

Departure Preparation Checklist

Official NAVCENT Command Website: (<https://www.cusnc.navy.mil/Documents/Travel-Documents/>).

- Important papers and documents to take with you:
 - Sponsor Orders
 - Authorized Departure Order Memo (provided by NAVCENT N1)
 - Flight Itinerary/Invoice (provided by NAVPTO/NAVCENT N1)
 - U.S. Customs and Boarder Clearance Requirements (Official NAVCENT Command Website)
 - Passports (Official and Tourist)
 - Updated and/or completed Power of Attorney
 - Medical Records (Base Medical)
 - Vaccination Records (Base Medical)
 - Medications prescriptions (Base Medical)
- Pets:
 - Pet Reservations Form – (Official NAVCENT Command Website)
 - Vaccinations up to date
 - Bahrain transportation documents
 - POC:
NSA Bahrain Veterinary Services
PSC 851 Box 620
FPO, AE 09834
NSA Vetclinic <nsabahrain.vetclinic@gmail.com>
COMM: 973-1785-4295, DSN: 318-439-4295
 - For export memorandums, please complete a clinic registration form and send with your animals complete immunization records, your travel dates, and location of destination/departure. Contact the vet clinic directly for any questions or concerns.
 - Further details: <https://www.aphis.usda.gov/aphis/pet-travel>.
- Sample Safe Haven (Anywhere in the 50 United States, District of Columbia, or non-foreign areas (U.S. territories, U.S. possessions, the Commonwealth of Puerto Rico, and the Commonwealth of the Northern Mariana Islands). GS employees sample Safe Haven is normally one location (Arlington, VA) – Subject to change based on Authorized Departure Order Memo
 - Consider proximity to family, Navy support in area (medical, commissary, etc)
 - Research schools
 - Budget for per diem and allowances at TAD location. Per Diem rates and calculator available on the Official Command NAVCENT website.
- If you have school aged dependents, disenroll from DODEA School and obtain all school records. Contact school directly for further information.
- Baggage entitlements: May ship up to 350 pounds of unaccompanied baggage per dependent age 12 or older and 175 pounds per child under age 12 up to a total of 1,000 lbs. If dependents are unable to ship unaccompanied baggage by air freight because of circumstances beyond the dependent's control, an air freight replacement allowance may be authorized to help defray the cost

of items ordinarily shipped that must be purchased. The flat amounts per family are \$250 for an individual, \$450 for a family of two and \$600 (total) for a family of three or more.

- Complete and submit the following forms. All forms are on the Official Command NAVCENT website. Submit all documents to NAVCENT N1 (POC below):
 - Passenger Reservation Request (PRR)(NPPSC 4650/1)
 - Application for Transportation for Dependents Form (DD884)
 - Pet Reservation Form
 - Family Separation Allowance Form (DD 1561)
 - Travel Electronic Funds Transfer (EFT) (NPPS 7000/1), if applicable
 - TDY Travel Advance Request Form (Form 9213), if applicable
 - AMC Risk Acknowledgement Document, if taking the AMC flight/Rotator
 - Travel Voucher (DD 1351/2) for travel claims – Every 30 days/Post return to Bahrain
 - NAVCENT N1 POC: m-ba-cusnc-n1-addistro@us.navy.mil (for questions or help)
- Expect ticketing information to be sent to service member/dependents via email.