

Welcome Packet

ANKARA

TURKEY



HOSGELDINIZ

Team DoD

Team DoD-Turkey is comprised of the Office of Defense Cooperation-Turkey (ODC-Turkey), the Defense Attaché Office (DAO), the 717th Air Base Squadron and all of non-Chief of Mission DoD elements assigned to Ankara, contractors and dependents. Team DoD represents U.S. DoD leadership, informs and advises Mission Turkey and U.S. stakeholders, conducts and supports operations, and builds Turkish military capacity to implement all U.S. defense-related aspects of the Integrated Country Strategy and the Country Campaign Plan

ODC – Turkey’s Mission

ODC Turkey is a joint command comprised of three directorates (Security Cooperation Directorate; Agreements and Operations Directorate; and Administration and Logistics Directorate) staffed by Army, Navy, and Air Force personnel. Our mission is to assist the Turkish Armed Forces modernize; increase cooperative weapons systems research, development and acquisition; support U.S. Forces and activities in Turkey; and, as possible, assist U.S. industries competing for sales of U.S. equipment. Additionally, we work to facilitate bi-lateral Turkish and American military operations on behalf of the U.S. European Command (EUCOM).

Vision

A seamless team advancing U.S. national security by fostering a robust, trusting and dependable partnership with Turkey.

717th ABS’ Mission

Be the premier support provider to the entire Ankara mission community.

717 ABS Vision

Enable an environment where partnerships will grow resulting in a strong strategic alliance.

I. 717 Air Base Squadron (Also Known As “The Ankara Support Facility”)

1. Mission

The 717 ABS’ mission is providing world-class support to the entire Ankara mission community. This is primarily US Embassy, Office of Defense Cooperation-Turkey (ODC-T) and the Department of Defense Dependents School (DoDDS) support. The community is comprised of Embassy employees, Military members, DoDDS school professionals, their families, and other American citizens working in the area.

The 717 ABS, located in Ankara Turkey, is a 105 member geographically separated unit of the 39th Air Base Wing in Incirlik, Turkey, charged with supporting the Office of Defense Cooperation and U.S. Embassy. The squadron operates an 18 acre \$51M base providing cyber, AT/FP, 270-mbr DoDDS school, commissary, BX, TRICARE, chapel, post office, motorpool, TMO, testing center and CE for 1,100 DoD, DoS and foreign attaché personnel. Additionally, we coordinate Turkish approval for U.S. equipment in country while leading ground-handling, cargo and DV support for U.S. military aircraft transiting Ankara.

2. Facilities

The Ankara Support Facility (ASF) The ASF is located on a Turkish Army base, known as EDOK, home to the Turkish Army Training & Doctrine Command. This area is locally known as Balgat and has a perimeter of 540km², approximately 78 acres, of which 18 acres comprise the ASF. Facilities include:

- 717 ABS Command Section
- AAFES Base Exchange (small)
- Airman and Family Readiness Center
- Anthony’s Pizza
- Barber Shop
- Base Civil Engineers
- Installation Chapel
- Community Center
- Community Library
- Small DECA Commissary
- DODDs School (K-12)

- Fitness Center
- Gymnasium
- Housing/Furnishing Office
- Laundry Facilities
- Outdoor basketball court
- Park pavilion w/kitchen
- Running Track
- Soccer Field
- Tennis Courts
- TMO (House Hold Goods, Customs, Vehicle)

2. Office of Defense Cooperation (ODC)

Mission

ODC Turkey is a joint command comprised of three directorates (Security Cooperation Directorate; Agreements and Operations Directorate; and Administration and Logistics Directorate) staffed by Army, Navy, and Air Force personnel. Our mission is to assist the Turkish Armed Forces modernize; increase cooperative weapons systems research, development and acquisition; support U.S. Forces and activities in Turkey; and, as possible, assist U.S. industries competing for sales of U.S. equipment. Additionally, we work to facilitate bi-lateral Turkish and American military operations on behalf of the U.S. European Command (EUCOM). The Senior Defense Official (SDO), ODC Turkey, is currently an Air Force Brigadier General and serves as:

Chief, Security Assistance: Responsible for planning and executing security assistance program in Turkey, advising the Turkish military, and assisting U.S. defense contractors working with the Turkish Armed Forces.

U.S. Country Representative (COREP): The SDO is the direct representative of the Commander in Chief, U.S. Air Forces Europe, ensuring U.S. military personnel, DoD civilians and authorized family members subject to Turkish criminal jurisdiction are treated fairly and in accordance with the guarantees of the NATO Status of Forces Agreement (SOFA).

U.S. Defense Representative Turkey (USDRT): The SDO serves as the U.S. Defense Representative Turkey, the direct representative of the U.S. Secretary of Defense and the Commander in Chief, U.S. European Command (USEUCOM) as the sole point of contact with the Turkish General Staff and the Turkish Armed Forces. He also serves as the primary advisor on military matters as a member of the U.S. Ambassador's Country Team, and is responsible for coordinating force protection matters for the security of personnel not under the direct authority of the CINC, EUCOM

While the ODC is not part of the 717th, they interface frequently with their missions and are able to use many of each other's facilities. ODC Turkey is a tenant unit at the Turkish Armed Forces

Sports School and occupies approximately 50% of the building. The OSI detachment and Mail Room are situated at the ODC. The ODC fitness center is equipped with two workout rooms (Nautilus and free weights), including stationary bicycles, treadmills, stair-step machines, racquetball court, sauna, and men's and women's locker rooms with showers. Additionally, 717th and ODC Turkey personnel may use the Turkish Sport School's jogging track and swimming pool. Other facilities and services available at ODC Turkey include:

- AAFES Shopette
- AAFES Snack Bar
- Barber Shop
- Dry Cleaning
- Laundry
- Military Resource Library
- Travel Office
- Weekly Check Cashing and Currency Exchange

3. Air Force Post Office (APO)

The APO is located at the ASF and there is a small mailroom in ODC. You may pick up packages and mail letters at the ODC mail room but you will need to use the APO at ASF to mail packages.

Normal delivery time for letter mail from the US is 7-10 days however, during the Christmas holiday season it can take up to 30 days, so plan accordingly. The average mail time for Priority mailed packages from the US is 5-7 days and the average time for Space Available Mail (SAM) packages is from 30-45 days. First Class Mail is delivered daily, Monday through Friday, except US Public holidays. With a copy of your orders, your sponsor can obtain a post office box number for you should you desire to mail packages or needed items prior to your departure from your current assignment. This is highly recommended. Your mailing address will use the following format:

Name (No Rank Please)
PSC 90, Box XXXX

APO AE 09822

II. Cultural Guidance

1. Language Training

You can sign up for online Turkish Language courses at any Air Force Library, including the 717 ABS Library. Transparent Language Online: <http://www.myairforcelife.com/Libraries/>

See the Language section below for a few key words and phrases to get you started.

2. Turkish Language

The Turkish language came under heavy Persian and Arabic influence with the spread of Islam among Turkish people. Although the original language was reserved in the spoken form, a Turco-Arabic-Persian language occurred specifically in the literary language of the imperial court. During the 14th and 15th centuries, the increasing interest in scientific studies introduced many words of foreign origin into the language. After the middle of the 19th century, however, efforts at Turkification of the language began.

a. Alphabet

With proclamation of the Republic in 1923, the subject of adopting a new alphabet became very important to Mustafa Kemal Atatürk, founder of the Turkish Republic. He considered this an essential part of his reforms. In 1928, he banned the use of Arabic letters and introduced the Latin alphabet, with a few additions to make spelling phonetic. The Turkish alphabet consists of 29 letters, 8 of which are vowels.

b. Body Language

It is not unusual for two men or two women to walk around arm in arm or even holding hands. This merely indicates friendship and has no sexual connotation. It is common and appropriate for men to hold hands with women throughout Turkey. Friends, both men and women, commonly greet each other with a kiss on both cheeks, but a handshake is offered when meeting someone for the first time. Shaking the head left and right means "No." "Come here" is indicated with the palm down, and "No" can be conveyed with a verbal "tsk" sound while raising the chin. Turkey is a country with a long history and a variety of traditions. Although there are some regional differences, they are basically the same in the terms of content and purpose.

3. Greetings

When greeting Turkish people, one has to consider:

a. The degree of Formality

The degree of formality - When addressing someone formally, the first name is followed by "hanım" (for women) and "bey" (for men). Example: Sibel hanım, Ali bey. If you are less formal, you can just use the first name.

b. Gender

In general, if a man is not a close relative or friend, he does not hug and kiss women he meets. When greeting informally, men hug and kiss each other on both cheeks. The same greeting is also used among men and women. This is a common custom throughout Europe.

c. Age

Showing respect for elders is a highly regarded Turkish tradition. When an older person enters the room, younger people are supposed to stand to greet him/her. Turkish people will greet some older people (usually family) by kissing their hand and touching it to their forehead. Turkish people do not show the soles of their feet when sitting down and do not place their feet on coffee tables, chairs, etc., in the presence of others.

4. Dress

In the countryside, traditional customs still prevail and women often cover their heads. In urban areas, Turks tend to dress with great style. Suits or dresses that would be appropriate in America or Europe are appropriate here. Pants are suitable for women in all but very formal occasions. Young people wear jeans and T-shirts as in the U.S. Except at a beach resort or pool, neither men nor women should wear bathing suits on the streets.

5. House Visits

Turkish people take off their shoes when they enter a house. In formal visits, however, you can enter with your shoes. Turkish people are famous for their hospitality, so if you are visiting a Turkish home you will probably be offered more than you could eat or drink. Try to take a little of everything in order not to offend the host. When you are invited to a home, a gift of flowers is always acceptable.

6. Turkish Bath

A Turkish bath or hamam (hah-mahm), bears little or no resemblance to its namesake in the U.S. Many are centuries old and worth a visit if only to see the traditional architecture. The walls of many are covered with ancient tiles and the domed roofs have thick bottle-glass lights to concentrate the sunlight. Essentially a steam room, there is a main room with a marble slab heated from below with boiling water for relaxing, another room with tables on which massages are done, and cubicles or smaller rooms circling the slab with stone or marble basins with hot/cold water for washing. There are separate places, days, or hours for men and women.

Towels - one for drying and a long lightweight one to tie around the waist or drape like a sarong are provided. Entrance fees are small; a massage and someone to wash you cost extra. If you decide to be washed by an attendant, he/she will use a rough loofa mitten that peels off the top layers of skin and dirt, a process more pleasant than it sounds. Massages tend to be forceful and manipulate joints as well as muscles, but in any case, there are no sexual advances.

There are several hamams in Ankara, two of which are listed below. The first is Tarihi Karacabey Hamamı in Ulus (Talatpaşa Bulv. No. 101, Hamamönü). With separate sections for men and women, this hamam offers manicures, pedicures, and waxes for women, and a barber for the men. Each section has a café and wireless internet connection; parking is available. Hours: Men – 6:00am to 11:00pm; Women – 7:00am to 7:30pm. www.karacabeyhamami.com/; Tel: Men – 310 21 55; Women – 312 29 00.

The second hamam, Şengül Hamam, also in Ulus (Anafartalar Mahallesi Denizciler Cad. Acı Çeşme Sok. No. 3, Samanpazarı), has separate men's and women's sections. The women's section offers manicures, pedicures, and hair stylists. Parking is available. www.sengulhamami.com; Tel: Men – 324 37 39; Women – 310 22 98

7. Food and Drink

Throughout the centuries Turkish cuisine has grown in variety as the Turkish adopted the national dishes of the places they conquered during the Ottoman Empire years. These dishes were refined in the great palaces of İstanbul. Vegetable dishes cooked with olive oil and served cold, vegetables stuffed with rice, onions, pine nuts, currants and smoked meats are some varieties of the Turkish cuisine.

Hors D'oeuvres	Mezeler	Soup	Çorba
Spiced fried liver pieces with onions	Arnavut Ciğeri	Lentil Soup	Mercimek
Cold shredded chicken with walnuts and garlic	Çerkez Tavuğu	Tripe Soup	İşkembe Çorbası
Tiny spiced meatballs	Köfte	Grilled Meat	Izgaralar
Stuffed Mussels	Midye Dolması	Skewered pieces of meat (beef)	Dana/Et Şiş
Salad	Salata	Skewered pieces of chicken	Tavuk Şiş
Pickles	Turşu	Fillet steak	Bonfile
Baked or fried Pastry filled w/cheese or meat	Börek	Lamb chops	Pirzola
Soups	Çorbalar	Dessert	Tatlı
Flaky pastry stuffed with nuts in syrup	Baklava	Milky pudding of rice (served cold)	Sütlaç
Ice cream	Dondurma		

The food listed above covers some of the most common dishes that you would come across in a typical Turkish restaurant. In the Turkish home, however, one would find a much wider variety of delicacies.

a. Coffee

Turkish coffee (kahve) is very strong and, like espresso, served in small cups. Each cup is prepared individually, so be prepared to wait about 10 minutes. Powdered coffee and sugar are measured into a pot, water is added, and the mix brought to a boil and removed from the heat three times. The entire mix, including grounds, is poured into the cup. If the coffee has been made well, there will be a bit of foam floating on the top and the grounds will settle into the bottom of the cup. If you prefer a milder brew, Nescafe instant coffee is generally available.

b. Tea

Tea (Çay - pronounced chai) is the national drink of Turkey. Somewhat more bitter than stateside or British versions, it is offered to guests in shops as well as offices. While accepting chai when offered is not required - and does not obligate you to buy something - it is expected. Rather than refuse hospitality, feel free to ask for apple tea - elma çay (ehl- mah-chai), an amber liquid, containing no tea that tastes like warm apple juice.

c. Water

To be safe, we recommend that visitors drink bottled water. Restaurants usually bring bottled water to your table for you. To order water all you need to say is "Su" (sue). It is easy to avoid problems from ice since most bottle drinks are served cool or cold, but without ice.

d. Alcohol

Many Turkish people disregard the Islamic prohibition against drinking alcohol, and a wide variety of liquors, wine and beer are for sale. The popular drink, raki (rah-kuh) is made of raisins flavored with aniseed. Generally taken with food, it is served over ice and usually mixed with water, which makes the clear liquid turn cloudy. **It is highly recommended that you do not mix raki with any other alcohol.** Raki is known as the king and does not do well when mixed with other alcoholic drinks. The two most popular beers, Efes and Tuborg (European beers), are brewed in Turkey by license. The main wine producers are Kavaklıdere and Doluca, but there are many small, local vineyards throughout the country as well.

e. Soft Drinks

Ayran (pronounced eye-rah-n) is a very popular mix of yogurt, water and salt that tastes somewhat like sour cream and water. Available almost anywhere, it often comes in small plastic containers that resemble U.S. packaging for yogurt. Regular yogurt is also delicious. Coca-Cola, Pepsi, Sprite and Fanta are widely available. Yedigün (similar to orange soda), and Gazoz, a fizzy lemonade, are also favorite carbonated beverages. Turkey also has an abundance of fresh fruit, many of which are made into drinks. Among them are: Orange juice or portakal suyu (por-tah-kahl soo-yoo), sour cherry

juice or vişne suyu (vish-neh soo-yoo) which looks a bit like cranberry juice, and peach juice or şeftali suyu (shef-tah-luh soo-yoo). Try to use the Turkish word şeftali when ordering peach juice, since the Turkish word pronounced like "peach" has a derogatory/offensive meaning. Most soft drinks are served cold. You may need to ask for ice if you would like to have ice in your drink as it is not custom in Turkey.

8. Purchasing and Consuming Food

While our commissary is well stocked with products from the United States and Western Europe, shopping on the local economy is an exciting cultural adventure. Here are a few prudent precautions to ensure that all meals are safe and wholesome. Food purchased on the economy is best eaten relatively soon after purchase. Since refrigerated bulk storage is not always available, meats, milk, produce and other items which require refrigeration may be subject to more rapid loss of quality and wholesomeness than you are accustomed to. Therefore, purchase food close to the time of preparation and use - try to avoid freezing them for later use. Always follow sound food hygiene practices when preparing and serving any food. Keep food at room temperature for only the minimum time necessary to prepare and serve. Thoroughly chill cold food items to below 40 F, and heat hot foods to at least 165 F.

a. Meat

Lamb, chicken, and beef displayed for sale in Turkish markets are usually quite fresh. However, not all are refrigerated while stored or on display, and some may be quite heavily soiled. Ask your friends, Turkish and American, for recommendations on local markets. Check them out yourself. Often the merchant will be glad to show you the shop. Purchase meats from establishments which are clean and where the products are under constant refrigeration. Inspected meats are identified with a stamp using blue or red vegetable dye. Lamb meat has either a blue or red stamp with the word Kuzu (lamb) in the center. Other meats are indicated by the following markings:

Blue Seal	Dana	Beef
	Koyun	Mutton
Red Seal	Manda	Buffalo
	Keçi	Goat
	Oğlak	Kid

Rinse meat in potable (drinkable) water prior to storage or processing. Wash your hands and any preparation surfaces and utensils after handling raw meats. Almost all grocery stores sell inspected and well-refrigerated meet varieties. You may also try the butcher's (kasap).

b. Breads

It is advisable to purchase bread fresh daily, directly from a bakery. Select a clean bakery and, if you are not be able to consume all your bread within one day, enclose it in a bag or aluminum foil and refrigerate it. Avoid bread products sold by street vendors as these may have been extensively handled and have an increased risk of contamination with organisms such as the hepatitis virus. However, a common product, simit, is widely available and widely eaten by everyone. There are several "simit" cafés in Ankara that sell a wide variety of simits and baked goods where they are baked on the premises.

c. Fruits and Vegetables

Produce sold on the economy is of excellent quality and usually very fresh. Rinse all produce thoroughly when you get it home. Leafy vegetables and items such as broccoli and cauliflower must also be carefully handled: Remove the outer leaves and wash the remainder. Some people wash the produce in a very mild bleach water solution before consuming or storing the produce. Be sure to thoroughly clean preparation surfaces.

d. Fish

Excellent fish is available from both the Black Sea and the Mediterranean. Unless sold under refrigeration, avoid fresh fish during very warm weather. When fresh, fish should have clear eyes and bright red gills. It should smell "fishy" but not offensive and should not be dehydrated.

e. Dairy Products

The U.S. Army has not approved any Turkish milk plants. This doesn't necessarily mean that Turkish milk is unwholesome, and may merely reflect some companies haven't requested Army inspections. As a precaution, however, when purchasing milk on the economy, it's advised to buy milk which is pasteurized under the ultra-high-temperature (UHT) process. This milk is usually sold in one-liter cardboard containers and doesn't require refrigeration until opened. Do not purchase milk from the vendors pushing their carts through the streets and alleys. This milk has not been pasteurized. Pasteurized butter and cheeses are safe to eat although no information is available on their wholesomeness. We recommend avoiding dairy products that are not, in some way, pasteurized and marked as such.

f. Packaged and Processed Food

Many imported brands of packaged food, familiar to U.S. consumers are available on the Turkish economy and should be considered safe. Look for shelf life information and try to purchase only products with adequate shelf life remaining before you will use them. Turkish health laws require food to be processed and packaged under safe conditions using only recognized additives. However, since we don't know how strictly these requirements are enforced, we cannot recommend consuming any food processed or packaged in Turkey although many Americans consume Turkish food without problem.

9. Religion

Mustafa Kemal Atatürk was conscious that in order to form a modern society, it would be necessary to separate religious matters from the affairs of state. He made many important reforms in the government by establishing the framework for secularism. Today, Turkey is a secular country. Islam is practiced by approximately 98% of the population. The other two percent is made up of other religions which have equal rights under the Turkish constitution which guarantees "freedom of conscience, religious faith and freedom of opinion to all citizens and visitors to the country." Although Turkey is secular, proselyting may cause problems, which includes the dissemination of bibles.

a. Mosques

Traveling in Turkey will almost certainly lead you to visit one or more mosques. Even in Istanbul mosques, which have become tourist attractions, it is required to remove one's shoes before entering the mosque, or before stepping on the carpet outside the mosque door. There are usually racks near the door where shoes can be left or you can carry them with you. It is also expected that women will cover their hair, arms, legs and shoulders, and a few mosques have scarves hanging near the entrance for that purpose. Women should carry a scarf when traveling if mosque visits are anticipated. Anyone wearing sandals may wish to carry socks so as not to have to walk barefoot in the mosque.

b. Islam

The prophet Muhammed was born in Mecca in 570 A.D. At that time the Arabs had many beliefs and gods. When Muhammed was nearly forty he felt called to become a prophet of God's message. He taught there is only one God, as believed by Jews and Christians. The rest of his life was spent revealing God's message. God is called Allah in Arabic. The most important message of the Koran is that God is the creator of the world and controls everything in it. Muslims are called upon to surrender to the will of Allah. In Arabic, Muslim means one who gives himself to God. Islam means submission or obedience to God.

Muslims must live according to rules found in the Koran.

Muslims have the duty to perform the five Pillars of Islam which are:

- The First Duty is Shahada (Affirmation). The Muslim declares his faith by saying there is no God but God, and Muhammad is his messenger.
- The Second Duty is Salat (Prayer). Prayers must be said five times a day.
- The Third Duty is Zakat (Almsgiving). A Muslim must give money to charity that benefits the Islamic community.
- The Fourth Duty is Siyam (Fasting). In the month of Ramadan, healthy Muslims must not drink, or eat, or smoke from dawn to dusk.
- The Fifth Duty is HAJ. It is a pilgrimage to the holy city of Mecca.

Islam gives guidance on all aspects of life. Muslims cannot eat pork. They should not drink alcohol. They must not gamble. A Muslim's place of worship is called a mosque. A mosque usually has a dome and tower called a minaret. A man, called the müezzin, stands at the top of the minaret and calls Muslims to prayer. People face Mecca when they pray. Muslims enter the mosque in bare feet as a mark of respect to God before worshipping and they wash themselves in a special way. Women may pray at the same time as men, however they must be separated from men (normally at the balcony or in the back of the mosque).

Prayers are said five times a day and in Arabic since it is the language of the Koran.

Muslims believe the Koran is the word of God himself. Mecca is the holy city of Islam. Mecca has an enormous mosque, with the Ka'ba in its courtyard. The Ka'ba is a square stone building housing a black rock that Muslims believe God gave to Abraham 4,000 years ago. During HAJ, pilgrims walk around the Ka'Ba seven times and try to kiss the black stone. Islam is the second largest religion in the world with about one billion followers, with over five million in the U.S. Many Islamic beliefs are similar to those of Jews and Christians. They believe, for example, that there is hell and heaven after death. Abraham and Moses of the Old Testament and Jesus Christ are respected as great prophets by Muslims. Muhammad is said to be the last and the greatest prophet. The Koran also notes that there is room for people of other religions in heaven if they believe in a single God and life after death.

10. Miscellaneous Items

a. Money

Denomination is the Turkish Lira (TL or YTL).

“Kurus”, coins, and TL come in these nominations:

Coins: 1 kurus, 5 kurus, 10 kurus, 25 kurus, 50 kurus, and 1 TL.

Bills: 5 TL, 10 TL, 20 TL, 50 TL, 100 TL and 200 TL

The exchange rate varies daily. American Express is the most widely recognized traveler's check, while Visa and MasterCard are the most commonly accepted credit cards but you will incur foreign transaction fees by your bank. Trading in foreign currency is legal and some shops accept American dollars. Many prefer cash to credit cards due to the bank fee on cards.

Dollars can be exchanged for TL at ODC Turkey on Wednesdays, at the Embassy Monday – Friday 0930 – 1230, 1330 - 1600, and at local exchanges 6 days per week. You can also exchange USD to TL at various money exchange shops around Ankara. Your US ATM card will work on most ATM machines; however fees will be charged. Rates vary from bank to bank.

The Garanti Bank branch on Embassy compound can provide you with Euro's and British Pounds as long as you place the order at least one day in advance. You may also obtain Euro's at the ASF ATM.

ATMs are readily available around the country and your US cards will most likely work with the same PIN you use in the States; but please note most ATMs will only disburse Turkish Lira however has English in the language menu options. You will also incur transaction fee.

b. Police

There are four types of police. "Polis" is the national force in dark blue uniforms who have roughly the same duties as police anywhere. "Trafik polisi," as the name suggests, can be seen directing cars at busy intersections and imposing on-the-spot fines. "Turistik polis" are found only in tourism spots. They are given some language training and are there to be helpful. "Jandarma" are soldiers carrying out a police function in rural areas. Those that have white lanyards, pistols in white holsters and "AS İZ" written on their helmets are MP's who watch out for off-duty soldiers.

c. Antiques

Be cautious when buying antiques; the government imposes strict and severe penalties for the illegal export of antiquities. The definition of "antique" varies with the item and even reputable shopkeepers could unknowingly sell you an item prohibited for export. Certain antiques can be moved from the country after appropriate approval by Turkish authorities. Additionally, when visiting ancient monuments, do not pick up or remove anything.

Removing even the smallest potsherd (pottery) fragment is a violation of Turkish law. Turkish antiquity laws are designed to protect these sites from pilferage and are similar to laws enacted in the U.S. and Western Europe.

d. Smoking

Smoking is a popular habit and Turkish cigarettes are quite strong. Passive smoke is virtually impossible to escape because many people smoke. Smoking is forbidden on all public transport, in all public buildings and all indoor restaurants, cafes and bars.

e. Tipping

Tipping is becoming more common, but is still not widely expected in Turkey. Certain tipping is expected: Airport porters receive about TL 5.00 per bag; Ushers and lavatory attendants should be given about TL 1.00. If you are given slippers when you take off your shoes to enter a mosque, a tip of TL 1.00 is customary. Most restaurants now include a service charge. Taxi drivers do not expect a tip, but rarely have change so they round up the fare.

It is customary to tip your housekeeper 25-30% tip (bahşiş) of monthly salary at New Year and/or Şeker and Sacrifice Bayrams. If the help has children, some individuals give a 50TL allowance to each child instead of a gesture to the help.

Depending on the extra services your kapici (doorman) provides to you and your family in your building, it may be appropriate to tip him during Sacrifice Bayram, Seker Bayram and/or

possibly New Year's. A gift to the family/children is also appropriate. Small gifts, often chocolates or candy are appropriate for the gate guards.

Hairdressers and Barbers: The total tip should be about 10% of the bill, to be divided among the people that serviced you.

f. Restrooms

Look for a sign that says "WC" or "Tuvalet". In addition to the international figures, women's rooms will be marked "Bayan," "Hanım," "Kadın," or have a drawing of high heels or a ladies hat. The old version of toilet is a squatter (porcelain hole set in the floor) exists in many restrooms, but western style is common almost everywhere. The small metal pipe at the back of the bowl serves the purpose of a bidet. In some places, especially roadside rest stops (where you will pay for toilet paper), you will find wastepaper baskets in the toilet which are for paper used in drying following use of the bidet. There will also often be small buckets and a water spigot. Even if the toilets flush without the bucket of water, people often slosh water around the bowl after they flush. Level of cleanliness in public rest rooms will vary considerably, and the floor is often covered with water. If you are travelling and need to use the restrooms, look for "Opet" gas stations. They have the cleanest toilets with automatic toilet seat covers and motion sensors on faucets and doors.

g. Telephones

Calling Turkey from Abroad

To call a Turkish phone number from abroad, dial international access code and 90, the area code, and the seven digit phone number. For instance, to call the Embassy switchboard from outside of Turkey, you would dial 00 90 312 455 55 55. To call from the U.S. to a cell phone, dial 011 + 90 + area/cell code + seven digit number 00 90 530 xxx xxxx.

Long Distance

You can use your AT&T or MCI calling cards in Turkey for long-distance calls. To reach AT&T, dial 00-800-12277. To reach MCI, dial 00-800-11177. Bills will be sent to you at your APO address.

VOIPs (e.g. Vonage) are great options for calling back to the United States.

To call another Turkish city or a cell phone, from a landline or a cell phone, dial 0, the area code, and the seven digit number.

Public pay phones are common and can be used for long distance as well as local calls. There are public phones along streets and in some restaurants.

How to Use a Public Telephone

- Purchase a phone card from a PTT office, news kiosk, or small market. Phone cards can be purchased in varying amounts and only used in public telephones with ATM-like slots into which the cards can be inserted.

- When inserting the phone card, the amount of funds remaining on the card will be displayed on the LED screen of the telephone. If you run out of money on your card, you can insert another in the slot during the call.
- After inserting your phone card, lift the telephone receiver and dial the number, choose language.
- If you hear short repeated signals, the line is busy; push the coin return button to retrieve your phone card.
- After you hang up, your card will automatically be returned from the same slot.
- Some of the newest public phones also take major credit cards.

It's good idea to carry phone cards, which are easily obtained from post offices, tobacco shops and many street corner refreshment stands. To use a pay phone: Lift the receiver; if the phone is working, a red light will come on. Put the card in the correct way; listen for a dial tone; dial. Like anywhere else, hotels exact a surcharge for long-distance calls.

Cell phones

Many cell phones brought from the United States will not work in Turkey. If yours does work here, it must be registered within one month or the Turkish government will prohibit the device from accessing the networks in country.

There are three main cell phone network providers in Turkey: **Turkcell**, which has the widest coverage in Turkey, **Vodafone**, and **Turk Telekom**. Cell phone stores are found throughout the city, and you may purchase a phone and SIM card at any one of them. There are two different subscription types: post-paid and prepaid. For a post-paid account, the client is required to have a Turkish bank provide a letter stating he or she has 1200 TL in an account. Monthly invoices will follow. The alternative to this is to get a prepaid account. You will need to bring a valid passport or kimlik to shop to get set up. Once established, subscription and refill card prices should be the same in each shop throughout Ankara. Add money every three months to prevent the company from stopping cell service.

If you use Turkcell for service, then the Turkcell 'Hazır Kart' pre-paid SIM card is a popular program. This is how it works: You purchase a Hazır Kart and put some money on the card. You now have a balance of what we'll call real money. Think of it like a bank account with the cell phone carrier. The funding is your "balance" account. However, you can also have another account with the cell phone carrier. This is your promotional account – let's call it the "promo" account. When you establish a pre-paid cell phone account, you have a balance account and a promo account. You can check your balance account balance by dialing

*123# and your promo account by dialing *123*85#.

So what's the difference? Put simply, the promo account is cheaper by far. If you have no credit in your promo account, you will be charged the full price for each call and text. Funding will be taken from your balance account. The cell phone companies, however, are always running promotions that give you multiples of minutes and free talk time. You **have to purchase** these minutes by using your phone to send an SMS with the correct code to the

carrier. For example, Turkcell recently ran a promotion that, for 30TL [from your balance account] you get a 150TL credit placed into your promo account. Now that you have a positive credit in your promo account, call charges will be deducted from that account (at a significant savings) instead of your balance account. A couple of other oddities: you can only add a maximum of 50TL to your balance account during any single transaction; you can have multiple transactions during one visit to the cell phone store - to put 100TL into your balance account, you would simply deposit 50TL in back-to-back transactions.

There are also some promotional campaigns that run multiple months. For example, there was an internet campaign in Oct 2012 that lasts six months and provides 1GB of downloads per month for 19TL with the monthly fee automatically taken from your balance account. If the carrier tries to deduct the monthly fee from your balance account but you don't have a large enough credit at the start of the next monthly cycle, you will be dropped from the campaign and charged full price for your downloads.

To call a cell phone, even one with the same area/cell code or one within the same city, dial 0 + area/cell code + seven digit number. To call the U.S. with a cell phone, dial 001 + area code + Seven digit number.

Once you have a cell phone, you should strongly consider registering the cell phone number at the Embassy to have SMS (text) notifications sent to your phone for emergencies or protest notifications. Please email your name, cell phone number, spouse's name, department, and contact information, if he or she is the sponsor/direct hire, to Ankara-RT-DL@state.gov.

Residential Telephone Security

The cardinal rule of telephone security is that you should always use your telephone on your terms, not those of the caller. Many people are bothered by nuisance telephone calls from time to time, particularly within the exchange areas where many foreigners live. The following are some suggestions for dealing with these unwanted calls:

- Answer the telephone only with "hello" or Turkish "alo".
- Do not give your name or family name.
- Never confirm your telephone number to an unidentified caller who may have randomly dialed your number. Do not converse with the caller or try to explain anything.
- Hang up immediately. Do not stay on the line to wait for them to hang up.
- The more you say, the more likely it is they will call again.
- In case of persistent calls, or any call that seems threatening, notify the Security Office.
- Use of a telephone answering machine permits screening of incoming calls and almost always eliminates nuisance calls. Outgoing message should be generic and in a male voice. No music or humor.
- Impress upon children the importance of not revealing personal information to callers.

Domestic employees should be instructed not to give information of any kind about the family on the telephone unless they are absolutely certain the caller is a friend. They should not identify the family's address or confirm the telephone number to unknown callers. Any anonymous calls or threats should be reported immediately

h. Television and Internet

Cable/satellite TV in the PAL format is currently available through DigiTurk (CSC), KabloNet, and Turk Telekom offering some movie channels, BBC, CNN, and the NBC Super Channel. There is an installation fee and monthly fee. Some buildings have one or more of these services.

Internet Service Providers:

ADSL Subscription – Turk Telekom

If you are interested in Subscribing to ADSL service please follow these steps:

- A) **Billing:** You may want to subscribe for electronic notification from Turk Telekom (TTNet). You can also set up payment through GARANTI Bank at the Embassy (or another bank of your choice). Please write down your ADSL number and then present your ADSL number to Garanti Bank and who can then take care of your monthly bill from a bank account. Note: Your first invoice will include the installation set-up fee and one-time activation fee of 2 TL/month for 12 months.

i. Clothing Sizes

	Ladies		Men's		
	Turkish	American	Turkish	American	
Skirts	36	6	Coats	46	36
Blouses	38	8	Suits	48	38
Dresses	40	10		50	40
	42	12		52	42
	44	14		54	44
	46	16		56	46
	48	18			
	50	20			

j. Fuel

Unleaded fuel and diesel can be readily purchased on the economy. Fuel is approximately \$12.00 per gallon. However, US personnel can obtain a fuel chip which allows US military personnel to purchase fuel at approximately \$4.50 per gallon. The fuel chip is accepted at most Petrol Ofisi filling stations with “automatic” pumps. It is “Tasit Tanima” in Turkish. For a comprehensive list of participating Petrol Ofisi stations, please check out their website at www.poas.com.tr

The process of obtaining your fuel chip is tedious and can take up to **a month (sometimes even longer) after your vehicle is registered. The fuel chip program is an AAFES program in collaboration with Petrol Ofisi, DLA and Ministry of Foreign Affairs; hence the reason why the process takes a long time.** Count on having to fill your gas tank once **or twice** at local economy prices. **You must have a military star card account in order to utilize the fuel chip program. There are installation, annual renewal and deactivation fees charged to your military star card as part of program cost.** Your fuel purchases at Petrol Ofisi stations will be charged to your military star card.

III. The City of Ankara

1. Environment

The old and new, East and West, contrast is apparent in Ankara, the nation's capital, with a population of approximately seven million. Though the area around Ankara has been inhabited for many thousands of years, the present city is modern, with wide boulevards and a steadily increasing number of large office and apartment buildings. The many historical government offices, somewhat severe in style, indicate the administrative character of the city. In certain areas, single-family homes may still be found, but these sections with their pleasant, tree shaded streets and attractive gardens are steadily decreasing. Ulus, the old city, situated on two steep hills, is dominated by an ancient citadel. Its narrow, winding streets, mosques and small houses give it a color lacking in newer parts of the city. Possibly the most attractive aspect of Ankara is the spectacular views afforded by its location in the hilly Anatolian countryside.

Please visit http://www.pbase.com/dosseman/ankara_turkey to get a complete picture of the city and surrounding area. Many thanks to the photographer, Mr. Dick Osseman.

2. Climate

Ankara is located in the western portion of the Anatolian plateau at an altitude of 3,000 feet above sea level. It is situated at the center of a bowl formed by rugged hills. The climate is generally pleasant; extremes of hot and cold are moderated by the dryness of the air and, in summer, by a mild breeze. Ankara has four distinct seasons and the weather is very much like Denver or Washington DC. The summers are warm/hot in the day and warm/cool at night.

Eight months of the year the weather is great, with low humidity, little rain, and clear skies. The winter months have some smog and you can usually expect some snow. It is common to have snow flurries even at the end of March, especially at higher elevations.

3. History

Ankara was founded by the Hittites, who called the city Ankuwash, twelve centuries before the birth of Christ. The city subsequently came under the rule of the Phrygians, who called the city Ankyra. The Phrygians were followed in turn by the Lydians, Persians, Greeks (in 333 BC Alexander the Great passed through Ankara), Galatians (the Gauls), Romans (and their Byzantine inheritors), and the Selçuk Turks. In the early seventh century Ankara was a thriving metropolis, spread over a large area below its acropolis, with all the features of a leading Roman city of that time – theater, gymnasium-bath complex, stadium, Augustus Temple, monumental buildings and opulent homes. Luxurious country estates dotted its environs. That changed in 622 when Ankara fell, as did much of Asia Minor, to the Persian general Sharbaraz. Sharbaraz laid waste to the city and killed or enslaved most of its inhabitants. So terrible was the destruction that excavation in the modern city routinely uncovers a thick layer of ash and debris dating to Sharbaraz' attack. The city would not regain the glory of its past until the advent of the modern Turkish Republic.

By the start of the 15th century, the Ottoman Turks occupied most of Asia Minor as well as some parts of the Balkans in Europe. Sultan Beyazıt I was getting ready to attack Constantinople when Tamerlane appeared. Tamerlane, also known as Timur-Leng the cripple, was a descendant of Genghis Khan. In 1370 he invaded Persia, marched on Russia, attacked India and destroyed Baghdad. It was this dreaded conqueror who now threatened Asia Minor. Sultan Beyazıt, also called "Yıldırım" thunderbolt, was an able soldier. Faced with Tamerlane, Sultan Beyazıt I gave up the siege of Constantinople and led a huge army against the enemy. They came face to face on 20 July 1402 on the plain close to what is now Ankara Esenboğa airport.

The Sultan was defeated and taken prisoner. After eight months in captivity he died. With Beyazıt out of the way, the door to the west was wide open, however Tamerlane went back with his men to the Mongol plains, perhaps already suffering from the disease that claimed him the following year. Half a century later, in 1453, Constantinople fell to Mehmet II and for 400 years the Ottoman Empire was a great world power.

Ankara was a small town until Mustafa Kemal Atatürk made it the capital of the Turkish Republic in 1923. He selected Ankara because of its location in the center of the country.

4. Places of Interest : Please refer to http://www.pbase.com/dosseman/ankara_turkey for photos

a. Ankara Castle

The original construction date of the castle is unknown, however the walls standing today date, for the most part, to 859 when the Byzantine emperor Michael rebuilt Ankara's then

decaying Roman defenses. A trip through the citadel virtually takes you back into Ottoman times. Many old buildings remain with their upper-story balconies.

b. Temple of Augustus and Rome

The remains of the temple can be found adjacent to the Hacı Bayram mosque (named for Ankara's celebrated Muslim saint). The structure dates to the early 1st century AD and was built to honor the then deified Roman Emperor Augustus. Augustus' testament, the *Res Gestae Divi Augusti*, (The Deeds of the Divine Augustus") is the funerary inscription of the first Roman emperor, Augustus, giving a first-person record of his life and accomplishments, was inscribed on its outer wall (still clearly visible today). During the fifth century it was converted into a church.

c. Roman Baths

These baths date to the third century AD and are located on Çankırı Street in Ulus. The site is entered via the ticket office on Çankırı Caddesi which opens out onto the old palaestra (wrestling court), which was surrounded by a portico with 128 marble columns (32 on each side) now ruined and is home to a display of tombs, gravestones, altars and other inscriptions from the Roman, Byzantine and late Hellenistic periods.

d. The Atatürk Mausoleum

The Atatürk Mausoleum (Anıtkabir) is Turkey's most outstanding modern monument. The mausoleum is located on a hilltop and also contains a unique museum.

e. Museum of Anatolian Civilizations

Located at Kadife Sokak Hisar-Ulus, the collection this museum houses is internationally acclaimed. Its exhibits span the Paleolithic through Roman epochs.

Finds from the Phrygian Capital at Gordion are on display, including wooden furniture, bronze vessels and glass works that are over 3,000 years old.

f. Republic Museum

Located at Cumhuriyet Bulvarı, Eski Meclis Binası, Ulus this museum focuses on the accomplishments of the Turkish Republic and is housed in the early headquarters of the republic's Grand National Assembly.

g. Independence War Museum

Located at Ulus Meydanı Cumhuriyet Bulvarı this museum documents the Republic of Turkey's struggle for survival following the First World War.

h. Boğazkale

The ancient Hittite capital is 207 kilometers north of Ankara. Formerly known as Boğazköy, this small town (basically one street of shops) sits in a rural area on the road from Çorum to Yozgat. Boğazkale is best known as the site of Hattusa and Yazılıkaya and the area attracts visitors in the summer and there are restaurants near the historical sites, and stalls selling local handicrafts.

i. Ethnographical Museum

Located at Talat Paşa Bulvarı Opera this museum displays historically important domestic handicrafts dating to the Selçuk and later periods.

j. Gölbaşı

This lake area situated 25 kilometers southwest of the city is one of the favorite places of the people of Ankara. The cafes overlooking the lake are pleasant, especially in the summer.

k. Gordion

Located 75 km south west of Ankara, Gordion was the Phrygian capitol and is the location of the so called King Midas' tomb which dates to 750 BC (scholars are unsure as to which Phrygian king was interred in this tomb). Alexander the Great spent the winter of the 333 BC at Gordion and during this stay solved the riddle of the then famous Gordion knot (some ancient sources tell us his solution was to sever it with his sword).

l. Concerts

State-Hall Symphonic Orchestra presents classical music by Turkish and foreign composers. The concert year begins in October and ends in May. Located at Talat Paşa Bulvarı, 38A Opera. There are also many concerts given at the local universities.

5. Foreign Community

The foreign community in Ankara is predominately American. The roughly 1,000 Americans include military and civilian employees of the U.S. Government, exchange students, professors, businessmen, and their family members. The rest of the foreign population is primarily diplomatic (including 100+ diplomatic missions). Generally speaking, American visitors to Ankara come for business rather than tourism.

IV. Speaking Türkçe

The following is a collection of Turkish words and phrases which should help you in meeting and dealing with your neighbors, shop keepers, officials, etc. Don't be afraid to try the word or phrase on a Turk. He or she might also be afraid to try English on you. Turkish people are always happy to hear foreigners try to speak Turkish. Language books may be purchased many downtown bookstores and gift shops. Many people find Turkish pronunciation tricky at first. If you are trying to talk to someone, and they don't seem to understand, it is quite alright to point at the Turkish word in a language book or written on a piece of paper.

1. The Alphabet

a	Father	ğ	almost silent, slide over it	s	sand, sold
b	same as English	h	same as English	ş	shine, shoot
c	as "j" in just	i	magic, jeep	t	same as English
d	same as English	ı	eh, uh,	u	sugar
e	let, set	j, k, l, m, n	same as English	ü	a little like "due" or new"
f	same as English	o	old, operator	v, y, z	same as English
g	gather, get	ö	a little like "bird" or "sir"	q, w, x	not in Turkish alphabet
		p, r	same as English		

2. Essential Words

Yes	evet	eh-vet
No	hayır	higher
Please	lütfen	lewt-fen
Thank you	teşekkür ederim	teh-shek-kewr-eh-deh-rim
You're welcome	bir şey değil	beer-shay-deal
Madam, miss, sir	efendim	eh-fen-dim
Excuse me	affedersiniz	ah-feh-dare-sih-niz
O.K.	tamam	tah-mom
Finished	bitti	bit-tea
Just a minute	bir dakika	beer-dah-key-kah

3. Hello – Goodbye

Hello	merhaba	mare-hah-bah
Good morning	günaydin	gew-nigh-din
Good day	iyi günler	ee-yee goon-lair
Good evening	iyi akşamlar	ee-yee awk-sham-lair
Good night	iyi geceler	ee-yee gadge-eh-lair
Good bye	Allahaismarladik	ahla-hass-mar-lah-dik
(said by person leaving)		
Good bye	güle	goo-lay goo-lay
(said by person staying)		
How are you?	Nasılsınız?	nah-sul-sin-iz
Very well	cok iyiyim	choke ee-yee-yim
Welcome	hoş geldiniz	hosh-gel-deh-niz
Pleased to see you again	hoş bulduk	hosh-bull-duke

4. Time and Counting

Today	bugün	boo-gewn	1/2	buçuk	boo-chewk
Yesterday	dün	dewn	1	bir	beer
Tomorrow	yarın	yah-run	2	iki	eek-key
Three days	üç gün	ewch-goon	3	üc	ewch
Week	hafta	hahf-tah	4	dört	dert
This week	bu hafta	boo-haf-tah	5	beş	Besh
Last week	geçen hafta	geh-chin	6	altı	awl-tuh
Next week	gelecek hafta	geh-leh-jek	7	yedi	yeh-dih
Two weeks	iki hafta	eek-key	8	sekiz	she-kiz
This month	bu ay	boo-eye	9	dokuz	doh-kooz
Last month	geçen ay	geh-chin aye	10	on	own
Next month	gelecek ay	geh-leh-jek-aye	11	on bir	own beer
Year	sene	she-neh	12	on iki	own eek-key
What time is it?	saat kaç	sah-aht kotch	20	yirmi	year-mee
It's five o'clock	saat beş	sah-aht besh	21	yirmi bir	year-mee beer
Hour	saat	sah-aht	30	otuz	oh-tooz
Minute	dakika	dah-key-kah	40	kırk	kurhk
Half hour	yarım saat	yar-um sah-aht	50	elli	el-lih
Early	erken	ehr-ken	60	altmış	alt-mush
Late	geç	getch	70	yetmiş	yet-mish

Quick	çabuk	chah-bewk	80	seksen	sek-sen
Slow	yavaş	yah-vash	90	doksan	kohk-sahn
			100	yüz	yewz

5. Signs

Open	açık	a-chick
Closed	kapalı	kah-pall-ah
Entrance	giriş	gear-ish
Exit	çıkış	chick-ish
Caution	dikkat	deeck-kat
No entry	girilmez	gear-ill-mez
Private	özel	ewe-zel
Post Office	postane	pos-tah-neh (symbol PTT)
Airport	hava alanı	hah-vah-ah-lawn-uh
Men's	baylar/erkekler	bye-lar/er-keck-lair
Ladies	bayanlar/kadınlar	bye-ann-lar/kah-din-lar
Interpreter	tercüman	ter-jew-mahn
Toilet	tuvalet	too-vah-let
Customs	gümrük	gewm-rewk
Stop	dur	dewr
Help	imdat	im-daht

6. I, you, he, she, it, etc....

I	ben	been
You (familiar)	sen	sehn
He, she, or it	o	oh
We	biz	beeze
You (formal)	siz	seeze
They	onlar	own-lar
Child	çocuk	choh-jewk
Man	adam	ah-dahm
Woman	kadın	kah-dun
Husband	koca	koh-jah
Wife	Karı	car-uh
Friend	arkadaş	are-kaj-dahsh
Guest	misafir	meese-ah-fiar
Doorman	kapıcı	cop-uh-geh
Policeman	polis	police

7. Months

January	Ocak	oh-jewk
February	Şubat	shoo-baht
March	Mart	mahrt
April	Nisan	nee-sahn
May	Mayıs	my-yis
June	Haziran	hah-zee-rah
July	Temmuz	tem-mooz
August	Ağustos	ah-oos-tohs
September	Eylül	ay-lewl
October	Ekim	eh-keem
November	Kasım	Kaj-sum
December	Aralık	ah-rah-luk

8. Colors

Black	siyah	see-ah
Blue	mavi	mah-vee
Green	yeşil	yeh-shill
Red	kırmızı	kear-meh-zuh
White	beyaz	bay-ahz
Yellow	sarı	sah-ruh
Purple	mor	mohr
Orange	turuncu	too-roon-jew

9. Days

Sunday	Pazar	pah-zahr
Monday	Pazartesi	pah-zahr-the-sih
Tuesday	Salı	sah-luh
Wednesday	Çarşamba	char-sham-buh
Thursday	Perşembe	pear-shem-beh
Friday	Cuma	joo-mah
Saturday	Cumartesi	joo-mah-teh-sih

ODC Turkey, independently, and in cooperation with the U.S. Embassy and TLO, at times sponsors different levels of basic Turkish Language training at no cost to participants. These courses are conducted based on interest and as funds are available. You can also attend language instruction at Tömer and at Aktiv English. While both of these are commercial, for profit language programs, they are not cost prohibitive. You receive a certificate and diploma upon successful completion of classes at Tömer. Periodically the Turkish American Association sponsors inexpensive Turkish language classes as well.

<http://www.turkishturkey.org> is a site that can help your newcomers learn some of the Turkish language however the best way to learn the language is to practice it with the locals and immerse yourself in the culture.

V. Finance and Personnel Actions

1. Military Pay

a. DFAS

Before departing your current duty station you should ensure access to the Defense Finance and Accounting Service (DFAS) 'MyPay'. This will allow you to access your Leave and Earning Statements, adjust tax withholding rates, managed allotments, review travel vouchers and manage your contributions to the Thrift Savings Plan via the Internet from Turkey. PCS travel settlements may take up to two months to settle.

b. Advance Pay

Personnel receiving advance pay in conjunction with their PCS move are advised that collection of advance pay may be prorated over a period of 24 months versus the normal 12 months. Members must request this action from the losing finance and accounting office before departure from the permanent duty station.

c. BAQ and BAH

Military personnel who are leaving family members in the U.S. are authorized to draw BAH. In order to start or verify these entitlements, all personnel must bring an original or certified copy of their rental contract/monthly mortgage statement. This document, along with the BAH documents, will be forwarded to finance to continue these allowances.

d. TDY

TDY accounts are settled through Defense Travel System (DTS).

e. Check Cashing

There is no American banking facility in Ankara. Everyone should establish an account with a stateside banking facility before arriving in Ankara. Personal checks may be written for

\$300 over the amount of purchase at the BX, \$25 over at the Commissary at ASF and \$20 over at the AAFES facilities at ODC Turkey. Personal checks can be cashed at the Garanti Bank cashier at the American Embassy, for normally up to \$1,500 per day. In addition, a Garanti Bank check cashing service is provided at ODC Turkey every Wednesday from 1130 to 1300. Checks can be cashed for Lira or US\$. Euros can be obtained upon special request thru Garanti Bank or by utilizing the ATM at ASF.

f. Family Separation

Family Separation Allowances are not authorized for any member assigned to Turkey who opts to have his or her family members remain in the U.S.

2. Records Maintenance

Army

Personnel and finance records are not maintained at ODC Turkey, they are filed at EUCOM. Having your records thoroughly screened and updated prior to departing your current duty station can help you avoid problems that could take many weeks to resolve via our long distance support links. The PSNCO will assist you with your in-processing. After your in-processing is complete, your records are sent to EUCOM until the end of your tour.

Navy

Personnel and Finance records are maintained by Personnel Support Detachment, Souda Bay, Greece. A thorough review of records should be made prior to departure from your present command. Upon completion of in-processing with the PSNCO, personnel and finance records will be forwarded to PSD, Souda Bay by certified mail. Be advised that records could take up to 30 days to reach Souda Bay.

Air Force

Personnel records are maintained by the **39** Force Support Squadron (FSS) and financial matters are processed by the comptroller flight. Both organizations are located at Incirlik Air Base, Turkey. All records should be thoroughly reviewed and updated prior to departure from the current duty location.

VI. School Information

1. Department of Defense Dependents School

Department of Defense Dependents School (DoDDS) and the U.S. Air Force operate a dependent school with classes for children from Kindergarten through grade 12 in Ankara. The student population is unique for a DoDDS school. Forty two percent of students are dependents of the United States Military members and U.S. civilians. The other fifty eight percent are dependents of members from other nations. During any given school year there may be more than thirty three nationalities and well over twenty different languages represented at Ankara EHS. This school year there are 221 students from thirty three different countries. With this diversity, the students and faculty are exposed to a multicultural environment which provides them with special challenges and opportunities. As a result, our students tend to be very culturally knowledgeable. Although a variety of languages can be heard throughout the corridors, American English is the primary language of instruction.

With a staff of qualified classroom teachers, the Student Teacher Ratio is 11 to 1 with an average of 15 students per classroom for grades 1 thru 6. High School classes range from 4 to 25 students. The school's staff includes a full time nurse, counselor, English as a learned language instructors, Reading Specialist, and Special Education Specialist.

The DoDDS curriculum is similar to that of better public schools. The curriculum is developed and assessed on a six-year cycle ensuring current materials and educational practices are utilized. Kindergarten students must be five years old by October 31 of the year they are enrolled in kindergarten for DoDDS schools. High school students need 24 credits to graduate and are offered distance learning and advanced placement opportunities.

Interscholastic sports are offered to grades 9 thru 12. Soccer, volleyball, cheerleading, wrestling, basketball, tennis, track and cross country are some of the sports currently offered. As a part of the Mediterranean District, our students travel to both İncirlik and Italy for competition. Extra-curricular activities are offered to elementary, junior high and high school students. Offerings include chorus and band, journalism, yearbook, host nation studies, and special interest clubs. Specialized classrooms house art, music, physical science and computer science labs. The library contains probably the largest English language collection of books written about Turkey in the country, a computer/distance learning center and hundreds of new books. There is a large 12,000 square foot gymnasium. The elementary school has a nice play-ground; students share a full sized track, basketball, racquetball, and tennis courts and soccer field.

The School is located on the Ankara Support Facility, within 20 minutes of most U.S. occupied housing in Ankara. Bus transportation is provided by the military. For more information, visit the following websites; www.dodea.edu/Europe/Mediterranean/Ankara/AnkaraEHS/index.cfm (school) or www.dodea.edu (DoDDS). A School Liaison Officer is available to answer questions at DSN 314-672-7164 or commercial 90-312-422-7164.

The mailing address for the school is:

Unit 7010 DoDDS
APO, AE 09822

Email addresses: AnkaraEHS.Principal@eu.dodea.edu; AnkaraEHS.Attendance@eu.dodea.edu; AnkaraEHS.Registrar@eu.dodea.edu

SCHOOL HOURS:

8:00-4:00 (Monday-Friday)

SUMMER HOURS:

8:00-2:00 (Monday-Friday)

Ankara ES/HS Parent Teacher Student Organization (PTSO) Ankara ES/HS Parent Teacher Student Organization (PTSO)

The Ankara ES/HS PTSO is a non-profit volunteer organization whose primary purpose is to serve as support to the students, parents, and faculty of our school. Our organization relies mainly on parental and teacher support to sponsor such events as the Welcome Coffee for new parents, socials throughout the year, and the Scholastic Book Fair. All funds raised are returned to the school in the form of supplies and scholarships.

2. Embassy Schools

The British, French, German, and Pakistani Embassies operate schools, each in their own language, which are open to a limited number of children from other embassies. Attendance at these schools is at the family's own expense.

3. Pre-Schools

There are a few nursery schools conducted in English. These schools often have waiting lists. Information on these schools can be obtained from the Airman and Family Readiness Office.

4. Turkish Schools providing English education

Bilkent Laboratory and International School (BLIS): BLIS is an international Turkish school that offers the International Baccalaureate (IB) diploma. The school is about 90% Turkish, 10% international. All classes are taught in English. The "Laboratory" in its name refers to it being a Turkish Laboratory school meaning it offers the same Turkish courses that a non-English Turkish school offers. The Turkish students at BLIS are required to take these courses.

BLIS has a strong arts and music focus with a performance hall. They also feature field trips around Turkey taking advantage of local archeological/historical sites. The school is accredited in the U.S. and about half of its graduating class attends university in the U.S. Formerly called Bilkent University Preparatory School.

Address: Bilkent Laboratory and International School
East Campus-06800 Bilkent, Ankara
Phone: 011-90-312-266-4961/62
Fax: 011-90-312-266-4963
E-mails: school@blis.bilkent.edu.tr

Website: www.blisankara.org

Oasis International School: Oasis is an International School in Ankara for grades K – 12 that has an American curriculum and a "character-based" program to "instill strong character within the hearts of each child". Oasis is accredited with the Middle States Association of Colleges and Schools. It also offers limited special education services.

Address: 25 Cadde. 362 Sokak No: 5

Balgat Cigdem Mahallesi 06530 Ankara
Phone: 011-90-312-285-7524
Fax: 011-90-312-286-0560
E-mail: ankara@oasisis.org

Web: www.oisankara.org

VII. Identification

1. Passports

All US military assigned to Ankara must have NATO travel orders (AF Form 1631) issued **PRIOR** to departure from their losing base to enter Turkey. DoD family members and civilian employees must have a no-fee passport to enter Turkey.

Beginning April 10, 2014, the Turkish Ministry of Foreign Affairs will no longer provide visas on arrival to foreign travelers. Eligible family members of active-duty US military personnel, US Government civilians (and family members) and family members of employees of DoD dependent schools stationed in Turkey, will be required to obtain their visa in advance from a Turkish embassy or consulate. Failure to obtain the visa prior to arrival may result in family members being authorized entry into Turkey.

Visa processing times vary so if there is not sufficient time to obtain a visa through the Turkish consulate, you may obtain it for family members online, though this should be your last resort.

This can be a lengthy process, so plan as far in advance as possible. NATO travel orders must indicate Ankara, Turkey as the travel to location, not your new APO mailing address. The expected date of return should reflect your DEROS from Turkey. **It is important that your NATO travel orders bear the original signature of the officer authorizing movement in blue ink.** When you enter Turkey the Turkish immigration authority will stamp your NATO travel order or official government passport. Safeguard the stamped entry document as you will need it to depart Turkey.

Additional information may be found in the **Foreign Clearance Guide** (<https://www.fcg.pentagon.mil/fcg.cfm>) and general information on the Turkish visas may be found at the following link: (<http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>).

Please see the sample and the color of ink (BLUE) in the signature. It is vital that the signature is in blue ink as it stands for verification of authenticity on the original; NOT photocopies. This copy with the entry stamp will serve as your passport for the duration of your assignment.

Country of Origin will be where you are coming from i.e. USA or losing Overseas base.

Order Number must match your PCS order number shown in block 27

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

COUNTRY OF ORIGIN: UNITED STATES OF AMERICA
PAYS DE PROVENANCE:

ORDER NUMBER: (Match your PCS Order #)
NUMÉRO DE SÉRIE:

1. The bearer (and group as shown below or on attached list)
Le porteur (et personnel, matériel, etc.) doit être identifié par le nom (et le) :
Your Name and Social Security Number:

Dependents should not be listed on your NATO Orders. They will travel via NO-FEE Passport.

Ensure that this reflects the correct exact location in Turkey (not just the country Turkey) of where you will be stationed

Country of Origin will be where you are coming from i.e. USA or losing Overseas base.

2. Rank/Grade, Name/Nom, and Social Security Number/No. Mse

Travel from: UNITED STATES OF AMERICA

to: INCIRLIK AB TURKEY

MIL/COMMERCIAL AIRCRAFT

Standard Statement

Date of Departure
Date du départ

Date Depart: Last Base

Date probable de retour

LAST DAY of Projected DEROS month

DATE REQUIRED This Date will be your're the last day of the month of your RNLTD plus 15/24 months whichever is applicable according to your orders (block 11) format: YYYYMMDD

DATE REQUIRED This Date will be the date that you depart your last Base format: YYYYMMDD

3. Authority (if passing granted to possess and carry)
Autorisation de port d'armes (passage) (non-sec)

4. The person named in paragraph 1 is authorized to carry
La personne indiquée au paragraphe 1 est autorisée à porter

weapons/épées, containing only official documents, numbered
armes (sec); ne contenant que des documents officiels, numérotés

5. I hereby certify that this individual / group (s) are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

J'atteste que le personnel visé appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra être présenté sur demande des autorités civiles et militaires.

REBECCA ANN GRAHAM, SrA, USAF
Customer Support Rep

Verify that the signature is in BLUE INK. The presence of an Official Stamp is optional.



20091223

OFFICER AUTHORIZING MOVEMENT
OFFICIER AUTORISANT LE MOUVEMENT

DATE OF ISSUE
DATE DE L'AUTORISATION

a. Passport size photos

Bring at least 10 passport-size photos for yourself and the same number for each member of your family accompanying you to Turkey. These can be obtained at your local military photographic facility. Photos will be used for badges, residency permits, ID cards, etc. If for some reason you cannot obtain passport photos at a military installation, get them from a civilian service and retain your receipt for reimbursement once you arrive in Ankara.

2. Military Blue book

All U.S. military members and civilian employees in Turkey must apply for a Turkish Identification card, commonly called the blue book within 15 days of entry. The service member must provide the Pass & ID section located in ODC with 2 passport size photos, a copy of PCS orders and completed application obtainable from the Pass & ID office. Pass & ID will process the applications for you.

3. Residency Permits

All family members and civilian employees are required to have Turkish Residence Permits. Requests for residency permits must be made as soon as possible after the sponsor receives their blue book. The Pass & ID specialist at ODC will aid you in processing this document during in-processing. There is a charge for each residency permit issued that can be reimbursed on a supplemental DD1351 to your PCS settlement. The residency permit will last you the duration of your tour, but if you extend your DEROS then you will have to renew your permit in a timely manner. The current fines for a late permit can be obtained from Pass & ID office.

4. Military Identification

a. Active Duty and Dependents

ODC –T can issue and renew military and dependents identification cards through its Pass & ID office. A new ID card should be issued for children who turn 10.

CRITICAL INFORMATION: Check foreign clearance guide for Turkey for the most up to date information and requirements as they change frequently.

<https://www.fcg.pentagon.mil/fcg.cfm>

VIII. Legal Awareness

1. Criminal Jurisdiction

While you are in Turkey if you violate the law, in most instances, you may be subject to criminal prosecution in Turkish court. There are some exceptions. A military member or member of civilian component is subject only to U.S. jurisdiction if the offense violates only U.S. law and not Turkish law. If any offense violates only Turkish law and not U.S. law (e.g.,

the Insult Law), then Turkish authorities have the exclusive right of jurisdiction. If an offense violates both U.S. and Turkish law (as most do), both the U.S. and Turkey have concurrent jurisdiction. In these cases, Turkey usually has the primary right to deal with the case. However, the U.S. has the primary right to deal with the case in two instances: (1) If the violation occurred during the performance of official duty; or, (2) if the offense is committed by a military member or member of civilian component against the person or property of someone with SOFA status.

2. Local Laws

Unlike some other NATO countries, Turkey almost never turns over U.S. criminal suspects for trial by U.S. courts when there is concurrent jurisdiction. If suspected of a crime in Turkey, and if Turkey has primary jurisdiction, you will likely be tried in a Turkish court. Turkish penalties for possessing or using even small quantities of illegal drugs, including marijuana, are substantial.

3. Drug Offenses

Suspected drug offenders are normally imprisoned until their cases are completed, which usually takes months. The U.S. can do little to secure release or prevent trial by Turkish authorities. Conviction may lead to further imprisonment. The minimum mandatory sentence for possession of illegal drugs is one year imprisonment.

4. Black Marketing

It is a violation of Turkish law and U.S. regulations to sell or give any duty free item to any person who does not have duty free privileges (i.e., does not have a ration card). A duty free item is anything purchased in the Shopette, Exchange, or Commissary, or ordered from the U.S. through the APO, or brought into the country by you. Note that it does not have to be a beyanname item in order to be a duty free item.

5. Insult Law

Do not insult the Republic of Turkey or Turkish ethnicity. This is a serious problem area. Since there is no equivalent United States insult law, Turkish authorities have exclusive jurisdiction to prosecute violations of this law! The insult law has two general categories: National insults and personal insults. A national insult is when an individual insults Turkish national institutions, the flag, Atatürk, or one's Turkish nationality. Such remarks are automatically prosecutable, and do not require the individual to file a complaint. The second category involves personal insults. A personal insult is any insult directed toward an individual, but not involving matters of national pride (such as calling someone a thief). This type of insult can only be prosecuted if the person receiving the insult files a complaint.

Potential problem areas: Arguments with taxi drivers over fares; arguments with shopkeepers over prices; typical "Ugly American" statements in the airport (such as commenting about customs procedures: "This is stupid!"); accusing Turkish nationals of criminal conduct ("My

maid is a thief!”) without having enough evidence to support a criminal conviction, or general derogatory statements about Turkey or Turks. Note that truth is not necessarily a defense, either! The common practice of the middle finger in the US is considered an insult and is punishable under Turkish Law.

6. Turkish National Symbols

It is a violation of Turkish law to insult or otherwise damage Turkish national symbols, such as the Turkish flag or pictures of Atatürk. Do not take or damage them. Do not make negative remarks about Atatürk or the Turkish Government. Insults toward Atatürk include defacing or treating with disrespect statues or pictures of Atatürk including Turkish currency which bears his portrait. Confinement from six months to three years can be imposed for such national insults. The key here is to practice patience, human relations, and bite your tongue. Don't be a pushy, over-aggressive American. Use discretion when discussing politics, religion, foreign affairs, and similar topics in the presence of Turkish nationals.

7. Religious Proselytism

Evangelizing, or attempting to convert a Muslim to Christianity: Turkish law respects your freedom to worship as you please; however, you may not interfere in any way with another person's free choice of beliefs. You are asking for problems if you attempt to convert or persuade anyone that only your religion is correct. Distribution in public of religious pamphlets, books, and the Bible is risky. There have been arrests and prosecution of foreigners for religious proselytizing in recent years, but none have been convicted. Contact a judge advocate or chaplain if you have any questions about what is permissible religious activity.

8. Failure to Pay Debt

Failing to pay a debt is a crime under Turkish law. Pay your debts and always obtain a receipt from merchants, landlords, and anyone else you have paid for goods or services. If you don't have a receipt, it may be impossible to prove payment in a Turkish court.

9. Antiquities

It is against the law to remove or excavate objects of archaeological or historical value. Anyone found removing objects (even seemingly inconsequential pottery and stone fragments are protected by law to ensure its availability for academic assessment and study) or digging at an ancient site or trying to leave Turkey with antique coins, pottery, or similar items may be detained for criminal prosecution. Suspected antiquities will be confiscated. If you are not sure whether the item is an antique, contact the nearest museum for an inspection of the item by experts before you buy it. They will issue a letter stating whether or not it is an antique.

10. Traffic Regulations

The driving practices in Turkey are different. Defensive driving will normally result in accident-free driving. Turkey has a comprehensive set of traffic regulations and a large number of traffic

policemen. Historically, Turkish traffic policemen have tended to take a somewhat pragmatic view about compliance with traffic regulations. However, as in all countries, occasionally all the laws are strictly enforced. The safest course of action is for the U.S. driver to observe all the regulations all the time; you will be within the law and will have a smaller chance of being involved in an accident. Turkish drivers tend to be aggressive and disregard many traffic regulations. They may even honk their horn or yell at you if you hinder from disregarding the law.

The alcohol limit for driving in Turkey is 0.5 Promil of alcohol. The U.S. equivalent of .063 percent. The fine for driving under the influence will cost approximately \$300 for the first offense and your driver's license will be revoked for 6 months. Fines are a lot steeper for subsequent offenses leading up to imprisonment.

Speed Limits

The speed limits IAW the Turkish Traffic Regulations are shown on the table below. Please note all speed limit signs are posted ***in kilometers per hour and not miles per hour.***

TYPE OF THE VEHICLE	SPEED LIMITS (km/hr.)			
	IN CITY	INTERCITY ROADS		HIGHWAYS/OTOBAN/ MOTORWAYS
		Two-way inter-city highways	Divided highways*	
Car (M1), (M1G),	50	90	110	120
Minibus (M2), Bus (M2-M3),	50	80	90	100
Pick-up (N1), N1G)	50	80	85	95
Truck (N2-N3),	50	80	85	90
Motorcycle (L3)	50	80	90	100
Motorcycle(L4, L5, L7)	50	70	80	80
Vehicles towing another vehicle	20	20	30	40

Winter Tires

Winter tires are required for specified vehicles carrying passengers and cargo while driving on roads between city limits from December 1 until April 1 of each year.¹ This period can be extended one more month in both directions by the Ministry of Transportation.² Vehicles which are required to have winter tires but do not have them are subject to a 500 TL traffic fine. The officials will allow the vehicle to be driven to the nearest place to be fitted with winter tires after the driver is given the ticket. Snow chains are mandatory equipment to be carried by all vehicles during snowy and icy days.

¹ Regulation published in the Official Gazette on November 8, 2012, effective December 2012.

² MoT Regulation on Procedures for Loading Vehicles and Measurement Tolerances in terms of Weight and Size-Article 6/(1)/j and 14.

Clothing Information

a. Military Uniforms

There is very little availability of uniform items in Ankara. There are two AAFES clothing sales and service stores in Turkey: One large one at Incirlik AB, and one at Izmir. You can also utilize on-line shopping through the AAFES website to obtain uniform items. Air Force items can be purchased at Incirlik Base Exchange (a six to eight-hour drive). Personnel should plan accordingly when shipping uniform support items, i.e., rank insignia, ribbons, shoes, etc. You will be able to special order military clothing items through the Ankara Base Exchange; however, expect a minimum of four weeks for delivery.

Every effort should be made to ensure you have adequate uniform items prior to your arrival. Other recommended items are lightweight blue jacket, overcoat, all-weather coat, sweater, and mess dress. It is a good idea to ensure you have all your ribbons and medals. Many after-hour functions with the host nation military or with visitors from the United States require a business suit or sport jacket. Dining on the economy is also more formal than in the United States; however, slacks and open collar sport shirts are appropriate for many restaurants.

Throughout the year, Uniform of the Day for AF personnel is ABUs, unless duties dictate otherwise. Civilian clothing is required when traveling between bases and to and from work.

b. Civilian Clothing

a. Summer

The summer months generally bring hot days and warm evenings. Women find dresses with jackets or sweaters useful. Women dress conservatively outside the Aegean and Mediterranean resort areas and the major cities of Ankara, Istanbul, and Izmir. This means shorts, tank tops, gym clothes and tight fitting outfits are not recommended when traveling through or visiting other areas. Within the city limits of Ankara, Istanbul and Izmir, modern, even tight fitting and more casual western dress is acceptable. At beach resorts along the Aegean and Mediterranean coasts, shorts, tanks tops, swimsuits, and tight fitting outfits are acceptable and common. Men generally use tropical weight worsted or wash-and-wear sports clothing during the summer. Jeans and nice tee shirts are also acceptable, as are summer shorts in the cities and on the beach.

b. Winter

Winter months are cold with some snow and rain requiring warm clothing such as is worn in New York or Denver.

c. Spring and Fall

During the spring and fall, lightweight wool suits and topcoats are popular. Good rain equipment and walking or running shoes are essential.

d. Shopping for Clothing

Taste in clothing in Turkish circles in which Americans usually move is similar to American and European taste. Many Americans buy clothing and shoes on the local economy. Some of these ready-made items are comparable in quality to the finest American goods and are quite reasonable in price (the Turkish textile industry produces clothing for many brand name European boutiques). Tailors and dressmakers can be engaged; the quality of work varies, but cost can be very reasonable. You can find excellent quality leather and suede products at reasonable prices. Shopping for clothes via the Internet or catalogues is another way to keep one's wardrobe up to date.

11. Customs (Beyanname)

Your assignment to Ankara will differ from previous overseas tours you may have had because of a property accountability system that requires the creation of a high value inventory or "beyanname." The beyanname is used to regulate property imported duty free to prevent black market resale. It is a written declaration you provide to the Government of Turkey referring to controlled personal effects, you bring into Turkey. Everything that appears on your beyanname must leave the country with you or otherwise be properly disposed of in accordance with Turkish customs regulations. You are responsible for these items, until properly relieved of that responsibility, even if they are lost, stolen, broken, or destroyed.

Your beyanname will list items Turkish Customs officials have determined are of high black market demand. This will include furniture and other items including televisions, stereo equipment, air- conditioners, video recorders, video cameras, computers, microwave ovens and computer games. Do not bring stoves, washing machines or refrigerators. They will be provided for you from the housing office.

You are permitted to import household goods duty-free two months prior and up to six months after your arrival. If you wish to bring personal property in before or after this time, a waiver will be required.

When your household goods are delivered, either a customs official or carrier agent will initiate the beyanname. Your beyanname will list property by brand name, value and serial number. It is important that you carefully check the inventory for accuracy before the customs official or carrier agent departs. It is an official record and even a minor serial number discrepancy could cause problems when you depart the country on your next permanent change of station. Failure to properly account for these items could result in your being retroactively charged import duties and fees. Please note that similarly you will also have to complete a beyanname for your privately owned vehicle before you take possession of it.

It is a good idea to inventory your beyanname items annually and report discrepancies to the local Transportation Management Officer as they are discovered. Correcting a beyanname error can be a time consuming process. Any discovered shortly before your port call could cause a delay in your departure.

12. Privately Owned Vehicles and Driving in Turkey

a. Type of Vehicle to bring

Frequently asked questions ask by individual preparing for their assignment in Turkey concern the type of vehicle to ship. Big? Little? There is no universally perfect answer. Parking can be a problem for owners of larger vehicles. While there are all types of vehicles on the streets of Turkey and in Ankara, the prevalence of an “aggressive” driving style can be a serious challenge for American used to a more “sedate” driving environment. To some people, this means a small vehicle for maneuverability. To others, it means a larger vehicle for protection. Service members assigned to Ankara have happily operated a very diverse fleet of privately owned vehicles in Turkey.

b. Body Work

You can import a vehicle with dents, body damage and rust. High quality bodywork is typically less expensive in Turkey than in the U.S. It may be cost effective to delay cosmetic repair work until your arrival in Turkey. However, you may not import a vehicle in Turkey with window tinting that is not factory applied (i.e. after-market).

c. Spare Parts and Manuals

You may want to invest in a good shop manual for your car and a supply of filters and tune-up items to support your vehicle’s maintenance needs. Imported auto parts can be expensive on the local economy. Auto repair (labor) costs are reasonable and workmanship can be excellent. Many automobile manufacturers are well represented with dealerships and repair shops in Ankara (BMW, Ford, Honda, Hyundai, Jeep, Nissan, Toyota and Volkswagen).

d. Buying a Vehicle Locally

You have the option of buying a local car. It is legal for Americans to buy cars from Turkish nationals. In general, it is very difficult to sell a car to a Turkish national unless you originally purchased the vehicle from a Turk. You can, however, easily buy from, and sell to, other Americans with a NATO Beyanname or Diplomats stationed in Ankara.

e. Licenses

As a member of the U.S. military, you will be issued a Vehicle Operators Permit for Turkey. Family members must have a valid stateside driver's license to drive in Turkey. It is a good to obtain an international license as well in order to drive elsewhere in Europe as the Vehicle Operators Permit for Turkey is valid only in Turkey and many European countries do not

recognize licenses issued in the U.S. These must be obtained prior to your arrival in Turkey. For an international license see AAA. Pass and ID section at ODC provides translated copies of Stateside driver's licenses to the military members/sponsors; however family members will need to have their licenses translated and notarized by a local notary public.

f. Registering Your Vehicle

Once your vehicle arrives in Ankara you will most certainly be anxious to drive it as your rides to work will have been from a friend, your sponsor, or taxi for the interim time period.

When you pick up your vehicle in Ankara you must have your DD Form 788 (Private Vehicle Shipping Document), a copy of your vehicle registration, proof of insurance, and a valid driver's license. You will have an opportunity to make on-the-spot claims (if applicable) against the forwarding agent when you receive delivery in Ankara. After taking delivery you may leave your vehicle on the base or at ODC until it is registered. You should obtain Turkish plates before you begin to use your vehicle.

After receiving your Blue Book and your tax exemption certificate, it will take approximately four to 10 days to get Turkish plates at a cost of no less than \$500.00. Obtaining the Blue Book and tax exemption certificate takes two to four weeks, so be sure to apply for these at ODC Turkey's Pass and ID office as soon as you arrive.

One way to get your vehicle licensed is to do it yourself. This is probably the hardest way, especially if you do not speak Turkish, because of the multi-layered bureaucracy involved. The other method is to pay one of the local companies that specialize in this service to do the tasks for you over the same four day period. Most people choose the second method. Their fees range from \$250 to \$400. Furthermore, please note that there are some mandatory fees as part of registration process bringing the cost higher.

g. Vehicle Emissions

Your vehicle will be tested at registration and then annually, dependent of the age of your vehicle. You should retain proof of this testing until your PCS from Turkey.

h. Driving Safely in Turkey

The cardinal rules of safety to survive Turkish driving are: Drive very defensively, avoid driving at night, and never let emotions affect what you do. The U.S. Embassy's Regional Security Office has analyzed American employee accidents that have occurred during the past several years in order to identify "lessons learned" that can be utilized to increase driver safety and perhaps even save lives or at least prevent injuries. The conclusion is that many of the accidents--not all, but many--were avoidable.

A number of accidents occurred when a local driver stopped, turned or took some unexpected action which caused the U.S. driver to hit the other vehicle or be struck by someone else. Many of the "unexpected" actions were unexpected according to U.S. driving standards but are quite

common in Ankara and İstanbul and other parts of the country. About half of the accidents were clearly, according to local standards, the fault of the non-U.S. drivers. The key to reducing accidents is situational awareness, concentration and extremely defensive driving.

In the highly congested city of İstanbul, a high percentage of traffic-related deaths are pedestrians. The highest risk group for pedestrians is children and adolescents-totaling about 40 percent. Statistics released by the İstanbul Traffic Police, for example, indicate that evening rush hour (5 to 8 p.m.) is the most dangerous time on local highways. Not surprisingly, it is also the time of day when drivers are the least attentive. Ankara and İstanbul provinces accounted for almost half of the total vehicle accidents in Turkey; Ankara 43,517, İstanbul 74,905, countrywide total 233,803. More recent figures are even higher with 156,000 accidents in the first six months.

A number of defensive measures can and should be taken to increase the odds in your favor for accident-free driving. They are presented here, followed by some unique driving challenges or "threats" to watch out for in and around Ankara, İstanbul and other parts of the country.

i. Accidents

Unfortunately you may be involved in a traffic accident during your assignment to Turkey. In Turkey (as in many other parts of the world) it is unlawful to leave the scene of an accident or to move a vehicle involved in an accident prior to being released by a Turkish National Police (in urban areas) or Jandarma (in rural areas) Traffic Section Accident Report Team. Breathalyzers are almost always administered to those involved in traffic accidents and cannot be refused.

The U.S. Embassy or consulate will assist you if you are involved in an accident in the Ankara, Adana (İncirlik) or İstanbul area. In the Ankara area, the Regional Security Office (telephone 312 455-5555) will attempt to dispatch bi-lingual assistance to the scene to assist you in addition to providing telephonic assistance. The Adana (telephone 212 459-1551) and İstanbul (telephone 322 251-3602) Consulates will assist you in contacting the appropriate traffic police and hospital if necessary. If you are involved in an accident elsewhere (i.e. not in the vicinity of Ankara, Adana or İstanbul) you should report that fact as soon as practical to the U.S. Embassy in Ankara. When calling the embassy or either of the consulates you should clearly identify that you are a member of the Ankara country-team and report:

- Your name.
- Names of mission personnel involved in the accident.
- Accident location.
- Injuries, if any.
- If you are involved in an accident, do not move your car to the side of the road or move it in any way. Even if blocking traffic. One you move your car, even from contact with the other vehicle, you will be found at fault.

- Extent of damage
- Legal Office at ODC has developed a guide with instructions and accident report forms. You should print and keep the accident forms in your car.

j. Defensive Measures

- Always wear seat belts.
- Children should ride in the back seat with seat belts on and/or in a child safety seat.
- Drive defensively, defensively, defensively.
- Dusk is a particularly dangerous time on intercity highways because most drivers delay turning on their headlights until well after dark. Oncoming traffic can be very difficult to see.
- Situational awareness is imperative.
- Use horn to get pedestrians' attention.
- Use horn and lights to get the attention of other drivers.
- Pay attention when other drivers use their horns.
- Check all mirrors and use directional signals for lane changes.
- Check right side mirror in particular.
- Confirm with direct visual check. Do not rely solely on mirrors.
- Use four-way flashers to warn drivers behind of slowed/blocked traffic to avoid being hit from behind.
- Expect the unexpected.
- Drive each day as though you were on a mission: The goal of which is not to be involved in an accident, cause an accident or strike a pedestrian.
- Watch out for trucks and buses that take the right-of-way without signaling, whether they are entitled to it or not.
- Make sure your lights, signals, horn and brakes are in proper working order.
- During rain and snowstorms, drivers must be extremely attentive and situationally aware. Accidents increase dramatically during storms and particularly at night.
- Assume nothing. Make no assumptions about what another driver may do or how they will react in a situation. Do not assume that they have seen your vehicle or will do the "right" thing.

Pay particular attention to all of the following which are common in Ankara, İstanbul and others parts of the country:

- **Passing on the right and cutting in front of other vehicles from the right side.**
- Unexpected stops or turns without signaling, for any apparent reason.
- Stopping in unexpected locations to pick up or let off passengers by cars, buses and trucks, including main highway entrance ramps, intersections, and along major highways.
- Pedestrians seemingly completely oblivious to oncoming traffic who continue to walk or run in front of vehicles to cross streets and main highways.
- Trucks parked at night without lights on the highway rather than on the side of the road.
- Disabled vehicles parked without warning signs.
- Completely inattentive drivers.
- Unskilled drivers.
- Taxis and other vehicles with bad brakes.
- Unexpected lane changes and stops by taxis, mini-buses (dolmuş) and city buses.
- Tractors, horse carts and farm vehicles traveling without lights at slow speed on highways.
- In the countryside, the use of stones rather than warning signs to mark accidents, breakdowns, and road work.
- During rainstorms, accidents increase dramatically because of oil on the road surface.
- Road surfaces that are much smoother and provide less traction than normal.
- Vehicles backing up (in reverse) on exit ramps and on main highways.
- Animals on highways.
- In the countryside, watch for herds of sheep, goats and other animals on roads.
- Drivers that drive in the middle of the road and yield to no one.
- Drivers that overtake on blind curves.
- At night, cars without lights or lights missing.
- Oncoming drivers who play inscrutable light games, flashing and flashing whether you have your "brights" on or not.
- Tire-shredding potholes.

- Tailgating drivers.
- Drivers that attempt to pass while you are passing another vehicle.
- Unmarked intersections (i.e., no stop signs), primary road has right of way, but proceed with caution.

k. Checkpoints and Traffic Stops

Watch for temporary checkpoints and traffic stops particularly at night. These are usually set up for one of three reasons: (1) routine license and registration checks, (2) during times of high terrorist threat, to watch for certain individuals, (3) DWI checks, which are normally done late at night and on weekends in areas with restaurants and clubs. Often, vehicles with diplomatic, consular or Turkish General Staff (TGS) license plates will be waved through once the police see that a foreigner is driving. In case you are stopped, be prepared to show your Turkish identification card or passport and U.S. driver's license and vehicle registration. (Note - If you are involved in an accident - even when not found at fault - a Breathalyzer or blood test is almost always mandatory. If you are not considered responsible for the accident, positive test results will not be used against you by the police. However, they may be used by an insurance company as grounds to deny an accident claim.) The unofficial "protocol" for military and Jandarma checkpoints in the eastern provinces is to turn on the vehicle's inside lights and dim the headlights while stopping for inspection. Roll down the driver's side window in vehicles with tinted glass. This makes it easier for soldiers to safely identify and check the vehicle and its occupants. During this type of inspection, remain calm, do not make any quick movements and obey instructions.

You should always have your vehicle registration, insurance policy, and driver's license (or copies) in your car. If there is an accident, you will need all three.

l. Vehicle Equipment

a. Mandatory

- First-aid kit
- Reflective warning triangle (2)
- Fire extinguisher
- Snow tires and chains. During storms, vehicles without chains are not allowed on some roads.

b. Optional

- Locking gas cap
- An inexpensive camera with flash to document accidents
- Tow rope or cable

- Jumper cables
- The installation of special reflective tape inside the trunk lid (or rear hatch) and on door jams that can be illuminated by vehicles approaching from the rear when your vehicle is stopped with the trunk or doors open.
- Phone card for telephone calls
- Spare directional and headlamp bulbs

m. Increased Driver Awareness During Ramadan

Many people fast during Ramadan, a Muslim holy month. Fasting starts at sunrise and ends at sunset. As Muslim religious events are observed on the basis of the lunar calendar, the timing of Ramadan varies from year-to-year (approximately ten days earlier with each passing year). The fast includes not taking food, water, tea/coffee, and no smoking. This temporary lack of food and stimulants while fasting during Ramadan has in the past had a deleterious effect on levels of alertness, particularly for persons driving trucks, buses, taxis and cars. Consequently, it is important for all employees and family members to be particularly aware of this potential danger and alert to other drivers. Practice defensive driving, particularly during this month of the year. The holidays or "Bayrams" that follow Ramadan result in a dramatic increase in intercity vacation traffic and the highest accident rates of the year.

n. Taxi Safety Tip

Ride in the rear of a taxi, never in the front. In the event of an accident, the risk of serious injury is generally reduced by more than 50%.

o. Important Road Signs

Turkish	English
Dur	Stop
Tek yön	One way
Girilmez	No entry (in general)
Taşıt Giremez	No vehicle entry
Giriş	Entrance

Çıkış	Exit
Park yapılmaz/edilmez	No parking
Park etmek yasaktır	No parking
Şehir merkezi	City center
Araç çıkabilir	Vehicles exiting
Askeri bölge	Military Zone
Hastane	Hospital
Yaya geçidi	Pedestrian Crossing

Tırmanma şeridi	Climbing Lane (on hills for slower vehicles)
Yol çalışması	Road work
Yol tamiri	Road repair
Yol yapımı	Road construction
Servis Yolu	Temporary road (detour)
Ağır Taşıtlar Sağdan gidiniz	Trucks use right lane
Dinlenme Alanı	Rest area
Servis Alanı	Service area
Uzun araç	Long vehicle
Tırmanma sağdan	Slower vehicles use right lane
TEM "Tem Oto Yolu"	Transit European Motorway (Interstate)
AS. İZ	Military Police (Askeri inzibat)

p. Key Motoring Terms

Turkish	English
Benzin	Gas/petrol
Kurşunsuz	Lead free gas
Mazot/motorin	Diesel
Tehlikeli Madde	Dangerous materials (propane, gas, etc.)
Lastikçi	Tire repair
Sanayi bölgesi	Repair shop zone
Otogar	Bus station
Kar	Snow
Buz	Ice
Kaza raporu	Accident Report
Kismet	Fate
Allah korusun	May God protect me (sign on many trucks)
Dikkatsiz	Careless
Düzensiz	Disorder/erratic

o. Car Insurance

Compulsory traffic insurance is required by law. This only covers damages of the other car that is involved in an accident. You will also need "Kasko" insurance to cover your car's damages.

13. Housing and Furnishings

Most members assigned to Ankara live on the economy. The 717 ABS housing office will put you in contact with a realtor to show you several apartments for you to choose from. The process could take as little as 5-10 days but has been known to take up to 30 days. If you have any housing questions, please contact Housing at DSN 314-672-6921 or commercial 90-312-422-6921.

ODC Turkey participates in a housing pool administered by an Inter-agency Housing Board (IAHB) established and supervised by the U.S. Embassy Ankara. ODC personnel, under ICASS agreement, are required to reside in leased quarters assigned from the housing pool. These units meet Department of State residential security requirements and are patrolled by the embassy's residential guard force. Every effort is made to ensure that permanent quarters are immediately available upon the arrival of newly assigned personnel. In cases where it is not possible to do so, ODC Turkey will arrange temporary housing, if available, at no cost from within the mission housing pool, or at the service member's expense at a local hotel which is reimbursable. Personnel housed in a local hotel while waiting permanent quarters will be eligible for Temporary Lodging Assistance to defray expenses.

Apartment floor plans are usually a bit different than those in the U.S. A typical apartment will have one large bedroom, two or three small bedrooms, one and a half baths, and a large combined living and dining room. Many apartments have one or two small balconies. Many have fireplaces. A few have an extra room, which may be appropriate for a family room or a study. Bedrooms are generally carpeted. Kitchens tend to be smaller than in the U.S. and have less cabinet space.

AFN Decoders - If personnel are assigned to 717 ABS, COE, AFOSI or DODDS (school) and are authorized privileges, they can get a decoder issued (we also issue the satellite dish) from 717 Furnishings Management Office. A fee to get it installed of around \$50 will be charged by the contractor to do this. Furnishings Management also provides washers, dryers, microwaves, stoves, ovens, as well as refrigerators if needed. Some apartments and homes come with these items already included. A loan closet for temporary distribution of kitchenware is available from the A&FRC office until your personal items arrive. It is recommended that you send some household items and clothing to your sponsor ahead of your arrival. Contact number for the A&FRC is DSN 314-672-7161.

1. Electricity

The electrical current in Turkey and all of Europe is 220 Volt, 50 cycles. Many newer electronics are dual voltage, and can be used here with only a plug adapter (available locally). It is advisable to use surge protectors to protect computers and other sensitive electronic items. You will be provided transformers in your quarters.

a. Computers

In addition to a surge protector, the use of an uninterruptible power source (UPS) is highly recommended. UPS provides a battery backup and regulates the flow of electricity to your computer. As some popular UPS' sold in the U.S. will not work when plugged into a transformer, many people purchase a 220 Volt UPS locally as well as from AAFES after they arrive. Internet service is readily available at reasonable rates.

b. Stereo Equipment

Most stereo equipment will operate with transformers with features that depend upon an internal clock or timer.

c. Microwave Ovens

A microwave will be available to you for your entire tour from the housing office. If you bring your own, check with the manufacturer to determine if 50-cycle current will have an adverse effect. Microwaves generally run on 50 cycles, although their internal clocks will not display or properly regulate time. Small 220V microwaves can be purchased from AAFES or on the local economy for approximately \$130. At times, microwaves can be purchased from a departing person.

d. Extension Cords

Apartments do not have an adequate number of electrical sockets you may want to obtain a few extension cords with multiple outlets. Reasonably priced extension cords can be purchased from AAFES or local hardware stores that match local wall sockets. American 110V extension cords and surge protectors will not work with 220 V power, so you will need to purchase these locally.

e. Emergency Generators

Emergency generators are not installed in most rental apartments or houses. The power goes out frequently on the economy.

2. Heat

Apartment buildings are heated by hot water radiator systems. Heat is billed either as part of the building fee and is thus non-regulated, or individually to each apartment. Housing and your realtor will help explain the pros and cons of each set-up.

3. Water

Ankara occasionally experiences water shortages. The problem varies in different sections of the city. Some apartments or houses have emergency water tanks that provide water when city water is unavailable. Municipal water in Turkey is not always safe to drink. Bottled water is readily available for purchase almost everywhere.

4. Bills

All utility bills including telephone, Turkish Cable TV, and internet are paid by the military member. AFN cable is provided free of charge for one television. For more than one AFN hook-up, please see the Housing Office. Most utility bills will list the banks where you can pay the bill at the bottom. You will usually receive them one week before it is due and you only have about a week to pay it at a bank, the Post office, or you can take it directly to the company. Many bills may be paid at the American Embassy banking facility. Please see **Utilities Guide** for more information along with translated samples.

14. Health Care

a. Medical Care

We have a full-time TRICARE Beneficiary Consultant and Coordinator available to answer any health care related questions. She will set up any appointments and see to proper billing.

TRICARE has worked hard to establish a world-class health care network of physicians and hospitals for service members and their families in Ankara. Since the nearest military medical treatment facility (MTF) is at Incirlik Air Base, near Adana in Southeastern Turkey, your care will be primarily delivered on the economy.

Health Benefits Advisor

The Chief of Medical Staff and the TRICARE manager have developed a list of providers and hospitals that meet the highest professional and business standards. This includes several family practice providers who can be chosen as your primary care manager and specialists for the most common areas for referral. The selection process involves rigid credentialing standards for medical training and for continuing education. It also includes English language competency and the ability and willingness to work with our American population. Network providers agree to accept payment directly from TRICARE and not to expect payment from the patient. If you or your family uses a non-network provider, you will have to pay the provider directly and submit the claim for reimbursement. Depending on the situation, you may have a co-pay and deductible. Currently the Ankara area is not certified by TRICARE for baby delivery. While pre-natal care is approved the actual birthing is not.

Our Tricare Beneficiary Consultant and Coordinator, will also maintain your medical records, help you coordinate your medical care through International SOS TRICARE, and will thoroughly brief you on local care shortly after you arrive.

b. Optometry

Standard eye examinations and glasses can be easily obtained on the economy. Regular and disposable contact lenses are also available locally and are often less expensive than

those purchased in the U.S. However, depending on your prescriptions, eye glasses can be significantly more expensive to purchase here than in the United States. Unless your prescription fluctuates regularly, we recommend you bring extra pairs of eye glasses to cover you throughout your tour.

c. Defense Eligibility Enrollment System (DEERS)

Your DEERS information must be correct and current to receive medical treatment. While you should make every effort to ensure your DEERS information is current before departing the U.S., updates can be made as your situation changes.

d. Powers of Attorney and Notaries

In the event you leave the Ankara area and your children remain behind you should execute a Power of Attorney. A Staff Judge Advocate is located in İncirlik, and an Air Force legal representative is available at the ODC. Additionally, you can obtain a notary from a designated 717 ABS Notary or at the ODC-T Legal Office. Please note; the 717 ABS Notary can only perform notary actions and is unable /prevented from generating any legal documents.

15. Pets

Pets are frequently "members of the family" and do not need to be left behind. By all means, if your pets are valuable family members, bring them along. Many families bring their dogs and cats with them. There is no restriction on bringing pets into Turkey.

a. Pet Airline Travel

In most cases you will have to pay for your pet's transportation even if it rides in the aircraft with you. Typically costs are based upon size and weight. Check with your travel office about rules and rates. There are a number of fee based commercial pet shippers who will take care of almost everything for you. Most U.S. airlines have restrictions on shipping pets during the summer because of excess heat. Inform your travel office you are bringing a pet so they will route you accordingly.

If you are planning to layover in Frankfurt, Germany, obtaining current information from your airline about the German requirements for the layover of your pet is important. Currently Lufthansa Airlines reports that the health certificate you obtained for your pet to enter Turkey is enough to satisfy German requirements.

Even though airlines say they will feed and water your pets, sometimes this may not happen. The bottles used for hamsters can be fitted on a kennel. Check with your vet for recommendations on how to make the trip easiest on your animal.

b. Rabies and Health Certificates

If you do not plan ahead and obtain the necessary paperwork before departing the U.S., your pet could face weeks or even months in a kennel. Please visit the following pages on bringing pets to and from Turkey for the most current and accurate information.

- <http://www.turkishconsulategeneral.us/services/pets.shtml>
- http://turkey.usembassy.gov/taking_pet_us.html
- <http://thejetsetpets.com/turkey-pet-entry-regulations/>

c. Quarantine

There is no quarantine when importing your pet to Turkey. Transit through Great Britain with your pet should be avoided given the island's strict quarantine laws. Should your pet get lost or die during your tour here, you may have to pay a luxury tax. Rabies is common here and your pet must be controlled.

d. Indoor Living

There are no legal restrictions to having pets indoors if pets are permitted by your prospective landlord/landlady, but you should be aware there will probably be some changes in your pet's lifestyle. Most U.S. quarters are in apartment buildings and do not have a large yard or a place for your pet to run. Cats and dogs will be confined to indoor living. You must walk dogs on a leash. Because of a serious rabies problem in Turkey, pets should not be allowed to roam free. In the city, there are many wild dogs that run free. Cats run wild in Turkey. Advise children not to pet stray animals because of the rabies threat. Controlling your animal is essential.

e. Veterinarian

Top quality veterinary care is available on the economy. Many veterinarians speak a degree of English so communication will not be an issue. Additionally, the U.S. Embassy' Community Liaison Officer maintains a current list of local veterinarians and pet hospitals. Most vet clinics offer kenneling services as well. Grooming unfortunately is not quite common though they could bathe and shave your pets at the vet clinics.

16. Arrival Procedures

a. Port Call

Send a copy of your orders to your sponsor and inform them of your travel itinerary as soon as possible. Make sure that you are scheduled to fly into Ankara Esenboğa Airport, Turkey. If a weekday arrival is not possible, please notify your sponsor early, as additional time is required to coordinate vehicles and driver support to pick you and your dependents (if accompanied) up for a weekend arrival. If you are delayed en-route, contact your sponsor as soon as possible.

There are numerous foreign carriers that fly directly to Ankara from Frankfurt, Munich and Stuttgart, Germany and from Vienna, Austria. Currently no U.S. Flag Carrier flies from the U.S. or Western Europe directly to Ankara. Your travel office should book you on a flight to Western Europe on a U.S. Flag Carrier and then to Ankara on a European-based airline. It is advisable to avoid flying through İstanbul as the immigration and customs officials there have little experience dealing with military personnel traveling to Ankara on a permanent change of station. Additionally, flying through İstanbul requires an inconvenient transit between the international and domestic airports that serve the İstanbul area.

b. Airport Arrival

Do not worry about buying Turkish Lira (TL) in the U.S. TL can be purchased at the airport prior to going through customs and immigration. You can also ask your sponsor to purchase TL for you prior to your arrival.

Upon arriving at the Ankara airport, you will disembark and enter the international terminal to process through customs and immigration. Have your ID card and NATO travel orders or diplomatic passport with accompanying VISA, along with your family's passports ready. The immigration officer will stamp your NATO travel orders or passport. Do not lose this stamped document, as you will need it when you depart the country. Failure to provide the stamped entry document to immigration when you depart could result in the levying of a substantial fine upon departure.

After immigration, you will enter the baggage claim area. Do not leave this area until all your baggage has been claimed. Turkish porters can help with the bags and the cost of their service is predominantly displayed in English in the baggage area (typically one U.S. dollar expressed in Turkish Lira). After you collect your baggage, you will go through a customs checkpoint. The Turkish National Police stationed at this checkpoint may randomly check your baggage.

Assuming you provided your sponsor with the details of your travel itinerary, he or she will meet you immediately outside the terminal and transport you to temporary lodging at a hotel. If your sponsor is not there to greet you, contact your sponsor at the number they provided.

c. Driving to Turkey

If you are driving to Turkey from Western Europe, check with your local security officer for any security or threat information regarding the countries you will be driving through, and special requirements to pass through the countries you will travel through. Additionally, let your sponsor know of your planned travel itinerary so that they can get them approved through the Regional Security Officer at the U.S. Embassy in Ankara. Generally, it is best to avoid driving through the Balkans. It is possible to travel to Turkey via ferry from Italy or via an Italian ferry to Greece and then onward to Turkey. Upon arrival you will be required to show the following:

- NATO Travel Orders reflecting that you will be stationed in Turkey (ID military cards are not enough)
- Proof of Insurance (“Green Card”). This must be obtained from your auto insurance company before driving into Turkey
- A valid Passport as your car will initially be put on your passport until you receive a NATO beyanname
- Your vehicle engine serial number
- Information on the manufacturer, year of manufacture, and place of purchase of your vehicle

Within two days of your arrival in Turkey you will need to initiate a vehicle beyanname through the 717th Transportation Management Office located on the Ankara Support Facility. They will help you transfer your vehicle from your passport to the beyanname, clearing your passport.

Failure to complete this process within seven days of your arrival could result in you being assessed additional, substantial processing charges. Until your passport is cleared of the vehicle, you may not use the passport to leave Turkey for any reason.

If you arrive in country with a car carrying high value item (such as televisions, computers, electronics, etc.) it will be annotated on your passport. During your in processing with the 717th Transportation Management Office in Ankara you will be advised on how transfer these items from your passport to your NATO beyanname.

17. Transportation

a. Official Business

Obtaining transportation to support your official duties in and around Ankara is not a problem. The 717 ABS maintains a fleet of sedans and vans, which provide transportation for official business. Your sponsor will brief you with details on using the shuttle, sedans and vans.

b. Taxis

Taxis in Turkey are yellow, have the letter “T” in their license plates, and are equipped with meters. They may be called from a phone, from a button on a light pole/tree, or hailed on the street. Taxis associated with a stand often have a sign in the front window and are sometimes more knowledgeable.

Ankara has an ample supply of taxis. Fares are very reasonable when compared with those typically charged in the U.S. and Western Europe. Tipping is not required. However, please

know that the taxi drivers typically never have the correct change so you would end up tipping them by rounding up (in 5 TL increments = less than \$2.00)

c. Buses

City buses can be taken to any part of the city. Rush hour is a poor time to use this system, as they tend to be extremely crowded. Most Americans use taxis during rush hour. Visit <http://ego.gov.tr> for city bus information. A dolmuş (pronounced dole-moosh) is a private minibus (usually blue), which can also be taken to and from most sections of Ankara. They are very inexpensive and more comfortable than the larger buses. To get a dolmuş, just wave one down to stop along any street. It is advisable to have small change available when using a dolmuş as most drivers carry very limited change. **However, due to increased security concerns, it is highly recommended not to use public transportation.**

d. Subway

Ankara has two subway lines – Ankaray (green) and the Metro (red). Ankaray runs east-west, from Dikimevi to ASTI, the intercity bus station near the intersection of the Konya and Eskişehir highways. Starting from Kızılay and going east, the line follows Ziya Gökalp Caddesi past Ankara Kolej to Kurtuluş Park, then Cemal Gürsel Caddesi to Dikimevi, where the hospitals and other medical facilities of Ankara University are located. Heading west (actually northwest) from Kızılay, the Ankaray follows Gazi Mustafa Kemal Caddesi through Maltepe to Tandoğan (where Atatürk's mausoleum is located), then angles southwest to Beşevler and to the Bahçelievler station alongside the Konya highway. Here it turns south, passing through Emek as it follows the highway to AŞTİ. The Ankaray line is denoted by green signs. The Metro runs from Kızılay northwest to Batıkent, with 10 stops in between, a distance of 14.6 km that the trains cover in 22 minutes. The Metro signs have red letters on a white background. To find a Metro station, look for a red cube with a white "M", set at an angle atop a pole. The subway runs from 6:00am to midnight. From Kızılay, the line follows Atatürk Bulvarı north to Sıhhiye/Ankara University. Near the Opera House, the Metro begins to head northwest, so that the Ulus Station is several long blocks west of the main square with the Atatürk statue. It then continues to the Atatürk Cultural Center (Kültür Merkezi), where many trade and craft fairs are held. The next station, Akköprü, is next to gigantic twin malls with a nice movie theater. After that, the line heads west through largely residential and industrial districts.

Kızılay Station: Located under the Kızılay intersection in the heart of the city, this is the Ankara equivalent of Grand Central Station. The station goes down seven stories, and has platforms and connecting tunnels for the Ankaray plus the Metro. Your key words upon entering this station are METRO and ANKARAY (like UPTOWN and DOWNTOWN in the New York subway). Follow the red signs for the Metro if you're heading north, the green signs for the Ankaray if east or west.

Again, please bear in mind, due to security concerns, it is NOT recommended to utilize public transportation at this time.

e. Trains

The Railway Station (Gar) is located at 19 Mayıs Meydanı, Ulus. Train fares are relatively inexpensive. Reservations are recommended for all classes of service, especially for weekend trains. Train service between Ankara and Istanbul is excellent. Sleeping cars are available on some trains between Ankara and Istanbul and advance reservations are usually required for these. The high speed service to Konya and Eskisehir is also convenient. Train service to other cities is less reliable and often slower than bus transport. Note that Turkish train schedules indicate stations, not cities: the station name is usually, but not always, the city name.

- Turkish State Railways, 311-0620 www.tcdd.gov.tr
- Train Reservations, 310-6515
- See also online sites such as <http://www.seat61.com/Turkey2.htm> which has information and links.

f. Car Rentals

Several major car rental agencies have offices in Ankara including Avis, Hertz, Alamo, Europcar, and more. Expedia and other engines will turn up results in Ankara and Turkey.

A few agencies have offices on Tunus Cad which is not far from the Embassy and are open on Sundays. Travel agents and some major hotels (Hilton, Sheraton, Marriott, etc.) also provide vehicle rentals. Many rental cars have standard transmission, but automatics can also be rented. GPS units can also be reserved with rentals.

18. Television Service

a. Armed Forces Network (AFN)

Our AFN television system carries current, popular American programs, various educational and entertainment specials, news, and extensive sports programming over four channels. The new AFN decoders connect to your TV via HDMI. Some apartments do not allow satellite dishes. You should check with your landlord and/or apartment management prior to making arrangements.

b. Local Turkish Television

Local Turkish television broadcasts some contemporary American programming. Most of the newer televisions will work here, if the connection is over HDMI from the cable box to the TV. Many cable TV companies offer HD and DVR services as well.

19. Recreational Opportunities

a. Fishing and Hunting

a. Hunting

Turkey has some of the finest small game hunting in the world and its boar (wild pig) hunting is legendary, but permit and trophy fees are very high. Foreigners, including

people with dual nationality, who wish to hunt while they are in Turkey, must apply for special and expensive tourist permits. This requirement applies to all foreigners, including military personnel. See the Embassy CLO for more information.

b. Weapons

You may not bring a rifled barreled fire arm (rifle, handgun or air rifle) to Turkey. You can import a single, smooth barreled shotgun. If you plan to ship weapons to Turkey, please check with your local transportation office and the 717 ABS TMO for the latest rules prior to making final arrangements.

c. Fishing

Fishermen will find a wide variety of fish in the many streams, lakes, and irrigation canals. Bring your rod and reel. For more information, contact the Embassy CLO. Fishing licenses are not currently required.

b. Cultural Activities

The National Ballet and Opera House in Ankara present world-class concerts. Tickets cost a fraction of what one would spend in the U.S. for entertainment of similar quality. Nightclubs are plentiful and feature both western and local music and shows. Museums and archaeological sites in and around Ankara can provide many pleasant and interesting weekend excursions.

English language tours to the many and varied historical sites in Turkey depart almost monthly throughout the year. However be security conscious when choosing the area clubs. Some areas as in most major cities are not safe after sunset.

c. Associations

There are a wide variety of private associations and clubs in Ankara, including the Turkish American Association, the Ankara (American) Women's Club, Turkish-English conversation groups, to name just a few. A list of clubs can be obtained from the Embassy Community Liaison Office after your arrival.

d. Sports

Bring your favorite sports equipment. While there is not a golf course close to Ankara, there are numerous golf courses along the Turkish Mediterranean coast. Winter resorts that offer snow skiing are within a few hours' drive of Ankara. Many of the sports you enjoyed in the U.S. are available and played in Turkey. There are a few exercise classes taught by Americans, including yoga and Cross-Fit. There are occasional weekend games of either basketball or soccer between friends.

e. Community Library

The Ankara Support Facility library has a wide variety of books, records, cassettes, and DVDs in both juvenile and adult categories available for checkout. The library also has a selection of new books, popular best sellers, and DVDs that rotate in and out on a monthly basis.

f. Ankara Youth Sports League

The Ankara Youth and Sports League (AYSL) is a nonprofit, volunteer organization, which sponsor soccer and basketball programs for children in the elementary and junior high age groups. Soccer is played in the spring and fall, basketball in the winter. Practices and games are held Saturdays at the Ankara Support Facility.

g. Scouting Program

A Cub Scout Den, Boy Scout Troop and Girl Scout Troop meet Saturdays at either the Base Community Center or other locations on base. For information on the scouting programs, please contact your sponsor or the 717 Command Section.

20. Religious Services

An Air Force Chaplain is stationed in Ankara and maintains an office at the ASF. He serves the U.S. military community in Ankara. For more information about religious services or worship opportunities, please contact the Chaplain at DSN 314-672-7168 or commercial 90-312-422- 7168.

a. Protestant

a. General Protestant

The Ankara Community Chapel worships every Sunday. The chapel's interdenominational Protestant worship service begins at 1045. An Air Force Chaplain currently serves the chapel.

b. Baptist

The Ankara Baptist Church, International, worships at the Best Hotel Assembly Hall, Atatürk Bulvarı # 195 every Sunday. Sunday school begins at 1000 followed by a Sunday Service at 1100. For more information, call 0555 217-8735.

c. Anglican

The Church of Saint Nicholas meets at the British Embassy Chapel. The Eucharist is celebrated every Sunday at 1015. For more information or to request a British Embassy gate pass, call +90-312-467-8276 or +90-312-455-3285.

d. Evangelical Protestant

The International Protestant Church of Ankara (Non-denominational, Evangelical) meets at 344 Sokak # 45, Atrium Çarşısı, Çiğdem Mahallesi in Ankara. The church offers a Sunday worship service in English at 0945. For more information call 442-2047.

e. Lutheran

There is a Lutheran group that meets at the Base Chapel every Sunday at 2:00. Contact the Chaplain for more information.

b. Roman Catholic

Roman Catholic Mass is celebrated every Sunday at the Church of Meryem Anne, Vatican Embassy, Birlik Mahallesi, Inci Cadde 35/37, Çankaya in Ankara. Mass is celebrated in English at 1000. For more information, call 495-3523.

c. Jewish

A congregation of Turkish Sephardic Jews has a synagogue at Birlik Sokak 8, Samanpazarı, Ulus in Ankara. Services are held only on high religious holidays.

d. The Church of Jesus Christ of Latter-Day Saints

The LDS meet every Sunday at 10:00 at Kazım Özalp Mh., G.O.P., İlkadım Sk. 24, Çankaya, Ankara. Contact the branch president at: Phone: 0 (312) 490-5855, Email: ankarabranç@gmail.com.

21. Family Member Employment

Being such a small contingent in Ankara, employment of family members is very limited.

There are only a few opportunities for federal jobs in Ankara. Vacancy announcements for positions located in Ankara are posted on the usajobs web page. <https://www.usajobs.gov/>.

There are also limited contractor opportunities and they are advertised as they become available.

a. U.S. Embassy

The U.S. Embassy periodically hires family members. For information on current openings contact the embassy's Human Resource Office (telephone 90 -312-455-5555 extension 2263). Please note most openings are for Chief of Mission (COM) family members, and **not** for COCOM family members. (ODC and 717 ABS personnel are COCOM personnel)

b. Business and Professional Women's Network

The Business and Professional Women's network is a multinational group of professionals periodically offering professional enrichment seminars and resumes preparation workshops.

<http://www.bpw-europe.org/countries?id=243>

22. Child Care and Domestic Help

There are no U.S. government-operated or sponsored child-care facilities in Ankara. Household help (cleaning, cooking and child care) is readily available in Ankara. Many departing Americans who have been happy with their help try to find them positions with arriving Americans. These workers usually speak some English. Expected salaries will vary with the hours worked and types of duties required. You can hire someone on a daily or weekly basis. The Community Liaison Office (CLO), at the U.S. Embassy maintains a list of Turkish personnel desiring domestic employment, and lists some of the available recommended workers in the weekly Ankara Scene newsletter. If you could provide your personal email address, your sponsor could get you registered so that you can view the newsletter.

Before hiring a domestic employee you should conduct an interview and check references. Additionally, check with the Embassy Regional Security Office (RSO) and/or AT/FP specialist before you grant them access to your home.

23. Environment Moral and Leave Program

a. Funded Environmental and Morale Leave (FEML)

Service members and accompanying family members are authorized one round trip to the United States during a two-year assignment at the government's expense. This benefit authorizes a roundtrip ticket to Baltimore for the sponsor and each family member. Currently, you can apply the value of that ticket to a variety of different locations and pay the difference in cost using your own funds. There is no requirement to fly U.S. carrier between Turkey and Europe. You may not take a FEML during your first six or your last six months in Turkey. Your absence while on your FEML is charged as regular leave.

b. Environmental and Morale Leave (EML)

Service members and accompanying family members are allowed up to two annual trips under the EML program. One of the two can be to Germany, England, Italy, Spain or Greece, the second to the U.S. This is an unfunded program that facilitates travel in a priority status on Air Mobility Command flights from Incirlik Air Base. Participating service members must be on leave when they depart Ankara and remain on leave until

they return to Ankara. For complete information, visit the 728th Air Mobility Squadrons webpage at: <http://www.incirlik.af.mil/728thairmobilitysquadron.asp>.

24. Adult Educational Opportunities

a. College

English language, adult educational opportunities in Ankara are limited. Incirlik Air Base Education Office provides support to Ankara members. DVD, online and correspondence courses are available at both the undergraduate and graduate levels. Tuition Assistance can be used to help fund these courses. Undergraduate and graduate courses are periodically offered in English at both Bilkent University and Middle East Technical University (METU). However, tuition assistance cannot be used to defray the expense of taking courses at these institutions.

b. Language

You will find advertisements for English language courses frequently in the Ankara Scene, and you can also attend language instruction at Tömer and at Aktiv English. While these are commercial, for profit language programs, they are not cost prohibitive. You receive a certificate and diploma upon successful completion of classes at Tömer. Periodically the Turkish American Association sponsors inexpensive Turkish language classes as well.

25. Red Cross Notification

a. Advance Preparation

Prior to departing for Turkey, you should provide a copy of your orders, your new mailing address, and your new office phone number to family members not accompanying you as immediate access to these could be important in the event of an emergency.

b. Emergency Notification

In the event of an emergency, serious illness or injury, family members in the U.S. should immediately contact the nearest Red Cross chapter (typically listed in local telephone books) or base / post operator who will connect them with the Red Cross' national Armed Forces Emergency Service Center. Family members should be prepared to provide pertinent emergency information such as the name of the hospital or doctor involved and phone numbers. Additionally the Red Cross will ask for the following information about you:

- Full Name (Service Member's)
- Rank or Rating

- Branch of Service
- Social Security Number
- Military Mailing Address
- Unit of Assignment (717 Air Base Squadron, ODC-T, AFOSI, etc.)
- Unit Commanders Name and Phone Number

The Red Cross will verify the information provided and then send a message to the Red Cross representative stationed at Incirlik Air Base. The representative at Incirlik will immediately pass the message to 717 ABS/CC in Ankara. This service is provided in the U.S. and locally in Turkey on a 24-hour, 365-day a year basis.

26. Web Pages of Interest

a. Ankara websites

Official Website of Ankara: <http://www.ankara.bel.tr>

Ankara City Guide: www.ankaracityguide.com/

Ankara Information and Tourism: <http://ankara.world-guides.com/>

Historical Tour of Old Ankara: www.todayszaman.com/tz-web/news-198059-117-climbing-through-ankaras-history-from-ulus-to-the-kale.html

Ankara's Districts and Museums: www.ankaracityguide.com/Ankara.htm

History of Ankara Wikipedia: <http://en.wikipedia.org/wiki/Ankara>

Ankara Expat Connection: <http://groups.google.com/group/ankara-expat-connection>

Food Delivery: <http://ankara.yemeksepeti.com>

Ankara Photos: http://www.pbase.com/dosseman/ankara_turkey

b. Turkey websites

Expat living: <http://www.expatsfinder.com/moving-to-turkey>

Tales from a Small Planet: <http://www.talesmag.com/real-post-reports/all/turkey/ankara>

About Turkey: www.about-turkey.com/

Turkey Travel Guide: www.enjoyturkey.com

Turkey Travel Planner: www.turkeytravelplanner.com

Official Website of Turkish Culture and Tourism Office: www.tourismturkey.org/

c. News websites

Hurriyet Daily News (English Newspaper): www.hurriyetdailynews.com/

Today's Zaman (English Newspaper): www.todayszaman.com/

d. Other

717 ABS public page: <http://www.incirlik.af.mil/units/717thabs.asp>

Incirlik 39th ABW public page: <http://www.incirlik.af.mil/>

My Merhaba: www.mymerhaba.com

International Interaction Society: www.intersociety.net/

Family Liaison Office: www.state.gov/m/dghr/flo/index.htm

Welcome again Ankara, Turkey. We hope you enjoy your assignment here.