Brief service member on current conditions in Bahrain (operational tempo, Ramadan, weather, etc.)		
Schedule visit with SgtMaj (enlisted) or CoS (Officers)		
<b>Service member requirements prior to check in</b>		
<b>ECC/RECC:</b> Active and Reserve Marines <b>must have enough obligated service</b> to complete the entire assignment period.		
<b>Government Travel Charge Card:</b> Every Marine <b>will have a GTCC</b> that is in good standing, <b>prior</b> to reporting to CE, 5 <sup>TH</sup> MEB for duty.		
Copy of PCS orders, flight itinerary and all receipts.		
Complete overseas medical screening		
Complete overseas screening appendix B to IPAC.		
<b>For Navy Personnel:</b> DoD Cyber Awareness Challenge V2 on NKO Course Number DOD-IAA-V12.0		
Complete training requirements in enclosure (1)		
Service member has personal credit card to support at least twenty days of lodging (TLA claims take about 10 working days to process) <b>GTCC is not authorized while in TLA status.</b>		
Updated family care plan prior to departure		
ISOPREP Update		
<b>Navy Personnel-</b> Submit a typed ONE-NET SAAR w/in 30 days of departure.		
<b>Marine Personnel:</b> Submit NIPR/SIPR SAAR w/in 30 days of departure.		



## TRAINING READINESS CHECKLIST

STANDARD REQUIREMENTS		<input checked="" type="checkbox"/>
1.	<p><b><u>SERE 100: Code Of Conduct (CI060331SA).</u></b></p> <p>As an alternative, this training may be completed online at Marine Net. The URL is: <a href="https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx">https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx</a>. Copy of the completion certificate must accompany individual to CE, 5TH MEB.</p>	
2.	<p><b><u>AT/FP Level I Training.</u></b> As a minimum, the AT/FP training can be completed at the following website: <a href="https://atlevel1.dtic.mil/at/">https://atlevel1.dtic.mil/at/</a>. Copy of the completion certificate must accompany individual to CE, 5TH MEB.</p>	
3.	<p><b><u>CYBERM0000.</u></b> The full USMC Cyber Awareness Training must be completed and up to date before you will be able to gain computer or e-mail access. The URL is: <a href="https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx">https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx</a>.</p> <p style="text-align: center;"><b>OR</b></p> <p><b><u>CYBERINTEL.</u></b> If you know that you will be obtaining a TS account (not common), this course will meet all requirements for all network access you may be granted (e.g. NIPR/SIPR/JWICS). <a href="https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx">https://www.marinenet.usmc.mil/MarineNet/Courses/Catalog.aspx</a></p>	
4.	<p><b><u>ISOPREP.</u></b> Members must deploy with an updated ISOPREP, and under no circumstance shall the ISOPREP be over 12 months old. Most unit S-2s or S-3s update the ISOPREP, but members can go to <a href="https://prmsglobal.prms.af.smil.mil">https://prmsglobal.prms.af.smil.mil</a> on a SIPR computer, request an account, and update their own ISOPREP.</p>	
5.	<p><b><u>ABOUT DTS:</u></b> TRAX Website: <a href="https://www.defensetravel.dod.mil/Passport/bin/Passport.html#">https://www.defensetravel.dod.mil/Passport/bin/Passport.html#</a></p>	
6.	<p><b><u>DTS 101:</u></b> TRAX Website: <a href="https://www.defensetravel.dod.mil/Passport/bin/Passport.html#">https://www.defensetravel.dod.mil/Passport/bin/Passport.html#</a></p>	
7.	<p><b><u>PROGRAMS &amp; POLICIES-DOD TRAVEL POLICES:</u></b> TRAX Website: <a href="https://www.defensetravel.dod.mil/Passport/bin/Passport.html#">https://www.defensetravel.dod.mil/Passport/bin/Passport.html#</a></p>	
8.	<p><b><u>TRAVEL CARD 101:</u></b> TRAX Website: <a href="https://www.defensetravel.dod.mil/Passport/bin/Passport.html#">https://www.defensetravel.dod.mil/Passport/bin/Passport.html#</a></p>	

## **REPORTING TO 51/5 IN BAHRAIN**

**1. ARRIVAL INFORMATION:** It is imperative that you remain in contact with your sponsor. As soon as you receive your confirmed itinerary, email a copy to your sponsor. If flight times change, be sure to contact your sponsor so they can arrange for your arrival. If your sponsor is not at the airport, call the CDO at +973-3947-9216 on a Bahrain phone. If you cannot reach the CDO, dial the SWO at +973-1785-8538. As a last resort, take a taxi from the airport to NSA Bahrain and report to 51/5 Headquarters in Bay 2. A cab ride from the airport to NSA Bahrain is five BD (\$14.00). Currency exchange facilities are located in Bahrain International Airport.

**2. TRAVEL:** All travel arrangements **must** be made through your local TMO/ITO/SATO. Ensure service members wear casual business attire for the trip. Make sure you know when Ramadan is occurring as if it will have an impact on your trip. Males and females/dependents and service members must wear long sleeve shirts and have their legs covered during Ramadan.

**3 LODGING:** Lodging arrangements for your arrival in Bahrain, must be made by your sponsor who will contact you prior to arrival. Marines and Sailors PCS'ing to Bahrain are not authorized to make their own arrangements.

**4. IF ARRIVING AT THE COMMERCIAL AIRPORT:** After departing the aircraft, go to customs. Ensure you fill out the customs form. You will need to provide military CAC and a copy of your orders to the customs personnel. If accompanied and not traveling on official passports, you will be required to pay an entry fee for a 2 week visa for each of your dependents, Bahraini Dinar and U.S. Dollars are accepted, until they have an official passport and approved dependent visa. After passing through customs, retrieve your luggage and your sponsor will meet you in the receiving area. In the event of a delay in flight or some other issue that may arise, contact the 51/5 at **011-973-1785-8545.**

**5. IF ARRIVING AT AMC TERMINAL:** Upon arrival at the Air Mobility Command (AMC) Terminal, ensure you locate your sponsor. Do not catch a ride with the Navy personnel enroute to NSA Bahrain. Your sponsor will be there to greet you. Once you retrieve your luggage proceed to the Customs office where you will present your military CAC card and passport for family members.