



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

10 September 2024

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO INCIRLIK AIR BASE

FROM: 39 ABW/CC

SUBJECT: 39th Air Base Wing (39 ABW) Visitor Policy

1. This memorandum establishes local policy, procedures, and restrictions for visitors on unofficial travel to visit Incirlik Air Base (IAB), Türkiye. All previous 39 ABW visitor policies, including the visitor policy memorandum signed 12 October 2023, are rescinded. This policy shall remain in effect until superseded or rescinded by myself, my successor in command, or a competent superior authority.

2. Policy:

*a. Definitions.*

(1) U.S. personnel. For purposes of this policy, U.S. personnel include military service members and government civilian employees permanently assigned to IAB or other Department of Defense (DoD) installations or organizations in Türkiye. It does not include civilian employees who are Turkish nationals. It does not include contractors, regardless of nationality.

(2) Dependents of U.S. personnel. A dependent is defined in AFI 32-6000 as a service member or government civilian employee's spouse; unmarried child, adopted child, or step-child under age 21; child that is under 23 years of age and enrolled full time in an institution of higher education; or child regardless of age, is physically or mentally incapable of self-support; or a parent who qualifies under Joint Travel Regulations (JTR) and 37 United States Code § 401. For the purposes of this policy, active-duty spouses are authorized to visit as dependents.

*b. Day visitors.* U.S. personnel may host day visitors on IAB. Day visitors must be U.S. citizens who are dependents, immediate family members, or friends of U.S. personnel permanently assigned to IAB. Day visitors must be at least 18 years old and escorted at all times. Day visitors are only permitted on IAB from 0700-2400 hours. No day visitors are permitted on IAB between 2400-0700 hours.

*c. Overnight visitors.* U.S. personnel permanently assigned to IAB may host dependents as overnight social visitors in their assigned non-dormitory Unaccompanied Housing (UH). Dependents may stay in UH as overnight social visitors for up to but no more than 90 days in a 180-day period. However, no dependent social visitor may stay more than 30 continuous days per visit. Each period of overnight stay requires approval of the 39 ABW/CC on a case-by-case basis.

(1) U.S. personnel permanently assigned to IAB or other DoD installations or organizations in Türkiye may sponsor immediate family members to stay in IAB lodging on a space-available basis. Lodging availability may be limited during contingency operations or other operational or mission-related needs.

*d. U.S. personnel and dependents assigned to other locations within Türkiye.* U.S. personnel permanently assigned to other Department of Defense (DoD) installations or organizations within Türkiye may access IAB through otherwise authorized means per the memorandum Turkish General Staff (TGS) Letter Related to DECA Implementation Annex 1, Procedures for Access to Installations, paras. 4(a), 4(b), and 4(c)A. Dependents of such U.S. personnel must comply with the day visitor and overnight visitor policies described above.

*e. Compliance with 39 ABW Travel Policy.* U.S. personnel assigned to IAB will continue to adhere to the 39 ABW

Travel Policy, dated 29 Sep 2023, at all times. Those personnel subject to the travel policy should encourage any visitors to IAB or the local area to comply with the 39 ABW Travel Policy to the extent practicable.

### 3. Procedure:

a. Visitor Information. Personnel hosting visitors will fill out IAB Visitor Request Form (Attachment 1) of this policy memorandum for each visit period.

b. Housemate Approval. Personnel who share UH with a housemate, shall obtain approval and consent of their housemate for each visit and visitor brought into their assigned UH. Such approval and consent must be documented on IAB Visitor Request Form (Attachment 1). Approval is required for both day and overnight visitors and visits. Housemates have the right to withdraw visitor consent at any time. If this happens, the visitors must vacate the premises immediately.

c. Commander Approval. Unit commander approval must be obtained by hosting personnel via IAB Visitor Request Form (Attachment 1) for base access.

d. Wing Commander Approval. Wing commander approval must be obtained by hosting personnel via IAB Visitor Request Form (Attachment 1) for dependents who are intended to stay overnight in the assigned UH of the hosting individual.

e. Kindly Submitted Letter. For visitors eligible under paragraphs 2.b. and 2.c. above, a kindly submitted letter (KSL) (Attachment 2 or Attachment 3 depending on the status of the visitor) must be routed to 39 ABW/CD and submitted to 10th Main Jet Base Command. A signed KSL confers O-6 approval per Aircraft & Personnel Automated Clearance Systems process for military members.

f. Gate Pass. At least 21 duty days prior to visitor arrival, the hosting member must submit required documents to 39th Security Forces Squadron, Gate & Pass Registration, and follow the process outlined in IABI 31-106.

### 4. Restrictions:

#### *a. Medical*

(1) The 39th Medical Group is not equipped to provide routine primary medical, specialty services, or mental health care to visitors, including dependents and DoD members not on orders to IAB. Care for acute problems is available through the appointment line. Family members with complex medical diagnoses should consider not visiting IAB. The 39th Medical Group is not equipped to provide prenatal care or to deliver babies. Therefore, pregnant women should not travel while in their third trimester (or earlier if advised by their obstetrician).

(2) All visitors should bring adequate prescription medication to cover the duration of their visit. They should also ensure it is lawful to bring their prescription medications into Türkiye.

(3) Ambulance transport to local hospitals is available for emergency conditions only. Sponsors should contact the TRICARE office which serves their dependents to determine what services are available while traveling.

#### *b. Base Services*

(1) Visitors, including dependents, may not purchase AAFES or Commissary goods or services without appropriate orders under applicable international agreements.

(2) Visitors, including dependents, may not use U.S. dining facilities unless on orders to IAB.

(3) Visitors, including dependents, may use the Turkish Air Force (TurAF) Commissary and other TurAF services on IAB at the discretion of our Turkish hosts.

(4) Force Support Squadron contract services such as restaurants and vendors are open to all visitors, including dependents.

*b. Turkish Immigration*

(1) Visitors, including dependents, will adhere to Turkish Tourist Visa limitations and restrictions. Visitor eligibility under this 39 ABW policy does not grant visitors authority to exceed or otherwise fail to comply with Turkish entry rules.

5. Hosting personnel responsibility. Personnel permanently assigned to IAB who host visitors may be held accountable for their visitors' actions. All visitors, to include military members not assigned to IAB, are subject to Turkish laws both on and off base.

BRANDON L. MCBRAYER, Colonel, USAF  
Commander

4 Attachments

1. Commander Request and Approval Form
2. Visitor Travel for U.S. Personnel who are Friends - KSL Template
3. Unaccompanied Non-Command Sponsored Visitor Travel for Personnel who are Immediate Family, Dependents, and/or DoD CAC holders – KSL Template
4. Visitor Request Process Flow Chart