

PCSing to NSA BAHRAIN

You will be assigned temporary lodging for up to 45 days. All reservations must be made through Navy Gateway Inns and Suites Bahrain. Please be sure to inform NGIS if you are arriving with your family or arriving alone to prevent any out of pocket expenses even if your family is arriving on a later date. There is a significant difference in rate between a single room and family room.

Upon arrival, you must report immediately to Housing Service Center with copy of your orders, certificate of non-availability of U.S. Government lodging and page 2 (if arriving with family members).

All personnel will reside on the local economy, except for E4 and below who will reside at the Unaccompanied Housing (UH)/Barracks on board NSA Bahrain. The Housing Service Center will assist you in securing an off base residence. Rent is paid in Bahraini Dinars and not in U.S. Dollars.

While newly arrived personnel have various allowances and entitlements to receive, Housing Service Center recommends that individuals or family required to stay in hotels off base have at least (Individual) \$3500 lodging cost / (Family) \$5500 lodging cost to cover the first 20 days of accommodation off base.

You will need to submit TLA/TLE reimbursement every 10 days at Housing Service Center. It takes up to 10 working days before you may receive the reimbursement in your bank account. (TQSA for civilian must be submitted to HR Office/DoD School)

Housing Service Center

The Housing Service Center provides wide range of services, i.e., detailed market information on local areas, housing for rent, contract administration services, lease review/interpretation, list of approved housing facilities and real estate agencies, landlord information and mediation, termination of lease and addendums for contract renewal.

Regional Locations

Members are allowed to choose houses from any place on the island that is not on the off-limits list. The Residential Security Team will determine if the house/apartment is safe for the tenants to move in to. Juffair, Adliya, Hoor, Um-Al Hassam, Hidd, Arad, Galali, and Amwaj are some of the areas in which Americans commonly reside.

Housing Types

Housing requirements vary depending on tenant requirements. Housing types are apartment

buildings with a four-stories and higher; three-story buildings with one flat on each floor; villas and villa compounds, which are single, double, or multiple villas surrounded by walls.

Housing Process

The housing brief is required in order to begin the process of searching for residence and must be registered in our Enterprise Military Housing (eMH) database.

Once you have chosen where you would like to live and it is within the Force Protection Limit:

Step 1: In-Processing

Step 2: Pre-contract

Step 3: Lease/Contract Drafting

Step 4: Residential Security Inspection

Step 5: Lease/Contract Signing

Step 6: Move in (normally a day or two after your lease signing)

Types of Leases

1. Long term lease – one year lease with month-to-month option after first year
2. Short Term lease – month to month lease in a fully-furnished apartment. This is the recommended initial lease for personnel shipping household goods if their shipment will not arrive prior to the end of TLA. Once goods arrive, the lease can be terminated and personnel can move in a residence with a long term lease.

OHA/LQA

All DOD civilian and paid E5 and above are to reside off base. PCS military personnel will receive Overseas Housing Allowance and all DOD civilian eligible for Living Quarters Allowance (LQA) will receive the housing allowance. OHA rental and utility components and LQA are sufficient to cover the cost of rent and utilities to adequately house all military and civilian personnel. Your allowance is determined by your pay grade.

Unaccompanied Personnel E4 and below

All E-4 and below unaccompanied personnel assigned in NSA Bahrain and all of its tenant commands will reside in Unaccompanied Housing, bldg.263, bldg. 266 and bldg.766.

Navy Gateway Inns and Suites

Hello from Navy Gateway Inns and Suites Bahrain! (NGIS)

All personnel **MUST** make their hotel reservations through Navy Gateway Inns and Suites (Mandatory)

By this time you should have received your confirmation and Certificate of Non-Availability (CNA) for the commercial hotel you have selected (as NGIS is fully booked). If you have not, please contact us by return email and we will check for it with our partner hotel. The CNA is a required document for filing travel claim so let's check a couple of things before you head to Bahrain.

Please check the dates. If you are delayed and arrive after the date on the CNA, the hotel may not have a room for you. You must notify NGIS immediately. We will modify CNA to reflect true arrival day and notify the hotel of your date change however CNA's cannot be backdated if the date has past. CNA dates must correspond with your travel claim. Failing to make changes to CNA's in a timely fashion potentially mean you pay out of pocket and could impact your time frame to find permanent housing also. If family is PCSing with you, the amount of per diem you receive for lodging is based on their arrival date to the island.

Unaccompanied Hotel Allowance is about 65 BD or \$172.00

Accompanied Hotel Allowance is about 102BD or \$270.00 (Dependent(s) must arrive the same time as the sponsor to be eligible for Accompanied Hotel Allowance)

If you must extend your stay at your hotel, you must contact NGIS to check availability and modify in the system. While a hotel may seem to have a room available, it must be extended in our system to count in the 25% Force Protection. (See attachments for more information.)

Please check your daily rate. Make sure the amount of the rate is in accordance with your per diem. There are different rates for different types of orders. You are responsible for verifying that the rate matches your particular allowance. Please take time to thoroughly read your CNA. Check with PSD if you are unsure of your allowances. NGIS is not the authority.

Also read the attachments – Safety and Security- prior to arrival and The General Order1-13b. We also recommend downloading the Bahrain Red Zone map. <http://goo.g.whtcNK> or <https://mapsengine.google.com/map/viewer?mid=zN1QoFnXQFQU.kLmjTX42zeD8>.

Housing Service Center, bldg. 263

Commercial: 011-973-1785-4104

DSN: 318-439-4104

Email Address: M-BA-NSA-Housing@OCONUS.NAVY.MIL

Hours of Operations: Sun, Mon, Wed, Thu, Fri: 0800-1600, Tue: 0800-1300

Unaccompanied Housing, bldg. 266

Commercial: 011-973-1785-9674

DSN: 318-439-9674

Email Address: M-BA-NSA-UNACCOMPANIEDHOUSING@OCONUS.NAVY.MIL

Hours of Operations: 24 Hours

Navy Gateway Inns and Suites (NGIS), bldg. 264

Commercial: 011-973-1785-2100

DSN: 318-439-2100

Email Address: M-BA-NSA-NGIS@me.navy.mil

Hours of Operations: 24 Hours