

COMMANDER NAVAL SURFACE GROUP CENTRAL



WELCOME TO BAHRAIN!



Welcome to CNSG-C and the FDNF Bahrain Fleet



- Congratulations on your orders to the Fleet in Manama, Bahrain!
- Bahrain check-in process is a little different than any other duty stations you may have checked in to; with the long flight over, passport process and luggage pick-up at the AMC terminal. To add to it, mass check-ins will be conducted with Admin upon your arrival.
- You are in for a unique experience. The following slides are to “help you, help us” in your check-in experience.
- Please take heed as this will affect YOUR pay entitlements.





REQUIRED CHECK-IN DOCUMENTS



- **Certificate of Non-Availability (CNA)**

- Ensure that your Command Sponsor has arranged a CNA for you and that you have a hard copy on hand. (Required for anyone residing off base.)

- **Lodging Receipts**

- All lodging receipts are required to liquidate your travel claim.
- Receipts must show \$0 balance.
- If you received monies during your stay at I-Stop Little Creek, that is an advance. You are required to “close” that advance.
- If you stay anywhere besides NGIS or Navy Lodge, you **MUST** obtain a CNA.

- **Rental Car**

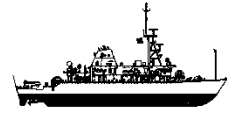
- Rental car reimbursement will only be given if the rental car entitlement is stated in your orders and they must have a SATO endorsement.

- **Miscellaneous Expenses**

- All expenses over \$75 must have a receipt for reimbursement.



REQUIRED CHECK-IN DOCUMENTS CONTINUED



- **Flight Information**

- You must turn in your flight itinerary provided to you by SATO (both AMC flight & commercial flights) OR
- Your AMC boarding pass (AMC flight only)

- **NAVPERS 1070/602**

- Your previous command *should* have given you a transfer package that contains your Page 2. If not, login to NSIPS and print one out prior to your arrival.

- **Lease/Mortgage Statement**

- In order to receive BAH entitlement for your dependents, you must provide a lease or mortgage statement.
- IF it is a third party lease, you must have it notarized in the state the agreement is made.

- **Utility Bills**

- You must provide 2 utility bills to accompany your lease/mortgage statement.
- Bills must be recent and contain yours or your spouses name on the bill.
- IF your bills are included in the lease, please inform your PS taking care of you at check-in.
- Cable, internet or cell phone bills are NOT accepted as utilities. You must provide, water, electric, or gas bills.



Questions?



- Additional resources
- MY NAVY FAMILY App
- Should you have any questions, please feel free to contact CNSG- C Admin personnel at the following:
 - m-ba-cnss-5-admin@us.navy.mil

We look forward to your arrival!

