

# Welcome to Incirlik A NEWCOMERS GUIDE



**October 2012**



**DEPARTMENT OF THE AIR FORCE  
39TH AIR BASE WING (USAFE)**

Welcome to the 39th Air Base Wing and Team Incirlik!

The United States Air Force has called Incirlik Air Base “home” since 1955. As a forward operating location for United States Forces in Europe, we have had the honor and privilege of supporting numerous historic operations from Incirlik base. From the Cold War to Desert Storm, to Northern Watch, to current operations down range, we’ve successfully executed our mission to support and protect U.S. and NATO assets and people throughout Turkey.

To continue this history of mission success, I need you all to be **Fit, Focused, and Ready**. “**Fit**” in body, mind and spirit; “**Focused**” on our mission and family; and “**Ready**” for anything. I will repeat the word “Ready,” and emphasize the focus on mission and family together here at Incirlik. Every member of our team is important to me and your collective safety and well-being is a responsibility I take very seriously. Safety programs and force protection measures are more than just requirements; they are a way of life both on and off duty. By staying vigilant, you can ensure the safety of yourselves and others...let’s help each other and be good Wingmen.

Turkey is a beautiful country with an amazing past and rich heritage. Your Turkish hosts at Incirlik will extend the hospitality of their country to you, and I urge you to take advantage of the wonderful cultural and travel opportunities during your tour. Keep in mind, the Turkish military and civilian personnel assigned here, as co-defenders of democracy, support the common interests of our countries. I ask that you please take the opportunity to foster engagement and cooperation between our nations at all times.

Remember that while you are here, you are an American ambassador; so, please conduct yourself with dignity and respect for our hosts.

Again, welcome to Team Incirlik.

  
CHRISTOPHER E. CRAIGE, Colonel, USAF  
Commander

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# BEFORE YOU PCS

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Traveling to Turkey is not like any other PCS you may have done. The rules are unique and even if you have been to other European locations you will find there are many differences. Some mistakes can cause refusal of entry to the country and others can cost you thousands of dollars, attention to detail is a must.

**This document was developed to help newcomers understand the many steps necessary for arriving and living at Incirlik.**

READ THIS DOCUMENT! There is lots of good information for your move, arrival and living in Turkey. If you have any questions about any of this information contact your sponsor or the Airman and Family Readiness Center at DSN 676-6755 or [afrc@incirlik.af.mil](mailto:afrc@incirlik.af.mil)

## ACCOMPANIED VS UNACCOMPANIED

If you have a family, you will need to decide early on if you will come to Incirlik accompanied or unaccompanied...you do have the choice. Incirlik is a great family assignment and our community on base is small but close. Many people find Incirlik to be a kid's paradise, a great family location. The decision is a personal one which requires you to look at your family position and make an educated choice. We have many people who decided to come unaccompanied based on "a friend's advice" and once they arrived found that they should have brought their family. Most of us with families will choose to bring them, but if you have doubts read the facts and talk with several people who are or have been here before deciding. Incirlik has changed a lot over the years so those who may have been here a while back will have out dated information. If you decide to bring a child (or children), but leave your spouse in the states, contact the Pass & ID office at Incirlik DSN 676-6617 for information about completing requirements for a residency permit for children.

## PASSPORTS

Military members do not require a passport for travel to Turkey. However, all family members who are U.S. citizens and will accompany you to Incirlik **MUST** have a valid U.S. No-Fee Passport. This is a passport issued for 5 years. Non-U.S. Citizens must possess a valid passport from the country of their citizenship.

Tourist passports are blue passports which look the same as the no-fee passport, but are issued for 10 years. **They should not be used for PCS travel.** Family members who travel on tourist passports will encounter many delays and possibly non-reimbursable fines when in-processing to Incirlik. Ensure your Outbound Assignments Clerk processes No-Fee passports for your family members...**this is a mandatory requirement.**

Start this process as soon as possible; obtaining your family's passports can take some time.

## MEDICAL SCREENING

Incirlik AB, Turkey is a geographically remote location with fewer medical services than many military families is accustomed to stateside. We have a clinic on base, not a hospital

and therefore have limited services available. Please be sure your PHA will be current upon arrival.

To ensure appropriate services are available to meet your family members' needs, a thorough overseas medical clearance screening process will be performed by your losing base medical personnel. Be sure to identify any possible dental, educational, emotional, psychological, or medical needs you can anticipate for the length of your projected tour. Limited adult psychological services are available locally and child psychological services are not available. Major surgeries are not performed at Incirlik AB. Any conditions requiring long term and/or follow-up care should be considered very carefully in your relocation process. Please discuss our limited medical capabilities thoroughly during your family's medical clearance with your provider before you depart your current duty location. Careful preparation and participation in the screening process is essential to a successful and healthy accompanied tour.

Check with your local medical treatment facility to initiate your Request for Family Member's Medical and Educational Clearance for Travel (AF Form 1466) **six** months, or as soon as possible prior to your PCS departure date.

## SPONSORS

You should receive a Sponsor Package or e-mail with an electronic sponsor package from your gaining unit. If you have not heard from your sponsor within 90 days of your report date, contact your current Military Personnel Flight or Incirlik's Military Personnel Section at DSN 314-676-3280. If a sponsor is still not assigned, contact the Airman & Family Readiness Center (A&FRC) at DSN 314-676-6755 for assistance.

## ORDERS

Besides your standard military orders you will need a set of NATO orders (traditional versus OPA) for this PCS. Turkey really only recognizes the NATO orders and that is the document military members will use to enter and exit the country for the duration of your assignment.

These orders are actually quite simple to accomplish and can be done by either your unit CSS or the MSS/FSS. Procedures vary by organization so make sure you understand who is cutting the orders and where you get them. Entry into Turkey will be denied without proper NATO orders...really! People have been denied entry into the country and turned away because of this issue.

A couple things about the orders to make sure you check. Of course, all your personal information must be correct. Ensure the dates on the orders are correct, a wrong month or year can cause problems. The dates should encompass your entire anticipated tour length at Incirlik. Also, the orders must be original signatures in BLUE ink and have an official stamp. Dependents do not need to be listed on the NATO orders. However, they must have a no fee passport or they will be turned away upon arriving in country and it is a requirement to get a Turkish Visa. These details may seem a bit much, but trust us...they are critical. Talk to your sponsor if you have any questions.

## THE GOVERNMENT TRAVEL CARD (GTC)

Prior to PCS you will need to out process with your unit Agency Program Coordinator (APC) to validate the status of your GTC. You will receive a briefing from your APC stating what you need to do at your new duty location to ensure your account is updated accordingly. Your APC at your gaining station will assist you. You need to check with your unit's APC to ensure your mailing address is correct. If you never had a BoA card and are considered to be a frequent traveler (you go TDY more than twice per year), contact your APC to get the application started so you can get the new Citi-Bank card. Your PCS travel voucher should be filed within 5 days of arrival to your new duty location. Split disbursement is mandatory and must be selected so your GTC will be paid. Your GTC is for official government use only. Any questions regarding GTC should be directed to your APC.

## HOUSING/DORMS

All US military personnel and government employees, attached, assigned, or under the operational or administrative control of the 39th Air Base Wing, are required to reside in base quarters (family housing or dormitory) due to force protection considerations. Assignment to adequate quarters will be accomplished as rapidly as possible. Individuals requiring base housing should contact your current base housing office and submit a [DD Form 1746](#), Application for Assignment to Housing. No action will be taken to assign housing until this form is received by the Incirlik housing office. Send orders and housing applications to [39ces.cechh@incirlik.af.mil](mailto:39ces.cechh@incirlik.af.mil)

-Ensure you contact the housing office within two working days of your arrival to find out where you are on the housing waiting list.

-Personnel with a 3 or 4 bedroom requirement that cannot be housed upon arrival will be sent an approved "Non-Concurrent travel less than 20 week" letter offering them housing options until a 3 or 4 bedroom house becomes available.

**-PERSONNEL DESIRING TO COME TO INCIRLIK IN AN ACCOMPANIED STATUS MUST CONTACT THEIR MPF AS SOON AS THEY ARE NOTIFIED OF THEIR ASSIGNMENT TO ENSURE THAT CONCURRENT TRAVEL IS REQUESTED.**

Unaccompanied airmen should work with their sponsor or unit to make arrangements for dormitory assignment. Send a copy of your PCS orders to your sponsor so your name can be put on the dormitory room waiting list. Upon arrival at Incirlik, contact the base housing office within two working days. If space in your unit's dormitory is not available at that time, you will be placed on a waiting list. If you have specific questions about base housing or dormitory policies, call the Incirlik housing office at DSN 314-676-6232.

**-All UNACCOMPANIED HOUSING RESIDENCES ARE FULLY FURNISHED. Excessive furnishings in UH rooms can be a fire hazard and may subject the member to additional storage or shipping costs. Alterations or modifications to government furniture are not authorized. Call the UH Assignments office at DSN 314-676-3080 for information. The New Air Force Housing website ([www.housing.af.mil](http://www.housing.af.mil)) is an Airmen's one-stop site for base Housing options and support worldwide.**



## WHAT TO BRING

Housing at Incirlik is small so you need to think about what you will bring before packing day. Square footage tends to be limited and you will have a carport instead of a garage. Talk with your sponsor before you decide to bring a lot of furniture or your home woodshop...otherwise, you may find that you do not have the space required when you arrive. Kitchens are both 110v and 220v, so all your small appliances will work. Be sure to ship a telephone and microwave, because these items are not always available at the BX.

## LODGING/TLA (HODJA INN)

The 24-hour arrival point is the Hodja Inn Office, Bldg 1081, DSN 676-9357.

Prior to arriving, reservations can be made by calling DSN 676-9353, your sponsor may help you with this as well.

If dormitory or base housing is not immediately available, incoming personnel will be lodged at the temporary lodging facility, the Hodja Inn. Temporary lodging is authorized for 30 days. A Temporary Lodging Allowance (TLA) is provided to cover expenses. For reimbursement, coordinate with the Housing Office and Finance. This applies to DoD employees as well as DODDs teachers.

The housing office is located downstairs in Building 833. Hours of operation are from 7:30 a.m. to 4:30 p.m., Monday through Friday.

## SHIPPING YOUR CAR

All personnel are authorized to ship a vehicle to Turkey even if you are unaccompanied. We have heard that some people have been advised not to bring a vehicle due to poor roads, but this comment is not correct. The downtown roads are not the best in some areas, however the same can be said for many US cities. If you are bringing a family you will most likely want/need a vehicle. If you are living in the dorms you can certainly get along without a vehicle as the dorms are centrally located. Discuss with your sponsor if you have questions or doubts. It is recommended to ship a bicycle in your hold baggage to use as transportation while waiting for your car to arrive.

Your vehicle must meet the specifications of the Turkish Safety Inspection in order to be registered properly. The safety standards include, but are not limited to, the following: an emissions test, verification of the engine and VIN numbers of the car, examination of window tint (tint not manufactured into the vehicle's glass is not acceptable). If the vehicle is a truck or van, mud flaps are required for the rear tires. If the vehicle requires mud flaps, they can be installed for a nominal fee, but it is probably easiest to have this done before you leave. If the vehicle's tint must be removed, remove it prior to shipping. Vehicles will be checked at the port of entry by Turkish customs officials. They will check the vehicle surface, windows, wipers, headlights, brake/lights, license plate/lamp, and the muffler. All documents for the vehicle must be in order when picking up the vehicle; i.e., current insurance, color and other info.

**-NOTE: FAILURE TO REGISTER YOUR VEHICLE WITHIN 90 DAYS OF THE DATE LISTED ON YOUR AUTO BEYANNAME PAPERWORK WILL RESULT IN A FINE BY THE LOCAL AUTHORITIES. IF THE VEHICLE FAILS INSPECTION, YOU MUST IMMEDIATELY CORRECT IT BEFORE THE 30-**

### **DAY LIMIT EXPIRES.**

Your vehicle must be registered in the Adana province at the local traffic bureau. Pass & Registration office personnel will assist you in registering the car. The present cost for vehicle registration is approximately from 695.00 Turkish Lira to 714.00 TL. These rates change frequently. If cost is a factor in your decision to bring an auto, recommend you check with Pass & ID for costs during the time of your PCS.

## **MOTORCYCLES**

Currently, Incirlik AB has Motorcycle Safety Foundation Instructors. However, riders must have a motorcycle endorsement on their stateside license prior to operating a motorcycle in Turkey. USAFE Personnel must have M/C refresher training every 3 years. Motorcycles must be registered through Pass and ID. All USAFE Airmen are required to have the Economic Community of Europe <<http://www.unece.org/>> (ECE) 22.05 approved motorcycle helmets. USAFE Guidance Memorandum USAFE 91-1 mandates that regardless of country assigned, all personnel who operate or ride as a passenger on a motorcycle must wear a protective helmet which, at a minimum, meets certification requirements of Economic Community of Europe (ECE) 22.05. An approved safety form USAFE Form 90 and commander's briefing is required. Registration is from 580.00 TL – 599.00TL for motorcycles.

## **DRIVERS LICENSE**

**MILITARY MEMBERS:** All military members stationed or TDY at Incirlik AB must have either a valid stateside license (see below) or an International Driver's License (IDL). During in-processing, Pass and Registration will provide you with USAFE FM 181, "Vehicle Operator's Permit for Turkey" based on your valid stateside or International Driver's License (IDL). Bottom line; arrive at Incirlik with either a valid stateside license or an IDL in your possession.

**CIVILIANS/FAMILY MEMBERS:** All civilian personnel must possess either a valid IDL or have their stateside license translated to Turkish and notarized. The translation and notarization process is not easy to accomplish in Turkey and is expensive (around \$100), therefore we strongly recommend obtaining an IDL. They are easily obtained from the American Automobile Association (AAA) by following the directions at <http://www.aaa.com/Vacation/idpc.html>. The IDL will cost \$15 and take about 3-4 weeks via mail. You do not have to be a member of AAA in order to obtain your IDL through AAA. The IDL application requires two passport size photos which you can obtain any many different places at your current location.

**YOUNG DRIVERS:** Drivers under the age of 18 who have a valid stateside driver's license can drive in Turkey as well...same rules as listed above. Be aware however, restricted licenses are not honored. If your child has a license marked restricted in any manor (this varies greatly by state) it is not recognized by Turkey.

While you could obtain the AAA license after you arrive, we recommend you do this before you depart your current location to prevent delays in your ability to drive here.

**NOTE:** **A valid driver's license is one that has not yet expired.** The Turkish Government **does not recognize the military clause** that some states have allowing extensions after expiration dates. In the expiration block of the driver's license, it must have

a date in the future. **It cannot say "no expiration date" or "military"**. Licenses with the statement "Valid Without Photo" are acceptable. Driving permits or restricted licenses for new drivers are not recognized by the Government of Turkey.

All active duty, DoD civilians and family members must attend the Local Conditions Course. This course is offered every Tuesday as part of Newcomers Orientation.

## PETS

You can definitely bring your pet on this assignment if you are accompanied. Housing does not allow pets in unaccompanied quarters. We do have an Army veterinarian on base so care is available. However when they are TDY, you will have to depend on support from local Turkish veterinarians. Note that none of the veterinarians, including the Army veterinarian, are able to perform orthopedic procedures, and certain medications and diagnostic tests are not available.

Here are several other things you need to consider prior to shipping your pet. There are no boarding facilities or kennels located on Incirlik Air Base. There is one off base but you must make arrangements to get your pet there. This means you need to have a plan before you arrive in country on how you will house/care for your pet. We do have a limited number of TLF rooms that can accommodate pets for an additional fee of \$10 per day. Make reservations early! Close coordination with your sponsor is an absolute necessity to ensure that appropriate arrangements are made so that your pet will have proper accommodations while you are getting settled. A list of pet sitters can be obtained at the Vet Clinic, if any are available at the time of your arrival. Call DSN 314-676-3119 or e-mail at [39fss.vet@incirlik.af.mil](mailto:39fss.vet@incirlik.af.mil).

Please note that pets are not allowed to be buried on base, but cremation with and without return of remains are available.

### SHIPPING YOUR PET

Shipping your pet will be at your personal expense. In many cases, your pet can travel with you on your flight. Pets may be shipped on Air Mobility Command Category B flights from certain US ports or via commercial carrier. Regardless of whether your pet will travel via an AMC aircraft or with a commercial carrier, you should contact your current traffic management office or commercial airline carrier at the earliest possible date. If traveling in the heat of the summer, check to see if the commercial airline will permit pet travel due to high heat risk. Some airlines will not take the risk during the hottest months of the summer. Some airlines and private shippers have temperature control baggage compartments that would allow your pet to travel any time of the year. Plan ahead and make arrangements early.

### HEALTH CERTIFICATE

You will need a Veterinary Health certificate stating the animal is in good health and free from rabies or suspicion of rabies. Please be certain that the rabies vaccination is clearly documented in the record along with lot numbers from the bottle and the rabies certificate that was issued. The health certificate is good for 10 days from date of issue so ensure you have plenty of time left on the form when you depart. Health certificates are available at

your local Vet or your Military Veterinarian. The forms used by the Military Veterinarian are the DD Form 2209 and the DD Form 2621. The DD Form 2621 will be used if the member is arriving on an international commercial flight. The DD Form 2209 will be used by members arriving on the AMC Patriot Express. The member is not required to contact the Turkish Consulate in order to bring a pet into Turkey despite what some web sites may say.

### **UPON ARRIVAL AT INCIRLIK**

Upon arrival, pets are required to be registered at the Veterinary Treatment Facility within 10 days. A microchip (AVID identification process) will be placed in your pet at the time of your visit if the pet does not already have one. If your current chip is ISO compatible then there will be no need to re-chip your animal. There is no quarantine required in Turkey for any pet.

### **ADOPTING PETS IN TURKEY**

It is possible to adopt pets while in Turkey. If adopting a pet from another Incirlik resident then transfer paperwork must be completely filled out at the Veterinary Treatment Facility (VTF) by both the previous and current owner(s). If adopting a pet off base, this pet must be microchipped, vaccinated, and registered at the VTF within 10 days of purchase. All pets must leave the base with the member or be formally adopted out, otherwise the pet will be considered abandoned and UCMJ action may occur.

### **OFFICIAL DOCUMENT CENTER (ODC), MILITARY POSTAL SERVICE**

Postal services at overseas locations differ greatly from those that you may be used to at stateside addresses. Below are some of the biggest changes you will encounter. 90 days prior to your PCS, you may request a post office box.

Individuals can email a copy of their orders to:

[39cs.scxmdirectoryservice@incirlik.af.mil](mailto:39cs.scxmdirectoryservice@incirlik.af.mil) or sponsors can set up your P.O. Box by bringing a copy of your orders to the Directory Section located in bldg 977 between the hours of 1100-1600.

a. Please pick up your mail on a daily basis to prevent mail accumulation. Our facility has limited space and cannot store mail indefinitely. Packages should be picked up immediately upon notification. Packages will be returned after 15 days.

b. Your address is for YOUR PERSONAL USE ONLY. Items for anyone other than you and your command sponsored dependents cannot be received to include mail addressed "in care of". Violations of this policy may result in loss of MPS privilege.

c. Your MPS privilege/APO mailbox will not be used for personal financial gain. If you intend to run a home business, such as Pampered Chef, Tupperware, Party Lite, eBay, etc, legitimate methods to mail business-related items include host nation postal services and commercial shippers such as FedEx and UPS using your physical home address and NOT your APO address. Once again you MAY NOT receive mailings that are business related into your personal box, i.e., supplies, merchandise samples, training aides and business documents.

d. Prior to any departure of more than 10 days you must notify the APO and fill out a temporary mail disposition card. These cards will allow us to either hold or forward your mail to your temporary location.

e. First class/Priority mail takes between 7-14 days to arrive at our location. In some cases if items do not receive proper endorsement priority mail may be dispatched as surface mail. If this happens your items could take 4-8 weeks to arrive.

f. To avoid interception by local customs please ensure you use the correct address format.

Name ONLY (No Rank/No Unit)

PSC 94 Box XXXX

APO, AE

09824

(If country is required, write "USA" only)

NEVER put Turkey anywhere on the address/parcel. Turkish Customs may intercept the package and impose a tax. You may also be required to pick-up the item in downtown Adana.

For more information, call DSN 314-676-6301 or 011-90-322-316-6301.

## SET UP LAN ACCOUNT

Fill out USAFE [Form 2875](#) (included in the newcomer's forms package). Complete Information Assurance Training (on the Air Force Portal) and print the certificate. Once completed, send these two forms to your sponsor. Your Unit ISSO can create your account so it is available when you arrive at Incirlik.

## BEYANNAME

Due to concerns about black marketing, most high value items are strictly controlled on your entry into Turkey by Turkish Customs. Their concern is that items can be brought into the country and sold on the local economy avoiding import controls. Therefore, when you bring your HHGs into the country, many high value items will be itemized on a form to ensure you also take these exact items out of the country with you when you depart...this form is the Beyanname. Items that will be listed on this form must depart Turkey with you even if they break while here...you must keep them to take out of the country.

The Beyanname will be filled out when your goods are delivered in Turkey and requires strict attention to detail. Good preparation before your move will make this process much easier. Ensure that you have exact serial numbers listed on boxes and on your



inventories so when the Beyanname is filled out it will have accurate information which will simplify your departure when it is time to leave Turkey.

Items that will generally be listed on your Beyanname are large items or electrical items such as television sets, stereos, videos, computers, etc. Failure to follow proper procedures when completing the Beyanname can result in large fines when departing Incirlik at the end of your tour. For a current list of Beyanname items, ask your sponsor or contact the TMO office.

The in-processing section of this booklet contains additional information on Beyanname...make sure you read it thoroughly as well prior to receiving your HHG shipment.

The TMO office and the Turkish Liaison Customs Office are both located in Building 833. TMO can be contacted at DSN 314-676-6847. The Turkish Liaison Customs Office may be reached at DSN 314-676-6847.

## IMPORTANT DOCUMENTS TO HAND CARRY

ID Cards	Official/No Fee Passport ( <i>dependents</i> )
Personnel Records	Orders -PCS and Original NATO
School Records	Receipts for Travel Voucher
Medical/Dental Records	Checkbook ( <i>keep checking account open/bring plenty of checks</i> )
Birth certificates	Vehicle registration
Marriage certificate	Vehicle shipping paperwork
Current Driver's License	International Driver's License
Documents for employment applications	Completed in-processing forms ( <i>get them from your sponsor</i> )

## RELOCATION ASSISTANCE

Moving to a new base or community is a normal part of life in the Air Force, but still a major life event for the family. The Airman & Family Readiness Center's (A&FRC) relocation assistance provides services to all DOD personnel for the purpose of easing the stress of moving from one location to another.

Some of the many services available are:

- Child Care for PCS, a program funded by the Air Force Aid Society, which pays for 20 hours of childcare per child on both ends of a PCS move (dependent upon childcare availability)
- Up-to-date information about your new base and community before you move
- Information on how to prepare for your move
- Help planning your moving costs

- Job market options
- Information to make move smoother for the entire family
- Sponsor information

Just contact your local A&FRC before you leave, or contact the Incirlik A&FRC at DSN 314-676-6755, commercial 90-322-316-6755, or e-mail [AFRC@incirlik.af.mil](mailto:AFRC@incirlik.af.mil)

## WHEN YOU ARRIVE

You can fly into Incirlik one of two ways, AMC or Commercial. If you fly on an AMC flight (called the Patriot Express) you will arrive directly into Incirlik...this is the easiest way to travel. If you fly commercial, you will go through Istanbul airport on your way to the Adana airport, however, luggage's being lost happen frequently going this route. Either way you will have to go through customs at your first port of entry into the country, Incirlik or Istanbul. If you will arrive on commercial air, ask your sponsor to talk to you about the layout at Istanbul, this will help you better navigate the airport.

Passing through customs is a very exacting process; failure to have the correct paperwork will cause huge problems. Be prepared for this and make sure you have everything you need before arrival. Be sure that your NATO orders are RED stamped not your passports.

### TURKISH AIRPORTS/VISAS

Either way you travel, you must clear Turkish customs before departing the terminal at which you arrive in Turkey.

Military members need to present their PCS orders, NATO orders (signed in blue ink) and military ID card. Be sure to keep your original copy of the NATO orders that are stamped in red in a safe place (the customs agent will stamp them in red). You will need them every time you travel in and out of the country.

Civilian federal employees need to show PCS orders and a no-fee passport. Dependents, who are not Turkish citizens, need to present their no-fee passports, sponsor's PCS orders and their military ID card.

**AS A LAST RESORT**, in the event that you do not have these required items, you can enter the country with a tourist passport by purchasing a 3-month tourist visa (about \$20) before going through customs. This is a temporary fix, but will gain you entry and can be corrected later. Try to avoid this scenario!

Your sponsor or other unit representative should meet you when you reach the final terminal, either Incirlik AB or the Adana Airport, and arrange/provide transportation. Remember, your sponsor cannot enter the customs area, he/she will be outside the terminal. If your sponsor fails to meet you, attempt to get in touch with your unit First Sergeant by calling the Command Post at 676-9920 on-base or 322-316-9920 from off-base.

In the event the airline loses your luggage on the flight to Incirlik, a representative of Base Transportation, available at 676-6756, will escort you to the airport to help get it back once it gets into country.

### AMC

If you travel on the chartered AMC, Patriot Express, you should be met by your sponsor outside the terminal. An AMC representative will guide you on the proper procedures. If your sponsor fails to meet you, attempt to get in touch with your unit First Sergeant. If unable to contact your unit, ask the AMC personnel to assist you in obtaining transportation to the 24 hour arrival point, the Hodja Inn.

## **ADANA AIRPORT SHUTTLE**

If arriving by a commercial flight, provide your sponsor with your flight information. You should be met by your sponsor outside the terminal (they cannot come in), however if for whatever reason, your sponsor is unable to meet you, taxis are available at the airport. A taxi from the airport to the main gate takes approximately 30 minutes and will cost around \$30.00. LRS can also provide transportation to the base for those traveling on orders. Call DSN 314-676-6756 (from the states) or commercial 90-322-316-6756 to contact LRS and arrange base transportation.

## **BASE ENTRY**

Incirlik is a Turkish Air Base and as such you can't just enter by showing your ID card. There is only one entry to the base. The gate guards are Turkish, but there is always a U.S. Security Forces member on duty at the gate that will be glad to help you if required. If you are having problems gaining entry, ask the Turkish guards to speak with the U.S. SF member on duty for assistance. You will be required to have a gate pass to get on and off base. If you do not already have a temporary pass when arriving, PCS or TDY, the SF member at the main gate will assist you in getting a 24-hour pass, as well as directing you to the 24-hour check-in point.

Permanent Passes are issued only after you arrive on base and attend Newcomers Orientation and can take 3 -5 days or more to process. TDY personnel will be issued a Temporary pass.

# **INPROCESSING/NEWCOMERS ORIENTATION**

Like anywhere you may have been before, in-processing is a bit of a chore and requires several steps. We have done a lot of work to minimize your required stops to accomplish this, but you still need to be organized and make sure you get everything accomplished. Several of these steps have deadlines associated with their accomplishment and failure to achieve these timelines could result in very large fines from the Turkish government! Do not procrastinate on any of the in-processing actions.

## **MILITARY PERSONNEL SECTION IN-PROCESSING**

Depending upon arrival time, members must immediately report to the MPS between the hours of **0830 – 1530** to inprocess. It is there members will get their CAC updated, pick up ration card, etc. Members will also be scheduled to attend Newcomer's Orientation which is

held at the Airman & Family Readiness Center, Bldg. 833 every Tuesday starting at 0745hrs. **Members will not be able to attend Newcomer's Orientation without first inprocessing the MPS!**

## **MEDICAL RECORDS/ TRICARE REGISTRATION**

**After your MPS appointment, you will be instructed to proceed to the medical clinic to drop off your medical records and register for TRICARE.**

**You are expected to arrive at Incirlik AB medically ready.** This includes a current Preventive Health Assessment (PHA), immunizations, dental, and fitness requirements.

## **NEWCOMER'S ORIENTATION (EVERY TUESDAY MORNING)**

**Newcomer's Orientation is a prerequisite to obtain a permanent gate pass.**

Newcomer's Orientation is held every Tuesday at the Airman & Family Readiness Center –

Bldg 833 at 0730 **NEWCOMER'S ORIENTATION IS MANDATORY FOR ALL ACTIVE DUTY MEMBERS AND CIVILIAN EMPLOYEES. ALTHOUGH IT IS NOT MANDATORY FOR SPOUSES TO ATTEND THE ORIENTATION, IT IS HIGHLY RECOMMENDED**

***Children under 12 years are not permitted in Newcomer's Orientation. Please pick up a Child Care for PCS voucher from the A&FRC, ensure that your child's shots are up-to-date and register your child at the CDC at least 24 hours in advance.***

## **SPOUSES NEWCOMER'S ORIENTATION (EVERY TUESDAY MORNING)**

Dependent spouses accompanying members on permanent change of station orders to Incirlik AB are highly encouraged to attend base in-processing. This will ensure that all personnel receive force protection information vital to their safety and security. Spouse in-processing is held in conjunction with regularly scheduled base Newcomers briefings and spouses who are unable to attend the briefing with their sponsor may attend a subsequent session.

To facilitate spouse attendance at in-processing, commanders and supervisors will allow military members time away from work to care for minor children should other day care options be unavailable.

## **FINANCE/TRAVEL VOUCHERS**

39<sup>th</sup> Comptroller Squadron

LOCATION: BLDG 833

PHONE: 676-6306/6680

EMAIL: [39cpts.financialservices@incirlik.af.mil](mailto:39cpts.financialservices@incirlik.af.mil)

**PLEASE REVIEW ALL OF THE FOLLOWING INFORMATION CAREFULLY!  
FAILURE TO UNDERSTAND THIS INFORMATION AND CORRECTLY FILE YOUR  
VOUCHER MAY CAUSE DELAYS IN PAYMENT**

Travel vouchers are to be filed within your first week of arrival. Please complete the

following steps ASAP to ensure prompt payment of your PCS voucher and avoid overpayment of entitlements.

Step 1) Switch CAC over to Incirlik AB @ MPS Customer Service

Step 2) See your unit ISSO to complete a USAFE IMT 115 and create an Incirlik AB Network Account

Step 3) As soon as your computer account is created; visit the "PiPs" website to file your PCS voucher. This can be done at work or the Finance Office in bldg. 833.

<https://efinanceworkspace.wpafb.af.mil>

**CUSTOMER SERVICE HOURS**  
Monday – Friday 0830 – 1530hrs

**CASHIER HOURS FOR PERSONAL TRANSACTIONS**  
Monday – Friday 0830 – 1530hrs

Due to problematic ATM's, it is recommended that you obtain checks for your checking account in the event that you need to obtain cash.

CHECK CASHING LIMITED TO \$2500 PER WEEK PER FAMILY.

ALL DEPENDANTS ARE REQUIRED TO HAVE A CHECK CASHING AGREEMENT-  
Please stop into Finance Customer Service to pick up the form.

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***Helpful Sites - Please go to the E-Finance workspace (link below) to complete your finance transactions and forms***

**FINANCE FORMS/TRANSACTIONS**

<https://efinanceworkspace.wpafb.af.mil/Workspace.aspx> □

**FINANCE FAQ'S**

<https://afkm.wpafb.af.mil/FMKM> □

**DFAS Finance and Accounting Home page (MYPAY)**

<http://www.dfas.mil/index.html> □

**DOD Per Diem and Travel Website (JFTR) □**

<http://perdiem.hqda.pentagon.mil/perdiem/> □

**Finance Regulation**

<http://www.defenselink.mil/comptroller/fmr/07a/> □



The following information is GENERAL information for members stationed at Incirlik AB. Please contact our customer service section for specific rules and questions.

## **ENTITLEMENTS:**

### **DLA-Dislocation Allowance**

Authorized for members who move their dependants in conjunction with PCS, dependants must be listed on the orders and show movement to a new location. JFTR, Chapt 5, Part G, Section U56110.

### **TLA-Temporary Lodging Allowance**

If you stayed in billeting at an OCONUS station you must file TLA with the housing office.

**i.e. If you had billeting here at Incirlik Hodja Inn, you must file your TLA claim with our Housing Office.**

### **TLE-Temporary Lodging Expense**

Intended to partially reimburse lodging and meal expenses when a member and/or dependents need to occupy temporary lodging in CONUS.

Military married to Military couples may be entitled to reimbursement for 10 days each. However, they cannot claim the same expenses or dependents for the same days.

### **BAH- Basic Allowance for Housing**

Only Authorized to members who have dependants living OCONUS.

Members paying child support of any type are only Authorized BAH-Diff if they are living in Dormitories

### **OHA-Overseas Housing Allowance**

Only authorized for members who have dependants residing OCONUS.

### **Imminent Danger Pay**

IDP is a monthly entitlement that is prorated by day. Members are paid \$7.50 for each day of duty performed in the IDP area up to the monthly maximum of \$225. If a member goes on leave or performs duty (TDY) outside of the IDP area, s/he is not entitled to IDP for those days.

### **COLA-Cost of Living Allowance**

There is currently a COLA entitlement for Incirlik-This is an automated amount paid by DFAS.

### **BAS-Basic Allowance for Subsistence**

All members receive BAS. If you live in the dormitory you will have a meal deduction. However, E-7 and above in dorms, and members living in housing, should not have a meal deduction.

If you are a member that consistently misses more than 18 meals per month, your commander may consider removing you from ESM and allow full rate BAS without deduction.

**FSA-R/T- Family Separation Allowance Type R-Restricted T-Temporary**  
FSA type R is authorized for members who are Unaccompanied-Dependent Restricted (block 10 of orders). It must also state in the remarks section of your orders why the dependents are restricted from this location.  
Military married to Military should contact customer service to see if they are authorized FSA-R.  
If you are accompanied and go TDY for 30 days or more you may be authorized FSA type T.

### **POSTAL CLAIMS**

TMO must fill out the package that you will submit to Finance for reimbursement.

### **RESIDENCY PERMITS**

Residency and Visa permits are reimbursable expenses. You must file them on your PCS voucher or create a supplemental claim at a later time on a DD 1351.

### **ADVANCE DEBTS**

Posted to your LES to show you have a debt pending collection.  
Stop into Finance to check debt status and reason.

### **PAY ADVANCES**

Authorized up to 180 post arrival to Incirlik and is typically repaid over a 12 month period. E-4 and below must have CC approval.  
All other ranks must have CC approval for more than 1 month advance or more than 12 months repay.

### **TSP/CREDIT/ DEBT MANAGEMENT**

We encourage you to invest-whether you are getting out or staying in...put back your money and have something to retire on.  
Get rid of your debts and manage your credit.

*Bad financial choices can be career effecting!!*

## **PASS AND REGISTRATION OFFICE**

### Hours of operation:

Monday – Friday: 0730-1630

Note: RABs will not be issued between 1100 – 1300 and after 1600

Phone Number: 676-6617 - Bldg. 833

## **PERMANENT GATE PASS**

*Everyone 12 yrs. or older needs a permanent gate pass*

**Civilians/Dependents cannot receive a permanent gate pass until they receive a residency permit (explained below)**

**MILITARY SPONSOR PERMANENT GATE PASS**

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp NATO orders
- Copy of members ID card front and back
- Copy of any amendments and extensions

#### **MILITARY FAMILY MEMBER PERMANENT GATE PASS**

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp NATO orders
- Copy of members ID card front and back
- Copy of applicant ID card front and back
- Copy of applicant's passport picture page and "GIRIS" stamp page
- Copy of residency permits picture page and expiration page (NUFUS card for Local Nationals)
- Copy of any amendments or extensions
- Marriage book if married to local national. (Picture page and the following two pages)
- Copy of command sponsorship letter. (if applicable)

#### **CIVILIAN SPONSOR PERMANENT GATE PASS**

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp orders and/or copy of passport picture page and "GIRIS" stamp page
- Copy of DEROS letter (job verification letter, if applicable)
- Copy of members ID card front and back
- Copy of residency permit picture page and expiration page
- Copy of any amendments or extensions
- **NOTE:** Civilians and dependants must apply for their residency permit before they can apply for their permanent gate pass.

#### **CIVILIAN FAMILY MEMBER PERMANENT GATE PASS**

- Permanent gate pass application (*received after newcomer's orientation*)
- Copy of members PCS orders
- Copy of members red stamp orders and/or copy of passport picture page and "GIRIS" stamp page
- Copy of DEROS letter (job verification letter) if applicable
- Copy of members ID card front and back
- Copy of applicants ID card front and back
- Copy of member's and applicant's residency permits picture page and expiration page. (NUFUS card for Local Nationals)
- Copy of any amendments or extensions
- Marriage book if married to local national. (Picture page and next two pages)
- Copy of command sponsorship letter.
- **NOTE:** Civilians and dependants must apply for their residency permit before they can apply for their permanent gate pass.

## RESIDENCY PERMIT

All dependents are required to obtain a Residency Permit from Turkish officials. This is one of those actions which you need to accomplish immediately after your arrival in country. Personnel are allowed to apply for their permanent gate pass without their residency permits.

Due to the increased enforcement by the Turkish Ministry of the Interior of Turkish Law 5683, a 15-day limit for submission of Residency Permits is being enforced, but to facilitate the process and avoid unnecessary fines, 39 SFS Pass and Registration asks that you turn in your application form as soon as possible after your date of arrival. Renewals cannot be submitted more than 15 days prior to the expiration date.

**YOU MUST HAVE AN OFFICIAL Passport (NO-FEE) WITH AN ENTRANCE STAMP TO APPLY FOR A RESIDENCY PERMIT.** It takes about 14 days for the paperwork to process through installation channels before being sent to the Adana Customs office.

Fines are imposed on individuals that do not submit within 30 days which is why we imposed the above local suspense. Fines are very expensive for late Residency Book applications and go up for every month you're late.

### Items Needed:

- 1 COMPLETED APPLICATION PER FAMILY MEMBER
- 1 COPY OF ORDERS, AMENDMENTS & EXTENSIONS PER APPLICATION
- 5 PHOTOS PER APPLICATION (TAKEN AT PASS AND ID)
- 172 YTL FOR EACH US CITIZEN APPLICATION (price subject to change, check with pass and registration for current rate)
- CONTACT PASS & ID FOR CURRENT THIRD COUNTRY NATIONAL PRICES
- Command sponsorship letter (unless dependents are on PCS orders)
- Photocopy of sponsor's military ID card
- **NO FEE PASSPORT WITH CUSTOMS STAMP**
- **THIRD COUNTRY NATIONALS WHOSE LAST NAME DOES NOT MATCH THE SPONSORS MUST SUBMIT AN ORIGINAL COPY OF THEIR MARRIAGE CERTIFICATE**

All the paperwork above, once completed, is turned into pass and registration. They will ensure you have everything you need and process the paperwork for you. When the residency permit is completed you will be notified and the dependent will need to schedule a ride down to Adana to pick it up. Pass and registration will assist with this process.

## RATION CARD

Ration cards are required to purchase liquor, tobacco or coffee on base. You will receive this card during your in-processing appointment at the MPS. Ration Cards are authorized for the following personnel: -Airmen (under 18 years will have the tobacco and Class Six portion crossed out) -Family Members (under 18 years will have the tobacco and Class Six portion crossed out) -APF and NAF employees and family members -Contractors and family members To receive your ration card, visit the MPS in building 833 with your ID card and a copy of your orders. For more information call 676-3280.

## BEYANNAME

When your HHG are delivered, one of the final forms which will be completed is the

Beyanname. This form will document all the high value items which you brought into country. Pay close attention to the completion of this form, errors can cost you money in fines later!

An inspector will fill out the form while you are present. As mentioned in a previous section, items that will generally be listed on your Beyanname are large items or electrical items such as television sets, stereos, videos, computers, etc. Make sure the form is accurate to include the serial numbers.

Once completed, all the items on this form will have to depart Turkey with you when you PCS. Even if any of these items breaks during your assignment, **DO NOT THROW THEM AWAY**. Keep them so you can clear customs on your departure, you must take them with you. If any of these items are stolen, report it immediately and contact the legal office (JA). JA will help you work through the paperwork required to get any stolen items off your Beyanname. This is very hard to do, so try to avoid this scenario.

Failure to follow proper procedures when completing the Beyanname can result in large fines when departing Incirlik at the end of your tour. For example, an item valued at 800 YTL on the Beyanname can end up costing the member over \$1,000 in customs fines if it is lost or stolen and not cleared prior to departure.

## LIVING ON BASE

### HOUSING

Military personnel and appropriated government employees are required to reside on base and **are not eligible for off-base housing allowances**.

DoDDS teachers and contracting personnel are authorized to reside off-base and may receive allowances.

All houses are equipped with washers, dryers, and refrigerators.

The Air Force Portal has extensive housing information under the link for [VBR](#) to include the current housing waiting list.

**Location:** The housing office is located in Bldg 833, Room 149

**Hours:** Monday -Friday: 0730-1630 (Housing Office is open during most US and local Holidays and USAF Down Days.)

**Phone:** Commercial from US: 011-90-322-316 6232 DSN: 676 6232 Housing Referral (Economy Housing) DSN: 676 6145/623

### FURNITURE MANAGEMENT OFFICE (FMO) / LOAN LOCKER

HHG delivery will take a while in Turkey so to avoid lengthy stays in transient quarters or TLFs, the Furnishings Management Office was established to issue authorized items of government-owned furnishings to eligible personnel. These furnishings will help establish a household while household goods (HHG) are in transit, alleviating temporary lodging requirements. The FMO is located in the Housing Office, Bldg. 833, DSN 314-676-6232.

FMO support is authorized for military personnel, DoD civilians and DoDDS employees (accompanied and unaccompanied sponsored) and contractor Key and Mission Essential Personnel. FMO loaner furniture support is limited to 90 days. If circumstances warrant,



i.e., HHG has not arrived, you may request an extension through the FMO office. Extensions must be submitted in writing, detailing the reason for the extension and how long you will need to retain the furniture items. All members authorized support are entitled to the following items on a permanent basis -Refrigerator, range, washer and dryer - Smoke detectors (as required).

**FMO delivers and picks up the traditional “loan locker” items.** Simply annotate that you want the kit when you arrange for your FMO furniture delivery. A loaner kit consisting of pots and pans, dishes, coffee pot, toaster and iron/ironing board (no TVs or VCRs) is available for all authorized personnel for up to 90 days after arrival, and for up to 90 days before departure. **The loan kit does not provide linens, towels, shower curtains or telephones. These items should be shipped in your hold baggage.** Linens may be checked out on a space available basis from the Airman and Family Readiness Center, but towels are not available. **These items should be shipped in your hold baggage, or mailed at least two weeks prior to your expected arrival.**

If authorized items are not available for issue, you will be placed on the waiting list. Get in contact with the FMO for further assistance and information on procedures to acquire items above, as well as necessary documentation needed. Appliances and wardrobes are issued for the duration of your tour when authorized to reside on the economy. FMO requires 7 duty days notice for delivery and 10 duty days for pick up of Loaner Furniture. Take your PCS orders and/or amendments, rental contract and landlord certificate of agreement, if residing off base, or the USAFE Form 250 if residing in government quarters.

## SELF-STORAGE

Private climate-controlled self-storage facilities, such as we have in the U.S., do not exist in the local Incirlik community. On base, FSS Outdoor Recreation has individual storage units for rent. These are not large nor designed to hold large pieces of furniture. Storage units are available in two sizes, 6x12 and 10x12 feet. The costs could change over time, but at the time of this printing they run \$25 and \$30 respectively for the two sizes if you are a Club member (non-members pay \$35 and \$45 respectively). Contact Outdoor Recreation at 676-6044 for prices and availability; sometimes there is a waiting list for these popular spaces.

## INTERNET OPTIONS

High speed internet (ADSL) connections are available at Incirlik AB. The ADSL office is located at The Club Complex. Your internet account must be registered in the sponsor's name.

To register you **must** have an active on-base phone number and an ADSL Modem (DSL Modems will not work with the Maya Net service) prior to registration with the ADSL Office. A filter for each phone line throughout your home is not required but you may need to get one if you experience excessive static. You can purchase a modem at the Base Exchange, order one online, or rent or purchase one at the ADSL office. Service will typically be activated within 3-5 business days. There is no activation or cancellation charge associated with registration and Maya Net will provide a onetime initial set up at your home at no charge.

If a Club card is being used for payment, the Club member's name must be used at registration. Payments for Club members can be debited to your monthly club card. Payments for non-members can be made by VISA/MasterCard or cash at the Bowling Center on a quarterly, semi-annual or annual payment plan. Service will be terminated if your account is 5 days past due.

**The available internet connection speeds include:**

**512K (Recommended)** – Vonage, Skype, internet phone services, online gaming, video/audio conference, online school with audio and video

**2048K** – XBOX Live, downloading, running wireless or multiple systems, high-speed on-line gaming.

It is important to note that ADSL Internet and Maya Net cannot guarantee any optimum speed.

For more information please call the ADSL office at DSN 314-676-3032. For technical problems that may arise once service is in effect call Maya Net at DSN 314-676-3540.

## TELEPHONES

The on-base phone system is unique and is obtained from the 39th CS (676-6941). Billing is handled through the Accounting and Finance Office so your phone bill is deducted directly from your pay (for Active Duty members only – DoD civilians must pay every month in person at the finance office). **Hand carry or include telephones in your unaccompanied baggage as they are sometimes in short supply at the BX.**

## TELEVISION

Cable TV is free on base; this includes AFN channels and some local stations. More robust satellite TV is available for installation on Incirlik, but this is not free. It is recommended to ship a TV in your unaccompanied baggage, as they are not available for check out.

## FREE COMPUTER & DSN PHONE ACCESS

### -Library

Wireless, 7 ADSL commercial access computers (does not require LAN account). Also has systems with CAC access

Over 4000 movie and television series DVD's for checkout

### -Community Center

10 ADSL commercial access computers - wireless connection available 24/7

### -Bowling Center

Wireless access

### -Lodging (Hodja Inn)

Main lobby has 2 commercial access computers, no wireless, 2 worldwide DSN phones

Lobby in Building 1066 has wireless access and 2 worldwide DSN phones

All of the guest rooms have wireless access as well

### -Airman & Family Readiness Center

6 ADSL commercial access computers; 2 with CAC access

2 DSN phones  
-PAX Terminal

Wireless 3 ADSL commercial access computers fax machine , 8 DSN phones

## NANNIES/MAIDS/GARDENERS

Nannies, maids and gardeners are a big part of the traditions at Incirlik. They provide great services and tend to be inexpensive compared to what you would pay in the US, so many people choose to employ them.

There is a new process for finding nannies, maids, and gardeners. Four Turkish companies provide maid, nanny and gardener services. If you want to use the services of a maid, nanny or gardener, you must contact one of the Turkish companies. You can choose your maid, nanny, or gardener based on recommendations from coworkers or neighbors and terms offered by the company who employs them. Maids and gardeners are generally easy to find, nannies can prove a bit more challenging, but are still available.

Terms of the service agreement with the company and fees are negotiable and will vary depending upon the services required and company. Consult your neighbors and coworkers to get an idea of current rates. Do not commit to a price until you have had a chance to discuss with your neighbors or coworkers, they know what is fair.

Once you sign a service agreement with the company, you must provide the agreement and a copy of your orders to Pass & ID. The company will provide background paperwork regarding the maid, nanny, or gardener to 10<sup>th</sup> Tanker for authorization for their entry onto the base. The companies employ the maids, nannies, and gardeners and are responsible paying their salary and completing employment paperwork consistent with Turkish labor and tax laws.

If you have questions about the process contact US Pass & ID or the legal office.

A note of warning... maids, nannies or gardeners may ask you to purchase things for them at the BX or commissary. THIS IS ILLEGAL, DO NOT AGREE TO PURCHASE ANYTHING FOR THEM. They know better than to ask but some will try and hope you don't know the rules. You can incur serious fines for doing this...don't get sucked into this practice.

It is recommended that you place your child on the CDC waiting list before you PCS, using DD form 2606 and attaching a copy of your orders. Sponsors are eligible to register children prior to PCSing. The AF Form 357 is needed for dual and single Air Force members. Contact the CDC at DSN 314-676-6553 or [39fss.cdc@incirlik.af.mil](mailto:39fss.cdc@incirlik.af.mil) for more information.

## CURFEW/OFF-LIMITS AREAS

All personnel who live on base must be on the installation from 0200-0500 if they are in the local area. Curfew hours may change randomly. Your First Sergeant will announce changes. Additionally, changes to the curfew will be advertised on the commander's access channel, on AFN channels via a scroller, and disseminated through the unit commanders. Coordinate all travel off the installation with your supervisor.

All trips exceeding 100 miles from Incirlik/Adana and/or trips which required overnight stay away from the installation must be approved by unit commanders. Once again, talk to your supervisor or first sergeant for unit procedures.

On Incirlik, U.S. personnel are not allowed to use: --The perimeter road (concrete next to the perimeter fence)

--C Cad Ave and B Cad Ave between 2nd and 4th SOK St are closed to pedestrians/bicycle/runners during the hours of darkness

--No pedestrians/bicycles/runners on "the triangle" (east end of A Cad Ave past the ball fields) during the hours of darkness

--No POVs are allowed on the roads north of the flightline during the hours of darkness (cannot go past the golf course, there are signs designating this area)

## BLACK MARKETING

Military members and civilians assigned to overseas bases and their dependents that are entitled to BX and commissary privileges need to be especially cautious of engaging in activities that could be considered black marketing. A "better safe than sorry" motto is the best one to follow. Here is a simple definition you can use: ***Any time you give, sell or transfer, any item to a Turkish national (or anyone else not entitled to duty free goods) that was not purchased on the Turkish economy, you are black marketing.*** That being said, there is a customary exception just for consumable items that are given gratuitously in very small or insignificant amounts, e.g. having your Turkish friends over to your house for dinner or the offer of a cigarette or drink to a Turkish friend.

AAFES and the Commissary import items for which Turkish customs duties have not been paid. The use and consumption of these items is permissible to the extent it is limited to those entitled to receive duty-free items, e.g., service members and their dependents. The duty-free status of these items creates a great disparity in price between what AAFES and the Commissary charge versus what the item would cost on the Turkish economy, where some items sell for several times the price paid at the BX, the Shoppette and the Commissary. This disparity in price creates an incentive for Turkish locals to try and persuade base personnel to transfer these items onto the Turkish economy --to "black market" duty-free items to individuals not entitled to duty-free goods.

Although airmen may be tempted to take advantage of this price disparity and try to sell duty-free items for a promised profit on the Turkish economy, the practice is illegal. USAFEI 51-707, 11 Mar 04, paragraph 2.1, makes black marketing an offense punishable under Article 92 of the UCMJ. In addition to being illegal, airmen who begin to provide duty-free items to Turkish individuals not eligible to purchase them from the BX and Commissary are susceptible to being exploited for further wrongdoing, as there is some indication that elements of Turkish organized crime exploit unwary service members to provide duty-free items to them. Airmen who are convinced to purchase items for Turkish nationals may later find themselves threatened with prosecution under Turkish law, reporting to his chain of command or threats of bodily injury. Rarely do the airmen ever see any of the promised profit ...

Beyond being illegal and creating the very real possibility of interacting with unsavory local

characters, airmen who black market also endanger our ability to make purchases of items not subject to the customs duties. Our ability to bring items into Turkey without paying customs duties on them may be hindered if there is evidence that we are not ensuring that only the eligible personnel are consuming the duty-free items.

There are times during your assignment to Incirlik when you may be tempted to offer gifts to please your local friends or not know how to refuse when asked for goods by your landlord who has always been helpful and nice to you. The easiest, smartest and only lawful thing to do is to say "no." The ration card system plays a role in limiting the likelihood of black marketing. In fact, under Air Force regulation, even buying goods in quantities more than your personal needs can be a punishable offense.

The punishment by Turkish and American authorities for black marketing is severe. For simple smuggling (the term used in Turkish law), there is a jail term of up to 5 years. For those who conspire to smuggle (cooperate with another in smuggling) the punishment is 7-15 years imprisonment. Punishments also include payment of customs tax and confiscation of the items. Air Force members face punitive or administrative action by their commanders. Dependents and civilians face revocation of shopping privileges and ultimately the loss of command sponsorship and barment from the installation.

Help us get the word out that not only is it illegal to "black market" items from the BX, Shoppette or Commissary (whether here at Incirlik AB, at Izmir AS or Ankara) – it's also a scam that rarely leads to the promised "payoff." Instead, the willingness of the member to black market once or twice is used to extort the member to pay off the locals for "quiet" money and to continue to illegally black market items. Encourage members to come forward to their first sergeant, the area defense counsel or the chaplain if they have fallen prey to this scam. There is a real concern for the member's safety and the threats and coercions on the member are sure to increase. Considering the consequences, black marketing is not worth the risk. Help educate others by explaining what black marketing is, and its consequences. It is best to be smart now, rather than sorry later. If you have further questions regarding black marketing, contact the legal office at 676-6800.

## OPSEC

OPSEC deals with protecting information about our operations from an adversary.

Knowledge is power – the more an adversary knows about us, the more powerful they are & the more *vulnerable* we are. OPSEC keeps information away from an adversary, making ourselves and our operations safer.

### OPSEC COUNTERMEASURES

- Know Wing & Unit Critical Information - Review first, before you speak or type
- Shred all personal & work-related documents
- Use STU-III/STE for passing Critical Information
- Practice strict phone discipline - Announce Open Lines & halt side discussion - When in doubt, go secure
- Do not e-mail Critical Information on NIPRNET Use encryption & digital signature (PKI/CAC) Use secure nets (SIPRNET or GCCS-K) Limit email chains when possible (forwarding) Don't send attachments; send the link instead
- No work-related conversations in public places -Be aware of your surroundings: Report suspicious activities

## 39 ABW CRITICAL INFORMATION LIST

Aircraft total & Status  
C4I Limitations & Status  
Communication Equipment/Procedures  
DV Movements  
Frequencies, Call-signs, User ID/Password  
Force Protection measures  
ID Key & Aircrew Personnel  
Personnel Records  
Special Weather Briefs  
Training Schedules & Records  
Units Deploying; Recall Status  
Unclassified Mission Planning & Results

## FORCE PROTECTION

The threat is real; more so in some places than others. By following the same common-sense guidelines, you should feel free to enjoy the benefits of your tour here at Incirlik AB.

### **GENERAL SECURITY PROCEDURES TO BE PRACTICED AT ALL TIMES**

- Encourage security awareness in your family and discuss what to do if there is a security threat.
- Be alert for surveillance attempts or suspicious persons or activities, and report them to the proper authorities. Trust your gut feelings.
- Vary personal routines whenever possible.
- Get into the habit of checking in to let your friends and family know where you are or when to expect you.
- Know how to use the local phone system. Always carry telephone change. Know the emergency numbers for local police, fire, ambulance, and hospital.
- Know the locations of civilian police, military police, government agencies, US Embassy, and other safe locations where you can find refuge or assistance.
- Avoid public disputes or confrontations. Report any trouble to the proper authorities.
- Know certain key phrases in the native language such as “I need a policeman,” “Take me to a doctor,” “Where is the hospital?” and “Where is the police station?”
- Set up simple signal systems to alert family members or associates that there is a danger. Do not share this information with anyone not involved in your signal system.
- Carry identification showing your blood type and any special medical conditions. - - Keep a minimum of a 1-week supply of essential medication on hand at all times.
- Keep a low profile. Shun publicity. Do not flash large sums of money.
- Do not unnecessarily divulge your home address, phone number, or family information.
- Watch for unexplained absences of local citizens as an early warning of possible terrorist actions.
- Keep your personal affairs in good order. Keep wills current, have powers of attorney drawn up, take measures to ensure family’s financial security, and develop a plan for family actions in the event you are taken hostage.



## **BANKING**

There is no base bank on Incirlik Air Base. It is strongly recommended that members establish a checking account before departing their current duty station. Possessing only a debit or ATM card is not sufficient as these cards don't always work in foreign machines (especially with 5-digit PINs.) Also, while ATMs are available on base, they may not be in operating condition when funds are required. In addition, members are advised to bring at least a one year supply of personal checks that may be cashed at the Base Exchange, Consolidated Club, or the Finance Office. The Finance Office cashes checks and exchanges dollars for Turkish Lira from 0830 - 1530. In order for a spouse or other family member to utilize the cashier operation, they must have a check cashing card which can be obtained from the Finance Office. You're

## **ADULT EDUCATIONAL OPPORTUNITIES**

You will have an ample opportunity to get a higher education from three academic institutions on base. The University of Maryland and Central Texas College all provide course programs in residence on base. Embry-Riddle Aeronautical University is available through Aviano, Italy DSN: 632-5140 or Email: [Aviano@erau.edu](mailto:Aviano@erau.edu). The Education Center also offers CLEP and DANTES testing. The Education Center can help students find additional education programs offered by American colleges and universities operating overseas and in the United States. Distance education opportunities are enhanced by computer work stations to support on-line research by both military and DoD civilians and their adult family members. For information, call the Education Center at DSN 314-676-3211 or log on to the Air Force Virtual Education Center (AFVEC) at: <https://rso.my.af.mil/afvecprod/afvec/SelfService/MyAFVEC.aspx> for information about base schools, programs offered, CCAF progress info, CLEP/DSST test results, GEM/AU-ABC and other education opportunities.

## **MEDICAL SERVICES**

### **Medical Considerations Prior to your PCS**

Incirlik AB, Turkey is a geographically remote location with fewer medical services than many military families may be accustomed to from stateside assignments. To ensure appropriate services are available for your family, a thorough overseas medical clearance screening process must be performed by your losing base medical personnel. At your screening appointment, identify any possible dental, educational, emotional, psychological, or medical needs anticipated for the length of the tour. Mental health and psychological services for both children and adults are severely limited at Incirlik AB. Any condition requiring long term and/or follow-up care must be carefully evaluated. In order for your family members to be included on your PCS orders to Turkey, there must be a formal clearance accomplished. Please initiate your Request for Family Member's Medical and Education Clearance for Travel (AF 1466) with your local medical treatment facility, at least six months prior to PCS departure. If you have any questions concerning the medical

clearance process, please contact TRICARE Operations and Patient Administration (TOPA) office at DSN 314-676-3377 or 011-09-322-316-3377.

### **Emergency Services**

There is no emergency room at the clinic. If you experience an emergency, defined as an event in which there is a risk to life, limb and/or eyesight, 911 can be dialed from any ON BASE phone. From a cell phone, on base, dial 0322-316-1911 instead of 911. 39 MDG clinic ambulances do not respond to off base emergencies. For emergencies off base, dial 112 to contact the host nation ambulance services.

### **Clinic Services**

Incirlik AB maintains a small clinic on the installation. Active duty family members are entitled to medical services contingent upon the availability and the capabilities of the staff and facility. If services are unavailable or exceed the capabilities of the clinic, patients will be referred to TRICARE and services may be sent to the local Turkish host nation network or another military facility. Department of Defense employees can be seen on a reimbursable basis when space is available. Appointments are required to see a health care professional. Walk-ins are not accepted except for immunizations. The central appointments desk can be reached at 676-6666 on Monday-Friday from 0700-1630, except for federal holidays and USAFE Family/Goal Days.

### **Dental Services**

Dental clinic appointments are required for service. Family members can make appointments on a space available basis for examinations and cleaning. Appointments for additional treatments are limited. Family members requiring orthodontic treatment will be referred to a Turkish orthodontist. Elective dental care is an "out-of-pocket" expense. It is highly recommended that when you out-process your current duty location, you do not disenroll your dependents from the United Concordia TRICARE Dental Program. For care during duty hours, please call 676-6435. For after-hours dental emergencies, call DSN 676-6666.

### **Optometry Services**

Routine eye exams are provided in the clinic for active duty members and dependents. Retirees and DoD employees are seen on a space-available basis. The central appointments desk books appointments for the optometry clinic at 676-6666. Contact lens services are very limited. Please note that there is no optical shop on base. Glasses can be purchased on the economy, however, there may be differences in optical standards between US and host nation glasses. Therefore, family members are encouraged to obtain glasses in the US prior to PCS.

### **Pregnancy**

The clinic currently provides routine prenatal care for uncomplicated pregnancies. Two host-nation Turkish hospitals are utilized for deliveries for normal-risk pregnancies. If a woman will be greater than 28 weeks pregnant at the time of PCS, or if the pregnancy is

considered a high-risk pregnancy for any reason, it is recommended that travel be delayed until after delivery.

### **Elective Surgery**

For active duty members, per AFI 44-102, *Medical Care Management*, Chapter 6, "Elective surgery, performed at the member's expense, is prohibited without prior written approval of the member's Squadron Commander and the MTF/CC. [Medical Treatment Facility Group Commander]" For both dependents and active duty members, it is highly recommended that any elective surgeries are accomplished before arrival to Turkey.

### **Hours of Operation and After-Hours Medical Care**

The clinic is open from 0830-1630 Monday through Friday, and is closed for federal holidays, wing training days and USAFE family /goal days off. For non-emergent care during non-business hours, please call 676-6666 and the technician will assist with either providing directions for locating a host-nation facility, and/or with connecting you to a provider for telephone advice. If you are directed to proceed to the local hospital, and you choose not to drive yourself or have a friend or coworker transport you, please note that base taxis (676-TAXI/676-8294) can transport you to the closest referral hospital, AcıBadem. The round trip taxi fare will depend upon the amount time that the driver must wait for you, so make sure to negotiate a fare with the driver that includes wait time, in advance. A map to the local referral hospital is available in the foyer of the clinic front door (open 24 hours) and at the Hodja Inn front desk (open 24 hours).

### **Pharmacy for Turkish Prescriptions**

If you receive a prescription from a Turkish provider during business hours, please bring the prescription to the clinic pharmacy. The pharmacy staff will review the prescription for you and determine whether it is written for a medication which can be filled at our pharmacy. If it has been written for a medication which is only available through the Turkish pharmacy, you will receive directions as to where you can fill the medication and the pharmacy staff can review the directions in English, as most Turkish medications are not labeled in English. After hours, if you receive a prescription from a Turkish provider for a medication that requires a fill prior to the next duty day, please call 676-6666 or 0322-316-6666, and tell the technician that you just received a prescription for a Turkish pharmacy and need to arrange to have it filled.

### **Host Nation Hospital Care in Adana**

Since 2008, two brand new hospitals, with state-of-the-art technology, have opened in Adana. These hospitals are very similar in design to what you would expect to find in the United States, However, please expect that there will be some cultural differences. As with

hospitals in the US, please do not take any valuables, jewelry or significant sums of currency to the hospital with you, as the rooms do not have locking safes.

### **Host Nation Hospital Rooms/Amenities**

Our local referral hospitals generally offer private rooms with private bathrooms. Television is provided, but there is usually only one station in English. Electrical outlets are 220 volt only. Telephones are also usually provided, but be careful, as you will be charged for local and long distance calls, which can be quite costly, so taking a personal cell phone is a better option. You will need to have Turkish Lira or a credit card available to pay for your phone bill at discharge. Visiting hours are very similar to those that are allowed stateside. You must provide your own slippers, gown, toiletries (soap, deodorant, toothbrush, toothpaste, etc.) if you are admitted.

### **Host Nation Hospital Food, Flowers and Visitation**

In European countries and in Turkey, hospital food may be simple and limited. If you're admitted to the hospital, it's because you're not well or have a specified medical condition under evaluation. Therefore, it is common to receive watery chicken broth and bread/toast, or food items that are bland and will not upset the stomach nor interfere with testing and treatment. Visitors may not bring food items into a patient room without getting permission from the hospital staff in advance. This applies to food brought into the patient room for the patient and/or for the visitors. Likewise, if you are allowed to go from your room to the hospital cafeteria to buy food, please obtain permission from the staff in advance. Also, you there is a strict limit on flowers and plants, which also may not be taken to the patient rooms without prior approval from the nursing staff. There may also be a limitation on visits by children, so all visitors must also be cleared at the nursing station.

### **Communicating with Host Nation Physicians and Staff**

The Turkish physicians at our TRICARE network hospitals have documented training, certification and credentials. Many have advanced training in the international setting, including the U.S, Great Britain, Germany, and other European centers. Even though medical school training textbooks are frequently written in English, verbal communication can still be a great challenge, since many Turkish doctors and nurses read English better than they speak English. If you have problems communicating, please slow down your rate of speech and speak in short, clear, sentences, looking directly at the person to which you are speaking. Any time you do not understand a comment which is made by a caregiver, slowly request, "Please say it again. I do not understand." If you need help communicating, ask for that facility's translator. If, for any reason, translators are not available, or you're still having difficulties with clear communication, call the clinic 24 hours a day at 0322-316-6666 and request to be connected to one of our TRICARE liaisons for translation services. If your communication issues cannot satisfactorily be resolved via the telephone, request that the liaison come to the hospital to translate in person. Good communication is paramount for safe, effective medical treatment.

### **Discussing your Care Plan with the Host Nation Physicians**

As in many European countries, physicians hold a firm grip on directing and leading the healthcare practice. The approach to the doctor-patient relationship is often different than what you may be accustomed to in the United States, with less direct communication from the doctor. It is not common practice for a physician to meet with the patient to discuss “options” in detail when making a treatment plan. Occasionally, too many questions to the doctor can be misinterpreted as a “test” of their knowledge and competency, for detailed discussions have not been the cultural norm in Turkey. However, most of the providers we use are sensitive to the patient’s desire for more communication, patient education, and discussion about the care plan and alternatives. Patients/parents need to be sure to “Speak Up” and ask their doctors and nurses about 1) the RISKS and/or SIDE EFFECTS of any procedure or medication, 2) the BENEFITS of the procedure and/or medication and 3) ALTERNATIVES and other care options which you may consider. Also, be firm when expressing that you require pain control, as pain control standards are slightly different than you will find in the U.S., and sometimes the doctor must be contacted prior to a patient receiving the pain medication. The Patient Liaisons are available to assist with the translation of your questions and communication to the staff 24 hours per day.

### **39<sup>th</sup> Medical Group “MEDICAL-ONE” Telephone Number**

Please remember that the same phone number, 676-6666, will access **non-emergent** care options 24 hours per day. During business hours, this number will connect you immediately to the on-site clinic appointment line. During non-business hours, you may use this number to be transferred to the on-call provider for telephone advice, and/or obtain instructions for pursuing host-nation care in Adana, or instructions in filling a prescription. The medics at the 39 MDG, in partnership with our host nation referral facilities, look forward **to providing an outstanding patient experience for every patient, in every section, with every encounter. . . EVERY TIME!**

## **CHAPEL SERVICES**

The Incirlik AB Chapel offers many different spiritual/ religious activities ranging from a full range of religious education classes that are offered for preschoolers through adults, Bible studies, choirs, retreats and pilgrimages to biblical sites and a program for Christian singles and religious services.

The Chapel's Connection Coffee Shop is a great way to unwind after a long day at work, or a quiet place to study. One major advantage of an assignment to Turkey is that the country is full of historical significance for Judaism, Christianity and Islam. There are tremendous opportunities to tour and learn about the many religious and historical sites. All chaplains are available for counseling regarding spiritual, moral, personal or family issues and all counseling is strictly confidential.

## **SHOPPING ON BASE**

AAFES	Various Vendors located next to Commissary
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Hodja Lakes Golf Pro Shop	Commissary with Deli and Bakery
Flower Shop	Community Center for Balloon bouquets and gift baskets
Turkish Cantina Store: small convenient store.	

## EATING ESTABLISHMENTS ON BASE

Pizza Hut at the BX

Taco Bell at the BX

Burger King at the BX

Baskin Robbins at the BX

Golf Course Café

Bowling Center Grill

Consolidated Club

Starbucks at the Club

Sultans Inn Dining Facility

Coffee Express next to the Florist

Turkish Kebap Restaurant by taxi station

Turkish Consolidated Club

# EMPLOYMENT

## FEDERAL VACANCIES

The Civilian Personnel Office maintains a current vacancy list on the Air Force Portal and offers military spouse and family member preference to eligible applicants who are seeking positions in civil service.

For most positions, you will need to be currently living here to apply. Questions or concerns should be directed to the civilian personnel center at your current location. If you are currently employed by the federal government, you will need to bring a copy of your most recent SF50 and any Leave without Pay paperwork from your losing agency. All potential applicants should bring a Career Resume with them. An additional source of information for spouses moving overseas and seeking employment is Air Force pamphlet 36-508, Employment Information for Families Being Assigned to Overseas Areas. This pamphlet focuses on the processes and policies for federal employment.

Military spouse and family member preference provides priority in the employment selection process for military spouses who are relocating as a result of their sponsor's PCS. Be certain you understand the guidelines for this preference PRIOR to applying with any federal agency since this preference is given ONE time per relocation.

**Air Force Personnel Center (AFPC) For Internal Candidates** -go to



[https://ww2.afpc.randolph.af.mil/resweb/search\\_by\\_country\\_nlo.asp](https://ww2.afpc.randolph.af.mil/resweb/search_by_country_nlo.asp) -Scroll to bottom and click on Turkey

### **For External Candidates (You must now apply at USA JOBS)**

-Go to <http://www.usajobs.opm.gov/>

If you have questions, contact the Civilian Personnel Office at 676-3531

## **NON-APPROPRIATED FUNDS (NAF) HUMAN RESOURCES**

NAF Human Resources is co-located with the Civilian Personnel Office in Building 833. Contact number 676-3524. To find out about job openings:

- Visit the new USAFE automated website at <http://www.nafjobs.org>
- Visit the HRO Office in Building 833
- Job opportunities & applications are available at <http://39fss.com/hro.html>
- A&FRC Computer Resource Room. Logon to Employment Resource computer and click on desktop folder "Current Job Openings"

\*Per the SOFA Agreement, NAF can only hire dependents that are American citizens or dependents that are citizens of NATO countries, excluding Turkey. Certain conditions apply. Contact FSS Human Resources for more information.

## **FAMILY CHILD CARE (FCC)**

There is currently no Family Child Care home program on Incirlik Air Base.

## **AAFES**

Human Resources office is located in Building 3595. Contact number 676-6008.

To apply:

-Online at [www.aafes.com](http://www.aafes.com) (at bottom of page click on Employment).

Then click: Entry – Level Jobs by Location

OR

Spouse Employment Preference/ bottom click Job Openings / Europe/Go – Turkey  
CONS/Go and jobs will be listed.

Applications are located outside of the BX and there is a drop box there to turn them in as well or you can turn them into the HR office in Bldg 3595.

\*Per the SOFA Agreement, AAFES can only hire dependents that are American citizens or dependents that are citizens of NATO countries. Certain conditions apply. Contact AAFES HR (676-6008) for more information.

## **DODDS**

The USAJobs website allows you to conduct a job search of the Department of Defense Education Activity (DoDEA) vacancies. To refine your search, select location(s) by

clicking inside the "Location Search" box, scrolling to see selections, and clicking on your choices. All components of DoDEA will be represented within the current vacancies unless you change the location search.

<http://www.usajobs.gov/> or [www.eu.dodea.edu/hr/open.php](http://www.eu.dodea.edu/hr/open.php)

## CONTRACT POSITIONS

For job openings:

Go to [www.fedbizopps.gov](http://www.fedbizopps.gov)

\*You do not have to be an American citizen, but need to have access to the base. If you have no access to the base then you can only be hired as a Turkish vendor (so you have to follow Turkish guidelines, for more info contact contracting at (676-8074)

## ITT INTERNATIONAL CORPORATION

ITT is located in Building 90. DSN 676-5018, commercial: 90-322-316-5018 To find out about job openings: Logon to <http://www.itt.com/careers>

## VBR

VBR is located in Building 952. DSN 676-9129.

To find out about job openings:

-Go to bldg 952 or call 676-9129

- Go to: <http://vbr-turkey-spain.com/>

\* Local hire positions are open only to dependents of military, DoDs, DoDDs, or Contract personnel assigned under official orders to Incirlik Air Base. Applicant must also be an American or Turkish citizen.

## NON-AMERICAN CITIZENS

If you are not an American citizen or a Turkish national, employment opportunities are VERY limited. People interested in Home Based businesses must contact the Housing office for permission and legal concerns. Note: Because of the Status of Forces Agreement (SOFA) with Turkey, many positions on base are designated as Turkish, and only local nationals can be hired. Jobs "on the economy" require a Turkish work permit (that takes approximately one year to obtain) and usually require the ability to speak Turkish.

## VOLUNTEER OPPORTUNITIES

Being a volunteer is the perfect way to network, learn new skills and get experience that may lead to paid employment. The Airman & Family Readiness Center is your one-stop office for all volunteer opportunities in the Incirlik community. The A&FRC staff can help you with the registration process and assist you in finding a volunteer position or agency

that will be a great fit for your skills and abilities. The American Red Cross can assist in volunteer opportunities as well. Lead by example and be a volunteer. Call 676-6755 for more information.

# CHILDREN/SCHOOLS

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## CHILD CARE FOR PCS

The Air Force Aid Society (AFAS) will pay up to 20 hours of child care in licensed Family Child Care (FCC) homes on base. Since Incirlik has a limited number of FCC homes, parents may utilize the Child Development Center for this service. Please call 24 hours prior to sign up, and ensure your child has all shots up-to-date. Families may use the 20 hours of child care per child 60 days prior to the family's departure from a base, and 60 days after arrival to the new base. Bring your PCS orders to the Airman and Family Readiness Center (A&FRC) Building 833 to obtain a Child Care for PCS Certificate. DSN 676-6755.

## CHILD DEVELOPMENT CENTER

The Child Development Center (CDC) hours are Monday through Friday from 0630 – 1730, closed on federal holidays. You may register your children prior to PCSing using [DD form 2606](#) and attaching a copy of your orders. The [AF Form 357](#) is needed for dual and single Air Force members. Shot records and a current LES are also required. Children must have a completed TB skin test prior to acceptance into any of the Child Care programs. It is highly encouraged that this test be completed prior to PCS (results are valid for one year). Drop-ins are taken on space available basis. Phone: 90-322-316-6553 DSN: 676-6553 Email: [39fss.cdc@incirlik.af.mil](mailto:39fss.cdc@incirlik.af.mil) Website: <http://39fss.com/cdc.html>

## INCIRLIK UNIT SCHOOL (DODDS)

The DoDDS school on Incirlik AB is now a unit school (Incirlik American School), consisting of an elementary school for students in grades pre-kindergarten -5 (Building 2711), and middle/high school for students in grades 6-12 (Buildings 2711 and 2715). All three schools are located on one campus on base. The mission statement for Incirlik American School is "In partnership with our community, Incirlik American School educates students to become responsible citizens of a changing world." A welcome note from our principal:

*Incirlik Unit School serves students in grades Kindergarten through grade 12 and is proud of its family atmosphere and great community support. Even though the school is small, it*

is “big” on rigorous course offerings, support classes, and extracurricular activities. There is something for everyone at Incirlik Unit School. For example, students may enroll in Advanced Placement coursework in social studies, English, and math. Middle school students may earn high school credit for upper level math and a foreign language. Students who need that extra attention or push have the opportunity to attend reading support, English/language arts, algebra, geometry labs, and AVID classes. A Gifted Education program is also in our course offerings. In addition to our varied course offerings, Incirlik Unit School is prepared to meet the challenges of the 21st century through the use of technology. The school offers a wide range of computer programs including, Cisco Academy, Microsoft Systems and other business and computer applications. Our media center is well equipped with the most current computers with extensive research capabilities. Technology is a part of daily classroom routines and is fully integrated into classroom instruction. The strength of our academic program is supported by the strength of our extracurricular activities. Our high school offers a wide variety of extracurricular activities. Such activities include soccer, basketball, cheerleading, and volleyball, cross country, wrestling, tennis, softball, National Honor Society, National Junior Honor Society, and the Video Productions Club. The sports teams compete within Turkey as well as travel to Italy and Germany a few times each year. We are proud of our small school with a big school spirit! I hope that you will take the time to visit our school and experience our Incirlik American School family.

Terry A. Greene  
Principal

**A student handbook is available on the school website. This handbook is designed to assist students and parents in becoming informed and involved decision-makers in students' education.** The handbook provides policies and procedures necessary to create and maintain a successful learning environment for all. Contact the main office if you have any questions or concerns. Phone: 011-90-322-316-6449 DSN: 314-676-6449  
<https://www.registration.eu.dodea.edu/onLineReg/login.html>  
<http://www.eu.dodea.edu/all.htm> <http://www.eu.dodea.edu>

PTSA is here to assist in the educational life of the students and parents.

Email: [incirlikab.pta@googlemail.com](mailto:incirlikab.pta@googlemail.com)

- <http://www.facebook.com/IUSPTA/>
- <http://www.incirlikunitschoolpta.my-pts.org/>

## TEEN LINK

Relocation.....PCS.....whatever you call it, if you are a teen it means a really big transition. To begin the process, please email the school and advise us of your projected date of arrival, your interests, and questions. We would like to assign a sponsor to email you in advance of your arrival. The "Teen Link" summer sponsorship program is conducted in conjunction with the Youth Center. Students who attend Teen Link and connect with a sponsor adapt more quickly.

We look forward to hearing from you at: [www.inci-ehs.eu.dodea.edu](http://www.inci-ehs.eu.dodea.edu).

## YOUTH CENTER

The Youth Programs sponsors many programs throughout the year. Summer Camp is held during the summer months. Mini-golf is available for all ages. A full range of sports leagues and fitness activities are provided for children ages 6 -18. Sports leagues include basketball, cheerleading, baseball, softball, soccer and flag football. In addition to leagues, there are several clinics and tournaments offered throughout the year. Youth Programs offers clinics for pre-schoolers (ages 3 – 5) in gymnastics, cheerleading, soccer and T-Ball. Older children can learn tennis, golf, bowling and skeet shooting. For more information about Youth Sports, call Incirlik Youth Programs at 676-6670 for details.

In addition to the many sports activities, Incirlik Youth Programs offers a wide variety of activities such as trips to local malls and amusement parks. Youth Programs also provides movie nights, craft activities and several instructional classes such as photography, web page design, dance and more. The Youth Activities Center, Chapel, Recreation Center and schools all provide special events throughout the year. Visit <http://39fss.com/youth.html> for more information.

## WOMEN, INFANTS AND CHILDREN OVERSEAS (WICO)

Members and families of the Armed Forces, civilian employees and contractors of the Department of Defense living overseas may qualify for the WIC Overseas program. The program is open to eligible mothers, mothers-to-be, and children. Eligibility is based on income and family size along with other criteria. WIC Overseas will provide your family with supplemental food to help them achieve a wholesome, well balanced diet. Some foods generally available include: iron-fortified infant formula and infant cereal, iron fortified adult cereal, milk, eggs, cheese, peanut butter, beans, vitamin C-rich fruit juice. Breast-feeding mothers will also be eligible for canned tuna and vitamin A-rich vegetables. If you have any questions, or would like to schedule an appointment please call or e-mail us.

**Location:** Building 3850 –directly adjacent to the HAWC lobby

**Hours of Operation:** 0800-1600 Tuesday-Wednesday / 0800-1200 Thursday

**For more information:** Phone DSN 676-1237 or E-mail [wic@incirlik.af.mil](mailto:wic@incirlik.af.mil)

## KNOW THE RULES ON CHILD SUPERVISION

Age of Child	Left Unattended in Quarters for two hours or less	Left Unattended in Quarters for more than two hours	Left Unattended Outside (including playgrounds)	Left Unattended in a Vehicle	Left Unattended Overnight	Baby-sit Siblings	Baby-sit Others
Newborn – 8 years	NO	NO	NO	NO	NO	NO	NO
9 – 11 years	YES, with a minimum of phone access to a responsible adult designated by parent	NO	YES, with a minimum of phone access to a responsible adult designated by parent	Apr – Sep: NO Oct – Mar: YES, with key removed and parking brake activated (15 min. max)	NO	NO	NO
12 – 13 years	YES	YES	YES	YES, with key removed and parking brake activated (30 min. max)	NO	YES	YES
14 – 17 years	YES	YES	YES	YES	YES, with a minimum of phone access to a responsible adult designated by Parent	YES	YES

## EDUCATIONAL DEVELOPMENTAL AND INTERVENTION SERVICES (EDIS)

EDIS is a program that is made up of multiple medical professionals. EDIS screens and provides interventions to children who have delays and medical problems that may affect their development, growth and education. EDIS provides early intervention services for children from birth to 3 years of age and provides Related services (RS) for beneficiaries from 3 to 21 years of age. Available clinical services include: occupational therapy, physical therapy, child psychology, special education, audiology and speech pathology. EDIS works closely with the Child Development Center (CDC) and Department of Defense Dependents School (DoDDS).

- EDIS candidates are referred by parents or physicians.
- RS candidates are referred by parents, physicians or through DoDDS. Flight activities include community outreach, processing referrals, intake screening, parent conferences,



home visits, service planning and delivery, playgroups, parenting classes, autism evaluations and collaborative meetings with DoDDS. Aviano AB, Italy supports Incirlik through quarterly team visits.

EDIS is located in the Pediatric Wing of the 39th Medical Squadron. But EDIS serves families and children in the natural environment (home, school, etc.) Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports.

## DRIVING/TRANSPORTATION

### CAR REGISTRATION

In Turkey, all vehicle owners must pay road tax in order to register their vehicles. Under the Status of Forces Agreement (SOFA), United States personnel (military and civilian employees) are exempt from such taxes. Your commander's support staff and the SFS Pass and Registration office will assist you with application processing. The fees for vehicle registration are as follows:

822.00 TL for POV registration

698.00 TL for Motorcycle registration

Fees must be paid in exact change

The following fee is optional:

A fee of \$80 U.S. dollars is optional to expedite vehicle registration processing.

If you have shipped a POV, submit the request for Tax Exemption as the same time you turn in your application for the bluebook (Turkish identification document for active duty personnel). The documents will be mailed to Ankara and after approval, returned to the Pass and Registration office where they will be held on file pending your vehicle registration.

Insurance policies and Auto Beyanname must have the same name on both of them, regardless of who the primary policy holder is. This generally applies to married military to military couples. In addition, the insurance policy must be the original insurance policy translated in Turkish. These missing or incomplete items are the main cause of POV registration delays. Be prepared to bring additional money from \$600 - \$1,000 for various fees, such as vehicle registration and residency permits.

### VEHICLE INSPECTIONS

Your vehicle must meet the specifications of the Turkish Safety Inspection in order to be registered properly. The safety standards include, but are not limited to, the following: an emissions test, verification of the engine and VIN numbers of the car, examination of

window tint (tint not manufactured into the vehicle's glass is not acceptable). If the vehicle is a truck or van, mud flaps are required for the rear tires. If the vehicle requires mud flaps, they can be installed for a nominal fee. If the vehicle's tint must be removed, remove it prior to shipping. Vehicles will be checked at the port of entry by Turkish customs officials. They will check the vehicle surface, windows, wipers, headlights, brake/lights, license plate/lamp, and the muffler. All documents for the vehicle must be in order when picking up the vehicle; i.e., current insurance, color and other info.

**NOTE: FAILURE TO REGISTER YOUR VEHICLE WITHIN 90 DAYS OF THE DATE LISTED ON YOUR AUTO BEYANNAME PAPERWORK WILL RESULT IN A FINE BY THE LOCAL AUTHORITIES. IF THE VEHICLE FAILS INSPECTION, YOU MUST IMMEDIATELY CORRECT IT BEFORE THE 90-DAY LIMIT EXPIRES.**

Your vehicle must be registered in the Adana province at the local traffic bureau. Pass & Registration office personnel will assist you in registering the car. The present cost for vehicle registration is 694.82 TL POV Registration (exact change) and 580.34 TL for Motorcycle Registration (exact change). To include \$80.00 USD Liaison Fee (exact change). These rates change frequently. If cost is a factor in your decision to bring an auto, recommend you check with Pass & ID for costs during the time of your PCS. Late fee if the Beyanname is over 90 days old 150.00 TL (exact change).

## VEHICLE GATE PASSES

All POVs with MA, MB and MC license plates must now have a TuRAF Vehicle Pass which is displayed in your vehicle while on base. The pass must be secured in an out of view location when off base. The Requester will drop off completed application and all required items to American Pass and Registration. American Pass and Registration will prepare the vehicle pass and notify the requester within 3 duty days. The requester will pick up the application from American Pass and Registration and then drop off the request to TuRAF for final approval. All vehicle passes will be renewed annually upon direction from TuRAF. Required items: 1 photocopy of all drivers' licenses (USAFE Form 181, stateside license, international license), 1 passport size photograph of each driver and 1 photocopy of all traffic registration cards. 1 copy of insurance in Turkish. IAW TURKISH TRAFFIC LAW AND IABI 31-204, ONLY AUTHORIZED PERSONNEL (SPOUSE AND CHILDREN WITH DRIVER'S LICENSES) MAY OPERATE THE SPONSOR'S MOTOR VEHICLE IN TURKEY. ALL MILITARY PERSONNEL MUST POSSESS A USAFE FORM 181 WITH THEIR VALID STATESIDE OR INTERNATIONAL LICENSE WHILE OPERATING THEIR VEHICLE. ALL CIVILIANS MUST POSSESS A VALID INTERNATIONAL OR TURKISH NOTORIZED TRANSLATION OF THEIR VALID STATESIDE DRIVER'S LICENSE WHILE OPERATING THEIR PRIVATELY OWNED VEHICLE.

## MILITARY DRIVERS LICENSE

According to Turkish Traffic Law #2918, Article 98, paragraph. 1, 2, and 3, any person operating a motor vehicle with an expired license will have their driving privileges indefinitely revoked. **NOTE: A valid driver's license is one that has not yet expired. The Turkish Government does not recognize the military clause that**

some states have concerning expiration dates for a driver's license. **In the expiration block of the driver's license, it must have a date in the future. It cannot say "no expiration date" or "military".**

. If it is expired, you must obtain a new license or an extension card from the issuing state before you will be issued an USAFE FM 181. Licenses with the statement "Valid Without Photo" are acceptable.

If there is any possibility that your license could expire while on your Incirlik tour, it is recommended that you contact your DMV office for required action. If you plan to ship a motorcycle to Turkey, you must attend a mandatory Motorcycle Safety Foundation course. Failure to attend this course will result in the denial of riding privileges.

### **Insurance**

Minimum liability coverage is required on all vehicles operated in Turkey. Insurance must be issued from an authorized Turkish insurance agent. If you prefer to have GEICO or USAA, make certain the policy and coverage will be accepted in Turkey. A Turkish translation of your policy is required before registration can be accomplished. If you intend to purchase US insurance, recommend you contact the agency and ensure that the translation is sent to you as soon as possible.

## **BORROWING VEHICLES**

It is against Turkish Law to "borrow" another person's vehicle. Only the sponsor and their family members (listed on orders) are allowed to drive the vehicle.

## **AUTO HOBBY SHOP**

### **Services Offered:**

- Complete maintenance or repair by mechanics
- Complete automotive computer diagnostics
- Self-Help/repair your own vehicle
- Instructional classes available hands on
- New car warranty / recall repairs
- Automatic coin operated car wash with vacuum
- Vehicle towing and road service
- Retail parts store
- Special order parts from U.S. Company
- Automotive repair manual library and computer data base
- Certify automotive legal claims
- Letters of exception for shipping vehicle -Vehicle conditional inspection
- Hazardous or recyclable waste disposal site
- Monthly specials on retail parts and repairs
- Squadron vehicle maintenance and repair

DSN: 676 6655, COMM: +90 322 316 6655

## **ROAD SIGNS**

These are just a few of the most common road signs found in Turkey. You will receive more information during the Local conditions Brief during newcomer's orientation.



**STOP**



**SPEED LIMIT (KM)**



**YIELD**



**NO PARKING**



**PROHIBITED STOP & PARKING**



**MOTOR VEHICLES PROHIBITED**



**NO PASSING**



**NO U-TURN**



**CAUTION FARM ANIMALS**



**TRAFFIC CIRCLE AHEAD**



**TWO WAY TRAFFIC**



**WARNING**

## **MOTORCYCLES/MOPEDS/SCOOTERS**

Military personnel who ride motorcycles and other two-wheeled motorized vehicles, to include scooters and mopeds, on or off base, must have a stateside driver's license with a motorcycle endorsement and have received training through the Motorcycle Safety Foundation. Riders must have documented proof on their person while riding. Also, personal protective equipment must be worn at all times. People who don't follow these rules and are involved in an accident could have a line-of-duty determination and could possibly forfeit government medical coverage.

# ENVIRONMENTAL AND MORALE LEAVE (EML)

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EML is leave granted at overseas installations where the environmental conditions require special arrangement for leave in more desirable locations at periodic intervals. There are two types of EML, Unfunded EML (UEML) and Funded EML (FEML).

Unfunded EML is a benefit which utilizes military airlift to provide transportation to those eligible to travel on DoD owned and operated aircraft at a higher Space-Available priority while traveling on EML orders. Funded EML utilizes commercial transportation to provide transportation for personnel assigned to EML locations that do not have scheduled military airlift. **Incirlik is an unfunded EML location.**

UEML travel benefits are based on the tour length of the sponsor. The number of trips authorized is located in the table below:

Tour Length	Total # of Trips Authorized	# of Trips Authorized to CONUS
Less than 24 months	2	1
24 months or more	4	2
36 months or more	6	3

Note: Trips may not be accumulated from 1 year to the next. The yearly accountable time frame for the sponsor and family member(s) begins the date the sponsor arrives on station.

If members extend their DEROs for a year they will get one additional trip back to the states (this is only for unfunded sites). Additional travel locations other than CONUS include: Germany, England and Italy. Check with terminal on flight availability to: Spain, Greece, Crete and Turkey.

EML trips may not be taken within 6 months of the beginning or end of the service member's tour of duty at the eligible location. Waiver requests for the 6 month rule will be forward to USAFE. EML Travel orders are valid for 90 days from date of Space Available sign up or date of travel, whichever comes first.

Travel Categories are as follows:

- Sponsors and family members traveling with their sponsor will be assigned to Category II travel priority when traveling Space Available to/from authorized

destinations.

- Family members traveling unaccompanied under EML orders will be authorized Category IV travel priority when traveling to/from authorized destinations. Family members under the age of 18 must be accompanied by an EML eligible parent or legal guardian.
- DoDDS teachers and family members traveling with their sponsor will be assigned to Category II during holiday/vacation periods in the September through June school year, but not during the summer vacation period. During the summer vacation period, travel is at Category IV when traveling Space Available to/from authorized destinations.

When traveling, ensure all ID cards are valid, passports with required VISAs (review Foreign Clearance Guide prior to travel) and Dependent residency permits. AD members must also have an AF Form 988, part II and original red stamped NATO order for return to Turkey.

For more information contact the AMC Passenger Terminal at DSN 314-676-6425.

# TURKISH CULTURE

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## LIVING IN TURKEY

Turkey is not the United States. While this statement seems a bit obvious, it serves as a reminder of certain cultural sensitivities. Almost every book about Turkey describes it as either the cradle of civilization or the bridge between the east and west. Unlike many clichés, these two are not overused. The world's first town at CatalHoyuk dates back to 6500 B.C. The various groups inhabiting the area over the last 8000 years have influenced Turkey's history and culture. Hittites, Persians, Macedonians, Romans, Seljuks and Ottomans among others have played an important role in the development of this country. Notable figures are not only in the distant past of Turkey. The most celebrated figure in Turkey's history made his mark in the 20th century. Mustafa Kemal, known affectionately by the name Ataturk or "Father of the Turks", is considered to be the George Washington of Turkey. Ataturk led a rebellion against foreign powers inhabiting Turkey after World War I and the decline of the Ottoman Empire. In November 1923, the republic of Turkey declared its independence and named Ataturk its first president. During the 15 years of his presidency, Ataturk carried out great cultural and political reform. He changed the written language from Arabic to the Latin alphabet used by countries in the western world. He also initiated changes in the legal and education systems. He is responsible for raising the social position of women and encouraging the acceptance of western dress. In essence, Ataturk made Turkey what it is today -a unique mix of old and new, where east meets west.



## TURKISH LANGUAGE CLASSES

The Airman & Family Readiness Center offers a free four-session class every other month in which you will learn about Turkish culture to include: family life, religion, education and medical systems, driving and “rules of the road”, foods and shopping. You will also learn Turkish words and phrases. Call 676-6755 to sign up early.

The University of Maryland offers a Turkish Language Class as a regular college course. Contact the Education Center at 676-3211 for more information.

## DINING OFF BASE

Eating off base can be both exciting and adventurous. Turkish cuisine arguably ranks with French and Chinese cuisine for food lovers. At the same time, Turkey does not enforce the same hygiene standards on restaurants as the U.S. Public Health offers the following advice: “When eating out, you can avoid problems by insisting food is served steaming hot and thoroughly cooked. It’s best to avoid salads, raw fruits and vegetables, and dairy products. However, peeled fruits and vegetables generally will not harbor harmful bacteria. If you order bottled water, make sure the seal is intact. Unsealed bottled water may come from the local tap. Avoid drinks with ice.”

Food allergy information is generally not provided in Turkey. If you have a food allergy, contact Mehmet at Public Affairs at 676-6060 to find out *how to ask* whether your meal contains the specific item to which you are allergic. Also, there are foods readily available and regularly consumed in Turkey that is not readily available or regularly consumed in the U.S. If you have concerns about eating something you do not recognize, do not hesitate to ask what it is.

There have been documented cases of bird flu in Turkey, however not in Adana.

Properly prepared and thoroughly cooked food will help to not spread the flu. Be sure to apply Public Health’s advice about food safety to everything you eat on and off base.

## SHOPPING

Turkey is a shopper's paradise for gold, copper/brass, spices and carpets. The area is also known for towels, leather, brass, onyx, pistachios and antiques. All the specialties of the area can be found in the Village/Alley, directly outside the base, along with family-owned restaurants and other services. The shops open around 10 a.m. and close around 9-10 p.m. Most shops are closed on Sunday. More upscale shopping can be found in the nearby city of Adana. Adana is the fifth largest city in Turkey and provides more access to modern goods. Many American and European products are readily available. There are three major shopping centers in Adana which are much like moderate shopping centers in the U.S. Stores similar to K-Mart, Home-Depot, and multiplex cinemas are within a 30 minute drive from the base.

There are also many outdoor vegetable and fruit markets which are held in local communities such as Incirlik and Adana. The area surrounding Adana is considered to be one of the "bread baskets" of Turkey. Throughout the year fresh fruits and vegetables are readily available and can be purchased at community outdoor markets, regular grocery

stores or at numerous roadside stands.

## TRIP & TOURS

Turkey is a country full of historic significance, well worth exploring. Summers at Incirlik and the surrounding community can be fun. Opportunities abound to visit the most frequented beaches on the Mediterranean Sea. Information, Travel and Tours (ITT) offers many tours of the surrounding area--most are one day and overnight tours are available. From April to October, most places in Turkey have an ideal climate that is perfect for relaxing on sandy beaches or enjoying the tranquility of mountains and lakes. Climbing castles, walking amidst the ruins of ancient cities or just lying on the warm sandy beach - Turkey has all of this to offer and more. Turkey also has a magnificent past, and is a land full of historic treasures from 13 successive civilizations spanning 10,000 years.

**Adana**, Turkey's fifth largest city is about eight miles west of Incirlik. It follows the same route Mark Anthony took to meet Cleopatra to the west. When entering Adana, the south side is Old Adana, and the north side is New Adana. Old Adana features covered fruit and fish markets, carpet and brass stores, kebab stands, a gold market, and Adana's oldest mosque built in 1501. New Adana is quite different. This part of the city is westernized. It offers modern shopping conveniences with some of the latest fashions, American pizza and hamburger restaurants, and movie theaters that show films in English with Turkish sub-titles. Also, on this side of the city is the train station. Rail is a great way to travel through the country. Train travel is inexpensive and a variety of seats are offered from regular bus-type seats to private sleeping compartments. Adana has a new bus station on the outskirts of the city and buses travel throughout Turkey. The American Consulate is on the outskirts of Adana on the road to Incirlik.

**Mersin** is a resort city that offers modern shopping, a nearby beach, popular American fast food restaurants, and castles to explore. The present settlement of Mersin was founded in the early 19th century as an important trade route in a predominantly agriculture area. Mersin is about a 30 minute drive west of Adana.

**Tarsus** is a historic city in south-central Turkey twenty nautical miles inland from the Mediterranean Sea. It is part of the Adana-Mersin Metropolitan Area, the fourth largest in Turkey with population of three million. Tarsus has long been an important stop for traders, a focal point of many civilizations including the [Roman Empire](#), when Tarsus was capital of the province of [Cilicia](#), the scene of the first meeting between [Mark Antony](#) and [Cleopatra](#), and the birthplace of [Paul the Apostle](#).

**Kizkalesi** or Castle in the Sea is about 30 minutes down the road from Mersin. A castle is located about 300 yards from the shore. This castle, Kizkalesi or Maiden's Castle, is said to have been built in a king's futile effort to protect his daughter from a prophecy of doom. Unfortunately, an evil curse in the form of a snake came on the island by way of a peddler's fruit basket. The snake bit the princess and she died.

**Snake Castle** is about a 20-minute drive from the base. This castle is an outstanding example of Armenian workmanship. Though not much is known about the castle's history, it is believed to have been built by Leo II during the Crusades. It sits atop a large hill and getting to the top requires a bit of a climb, but the view is magnificent.

**Cappadocia** and Uchisar. From its perch at 4000 feet Uchisar dominates the Cappadocia

valley and offers breathtaking views. The climate is temperate with generally warm sunny days and nights that can be cool. Shopping, fruit and vegetable markets, and restaurants are plentiful. From your hotel you can take hikes leading through the surrounding canyons and formations. The region offers many fascinating destinations. There are underground cities, ancient cave-dwelling and cave churches to visit.

The list above does not begin to scratch the surface of the many opportunities afforded to members of the Incirlik community. Whether you are here for a 15 or 24 month tour, make time to travel and learn about our host nation.

## CLIMATE

Incirlik is fortunate to be located only 35 miles or so from the closest access to the Mediterranean coast. The closeness helps in some degree to temper the hot summer weather. Areas not located near water tend to get extremely hot in the summer with temperatures well above 100 degrees.

Winters in the interior of the country can also be bitterly cold. Although it rarely snows in Incirlik you should bring a warm coat, sweaters, gloves, and warm shoes. The spring and fall months of April/May and September/October are generally considered to be the nicest time of the year. Temperatures are normally in the 70s and make it a delightful time to explore the wonders of Turkey. For the summer bring lightweight clothing. Temperatures in the summer months of June through September can be extremely hot with temperatures in the 90 -100 degree range with humidity close to 100 percent.

One thing you don't want to leave behind is a good umbrella. You will need it often during the rainy season of December through February. You may also want to bring a good raincoat and some waterproof shoes.

## MAP OF TURKEY

Turkey is located in southeastern Europe and southwestern Asia. The countries of Greece, Bulgaria, Georgia, Armenia, Azerbaijan, Iran, Iraq, and Syria border Turkey. Turkey also has access to the Black Sea to the north, the Aegean Sea to the west and the Mediterranean to the south. Istanbul and the Bosphorus are often considered to be a part of Europe, hence the association of the bridge between Europe and Asia. Turkey covers an area of 780,580 square kilometers (300,233 square miles), which makes it just a little larger than the state of Texas. The highest point is Mount Ararat in eastern Turkey at 5,165 meters (16,950 feet)



## BASE MAP

INFORMATIONAL AND COMMUNITY WEBSITES ON INCIRLIK AB

Incirlik's Public Website

<http://www.incirlik.af.mil/>

Air Force Portal

<https://www.my.af.mil/faf/FAF/fafHome.jsp>

39th Force Support Squadron

<http://39fss.com/>

## TURKISH INFORMATION AND NEWS

Turkish News Network

<http://www.turkishnews.com/NewsNetwork/>

Turkish Press

<http://www.turkishpress.com/>

## USEFUL RELOCATION WEBSITES

Military Homefront/Plan My Move

<http://www.militaryhomefront.dod.mil>

Air Force Housing (available for CAC.mil only)

<https://www.airforcehousing.hq.af.mil>

Air Force Lodging Directory

<http://dodlodging.net/>

American Auto Logistics

<http://whereismypov.com>

Area Housing Referral Network

<http://www.ahrn.com>

International Driving Permits

[http://www.aaasouth.com/travel\\_drivers.asp](http://www.aaasouth.com/travel_drivers.asp)

Military Moving Center

<https://www.militarymovingcenter.com/nexcom/>

Military One Source

<http://www.militaryonesource.com>

Military Spouse Career Center

<http://www.military.com/spouse>

Military Spouse Job Search

<http://www.militaryspousejobsearch.org/msjs/app>

Military Spouse Resource Center

<http://www.milspouse.org>

Per Diem, Travel, Transportation Allowances

<https://secureapp2.hqda.pentagon.mil/perdiem>

Pet Transportation

<http://www.petsonthego.com/resourcestrans.html>

Portable Careers

<http://www.staffcentrix.com>

Time Zone Converter

<http://www.timezoneconverter.com>

United States Postal Service

<https://moversguide.usps.com/?referral=USPS>

USAF Household Goods

<http://afmove.hq.af.mil/>

## GENERAL INFORMATION

Air Force Aid Society

<http://www.afas.org>

Army and Air Force Exchange Service

<http://www.aafes.com>

Commissaries

<http://www.commissaries.com/locations.cfm>

DoD Military Student Issues

<http://www.militarystudent.dod.mil>

Military Youth on the Move – Home

<http://apps.mhf.dod.mil/pls/psqprod/f?p=MYOM:HOME2:0>

Committed to students in educational transition

<http://www.schoolquest.org/>



# INSTALLATION PHONE DIRECTORY

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## A-Z Phone List

### AAFES/Base Exchange

Phone/Fax/DSN

Phone: 90-322-316-6937  
DSN: 314-676-6937 / 6574

Mailing Address

AAFES, Bldg 3595  
Unit 7150, Box 260  
APO, AE 09824

### Adult Education Center

Phone/Fax/DSN

Phone: 90-322-316-3211  
DSN: 314-676-3211

Mailing Address

39 FSS/FSDE, Bldg 2715A  
Unit 7075 Box 160  
APO, AE 09824

### Airman & Family Readiness Center (A&FRC)

Phone/Fax/DSN

Phone: 90-322-316-6755  
Fax: 90-322-316-3849  
DSN: 314-676-6755 / 6448

Mailing Address

39 FSS/FSFR, Bldg 833  
Unit 7075, Box 175  
APO, AE 09824

[afrc@incirlik.af.mil](mailto:afrc@incirlik.af.mil)

### Allergy/Immunization Clinic

Phone/Fax/DSN

Phone: 90-322-316-8254  
DSN: 314-676-8254

Street Address

Building 865

### Auto Hobby Shop

Phone/Fax/DSN

Phone: 90-322-316-6655  
DSN: 314-676-6655

Street Address

Building 871

### Barracks/Single Service Member Housing

Phone/Fax/DSN

Phone: 90-322-316-6232  
DSN: 314-676-6232

Street Address

Building 833

### Baskin-Robbins

Phone/Fax/DSN

Phone: 90-322-316-6981  
DSN: 314-676-6981

Street Address

Building 3595

**Beauty Shop**

Phone/Fax/DSN

Phone: 90-322-316-6093  
DSN: 314-676-6093

Street Address

Building 957

**Bowling Center**

Phone/Fax/DSN

Phone: 90-322-316-6789  
DSN: 314-676-6789 / 6792

Street Address

39 FSS/FSCB Bldg 951  
Unit 8915, Box 165  
APO, AE 09824

**Burger King**

Phone/Fax/DSN

Phone: 90-322-316-6981  
DSN: 314-676-6981

Street Address

Building 3595

**Cashier Operations (Finance)**

Phone/Fax/DSN

Phone: 90-322-316-3204  
DSN: 314-676-3204

Street Address

Building 833

**Central Appointments Desk (Clinic)**

Phone/Fax/DSN

Phone: 90-322-316-6173  
DSN: 314-676-6173 / 6174

Street Address

Building 865

**Chapel**

Phone/Fax/DSN

Phone: 90-322-316-6441  
DSN: 314-676-6441 / 6442

Street Address

Building 945

**Child Development Center**

Phone/Fax/DSN

Phone: 90-322-316-6553  
DSN: 314-676-6553  
Email: [39fss.cdc@incirlik.af.mil](mailto:39fss.cdc@incirlik.af.mil)

Mailing Address

39 FSS/ FSFC, Bldg 947  
Unit 8915 Box 165  
APO, AE 09824

**Civilian Personnel Office**

Phone/Fax/DSN

Phone: 90-322-316-6416

Mailing Address

39 FSS/FSMC, Bldg 833

Fax: 90-322-316-3879  
DSN: 314-676-6416  
Job Hotline: 90-322-316-6677 DSN: 314-676-6677

Unit 7075 Box 85  
APO, AE 09824

### Command Post

Phone/Fax/DSN

Phone: 90-322-316-9920  
DSN: 314-676-9920

Street Address

Building 364

### Commissary

Phone/Fax/DSN

Phone: 90-322-316-6855  
DSN: 314-676-6855

Street Address

Building 877

### Community Activities Center

Phone/Fax/DSN

Phone: 90-322-316-6966  
DSN: 314-676-6966

Mailing Address

39 FSS/FSCP, Bldg 970  
Unit 8915, Box 165  
APO, AE 09824

### Consolidated Club

Phone/Fax/DSN

Phone: 90-322-316-6010  
DSN: 314-676-6010 / 6775 / 6138

Mailing Address

39 FSS/FSCC, Bldg 878  
Unit 8915 Box 165

### Dental Clinic

Phone/Fax/DSN

Phone: 90-322-316-6435  
DSN: 314-676-6435

Street Address

Building 865

### DoDDS School Liaison Office

Phone/Fax/DSN

Phone: 90-322-316-3750  
DSN: 314-676-3750

Street Address

Building 2715  
<http://www.inci-es.eu.dodea.edu>

### DoDDS Unit School

Phone/Fax/DSN

Phone: 90-322-316-3109  
Fax: 90-322-316-7574  
DSN: 314-676-3109 / 6449

Mailing Address

DoDDS School  
PSC 94 Unit 7180  
APO, AE 09824

### DoDDS School Registration

Phone/Fax/DSN

Phone: 90-322-316-6449  
DSN: 314-676-6449

URL: <http://www.eu.dodea.edu>  
URL: <http://www.eu.dodea.edu/all.htm>.  
URL: <https://www.registration.eu.dodea.edu/onLineReg/login.html>

**Educational and Developmental Intervention Services (EDIS)**

Phone/Fax/DSN

Phone: 90-322-316-6452

Fax: 90-322-316-6452

DSN: 314-676-6452

Mailing Address

39 MDG, Bldg 865

Unit 7095, Box 185

APO, AE 09824

**Emergency Relief Services (AFAS)**

Phone/Fax/DSN

Phone: 90-322-316-6755

DSN: 314-676-6755

Street Address

Building 833

**Family Child Care- In Home Services**

Phone/Fax/DSN

Phone: 90-322-316-5098

DSN: 314-676-5098

Street Address

Building 947

**Family Practice Clinic - Hospital**

Phone/Fax/DSN

Phone: 90-322-316-3141

DSN: 314-676-3141

Street Address

Building 865

**Federal Credit Union - Pentagon Federal Credit Union**

Phone/Fax/DSN

Phone: 90-322-316-8363

DSN: 314-676-8363

Street Address

Building 833

**Finance Office**

Phone/Fax/DSN

Phone: 90-322-316-6306

DSN: 314-676-6306 / 8114

Street Address

Building 833

**Golf Course - Hodja Lakes**

Phone/Fax/DSN

Phone: 90-322-316-3313

DSN: 314-676-3313 / 8995

Street Address

Building 8

**Health and Wellness Center (HAWC)**

Phone/Fax/DSN

Phone: 90-322-316-8256

DSN: 314-676-8256 / 4292

Street Address

Building 3850

**Health Benefits Advisor**

Phone/Fax/DSN

Street Address

Phone: 90-322-316-6628  
DSN: 314-676-6628

Building 865

### **Hospital – Central Appointment Line**

Phone/Fax/DSN

Phone: 90-322-316-6173  
DSN: 314-676-6173 / 6174

Street Address

Building 865

### **Household Goods - Transportation Management Office**

Phone/Fax/DSN

Phone: 90-322-316-6847  
DSN: 314-676-6847

Street Address

Building 833

### **Housing Office**

Phone/Fax/DSN

Phone: 90-322-316-6232  
DSN: 314-676-6232 / 6930

Mailing Address

39 CES/CECH, Bldg 833  
Unit 7065 Box 150  
APO, AE 09824

### **ID/CAC Card Processing-Military Personnel Flight (Customer Service)**

Phone/Fax/DSN

Phone: 90-322-316-3280  
DSN: 314-676-3280

Street Address

Building 833

### **Legal Services/JAG**

Phone/Fax/DSN

Phone: 90-322-316-6800  
DSN: 314-676-6800

Street Address

Building 833

### **Library**

Phone/Fax/DSN

Phone: 90-322-316-6759  
DSN: 314-676-6759

Mailing Address

39 FSS/FSDL, Bldg 968  
Unit 8915, Box 165  
APO, AE 09824

### **Non-Appropriated Funds (NAF) Human Resources**

Phone/Fax/DSN

Phone: 90-322-316-3524  
DSN: 314-676-3524

Street Address

Building 833

### **Official Document Center (APO)**

Phone/Fax/DSN

Phone: 90-322-316-6301  
DSN: 314-676-6301

Street Address

Building 977

### **Optometry Clinic**

Phone/Fax/DSN

Phone: 90-322-316-6159

DSN: 314-676-6159

Street Address

Building 865

### **Outdoor Recreation - Adventure**

Phone/Fax/DSN

Phone: 90-322-316-6044

DSN: 314-676-6044

Mailing Address

39 FSS/FSCO, Bldg 944

Unit 8915, Box 165

APO, AE 09824

### **Pediatrics Clinic**

Phone/Fax/DSN

Phone: 011-90-322-316-6175

DSN: 314-676-6175

Street Address

Building 865

### **Physical Therapy**

Phone/Fax/DSN

Phone: 90-322-316-6700

DSN: 314-676-6700

Street Address

Building 865

### **Pizza Hut**

Phone/Fax/DSN

Phone: 90-322-316-6993

DSN: 314-676-6993

Street Address

Building 3595

### **Sexual Assault Response Coordinator/Victim Advocate Services**

Phone/Fax/DSN

Phone: 90-322-316-7272

DSN: 314-676-7272

Street Address

Building 3850

### **Shoppette – Gas Station – Class VI (AAFES)**

Phone/Fax/DSN

Phone: 90-322-316-6852

DSN: 314-676-6852

Street Address

Building 970

### **Arts and Crafts Center**

Phone/Fax/DSN

Phone: 90-322-316-6051

DSN: 314-676-6051 / 3858

Mailing Address

39 FSS/FSCT, Bldg 946

Unit 8915 Box 165

APO, AE 09824

### **Special Needs Identifier Assignment Coordination (SNIAC) (EFMP)**



Phone/Fax/DSN

Phone: 90-322-316-9649  
DSN: 314-676-9649

Street Address

Building 865

**Fitness Center**

Phone/Fax/DSN

Phone: 90-322-316-6086  
DSN: 314-676-6086 / 1109

Mailing Address

39 FSS/FSVS, Bldg 973  
Unit 8915 Box 165  
APO, AE 09824

**Travel Office (SATO) - Viking Travel**

Phone/Fax/DSN

Phone: 90-322-316-3243  
DSN: 314-676-3243 / 9685

Street Address

Building 281

**Travel Pay**

Phone/Fax/DSN

Phone: 90-322-316-8114  
DSN: 314-676-8114

Street Address

Building 833

**TRICARE**

Phone/Fax/DSN

Phone: 90-322-316-8763  
DSN: 314-676-8763 / 3373

Street Address

Building 865

**VA Facilities**

There are no VA facilities located in Turkey. Interested members can contact the stateside VA for more information on facilities, benefits, etc.

<http://www.va.gov>

**Veterinary Clinic**

Phone/Fax/DSN

Phone: 90-322-316-3119  
DSN: 314-676-3119 / 3258

Street Address

Building 922

**Women's Health Clinic (OB-GYN)**

Phone/Fax/DSN

Phone: 90-322-316-6344  
DSN: 314-676-6344

Street Address

Building 865

**Women, Infants, and Children (WIC) Overseas**

Phone/Fax/DSN

Phone: 90-322-316-1237  
DSN: 314-676-1237

Street Address

Building 3850  
[wic@incirlik.af.mil](mailto:wic@incirlik.af.mil)

## Youth Activities Center - School Age Care

### Phone/Fax/DSN

Phone: 90-322-316-6670

DSN: 314-676-6670

[39fss.youth@incirlik.af.mil](mailto:39fss.youth@incirlik.af.mil)

### Mailing Address

39 FSS/FSFY, Bldg 3975

Unit 8915, Box 165

APO, AE 09824

