

***UNACCOMPANIED
HOUSING BROCHURE***



***Incirlik Air Base
February 2015***



Introduction

Welcome to Incirlik AB Unaccompanied Housing (UH)! We are pleased to have you with us and hope your stay is pleasant. It is impracticable to itemize every detail of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced on all levels. Because our UH facilities represent a substantial investment by the Air Force, we must diligently work together to care for this campus. Please feel free to contact the UH office at DSN 676-3080 if you have any questions, or concerns (Monday-Friday 0730-1630).

Incirlik AB UH Management Team

Title/Area of Responsibility	Telephone Number	Office Location
Superintendent	676-3080	Bldg 833, UH Office
NCOIC, Unaccompanied Housing	676-3080	Bldg 833, UH Office
Unaccompanied Family Housing & Herky Housing	676-3080	Bldg 833, UH Office
892, 894, 896	676-8003	Bldg 894, Rm 5116
880, 882, 885	676-3188	Bldg 882, Rm 2103
960, 962, 964 & Bay-Orderly Program	676-3776	Bldg 962, Rm 8105

Useful Numbers

Agency	Telephone Number
Emergency Services	112
39 SFS Law Enforcement Desk	676-3200
Eagle Eyes	676-EYES (3937)
SARC Hotline	676-SARC (7272)
39 CES Service Call Desk	676-7008
39 MDG Appointment Line	676-6666

To reach Incirlik AB commercially:

- Dialing TTNET to DSN: 0322316-XXXX (Last 4 of the extension)
- Dialing TTNET to TTNET: 502-XXXX (Last 4 of the extension)
- *Note-User making the call will be charged 5 cents a minute
- Dialing DSN to TTNET: 99-502-XXXX (Last 4 of the extension)

To reach Telephone Operations:

Government Official Operator:	0
Emergency	112

General Information

In-processing Inbound Personnel. All in-processing of new members will be accomplished between the hours of 0800-1600. Inbound personnel will in-process with their respective Airman Dorm Leader. An appointment for an initial room inspection will be scheduled within the first 10 days of having a room/unit assigned. The inspection windows are from 0830-1030 and 1300-1530 Monday-Thursday. Sponsors should report to the UH office NLT 3 duty days prior to the inbound members arrival to obtain advanced housing (with a copy of the members orders). Sponsors will ensure members are escorted to their new living quarters and to the UH office the **within 2 duty days** after arrival for in-processing. For any UH issues after duty hours contact the Base Command Post at 676-9920 and ask for UH stand-by personnel.

Personnel Changes. Report changes to your personal information to the UH Assignments Office 676-3080, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, DEROS, etc.

Dining Facility. The Sultan's Inn Dining Facility is located at Bldg 965 on the corner of 5th and D streets. All of Incirlik's unaccompanied personnel are encouraged to frequent the facility. Please note the hours of operation:

Breakfast	0415 – 0815 hrs.
Lunch	1100 – 1330 hrs
Dinner	1615 – 1945 hrs.
Midnight Meal	2230 – 0100 hrs
Early Breakfast (*Sat/Sun Only*)	0100 – 0415 hrs.

Room Inspections. Unit First Sergeants determine inspection requirements in accordance with all applicable guidance and command directives. Cleanliness must be maintained in accordance with IABI 32-6006.

Furnishings. All UH residences are fully furnished. Government provided furniture will not be removed from assigned quarters to accommodate for privately owned furnishings; there are minor exceptions to this rule ie. legitimate medical issues identified by a doctor. Residents should carefully consider this prior to shipment of personal property. Members must also be aware of their allotted shipment weight as codified on their orders and the Joint Federal Travel Regulation. (JFTR) Excessive furnishings in UH rooms can be a fire hazard and may subject the member to additional storage or shipping costs. Alterations or modifications to government furniture are not authorized. Residents are subject to financial liability for any damages to the furnishings if deemed responsible.

Room Decorations. Wall displays or pictures are encouraged. Any holes or other damage to walls from posters/pictures must be repaired prior to out-processing the room. Pictures of persons that may be offensive to others are prohibited as determined by Unit Commanders and/or First Sergeants. Display of any pornographic material is unacceptable. Decorations that depict or show genitalia, breasts, sexual intercourse, or are sexist, racist, or profane in any way are unacceptable as room decoration. Substance abuse paraphernalia is also unacceptable and subject to confiscation. Additionally, items or pictures that degrade national or military leaders are unacceptable as decorations. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment. No items will be posted or attached on windows. No decorations are permitted within 18 inches of light fixtures or smoke alarms. Dartboards are authorized only if plastic tip darts/safety boards are used. No metal tipped darts are allowed in dormitory rooms.

Smoking. In accordance with AFI 40-102, para: 2.2.4.3., all tobacco use is prohibited within the dormitory campus. Smoking is not allowed in any area inside the dormitories or Herky Housing. The only designated smoking area signs are posted at specific locations.

Vehicles. Washing of vehicles are not authorized in any UH parking areas, except where a private driveway is assigned. Vehicle repairs are not authorized in any UH area; vehicle work shall be done at the Auto Hobby Shop or appropriate facility designed for vehicle repairs. Additionally, car parts/accessories will not be stored inside residents' quarters. Inoperative, un-registered, improperly tagged, or unlicensed vehicles are not authorized in the dormitory or Herky area parking lots and are subject to towing at the owner's expense. All vehicles must be registered on Incirlik Air Base. Parking is only permitted on paved surfaces specifically marked for parking. Do not park in the crosswalk, fire lane, or within 15 feet of fire hydrants. Motorcycles must be parked in parking areas and not under gazebos, dormitory staircases, bicycle sheds, or on sidewalks. Recreational vehicles and utility trailers are not authorized in UH parking lots.

Bicycles. Bicycles may be kept in rooms only if they are clean and do not pose a fire safety egress/ingress hazard. In most cases, they should be locked up at the bicycle racks which are provided at each dormitory. Bicycles stored outside at bike racks must be marked with the owner's name, unit, and DEROS. Unaccompanied Housing Management will coordinate with unit First Sergeants for removal of any unmarked or abandoned bikes.

Pets.

Dormitories

Fish are the only pets allowed in the dormitories. Aquariums are limited to one 20-gallon aquarium (maximum size) per room and will be kept clean and free of odor. If a resident goes TDY or on leave, they must notify their First Sergeant regarding who will be caring for the fish in the resident's absence. Any violation of these guidelines will be referred to Unit Commanders and/or First Sergeants for action.

**Herky and UH Phantom/Falcon
Grades E7-E9 & O1-O6**

Members in the grades of E7-E9 & O1-O6 are authorized to have two pets in their UH assigned housing.

The member will sign a memo upon arrival stating that in order to outprocess the base that their FMO issued sofa, cloth chairs, and carpet (only in Herky units) must be professionally cleaned by the Fabric Care Facility on base or by a similar fabric cleaning company off base if damage is noted during the pre and/or final out inspection of their housing unit, if approved by the Housing Flight You must provide a receipt of cleaning during their final out inspection to be cleared for PCS.

Members that are currently stationed at Incirlik must also sign the memo and show proof of vaccines and ownership from the base veterinary clinic to the UH office prior to moving pet into residence.

Occupants of FH units are responsible for their pets and may be liable for damage or injury caused by their pets. The personal safety of our personnel, along with an awareness of community living needs, is the basis for our pet control policy. All pets must be micro chipped at the Vet Clinic, call 676-3119 for current procedures. **Personnel are not authorized to feed stray animals.** Stray animals are to be reported to the CE Customer Service Desk. Never approach a stray animal. Pet owners need to be aware of and adhere to the rules governing pet control. Keeping a pet in government housing is a privilege. Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive or potentially aggressive," unless the

dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following type of behaviors:

- Unprovoked barking, growling or snarling at people approaching the animal
- Aggressively running along a fence line when people are present
- Biting or scratching people
- Escaping confinement or demonstrated behavior to chase people

UH Phantom/Falcon Grades E5-E6

Unaccompanied members in the grades of E5-E6 are authorized to have pets (cat/dog) in their assigned unaccompanied residence provided that the same conditions are met as stated under the section above. Each house is authorized a maximum of 2 pets. Members in the grades of E5-E6 are NOT allowed to PCS to Incirlik AB with pets due to the high potential of being assigned a dormitory. If, due to dormitory occupancy rates and convenience to the Government, an E5-E6 is placed in an Unaccompanied House, then the member may have pets. Having a pet is not justification for remaining in a house should the member be required to move into a dormitory.

PET RULES TO OBEY: The rules listed below are summarized from the local IABI 44-101, "Control of Animals on Incirlik Air Base." Any failure to comply with the rules governing control of your animal could result in the loss of this privilege and/or your government quarters.

Control of Pets: Personnel who own pets must ensure complete control of their pets at all times. Pets must be on a leash, in a confined area, or have physical contact with the owner. Pets must be secured with leashes or under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards or allowed to run loose outside fenced yard. Animals in fenced areas should not be left unattended for more than 2 hours in summer when there is the potential for them to suffer from heat stress. Pets should have a shaded area when kept outside. Pets should have plenty of water during this time. Pets may not be tied to trees, fences, carports, patios, clotheslines, etc., when outside. Doghouses and kennels are prohibited outside. Keep your pet in the house or back yard.

Authorized Pets: Only two household pets may be maintained per UH member unless a request through the installation veterinarian to the Installation Commander has been approved. Fish are exempt from this

requirement, as are litters of infant animals under 3 months of age. Permissible pets on the installation are fish, aviary birds, small mammals, cats, and dogs. Livestock and exotic animals may not be kept as pets unless a request through the veterinarian to the Installation Commander has been approved. Breeding or raising animals for commercial purposes is prohibited on any part of the installation. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination attached.

Sanitation: Pet owners must ensure sanitary cleanliness of their pets. Pet areas must be cleaned regularly to control and prevent vermin infestation. Pet feces must be picked up daily if within the backyard or immediately if the pet evacuates outside the patio or yard. Cul-de-sacs or common areas will not be utilized for pet defecation. Pet owners are responsible for cleaning up any mess created during the walking of a pet.

Violations: Do not allow your pet to become a neighborhood nuisance because of excessive barking and/or invading privacy of others. Violations can be reported to the Security Forces at 676-3200. Pets that are deemed a nuisance or that cause personal injury or property damage will be removed from the owner's control.

Unauthorized Items. Weapons, flares, fireworks, ammunition, or any type of explosive device are prohibited in Unaccompanied Housing and possession is punishable under Article 92, Uniform Code of Military Justice. Local laws and military instructions govern registration, possession, and storage of privately owned weapons. No weapons of any type will be stored or displayed in the quarters. This includes bows and arrows, martial arts weapons, and knives with blades longer than three inches. All types of guns designed to propel a projectile (BB, pellet, paint balls, bullet, etc.) whether by air, gas or other means are prohibited. Items such as stun guns are also prohibited. First Sergeants have the right to determine weapons vs. decorative items on a case-by-case basis. Any resident requesting a waiver to store prohibited items may submit the written request to his/her First Sergeant and the UH Section Chief for approval. The approved waiver will be filed in the Dormitory Manager's files and a copy of the letter will be posted on the back of the resident's door.

Cleaning Equipment. Specialty cleaning equipment (e.g. steam cleaners, pressure washers) can be signed out from Unaccompanied Housing office at 676-3080, or your assigned Dorm Manager.

TLA Entitlements. Members arriving at Incirlik who are required to remain in billeting until their room is available are required to pay for TLF every ten days. At the end of each ten day period, members must report to Unaccompanied Housing Assignments in Bldg 833 to file a TLA claim. All

claims require one copy of the billeting receipt accounting for the entire 10 day period as well as 1 copy of the member's PCS orders. Members will process their TLA on Tuesdays @ 0900 and Fridays @ 0900&1300 in the finance inproccessing lab. Members outbound are allowed up to 10 days max in the Hodja, but in order to avoid going over the mandated 10 days due to a rotator delay, medical holds, etc., the UH staff will not allow members to check into the Hodja no earlier than 7 days.

Insect Control. The best defense against insect infestation is a clean living quarters. For insect issues not related to the cleanliness of your quarters, contact 39 CES Customer Service at 676-7008.

Telephone Installation. Telephone services can be arranged through the 39th Communications Squadron and monthly charges will be deducted from your payroll. To sign up, visit the 39 CS Telephone Sign-Up/Termination link on the Incirlik Portal website. The dormitories are being outfitted with new internet, telephone and cable services provided by Turk Telecom. Members will be able to sign up at Base Fix, 676-5016, fees do apply.

Cable TV Installation. The dormitories are being outfitted with Turk Telecom's internet, telephone and television services; however, Armed Forces Network (AFN) is provided free of charge and is continuously connected in all quarters. Members can sign up for cable television at Base Fix, 676-5016, fees do apply. Satellite dishes are not authorized for dormitories. For issues with AFN connectivity or picture quality, call 676-2666.

Internet Service. TTNET (Fiber) to be serviced by Base Fix
*****Message from 39 CS as of 12 May 14*****

We have tentatively reached an agreement with Turk Telekom and TTNET to allow Base Fix to manage residents accounts on base. What does that mean for you in the near future?

- AAFES (Base Fix) will be signing up for all Fiber accounts in their name
- Residents will pre-pay Base Fix for their service
- Payments can be made at the BX kiosk or Base Fix store located next to the flower shop
- Since Base Fix will soon "own" all accounts, there will never be a problem with turnover (2-month rule)
- Many residents will likely receive same day service activation
- Customers will be required to
 - o Pay up front for service
 - o Pay a deposit to cover the final bill (any additional cost to cover movies purchased or phone calls made)

- NOTE: During this transition period residents may be required to pay the equivalent to up to three months of service. For example, if you are transitioning on 1 Jun, you will pay your “final” TTNET bill for 1-31 May, you will also pre-pay your June bill and finally pay a security deposit equivalent to one month’s service (refunded upon your PCS or used to pay your final bill).

Will my cost of service increase?

No—at least not initially. Base fix has negotiated an agreement with Turk Telekom where the price will remain the same.

Who will I contact if there is a problem with my service?

Base Fix, 676-5016. Since they own the accounts, they will work directly with TTNET or the base Comm Squadron to resolve your issues.

TTNET in Herky and Eagle housing:

TTNET is activated in the majority of Herky and Eagle housing. Our TTNET Transition Team will be contacting residents to patch them in to the infrastructure. Please note: The service has been activated for several weeks now. TTNET started billing on the activation date. This is a known problem that we are addressing with TTNET. Once your service is activated in the home, please contact Ismail Hakan at Base Fix and let them know your service has just been completed. They will contact TTNET and ensure you are only charged from the day your service is activated inside your house.

Am I required to transfer to TTNET?

Residents in Herky and Eagle housing are required to switch/sign-up for TTNET as of 1 Aug 2014. The communications Squadron/Base Fix new will no longer provide DSL Internet after that date.

SFS Dorm Residents:

Dorms 962/964 now have TTNET installed and residents are no longer eligible for Basefix. Dorm 960 is projected for renovation in the next 6 months and will have TTNET cables installed during renovation.

Un-renovated housing (Phantom/Falcon):

TTNET has agreed to service DSL customers until the renovation of Falcon is complete. We estimate this to be 2+ years. After this time DSL and the copper lines maintained by the Comm Squadron will no longer be available for Internet. CE is working to establish a path for Fiber to be installed in all the remaining required un-renovated homes.

The transition to Fiber is approximately 50% complete. We have undergone several challenges and continue to keep a team dedicated to ensuring the

success of this project. If Base Fix is unable to resolve your issue, please contact our TTNET transition team at 676-0997.

Self Help Program. An integral part of making dormitories more pleasant is self-help. Unit Commanders are given wide latitude in creating and completing self-help projects to enhance dormitory life. In fact, many projects require self-help efforts due to shortage of operation and maintenance, and contract funds. Typical areas for self-help project consideration include dayrooms, murals, laundry rooms, vending areas, game rooms, and common areas. Care must be exercised to ensure all self-help projects adhere to Incirlik Air Base policies, and are in good taste. All self-help projects require completion and approval of an AF Form 332, Base Civil Engineer Work Request, and coordination with the UH Section Chief and other agencies as required. No work will be accomplished until the AF 322 form has been completed, properly coordinated and approved. Painting of walls with non-approved colors requires an approved AF Form 332 and approval from the UH Sections Chief prior to start of work. Only light, neutral colors, to include Magnolia, are approved for use. A copy of the approved 332 must be maintained on file with Unaccompanied Housing Management. Government furnished paint is available in a few approved colors through the Self Help Store. The room must be returned to its original color and condition before terminating the room. Do not paint items not meant to be painted such as tree trunks, rocks, curbs, light switches, wall outlets, cabinets, moldings, and all furnishings. Self-Help improvement materials may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, areas must be restored to their original configuration.

Personal Storage. All dormitory rooms are assigned a blue storage locker located in each dormitory's personal storage room. Members may utilize these lockers to store personal effects (not government provided furnishings). Members are responsible for providing their own locks and ensuring their storage containers are clearly marked using name tags similar to those posted outside the member's dorm room. Nothing may be stored on the top of the storage lockers. Items left on the top of lockers will be disposed of. Flammables and hazardous materials are not permitted in the personal storage containers. Contact your ADL or Dorm Mayor to get access to your building storage area.

Public Storage. 6' X 12' storage lockers are available to the base population and can be rented from Outdoor Recreation subject to availability. Rental fees are \$35 per month. Contact Outdoor Recreation at 676-6044 for more information.

Electrical Outlets. Electrical sockets (outlets) in Turkey are standard European electrical sockets (see photos below). If your appliances' plug does not match the shape of these sockets, you will need an adapter in order to plug in. Adapters simply change the shape of your appliances' plug to match whatever type of socket you need to plug into.



The shape of the socket is only half the story! Electrical sockets in Turkey typically supply electricity at between 220 and 240 volts AC. If you are plugging in an appliance that was built for 220-240 volt electrical input, or an appliance that is compatible with multiple voltages, then an adapter is all you need.

Adapters *do not change the voltage*; the electricity coming through the adapter will still be the same 220-240 volts the socket is supplying. North American sockets supply electricity at between 110 and 120 volts, far lower than in most of the rest of the world. Check the voltage range for everything prior to plugging it in to avoid damaging your electrical devices.

Mold Control. The climate at Incirlik is ideal for the growth of mold.

Residents can help minimize mold growth in their dorms by taking the following actions:

- * Open windows. Proper ventilation is essential. Open windows, run a fan to circulate fresh air throughout your home.
- * In damp or rainy weather conditions, keep windows and doors closed. If water does enter a dorm room as a result of inclement weather, remove it immediately.
- * Clean and dust your room on a regular basis. Regular vacuuming, mopping and use of environmentally safe household cleaners are important to remove household dirt and debris that contribute to mold growth.
- * Periodically clean and dry the tile, fiberglass surfaces and floors around the sink, bathtub, shower, toilets, windows and doors using a common household disinfecting cleaner.

- * Do not use excessive amounts of water to clean interior floor tile in your room.
- * On a regular basis, wipe down and dry areas where moisture sometimes accumulates, such as countertops, windows and windowsills.
- * Use the bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
- * Thoroughly dry any spills on carpeting.
- * Do not overfill closets or storage areas. Ventilation is important in these spaces.
- * Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
- * Immediately report to CE Customer Service any evidence of a water leak or excessive moisture in your room.
- * Immediately report to CE Customer Service any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning.
- * Immediately report to CE Customer Service any failure or malfunction with your heating, ventilation, or air-conditioning. Do not block or cover any of the heating, ventilation or air-conditioning ducts in your room.
- * Immediately report to CE Customer Service any inoperable windows or doors.
- * Open exterior window coverings daily to allow sunshine to enter your room to eliminate cave like effects.

Air Force Responsibilities

Services. In support of Incirlik's government-owned UH facilities, UH Management ensures maintenance & repair, refuse collection and disposal,

basic pest control, fire and police protection, and grounds maintenance for common areas.

Initial Inspection. The UH Manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally scheduled at the time of assignment.

Maintenance and Repair (M&R). The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs to your quarters, please call the 24 hour CE Help Desk at 676-7008. For common areas, please call the main Unaccompanied Housing office at 676-3080, or your assigned Dorm Manager. Residents are responsible for escorting maintainers performing repairs of their quarters.

Service Response. There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

- **Emergency:** Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning). **Response time: 30 minutes.**
- **Urgent:** Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents. **Response time: 5 Duty Days.**
- **Routine:** Work of a routine nature that does not meet the criteria of emergency or urgent. **Response time: 30 Days.**

Refuse Collection and Disposal. Place your room trash and garbage in the dumpsters provided. Garbage cans are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells.

Lockouts. During the hours of 0800-1630 Monday-Fridays, contact UH Management for lockout resolution. The Unaccompanied Housing manager will escort you to your room and unlock the door. After duty hours, contact your designated Dormitory Mayor. If a Dormitory Mayor cannot be located, call your unit First Sergeant. An UH Management NCO will be on stand-by to assist First Sergeants with lockout resolution as required.

Residents in Herky and temporarily-converted family housing areas must coordinate lockouts with CES Customer Service at 676-7008. Duplicate keys are requested through the UH Management office. The original keys, issued to the resident must be returned at the final inspection, and residents will be charged for any missing keys. Individually procured duplicates are not acceptable. Lost/missing/improperly duplicated keys are cause for re-keying the lock cylinder, and Civil Engineering will accomplish this at the resident's expense.

Exterior Building and Grounds Care. As a UH resident, you are responsible for keeping the inside of your quarters clean as well as the exterior area immediately within 10 feet of your entry door. This may require sweeping or vacuuming the walkway around your quarters. Residents are responsible for keeping the grounds around your facility clean. UH residents in Phantom or Falcon are required to maintain their yards in accordance with FHM policies. Lawnmowers are available through self-help or there are gardeners available in your neighborhood that will maintain your yard and even wash your car for a low monthly fee.

Appliances. The 39th Civil Engineer Squadron replaces and services installed ranges, refrigerators and microwaves. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

Laundry Facility (Washer and Dryer). All UH facilities have laundry facilities available for use by the residents. Appliances must be cleaned after each use, to include removing, cleaning and replacing the lint filters. Notify the UH Management Section if repairs to laundry equipment are required.

Name Plates/Signs. Room numbers and names tags with name, rank, unit, duty phone, DEROS and shift are the only authorized items to be mounted on the door or to the side of the door. Special exceptions to this policy can be approved through the UH Section Chief for holiday door decorating contests. Residents' name and rank should be updated to reflect the most current status. Residents should see their UH Manager to obtain a new sign when needed. Pen and ink or 'homemade' signs are not acceptable. Shift workers who are resting and don't wish to be disturbed may insert in their name sign "Shift Worker, Do Not Disturb." Name plates and room numbers must remain visible during authorized holiday door decorating contests.

Resident Responsibilities

Social Visits. Receiving visitors or guests in UH facilities is a privilege. Personal privacy of fellow residents is of paramount concern. Guests are permitted as long as their behavior does not disturb the privacy or otherwise interfere with the rights of other residents. Residents are responsible for their guests' behavior. No guest or visitor will enter a dormitory without a resident escort. All guests not authorized access to the installation must have a current Turkish Air Force Visitor Pass. Unaccompanied residents are prohibited from having a guest or visitor who is under the age of 18 unless the person is a member of the U.S. Armed Forces or the resident's family member. Guests (except for military personnel and family members), must possess on their person, documentation to prove their age at all times. Regardless of age, DoDDS students are not allowed in unaccompanied housing without parental supervision. Guests are prohibited between the hours 2400-0600. Cohabitation is not authorized, unless specifically approved by the unit commander for the purpose of family visitation. Guests or visitors of age are permitted to remain in quarters as long as their sponsor is with them at all times, subject to Unit First Sergeant and/or Commander approval. Residents' dependent family members are permitted to remain in the quarters overnight provided the resident obtains written permission from his/her Commander and suite mate. Family visitations are limited to 30 days.

Leave or Extended TDY to include Deployments. You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the UH Manager in writing of your intended absence and the name of the person you designate to care for your room. At your request, your UH Manager will check on your quarters. Do not turn off your HVAC system during your absence. Members will be responsible for any mold damages in rooms left unattended for more than 3 days.

Maintenance & Repair. ***To request repairs to your quarters, please call the 24 hour CE Help Desk at 676-7008. For common areas, please call*** Unaccompanied Housing office at 676-3080, or your assigned Dorm Manager. Residents are responsible for escorting maintainers performing repairs of their quarters.

Damages. You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH Manager can fully explain your options to repair or replace damaged items and the method of payment.

Fire Protection

Fire Evacuation Plan. A dormitory fire evacuation plan has been prepared for your residence, showing both primary and alternate routes of escape in the event of a fire. Egress plans are posted on the first floor dormitory bulletin board of each dormitory. Know the plan and practice the escape route.

Fire Extinguishers. Fire extinguishers are located throughout the dormitory and are provided for firefighting purposes only. Negligent discharge of fire extinguishers will be passed to law enforcement personnel to be investigated and prosecuted. If you notice a fire extinguisher is over or undercharged, or has been discharged or damaged, please report it to UH Management immediately.

Tampering with Firefighting Equipment. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under Uniform Code of Military Justice. Residents shall not disable the self-closing devices on interior doors or tinker with the fire alarm/smoke detectors.

Flammable Storage. Storage of flammable or explosive materials is prohibited. Prohibited flammables include gasoline, kerosene, candles (with wick showing they have been burned), incense or any other open flame. The only flammable liquids allowed in UH are for cigarette lighter refilling or cosmetics (e.g. nail polish, nail polish remover, cologne). All other flammable materials, including charcoal and lighter fluid, must be stored outside the dormitory in the yellow, flammable storage locker.

Barbeque Grills. Personal grills are prohibited for use around the dormitories; you may store your grill in your quarters for personal outings. Barbeque grills may not be used as fire pits.

Space Heaters. Space heaters of any type are prohibited in dormitories.

Cooking. Personal hot plates, toaster ovens and convection ovens are NOT permitted for use in your quarters (microwave ovens are permitted). Cooking is permitted in government-provided kitchens only. When cooking, never leave the kitchen unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. **NEVER ATTEMPT TO USE WATER TO PUT OUT A GREASE FIRE AND DO NOT MOVE THE PAN.** Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Housekeeping. Do not allow food particles to accumulate on countertops, trash cans or other surfaces of your living space. Keep closets and storage areas free of trash, and unplug heat-producing devices when not in use. Furnishings shall be arranged so as not to obstruct or impede opening of doors leading from rooms to exit access or exit doors.

Extension Cords. Extension cords must be of continuous length without splices and must be (Universal Laboratories) UL approved. Extension cords present a tripping hazard, and shall be positioned in a manner that will not pose a threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors, or ceilings. Extension cords will not be used in place of fixed wiring. A multiple surge protector, like the type used for computer equipment, is authorized if it is UL approved.

Please contact the Incirlik AB Fire Department at 676-6974 with any additional questions related to fire prevention.

NOTE

FIRE REPORTING

- ***In case of a fire in your room or UH facility, immediately notify the base fire department by dialing 112***
- ***Give the fire alarm operator your name, dorm number and street***
- ***Do not hang up until you are sure the information has been received correctly***

REPORT ALL FIRES, REGARDLESS OF SIZE

Security

Security Forces. When notified, 39th Security Forces will investigate incidents under their jurisdiction. Residents should direct inquiries concerning law enforcement to security forces at 676-3200.

Eagle Eyes. Report any suspicious behavior by calling the Eagle Eyes hotline at 676-EYES / 676-3937.

Good Neighbors

It is not easy for 68 or more people from different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dorm residents. We appreciate your support and cooperation in the following areas:

Noise Control. Quiet hours in UH are 24 hours a day due to shift workers living in all dormitories and Herky Housing. If stereo or other noise can be heard outside the quarters or through the walls, it's too loud. Violation of this policy will be referred to Unit Commanders and/or First Sergeant for action. Disorderly conduct may also be referred to 39 SFS for response.

Social Gatherings. Parties and other social gatherings are permitted, however, residents must also take into consideration that their neighbors may be asleep. Residents must clean up after themselves and empty all common area garbage receptacles. If dayroom furniture is rearranged, it must be put back to its original location upon termination of the party or gathering. Residents may NOT remove dayroom furniture from the dayrooms. Noise must be kept to a level that will not disturb other residents.

Climate Conditions

Incirlik has a typical Mediterranean climate. Winters are warm and summers are hot and dry. The highest recorded temperature was on the 8th of July, 1978 reaching 44.0 °C (111.2 °F). The lowest recorded temperature was on the 30th of January, 1980 reaching a cold -4.2 °C (24.4 °F). Needless to say, drink plenty of fluids in the summer and pay close attention to command post heat warnings.

Community Residential Activities

Dormitory Council. Incirlik's Dorm Council meets monthly as a forum to facilitate dialogue between the 39th ABW Command Chief, Unaccompanied Housing Management, unit First Sergeants, and Dormitory Mayors.

Dormitory & Room of the Quarter. The 39th ABW Command Chief will perform dormitory and room of the quarter inspections quarterly. Each dormitory and room is presented to the Command Chief by the respective First Sergeant in inspection order. The Command Chief awards dormitory and room of the quarter based on the unit and member which displays the highest degree of neatness, cleanliness, serviceability and unit cohesion. Locally developed checklists and scoring factors are used. The winning unit may receive Quality of Life improvements.

Alcohol. Legal age for drinking is 18. If residents are assigned a suitemate who is under 18, this underage person may NOT possess or consume alcohol. Commanders, after consulting with the base legal office, may ban the consumption of alcoholic beverages in common areas, at their discretion

Termination of UH

Giving Notice. Orders are not required to set up termination inspections. The UH Management Office requires 30 days notice of termination (exceptions provided for short-notice PCS). Call or visit the UH Management Section for departure arrangements. If you notify your UH Manager promptly, they can schedule your pre-final and final inspections at your convenience.

Cleanliness Standards. Cleanliness of the resident's quarters must adhere to in accordance with IABI 32-6006 and the final inspection checklist provided by the UH Manager at the pre-final inspection.

Pre-final Inspection. This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides UH Management an opportunity to answer any questions you may have. During the inspection, the UH Manager will identify normal maintenance items and any damages beyond normal wear and tear. The UH Manager will provide a cleaning checklist and can discuss any specific cleaning requirements for your quarters.

Final Inspection. The final inspection is intended to verify the cleanliness of your assigned quarters and ensure there are no outstanding maintenance items beyond normal wear and tear. If you fail your final inspection, you must accomplish any remedial work and schedule a re-inspection as soon as

possible. Failure to properly out-process your assigned quarters could delay your PCS departure. **Members outbound are allowed up to 10 days max in the Hodja, but in order to avoid going over the mandated 10 days due to a rotator delay, medical holds, etc., the UH staff will not allow members to check into the Hodja no earlier than 7 days from their departure date.** For more information contact your Dorm Manager.

Issued Linens. If you were issued linens upon your arrival, they need to be turned into the Fabric Care Facility (FCF) before your departure to be cleaned. You are required to turn in your receipt to the UH office for our records.

FCF Fees:

Flat Sheet: \$2.00

Pillow Case: \$1.15

Comforter: \$7.50

Fitted Sheet: \$2.00

Blanket: \$4.00

Mattress Topper: \$3.00

