	AUAB COMMAND SPONSORSHIP PRE-ARRIVAL CHECKLIST	age 1	of 5	Pa	ages
Qatar	All actions must be taken before departure from home station. THIS CHECKLIST	PR 379 HNCC/CSP DSN 318-437- 2931	DATE		
• Ra	nk/Name		EST. TO COM	START	СОМ
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	INITIAL ASSIGNMENT ACTIONS				
1	OFFICIAL ASSIGNMENT NOTIFICATION		1 day		
	- Upon official notification, review Personnel Processing Code "TAI" at				
	https://gum-crm.csd.disa.mil/app/answers/detail/a id/5816/p/8,9/c/20	_			
2	- Check Foreign Clearance Guide at https://www.fcg.pentagon.mil/fcg.cfm for immigration re	_	1 1		
2	APPLY FOR COMMAND SPONSORSHIP (Within 30 days of assignment notificati	ion)	1 day		
	- Download CSP application located at https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D631340BF90131E364BDD61E28				
	- E-mail completed application + DD Form 1172 (DEERS Verification) to 379HNCC.CSP@auz	ah afcent af mil			
	- Approval depends on availability of CSP quota	do de central min			
	- 379 EFSS will notify servicing MPS of final decision				
	* IMPORTANT: Concurrent Travel of Dependents (CCTVL) is not automatic but will be considered as a second contract of the contr				
	URGENT CSP ACTIONS (1-3 DAYS AFTER CSP APPRO	OVAL)			
3	APPLY FOR OFFICIAL (NO FEE) PASSPORT		4-6		
	- Required for sponsor and dependent(s). Estimated completion time: 8 weeks *VISAS are No.	OT required	weeks		
	- This is done through the Passport Agent at your servicing Military Personnel Section				
	* If you are told that you do not require an official passport, have the Passport Agent contact AEW/HNCC at DSN 318-437-6108. Failure to obtain official passport will cause significant to the passport will be passport with the passport will cause significant to the passport will be passport with the passport will be passport will be passport with the passport will be passport wi				
	residency. NOTE: Make a color copy of the signed picture/signature page of each passport. Ensure pass	norta ara			
	signed by owning member or legal guardian before making color copies. Copy one passport p				
	will need a copy of sponsor's official passport to ship household goods/unaccompanied bagga				
	of dependents passports to apply for temporary base access before arrival in Qatar	.g., F			
4	VISIT THE AUAB CSP WEBSITE		1 day		
	- http://www.afcent.af.mil/Units/379thAirExpeditionaryWing/CSPAUAB.aspx				
	- This provides access to the Family Resource Guide, housing information and other valuable	information			
	about AUAB and the local area				
	- If you have questions, contact AUAB A&FRC at email <u>379HNCC.CSP@auab.afcent.af.mil</u> * NOTE: your unit will also assign you a military and family sponsor to assist you in your tran	ncition			
5	DETERMINE SCHOOL OPTIONS FOR SCHOOL-AGED DEPENDENTS	iistioii	1		
3	- There is no Department of Defense Dependent School (DoDDS) in Qatar; all schools are pri	ivate	week		
	- The Department of Defense Education Activity (DoDEA) supports a variety of options for year				
	ranging from home school programs to private school funding				
	- There are 3 steps to enrolling a dependent in a private school with DoDEA funding:				
	a. Find a school				
	b. Enroll in the Non DoD School Program (NDSP) (step 12 on this checklist) c. Enroll dependent(s) in the school (step 18 on this checklist)				
	- Contact the AUAB NDSP Liaison at 379EFSS.afrc@auab.afcent.af.mil for guidance on loca	ıl school			
	options, to include a list of English speaking schools that use American or British-based curr				
	- More NDSP information is at http://www.dodea.edu/nonDoD/index.cfm				
	- Recommend you also reference the NDSP FAQs at http://www.dodea.edu/nonDoD/faqs.cfm	1			
6	START DEPENDENT MEDICAL and DENTAL CLEARANCE (AF Form 1466)		2-4		
	- Dependents must be cleared through the OCONUS Family Member Relocation Clearance pr		weeks		
	- Due to the strict timeline requirements, AF Form 1466 must be at local MTF 120 days prior - Dependents not medically cleared 90 days prior to RNLTD will <u>not</u> have concurrent travel re				
	- After clearance, a <u>copy</u> of the dependents medical records can be requested to be hand carried				
	- Ensure you are enrolled in TRICARE Dental Program (TDP) (http://www.metlife.com/tricar				
	* Do not delay this stepyou will need your PCS orders ASAP for subsequent actions on thi				
	the orders will not be processed unless dependents are medically cleared				1

The state of the s	AUAB COMMAND SPONSORSHIP PRE-ARRIVAL CHECKLIST	Page	2	of :	5 P	ages
Qatar	POSE: This checklist applies to personnel approved for Command Sponsorship at AUAB, . All actions must be taken before departure from home station. THIS CHECKLIST S NOT REPLACE YOUR LOCAL OUT-PROCESSING REQUIREMENTS.	DSN	INCC/CSP 318-437- 2931	DATE		
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	SUBSEQUENT CSP ACTIONS (WITHIN 30 DAYS OF CSP		•			
7	Ensure all family members have a valid military ID card. Military member and dependents into Qatar using ID card and orders. (This includes family members under the age of 10). A members must have an ID. If the MPS tells you that dependents under the age of 10 do not refer to the Foreign Clearance Guide. https://www.fcg.pentagon.mil/fcg.cfm Refer them to under Qatar.	All famil need an	y ID card			
8	APPLY FOR HOUSING					
	- Complete DD Form 1746 located on CSP website at http://www.afcent.af.mil/Units/379thAirExpeditionaryWing/CSPAUAB.aspx					
	- E-mail completed form to 379ECES.HousingManager@auab.afcent.af.mil Immediately u	ipon CS	P selection	n l		
	- The AUAB Housing Office will not secure your house/apartment until the form is submit			_		
9	ADDITIONAL PASSPORT SIZE PHOTOS (2X2) REQUIREMENTS					
	 You need 4 additional passport size photos (2" x 2") with blue background for: Qatar residency (2 ea) 					
	Qatar residency (2 ea) Qatar driver's license (2 ea)					
	NOTE: sponsor (must wear civilian shirt; no uniform) and each family member (no shou	lders sho	owing for			
10	women)					
10	COLLECT DOCUMENTS FOR QATAR RESIDENCY APPLICATION - Residency is needed for a Qatari driver's license and residential cable/satellite/phone/inte	an at a am	ri o o	1-4 weeks		
	- You cannot apply for residency until you physically arrival in Qatar	met ser	vice	WCCKS		
	- Sponsor and dependent(s) must receive an HIV test at medical treatment facility (see item	ı "f" bel	ow)			
	- Sponsor must obtain the following documents prior to arrival at AUAB as these will be n	eeded in	order to			
	process residency application:					
	a. Copy of sponsor's LES for prior 6 monthsb. Copy of marriage certificate					
	c. Copy of birth certificate for each child					
	d. Copy of adoption approval if applicable					
	e. Letter from local Medical Group certifying blood type for sponsor and all family members and the form local Medical Group for AD and dependent(s) even 18 identifying HIV test		aand			
	f. Letter from local Medical Group for AD and dependent(s) over 18 identifying HIV test NoteHIV test must be no more than 60 days old at the time of application for residen					
	60 days, letter will be accomplished while completing the CSP Post-Arrival Checklist.					
	g. Two passport size photos (2" x 2") with blue background for sponsor (must wear civili	ian shirt	; no			
	uniform) and each family member (no shoulders showing for women) h. Copy of PCS Orders					
	i. Copy of res orders i. Copy of sponsor's CAC front and back					
	j. Copy of sponsor's official passport					
	* Failure to bring these items with you to AUAB will result in delays with your reside					
	* Scan / e-mail documents to 379 AEW/HNCC (379AEW.hnccpassportsvisaresidency@auab.afcenarrival; verify receipt by calling HNCC at DSN 318-437-6108	t.af.mil)	prior to			
11	RECEIVE PCS ORDERS (Ideally, in hand 120 days prior to RNLTD)					
	ACTIONS REQUIRING PCS ORDERS (DO THIS ASAP AFTER O	ORDER	RS IN H	AND)		
12	ENROLL IN NDSP (if seeking funding for school) (Immediately after receipt of P			2		
	- Reference Step 5 above; this is done electronically at https://registration.dodea.edu/NDSI		/	weeks		
	- You must know the school(s) for which you are seeking enrollment in order to complete	the appli				
	* Approval for enrollment of an eligible minor dependent of a DoD sponsor MUST be of					
13	DoDEA Non DoD Schools Program (NDSP) office prior to enrolling a child in a non-REQUEST DEPENDENT TEMPORARY ACCESS TO AUAB (After receipt of I			2-4		
15	official passports)	. CD OIL	.015 &	weeks		
	- Military can enter with CAC: dependents must be granted access by General Headquarter	c Oatar				

	AUAB COMMAND SPONSORSHIP PRE-ARRIVAL	Page 3	of 5	5 P	ages
Carpent	CHECKLIST		1		
	POSE: This checklist applies to personnel approved for Command Sponsorship at AUAB,	OPR 379 HNCC/CSP	DATE		
	. All actions must be taken before departure from home station. THIS CHECKLIST	DSN 318-437-			
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	- The application is processed on your behalf by 379 AEW/HNCC				
	- Provide the following documents via scanned e-mail to 379AEW_HNSecurity@auab.afcent	<mark>t.af.mil</mark>			
	a. PCS orders with dependents listed as approved for travel				
	Orders must reflect accompanied tour length; include all amendments				
	b. Copy of military members CAC (front and back of CAC on the same side of a single sh				
	c. Copy of military member's passport (copy the page with picture, must be in color, legib				
	d. Copy of dependent passports (copy the page with picture, must be in color, legible, and	l clear)			
1.4	Only one dependent passport per page	D) CHIDNENE	1.1		1
14	SCHEDULE HOUSEHOLD GOODS (HHG) / UNACCOMPANIED BAGGAGE (UI	B) SHIPMENT	1 day		
	- This is done through the Traffic Management Office (TMO) at your base - AUAB TMO can be contacted at DSN: 318-436-0840/0326 for further questions				
	- HHG are 25% of the full Joint Federal Travel Regulation (JFTR) weight allowance or up to	to 2 500 nounds			
	whichever is greater, IAW JFTR U5315B	10 2,300 pounds,			
	- Ship UB soonest to ensure key household items (i.e. towels, pots) are ready for delivery w	hen vou arrive			
	- Ensure your home station transportation office understands that the Personal Property U.S				
	Bill of Lading (PPGBL) is required on all personal property shipments to Qatar				
	- Your home station TMO will send an advance PPGBL to ASG-Qatar, Doha, Qatar and wi	ill provide both			
	the airway bill and PPGLB numbers. UB must be declared: "Used Personal Effects for				
	on PPGBL				
	- All inbound shipments are subject to a cursory inspection by Qatar Customs Officials				
	- All carrier agents in CONUS must use the carrier that Surface Deployment and Distribution				
	for Qatar to avoid your goods being held in a customs warehouse for an extended period of				
	* Do not route personal property through Camp Doha, Kuwait or consign property to the	American			
	Embassy or American Consulate		4.1		
15	SCHEDULE POV SHIPMENT (IF DESIRED)		1 day		
	- Average POV shipping time from drop off to arrival in Qatar is 90 days	•			
	- Longer processing times can be experienced if POV arrives close to or during Ramac				
	- Qatar forbids right-hand drive vehicles, dark window tint, and the vehicle manufacture day	te must not be			
	older than 5 years at the time of registration in Qatar - Contact AUAB TMO at DSN 318-436-0840 for further questions; more detailed information	ion is also			
	provided on the POV Export checklist at:	1011 15 2150			
	https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s2D8EB9D631340BF9013	1E364BDD61E28			
	- Member must contact Al Udeid TMO at DSN 318-436-0840/0326, if shipping a POV. T				
	Udeid AB TMO to start tracking vehicle movement				
16	ANTITERRORISM AWARENESS TRAINING REQUIREMENT				
	- IAW AFI 10-245, Antiterrorism, ensure that all dependent family members ages 14 years				
	traveling OCONUS on official business (e.g., on an accompanied permanent change of st				
	complete Level I - Antiterrorism Awareness Training as part of their pre-departure requir				
	Sponsor should make contact with Installation Antiterrorism Office to accomplish this red	quirement.			
1.7	ACCURED IN FIRE LIFE WITH OLIVER VIOLEN TO LONG COLOR FOR FOR COLOR FOR COLOR FOR FOR COLOR FOR COLOR FOR	EDIGE (CTC)	1 1 1		Т
17	SCHEDULE TRAVEL THROUGH YOUR BASE'S COMMERCIAL TICKET OF		1 day		
	You can travel commercially into Hamad Int'l Airport, or via the rotator to AUAB. DoD-is	ssued CAC or			
1.0	dependent ID and a copy of orders are required to enter the country.	D. DEL	4.0		1
18	APPLY FOR DEPENDENT ADMISSION TO SCHOOL(S) OF CHOICE (After I	DoDEA	4-8		
	approves NDSP enrollment)		weeks		
	* Approval for enrollment of an eligible minor dependent of a DoD sponsor MUST be ob				
	DoDEA Non DoD Schools Program (NDSP) office prior to enrolling a child in a non-L				
	 Application for admission is done directly with school(s) of choice; AUAB cannot do this There are application fees associated with each application submitted. Advance pay is an 				
	- There are application fees associated with each application submitted. Advance pay is an of the assist with payment of school application fees. Fees will be reimbursed after sponsor at				

***	AUAB COMMAND SPONSORSHIP PRE-ARRIVAL Pa	ge 4	of 5	Pa	ages
Congress	CHECKLIST				
	POSE: This checklist applies to personnel approved for Command Sponsorship at AUAB, OP		DATE		
	. All actions must be taken before departure from nome station.	79 HNCC/CSP DSN 318-437-			
DOE	S NOT REPLACE YOUR LOCAL OUT-PROCESSING REQUIREMENTS.	2931			
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	Reimbursement can take up to 35 days.				
	- Timeliness is important! Many schools in Qatar have a rolling admission; waiting lists are co				
	- Acceptance is usually contingent upon on site pre-admission test/interview and timeliness of	application			
19	MEDICAL AND DENTAL ENROLLMENT		1-2		
	- AD service members must enroll in TRICARE Overseas Prime (TOP) Remote for medical co	overage.	weeks		
	Eligible family members may enroll in TRICARE Prime or Standard; there are no enrollment				
	- Family medical care is provided through a network of credentialed host nation civilian provid	lers			
	- Service members will receive care at the Al Udeid MTF				
	- For enrollment and beneficiary education, email <u>tricareonline@international.sos.com</u> or call I	DSN 496			
	7432. Stateside (877-678-1207); Overseas (44-20-8762-8384)				
	- More information is at http://www.tricare-overseas.com	DIGARE			
	- Families who need dental coverage while overseas have the option to enroll in the MetLife Tl	RICARE			
	Dental Program				
	- More information about the TRICARE Dental Program is at www.tricare.mil/dental and https://mybenefits.metlife.com/tricare or call (855-638-8372)				
20	APPLY FOR INTERNATIONAL DRIVERS PERMIT (Recommended)		4-6	 	
20	- Not a substitute for Qatari Driver's License; allows you to lease a car until Qatari driver's lice	anca ic	weeks		
	approved (which can take up to 30 days)	ense is	by		
	- Many companies provide service: link to AAA application: http://www.aaa.com/vacation/idp	of html	mail		
	- Restricted to persons 18 years of age or older who hold a valid U.S.A. or Territorial Driver's	I icense	Intan		
	- Valid for 1 year or until Qatari residency is approved	License.			
21	MAKE ARRANGEMENTS TO FORWARD YOUR MAIL		2		
	- There are currently a limited number of Postal Service Center boxes for CSP families at AUA	B You may	weeks		
	use your AUAB unit mailing address as well.				
	- Contact your sponsor to receive your mailing address				
22	MAKE ARRANGEMENTS FOR PET TRAVEL (IF APPLICABLE)		2-4		
	- Cats and dogs may be brought to Qatar but certain breeds of dogs are prohibited. Also, any pe	et arriving that	weeks		
	is not already registered in Qatar must be presented for registration with 48 hours of arrival to				
	microchip scanned, original vaccination history reviewed and documents collected. Read the	Family			
	Resource Guide posted to the CSP website for more details. Also, the following websites are	helpful:			
	www.pettravel.com/immigration/qatar.cfm; www.qatarpetrelocators.com/index2.php;				
	www.dohavets.com/are-you-travelling-with-your-pet/; www.qatarvet.com/PET_RELOCATIO				
	- Note that you will pay out of your own funds to fly your pet here. Commercial airlines have d	lifterent rules			
2.4	on pet travel so check with your carrier for specifics well in advance.	T A	2.4	<u> </u>	
24	MAKE A PLAN FOR PHONE / INTERNET / TV ENTERTAINMENT USE IN DOI		2-4		
	- Qatari residency is required in order to establish telephone, internet and cable TV services. S		weeks		
	cannot apply for residency until arrival, you should plan to be without these services in your last days after arrival. There are ways to mitigate the impact:	nome until 30-			
	a. Consult current cell phone provider about adjusting SIM card/calling plan to allow connect	tivity in Oatar			
	b. Many cell phone providers also offer portable "My-Fi" internet service for your computer	iivity iii Qatai			
	c. Bring a portable DVD player with DVDs, or download movies to your portable device				
	d. Purchase a temporary cell phone/calling plan and/or a "My-Fi" device from a local provide	er immediately			
	upon arrival in Doha. This only requires a passport. A popular cell phone / internet compar			1	
	Ooredoo (http://ooredoo.com/en/)	, ,			
	e. Plan to set up AFN after arrival in Qatar. Residency is not required for this service, only a	decoder box			
	and receiving equipment. Check with sponsor to see if house you will occupy is already equipment.	quipped for		1	
	AFN or if you will need schedule installation after arrival. (Post-arrival checklist has more	information.)			
25	ENROLL IN TRICARE MAIL ORDER PHARMACY		1-2	1	
	- This can be done at http://www.tricare.mil/pharmacy		weeks	1	
	- Enrollment ensures current prescriptions are available through the mail-order pharmacy		1	1	Ì

	AUAB COMMAND SPONSORSHIP PRE-ARRIVAL CHECKLIST	Page	5	of	5	Pa	ages
Qatar	POSE: This checklist applies to personnel approved for Command Sponsorship at AUAB, All actions must be taken before departure from home station. THIS CHECKLIST NOT REPLACE YOUR LOCAL OUT-PROCESSING REQUIREMENTS.		HNCC/CSP N 318-437- 2931	DATE	E		
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CONTACT MILITARY AND/OR FAMILY SPONSORS - Provide flight itinerary and make arrangements for pickup and transportation to your house - Request any special help needed for transition assistance (e.g. groceries waiting at house, temporary prepaid phone plan, etc.) - If you have not heard from your sponsors by 30 days prior to departure, contact the AUAB A&FRC at 379EFSS.afrc@auab.afcent.af.mil or the AUAB CSP manager at 379EMSG.CSP@auab.afcent.af.mil * Call AUAB A&FRC if you have any unanswered questions re: transit/arrival: DSN 318-437-8001				1 day	у		
27	OUT-PROCESS HOME STATION – See you in Qatar!		-			•	