



**AUAB COMMAND SPONSORSHIP POST-ARRIVAL CHECKLIST**



<b>PURPOSE:</b> This checklist applies only to <b>Air Force PCS personnel on Command Sponsored Tours</b> at AUAB, Qatar. <u>Actions must be taken after arrival in Qatar.</u>		OPR  379 HNCC/CSP DSN 318-437-2931	DATE
<ul style="list-style-type: none"> <li>• Rank/Name _____</li> <li>• Unit _____</li> </ul>			<b>OPR</b>
<b>NO.</b>			<b>COMPLETE</b>

**INITIAL ARRIVAL ACTIONS**

1	<p><b>RECORD KEY CONTACT #S FOR YOUR IMMEDIATE USE:</b></p> <p>Military Sponsor _____</p> <p>Family Sponsor _____</p> <p>Unit CC _____</p> <p>Unit First Sergeant _____</p> <p>Host Nation Coordination Cell (AUAB): *DSN: 437-6107 (passports, visa, residency matters)          *DSN: 437-6104 (security matters)          **Cell phone (immigration matters): 5551-0815          **Cell phone (security matters): 5589-1157</p> <p>Housing Office (AUAB) : *DSN: 437-5323          **Cell phone: 5513-1827</p> <p>Housing Office (Camp As Sayliyah): *DSN 432-2700          **Cell phone: 7017-5674</p> <p>U.S. Embassy: 4496-6000          AUAB Security Forces Emergency Communications Center: DSN 589-2832          *Calling from Qatar commercial off-base land lines or cell phones:          -- For AUAB dial 4458-9555, then input the seven digit DSN number.          -- For Camp As Sayliyah dial 4460-9869, then input the seven digit DSN number followed by “#” sign          **Calling Qatar from Abroad:          -- To call a DSN line, dial 011-974+eight digit number above + DSN number          -- To call a Qatar cell phone, dial 011-974+eight digit cell phone number</p>	Member	
2	<b>READ CONTENTS OF YOUR FAMILY WELCOME KIT</b>	Member	
3	<p><b>RECOMMENDED:</b> Purchase a local cell phone with a pre-paid calling plan from a local company such as Q-tel. Also consider purchasing a mobile internet device and plan (<b>Do this immediately after arrival unless sponsor has already done so for you</b>).</p> <ul style="list-style-type: none"> <li>- There is a Q-tel booth at the Doha IAP arrival terminal and Q-tel stores at the following locations:              -- City Center Mall (Tel #: 4483-9111), Hyatt Plaza Mall (Tel #: 4469-3536), Land Mark Mall (Tel #: 4400-1110), Villaggio Mall (Tel #: 4440-4495)              -- This is also a pre-paid phone kiosk in the BPC mall on AUAB</li> <li>- Vodafone or Ooredoo offers a plan with no contract required; you will be asked to complete a registration form and show a copy of your passport</li> </ul> <p>NOTE: Qatari Residency is required in order to establish normal telephone, internet and cable TV services in your residence. Since you cannot apply for Residency until arrival, you should plan to be without these services for 30-45 days after arrival. This is why you should plan on having a temporary cell phone / internet option.</p>	Member	
4	<p><b>ARRANGE FOR SHOPPING TRIP</b></p> <ul style="list-style-type: none"> <li>- Options for transportation include sponsor, taxi service, or car rental (reference Family Welcome Guide)</li> <li>- There are many foods and fresh produce available at local grocery stores but here more popular ones:             <ul style="list-style-type: none"> <li>a. Mega Mart (“The Centre” shopping area at Salwa Road and Ibn Seena Street)</li> <li>b. Carrefour (in the Villaggio Mall on Al Waab Street)</li> <li>c. LuLu’s Hypermarket (D Ring Road and Jabbar Bin Hayyan Street)</li> <li>d. Giant Store (Hyatt Plaza next to Villaggio Mall)</li> <li>e. Spinneys (D Ring Road an Najma Street)</li> </ul> </li> <li>- The Family Welcome Guide contains descriptions of these stores and hours of operation</li> </ul>	Member	



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5	<b>SCHEDULE HOUSING INSPECTION (NLT 5 Days After Arrival in Qatar)</b> - Call DSN 437-5323 or e-mail <a href="mailto:379ECES.HousingManager@auab.afcent.af.mil">379ECES.HousingManager@auab.afcent.af.mil</a> to set up appoint with AUAB Housing Officer for inspection of quarters, which must be completed within 5 days of move in. - You will sign for house/apartment keys during this inspection *If calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number		ECES	
6	<b>DOMICILE-TO-DUTY TRAVEL (DTDT)</b> - Authorized for AD & federal civilian employees stationed (non-TDY) at AUAB, and who reside off base - Complete DTDT approval memorandum & turn into 379 ELRS Vehicle Ops to begin use (for guidelines & template visit the AF Portal, 379 AEW, Command Sponsorship Program, Post-Arrival Information link) *Contact your unit VCO or Vehicle Operations Manager at DSN 436-0630 for further assistance.		ELRS	
<b>INITIAL ACTIONS AT AUAB (WITHIN 1 DAY OF ARRIVAL IN QATAR)</b>				
7	<b>IN-PROCESS WITH PERSCO (Military only)</b> - Do this in person at Bldg 3979 (Ops Town); PERSCO can be reached at DSN 437-2724 - Bring your PCS orders and CAC to complete the following actions: a. Receive PERSCO blue stamp on your PCS orders to show arrival b. Get scheduled for mandatory military Right Start briefing c. Attend Military Right Start Briefing at CC Theater ( <b>Military only</b> ) *If calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number.		EFSS	
8	<b>VISIT AIRMAN &amp; FAMILY READINESS CENTER</b> - Located in Bldg 10002 (next to Finance Office—near Memorial Plaza in the Coalition Compound) - A&FRC can be reached at DSN 437-8001 - You will be asked to provide your contact information, which will be entered into two systems to ensure you receive important notifications: Camp As Sayliyah’s (CAS) text messaging system + AUAB and CAS’s e-mail notification system - You will be advised on how to register with the U.S. Embassy’s notification system should you want to receive updates from embassy officials - You will also be scheduled for the next available Family Right Start Program - Feel free to address any concerns with the A&FRC staff and/or Military Family Life Consultant -- The MFLC is a licensed clinical counselor who provides short-term, non-medical counseling to service members and their families on a range of issues, to include relationships, crisis intervention, stress management, grief, occupational and other individual and family issues *If calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number		EFSS	



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<p>9</p> <p><b>APPLY FOR RESIDENCY (Military and Dependents). Do as soon as possible</b></p> <ul style="list-style-type: none"> <li>- Do this in person at the Host Nation Coordination Cell (HNCC) in Bldg 3895 (Ops Town)*</li> <li>- Recommend you call ahead to set up appointment by calling DSN 437-6108; if calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number</li> <li>- <b>Military members must obtain their residency permit before dependents will be allowed to apply.</b></li> <li>- Bring the following documents that are needed in order to process residency application:               <ul style="list-style-type: none"> <li>a. Copy of sponsor's LES for prior 6 months</li> <li>b. Copy of marriage certificate</li> <li>c. Copy of birth certificate for each child</li> <li>d. Copy of adoption approval if applicable</li> <li>e. Letter from local Medical Group for AD and dependent(s) over 18 identifying HIV test is on record for families who were unable to complete during completion of the CSP Pre-Arrival Checklist. Note--HIV test must be no more than 60 days old at the time of application for residency.</li> <li>f. Two passport size photos (2" x 2") with blue or grey background for sponsor (must wear civilian shirt; no uniform) and each family member (no shoulders showing for women)</li> <li>g. Copy of PCS Orders</li> <li>h. Copy of sponsor's CAC front and back</li> <li>i. Copy of sponsor's official passport</li> </ul> </li> </ul> <p><b>*Residency applications can be submitted concurrently, but sponsor application will be processed first.</b></p>		HNCC	
<p>10</p> <p><b>APPLY FOR QATARI DRIVER'S LICENSE (After residency is obtained)</b></p> <ul style="list-style-type: none"> <li>- Prior to residency approval, dependents may drive w/International Driver's License; sponsor with CAC + U.S. state license; <b>after residency is granted, all must have a Qatari Driver's License (ODL)</b></li> <li>- Apply for QDL at Host Nation Coordination Cell (HNCC); bring the following documents (any item marked with "*" only applies to dependents):               <ul style="list-style-type: none"> <li>a. Copy of sponsor's CAC (front &amp; back of CAC on same side of single sheet of paper)</li> <li>b. Original U.S. driver's license (will be returned with the approved Qatar license)—cannot be expired</li> <li>c. Copy of valid U.S. driver's license (front &amp; back of license on same side of single sheet of paper)</li> <li>d. 2x2 Passport size photo <b>(background must be blue)</b> <ul style="list-style-type: none"> <li>-- Public Affairs (Bldg 6671, WOC) can provide military member a passport size photo</li> <li>--- Walk-in hours of operation are M–Th 1300-1600; scheduled appointments M and Th 1900-2100</li> <li>--- Contact info is 437-0108 and <a href="mailto:379AEW.PA@auab.afcent.af.mil">379AEW.PA@auab.afcent.af.mil</a></li> <li>-- For dependents, passport photos are available at the Landmark Mall in Doha</li> </ul> </li> </ul> </li> <li>e. Once HNCC has the required documents, the Chief of Security and Current Ops will send a request letter to GHQ for approval. Once approval is returned (usually about 30 days), the approved letter and documents listed above will be sent to the Qatari DMV for the individual's QDL (no fee). <b>Member will receive a phone call from HNCC when the QDL is available for pick up.</b></li> <li>- For questions/concerns, contact HNCC Security &amp; Current Ops at DSN 437-6104 or 011-974-5589-1157 (out of country); if calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7- digit DSN number</li> </ul>		HNCC	



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11	<b>APPLY FOR DEPENDENT ACCESS TO AUAB (If not done before departing previous base)</b> * Dependents cannot access AUAB without clearance from General Headquarters Qatar - To request this clearance, sponsor must take the following documents to HNCC: <ul style="list-style-type: none"> <li>a. PCS orders with dependents listed as approved for travel -- Orders must reflect accompanied tour length; include all amendments</li> <li>b. Copy of military members CAC (front and back of CAC on the same side of a single sheet of paper)</li> <li>c. Copy of residency ID card</li> <li>d. Copy of dependent passports (copy the page with picture, must be in color, legible, and clear) -- Only one dependent passport per page</li> </ul>		HNCC	
12	<b>REGISTER IN DBIDS AT AUAB</b> - Do this in person in Bldg 6881 (next to the Wing Operations Center); bring the following documents: - Bring CAC, PCS orders (stamped by PERSCO), and memo from unit security manager verifying JPAS information. <b>(Memo format is contained in the Family Welcome Guide)</b> - Request that the DBIDS office enter you into the CAS DBIDS system - Contact AUAB DBIDS office at DSN 436-3226 or 436-2202 for questions and/or to request appointment *If calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number		ESFS	
<b>INITIAL ACTIONS AT CAMP AS SAYLIYAH (AS SOON AS POSSIBLE)</b>				
13	<b>REGISTER IN DBIDS AT CAMP AS SAYLIYAH</b> - Entry to Camp As Sayliyah (CAS) requires DBIDS registration (military) or DBIDS card (dependents); DSN 432-3534 - The DBIDS card issued to dependents can be used at either CAS or AUAB - Vehicle entry to CAS also requires a CAS-issued vehicle pass - Bring the following documents: <ul style="list-style-type: none"> <li>a. Military member: CAC, PCS orders, and Access Request Memo signed by your commander/1<sup>st</sup> Sgt.</li> <li>b. Dependents (age 10 and older): Dependent ID card, PCS orders showing command sponsorship, Access Request Memo signed by sponsor's commander/1<sup>st</sup> Sgt, Cover Sheet, &amp; copy of U.S. passport</li> </ul> - Templates of these items are contained in the Family Welcome Guide and posted to the "CAS Documents" section of the AUAB CSP website at <a href="https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D631340BF90131E364BDD61E28">https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D631340BF90131E364BDD61E28</a> - For the initial visit, go with a military sponsor who has already registered in DBIDS and has a vehicle pass to enter CAS--if no vehicle pass, you will have to park at gate and await bus transport - <b>Enter at Gate 10;</b> show the Access Request Memo and obtain a visitor pass in exchange for driver's license or other form of photo ID. Proceed to Bldg 200H with the documents referenced above * <b>CAS requests the Access Request Memo also be scanned / e-mailed to them 24 hours in advance.</b> Contact CAS Security at DSN 432-3534 to get current e-mail address - <b>If you intend to drive your car on CAS, it must be registered with CAS.</b> (This can be done at the time of DBIDS registration or later after your POV arrives). - To do this you must submit: <ul style="list-style-type: none"> <li>a. CAS Vehicle Pass Request signed by your commander/1st Sgt</li> <li>b. Vehicle Questionnaire (Templates found in the Family Welcome Guide and on AUAB CSP website)</li> </ul>		CAS DBIDS Office Bldg 200H	
14	<b>TRICARE ENROLLMENT</b> - Please verify your family's medical and dental enrollment - AD service members must enroll in TRICARE Overseas Prime (TOP) Remote for medical coverage. Eligible family members may enroll in TRICARE Prime or Standard; there are no enrollment fees - Family member medical care is provided through a network of credentialed, host nation civilian providers - Service members will receive care at the Al Udeid MTF - For additional enrollment and beneficiary education email <a href="mailto:tricareonline@internation.sos.com">tricareonline@internation.sos.com</a> or call: stateside (877-678-1207) or overseas (+44-20-8762-8384) - More information about TOP Remote is at <a href="http://www.tricare-overseas.com">http://www.tricare-overseas.com</a>		CAS TMC Bldg 300	



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### OTHER ACTIONS (WITHIN 7 DAYS OF ARRIVAL)

14	- Families who need dental coverage while overseas have the option to enroll in the MetLife Tricare Dental Program - More information about the TRICARE Dental Program is at <a href="http://www.tricare.mil/dental">www.tricare.mil/dental</a> and <a href="https://mybenefits.metlife.com/tricare">https://mybenefits.metlife.com/tricare</a> or call (855-638-8372) <b>VISIT HEALTH BENEFITS ADVISOR AT CAMP AS SAYLIYAH</b> - Go to the Troop Medical Clinic in Bldg 300 on CAS to consult with Health Benefits Advisor (HBA) - If additional assistance is required for enrolled in TRICARE Overseas Program, the HBA can further assist - The Troop Medical Clinic can be reached at 4460-8333 or DSN 432-3496. (NOTE: if calling from Qatar commercial off-base line/cell phone, dial 4458-9555 to reach the AUAB operator and then request to be transferred to DSN 432-3496).		
15	<b>IN-PROCESS WITH FINANCE (Military only)</b> - Do this in person at Bldg 10004 (near Memorial Plaza in the Coalition Compound) - <b>PCS members should call ahead to get an appointment (DSN 437-8757 or 437-8735)</b> - Bring your PERSCO-stamped PCS orders and CAC to complete the following actions (30-45 minutes): a. Fill out required paperwork to start your entitlements and complete travel voucher b. Bring receipts from PCS (e.g. lodging at port, tolls, airfare) -- <b>**know the amount due on GTC**</b> c. Get an Eagle Cash card for you and your dependent(s) – need to know your bank acct # and routing # -- DFAC and Post Office at Camp As Sayliyah will only accept cash or Eagle Cash Card -- Military member must sign the DD Form 2887 for a dependent to get a card, but the dependent does not have to be present to receive it	ECPTS	
16	<b>IN-PROCESS WITH MEDICAL (Military only)</b> - Visit 379 EMDG at Bldg 10125 to drop off records and complete other medical actions as required	EMDG	
17	<b>VISIT EDUCATION CENTER (TSgt and Below)</b> - Do this in person in the BPC mall; can be reached at DSN 437-0015	EFSS	
18	<b>IN-PROCESS WITH TRAFFIC MANAGEMENT OFFICE (Military only)</b> - Do this in person at Bldg 6721 (Ops Town); can be reached at DSN 436-0840 or cell 5587-5033 - Bring PERSCO-stamped PCS orders, ID card and Gov't Bill of Lading (GBL) for HHG (if provided) - If you shipped a POV, also bring the following: a. Vehicle Title (a lien letter will be sufficient) b. Copy of Vehicle Registration c. GBL, if available d. DD Form 788 (Privately Owned Vehicle Shipping Document for Automobile) or carrier equivalent -- If you do not have DD Form 788, it can/will be created during the joint inspection held at Camp As Sayliyah (after POV arrival)	ELRS	
19	<b>COMPLETE UNIT IN-PROCESSING CHECKLIST</b> - Visit your unit First Sergeant for a list of unit in-processing requirements. This will include, but is not limited to: a. E-mail account set up b. Unit deployment manager in-processing c. Local equipment issue d. Unit fitness monitor in-processing; if calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number	Assigned Unit	

### FINAL ACTIONS

20	<p><b>FINALIZE SCHOOL ENROLLMENT FOR DEPENDENTS (IF APPLICABLE)</b></p> <ul style="list-style-type: none"> <li>- Set up meeting with school(s) of choice to fulfill any remaining requirements</li> <li>- This will involve arranging for tuition payment. There are three options in this regard <ul style="list-style-type: none"> <li>a. Ask school to bill NDSP directly at <a href="mailto:NDSP.Invoices.Europe@hq.dodea.edu">NDSP.Invoices.Europe@hq.dodea.edu</a>.</li> <li>b. If school cannot bill NDSP directly, sponsor can submit invoice to NDSP who will then pay school. (This method works only if NDSP has the school's banking information.)</li> <li>c. Sponsor pays the bill out pocket then sends reimbursement request to NDSP at <a href="mailto:NDSP.Invoices.Europe@hq.dodea.edu">NDSP.Invoices.Europe@hq.dodea.edu</a> (reimbursement = 30-35 days)</li> </ul> </li> </ul> <p><b>*NOTE: Most schools bill NDSP directly. If the school needs to contact anyone from NDSP to facilitate this, have them contact Susan Karlesses at 571-372-1430 or <a href="mailto:susan.karlesses@hq.dodea.edu">susan.karlesses@hq.dodea.edu</a>.</b></p>	Member	
21	<p><b>UPDATE ADLS PROFILE TO REFLECT NEW UNIT OF ASSIGNMENT (Military only)</b></p> <ul style="list-style-type: none"> <li>- Go to <a href="https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp">https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp</a></li> </ul>	Member	
22	<p><b>UPDATE PERSONAL INFORMATION ON V-MPF (Military only)</b></p> <ul style="list-style-type: none"> <li>- Go to <a href="https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp">https://www.my.af.mil/afpc2ww3/vmpf/Hub/Pages/Hub.asp</a> to update the following: <ul style="list-style-type: none"> <li>a. Your virtual Record of Emergency Data (v-RED)</li> </ul> </li> </ul>	Member	
23	<p><b>UPDATE PERSONAL INFORMATION ON AFPAAS (Military only)</b></p> <ul style="list-style-type: none"> <li>- The Air Force Personnel Accountability and Assessment System (AFPAAS) standardizes a method for the Air Force to account, assess, manage, and monitor the recovery and reconstitution process for</li> </ul>	Member	



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**FINAL ACTIONS**

24	<p><b>UPDATE PERSONAL INFORMATION ON LEAVEWEB 4.0 (Military only)</b></p> <p>- Login to AF Portal, select LeaveWeb, select Portal Login under Existing Users, click the "Edit this profile" pencil next to the SSN</p> <p>a. For those members serviced by Shaw, please edit your profile to:          MAJCOM: ACC          Base: Shaw          Unit: Your unit (if not listed use AFCENT AL UDEID)</p> <p>b. For those members serviced by MacDill, please edit your profile to:          MAJCOM: AMC          Base: MacDill          Unit: Your unit (if not listed use AFELM USCENTCOM or AFELM SOCCENT)</p>	Member	
25	<p><b>WHO QUALIFIES TO LIVE IN GOVERNMENT-LEASED HOUSING?</b></p> <p>- According to Air Force Instruction 32-6001, <i>Family Housing Management</i>, there are three categories:</p> <ol style="list-style-type: none"> <li>1) DoD Sponsor and their spouse, unmarried children, or parent(s) who qualify the sponsor for dependent-rate housing allowances.</li> <li>2) Social visitors for up to 30 days (visits exceeding 30 days require approval of the installation commander).</li> <li>3) Live-in childcare provider (nanny).</li> </ol> <p>Note: AFI 32-6001 requires residents who wish to employ a live-in childcare provider to obtain prior approval from the installation commander (in our case, the 379 AEW/CC). Requests are required to be coordinated with the Installation Judge Advocate and Security Forces (template located at AF Portal, 379 AEW, CSP, Post-Arrival Information). Approval of a live-in childcare provider does not constitute justification for an additional bedroom entitlement. Contact CSP manager for assistance if needed: <a href="mailto:379HNCC.CSP@auab.afcent.af.mil">379HNCC.CSP@auab.afcent.af.mil</a>, cell: 3323-7511, DSN: 437-2931 (from off base or cell dial 4458-9555 and wait for the tone, then dial DSN)</p>	Member	



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26	<b>RECOMMENDED: Acquire access to Armed Forces Network</b> - Installation of AFN is a personal expense and Qatari residency is <u>not</u> required for AFN installation. - AFN is not offered as part of the local cable TV or satellite options. AFN is a separate service. - There is no monthly fee for AFN; only cost is to purchase the decoder and install receiving equipment. (NOTE: Your home may already be equipped to receive the broadcast; check with your sponsor.) - If you desire to install AFN, take the following steps: a. Purchase a receiver/decoder from the BX/PX (appr. \$366) or another authorized source b. Contact the local installer (Mr. Jimmy Haider @ mobile: 5552-7875) who will arrange an installation date. Must provide at least one week's notice to schedule the work. c. Satellite dish, cabling, any other material, and all labor will be provided by Mr. Haider for around \$137 for one TV point. Additional TV points would cost around \$28 for each point. NOTE: The viewing will be the same on all televisions if being watched at the same time. However, additional points will give residents the option to watch different AFN channels in several rooms. d. Once decoder is setup, you must register it. (Follow instructions that come with the unit). e. The entire installation should take 2-3 hours to complete. NOTE: Qatari Residency is required in order to establish local telephone, internet and cable TV services in your residence. Since you cannot apply for Residency until arrival, you should plan to be without these services in your home until 30-45 days after arrival.	Member		
27	<b>ATTEND FAMILY RIGHT START ORIENTATION (Military and Dependents)</b> - Must be scheduled in advance through the A&FRC (DSN 437-8001); if calling from Qatar commercial off-base line/cell phone, dial 4458-9555 then enter 7-digit DSN number  - Scheduled for _____	EFSS		
<b>UNACCOMPANIED BAGGAGE (UB) / HOUSEHOLD GOODS (HHG)/PRIVATELY OWNED VEHICLE (POV)</b>				
28	- When your UB / HHG arrive in Qatar, ELRS will contact you to arrange delivery - Average timelines for shipment are 45 days (UB) and 60 days (HHG) - The delivery agent will bring personal property into your home and do a onetime placement of items in desired location; agent will unpack items and remove all boxes and packing materials at time of delivery - Agent will also provide DD Form 1840, Joint Statement of Loss or Damage At Delivery, to annotate any loss or damage to property so a claim can be filed			
29	<b>RECEIVE POV</b> - After arrival in Qatar, your POV will be transported to CAS and you will be notified by 379 ELRS/TMO - The CAS Directorate of Logistics (DOL) office (Mr. Calvin Ross/432-2195) will contact you to schedule an appoint to go to Bldg 210 on CAS for a joint inspection - <b>NOTE: To legally operate your POV in Qatar, you must contact the 379 AEW Host Nation Coordination Cell (HNCC) at 437-6104 to complete the vehicle registration process (see next step)</b>	ELRS and CAS Dept of Logistics		





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<p><b>PURPOSE:</b> This checklist applies only to <b>Air Force PCS personnel on Command Sponsored Tours</b> at AUAB, Qatar. <u>Actions must be taken after arrival in Qatar.</u></p>	<p>OPR 379 HNCC/CSP DSN 318-437-2931</p>	<p>DATE</p>
<ul style="list-style-type: none"> <li>• Rank/Name _____</li> <li>• Unit _____</li> </ul>		<p align="center"><b>OPR</b></p> <p align="center"><b>COMPLETE</b></p>
<p>30 REGISTER POV WITH DMV (<b>This will require local cash; no debit or credit cards</b>) Your POV must be registered in Qatar. Please read all of the following steps before starting the process:</p> <ol style="list-style-type: none"> <li>1. After the joint inspection at CAS is complete, take it for Qatari vehicle inspection *IMPORTANT--<b>At this time, you must receive 2 customs forms:</b> <ol style="list-style-type: none"> <li>a. First form is computer-generated and is labeled "Customs Declaration"; it has a blue stamp</li> <li>b. Second form is hand-written and also has a stamp on it. This is the form that enables the vehicle to be released from the port. Without this form, the following steps will not happen. (<u>Ensure you make a copy because the Qatari DMV will take the original when complete.</u>)</li> </ol> </li> <li>2. Obtain temporary license plates in order to drive off base for Qatari vehicle inspection           <ol style="list-style-type: none"> <li>a. CAS has 3 sets of temporary plates that AUAB members can use (if they are not being used by CAS members); call HNCC @ DSN 437-6104 to check for availability</li> <li>b. If using CAS temporary plates, take them to CAS Motor Pool for installation (Sat – Th 0800-1700)</li> <li>c. You may also obtain a set of temporary plates from the Qatar (Madinat Khalifa) Traffic Department with proof of insurance and customs paperwork from delivery</li> <li>d. Once temporary plates are obtained, vehicle may be driven, but NOT ON BASE (must have CAS temporary pass with temporary license plate number)</li> </ol> </li> <li>3. Fill up your POV with gas at off-base station           <ol style="list-style-type: none"> <li>a. Closest gas station to CAS is on Al Waab Street</li> <li>b. When exiting CAS, go West on Industrial Street (toward Salwa Road). Stay on road and cross over Salwa; go all the way to Al Waab Street. Gas station is on left so you have to go to the next circle to make a U-turn, then exit onto Al Waab and head back on the same road towards CAS for next steps</li> </ol> </li> <li>4. Drive to Vehicle Inspection Center with customs forms (from step 1), vehicle title, and original + color copy of residence card and Qatar driver's license           <ul style="list-style-type: none"> <li>- The address is FAHES, Street 24, Ar-Rayyān 22298, Qatar Industrial Area</li> <li>- <b>Open Sat – Th 0600-1730 only</b></li> </ul> </li> <li>5. Purchase insurance from Building 2 (same location)           <ul style="list-style-type: none"> <li>- Liability rates are as follows: 4 Cyl QR600, 6 Cyl QR700, 8 Cyl QR900 (<b>Cash only</b>)</li> <li>- Plus QR50 for agent to do paperwork</li> </ul> </li> <li>6. After insurance is purchased, go to Building 1 to purchase fire extinguisher (QR55)</li> <li>7. In same building, process papers and pay for vehicle inspection (QR75)</li> <li>8. Take vehicle through inspection pit and receive completed paperwork from person at the window</li> <li>9. Take completed documents to Madinat Khalifa Traffic Department to obtain permanent license plate           <ol style="list-style-type: none"> <li>a. Need letter from HNCC in Arabic to give to the Traffic Department</li> <li>b. A member of 379 HNCC or CAS will assist you in registering vehicle with Qatar Traffic Department</li> <li>c. Registration costs depend on size of vehicle 4/6 Cyl is QR400; 8 Cyl is QR450</li> </ol> </li> </ol> <p>*For any questions, contact HNCC Security and Current Operations at DSN 437-6104 or cell 5589-1157;</p>		<p align="center">CAS Dept of Logistics and AUAB HNCC</p>
<p>31 REGISTER POV WITH CAMP AS SAYLIYAH (CAS) dsn: 318-432-3534</p> <ul style="list-style-type: none"> <li>- If you have not done so already, you must register your POV with CAS before you can drive it on CAS</li> <li>- To do this you must take the following documents to Bldg 200H on CAS :           <ol style="list-style-type: none"> <li>a. CAS Vehicle Pass Request signed by your commander/1st Sgt</li> <li>b. Vehicle Questionnaire</li> </ol> </li> <li>- <b>Templates of these items are contained in the Family Welcome Guide and posted to the "Post-Arrival Information" section of the AUAB CSP website at</b> <a href="https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D631340BF90131E364BDD61E28">https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D631340BF90131E364BDD61E28</a></li> </ul>		<p align="center">CAS DBIDS Office Bldg 200H</p>