



# NEWCOMERS

INCIRLIK AIR BASE



\*For more information, check out our website <https://www.incirlik.af.mil/>, follow us on Facebook <https://www.facebook.com/39ABW/> and download our base app 'USAF Connect.'

# INCIRLIK SENIOR LEADERSHIP



**COLONEL JOHN B. CREEL**  
39th ABW/CC



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39th ABW/CV



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39th ABW/CCC

# Merhaba!

## Travel Procedures

The rotator is the main form of transportation to arrive/depart Incirlik Air Base.

Per USAFE GENADMIN 031115Z MAY 18  
“Travel Restrictions and Approval Authority for Turkey, Mod 2,” **all inbound PCS personnel must travel on the Patriot Express (rotator). Any deviations from this require gaining unit coordination and higher level approvals. Please see the Foreign Clearance Guide for more details.**



Please contact your local TMO office for a list of common travel days. You can book your ticket with your local TMO approximately 90 days out.

Check the Foreign Clearance Guide, myPers, and DoD Force Health Protection Guidance when planning travel.

All arrivals to Incirlik require negative PCR (Polymerase Chain Reaction) COVID-19 test within 72-hrs prior to arriving. Applies to PCS, TDY, and Leave returns - no exceptions. Tests older than 72-hrs are not accepted. Other COVID tests that are non-PCR are not accepted. This requirement applies for all modes of travel (rotator and commercial).

- Individuals must obtain test results prior to boarding at BWI / RMS.
- The best option is for members to test at their losing base (or nearby base) prior to travel. If traveling on rotator (flying Monday) test must be administered no earlier than Saturday to meet 72-hr requirement.
  - If unable to test at losing base or nearby location, contact Air Force District of Washington Battle Staff at (240) 612-6044 to arrange testing in the National Capital Region prior to boarding.
- Official Travel: Cost of test (test only, not doctor referral if required) covered by TRICARE (if accepted) or can be charged to GTC.
- Unofficial Travel: Cost for test not covered if obtained commercially, but may still be obtained at a Military Treatment Facility at no cost. Members must research options prior to travel.
- If returning commercial, must coordinate/schedule return with JMCC (DSN 314-676-5622) to ensure Public Health screening (including PCR test validation) is accomplished upon return.

All personnel PCSing to or from unaccompanied tours in Turkey are exempt from DoD Stop Movement, per COMUSAFE blanket waiver (available on myPers). Gaining / losing CC coordination required.

## **Mail**

The Post Office can assign you a mailbox as early as 60 days in advance with a copy of your Orders. Please contact your sponsor if you wish to have your mail setup prior to your arrival. If you have questions, please contact the Post Office at DSN: 676-6301 or Commercial: +90-322-316-7496.

## **Lodging**

Contact the Hodja Inn by email at [39fss.fsvllodginghodjainn@us.af.mil](mailto:39fss.fsvllodginghodjainn@us.af.mil), DSN: 676-9356 or Commercial: +90-322-316-9356.

## **Important Items**

In addition to the MPF-required paperwork, we recommend hand carrying:

- Copies of **Blue Stamped** NATO Orders (Maintain Original Copy)
- Multiple copies of your PCS orders
- TMO paperwork
- Completed training certificates
- Marriage, divorce, and birth certificates



## **Staying Connected**

Free Wi-Fi connection is available at various locations across the base and Wi-Fi is also available for purchase to be utilized in your residence. Some common methods for cellphone use include international phone plans from U.S. carriers (T-Mobile/Sprint/etc.), Wi-Fi, or an international sim card. Wi-Fi and international sim cards can be purchased at the Base Exchange.

## **Pets**

Pets are not authorized.

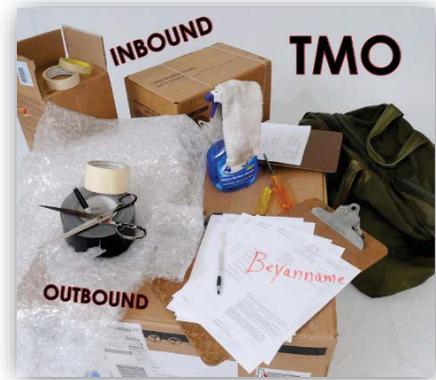
## TMO

You can schedule at your current base ONE of two types of TMO shipments: unaccompanied baggage or household goods.

- Unaccompanied baggage is shipped by air and can take one to two months to arrive. If shipping unaccompanied baggage, all enlisted personnel are entitled to 500 lbs. Officers O-1 to O-5 are entitled to 600 lbs. and O-6 to O-10 are entitled to 700 lbs. Civilian employees are entitled to 500 lbs.
- Household goods, which are shipped by vessel, can take three to four months before arrival. When shipping household goods, E-1 to E-4 are entitled to 10% of their full weight entitlement. All service members E-5 and above, as well as ALL officers are allowed 2,500 lbs. or 25 percent of the full HHG weight allowance, whichever is greater. Civilian employees are limited to 4,500 lbs. of HHG.

We recommended carrying in your luggage or mailing ahead the following items:

- **Bedding** – Housing and dormitories do not provide sheets, pillows, or blankets. The Base Exchange carries these items, but supplies are limited particularly during peak PCS seasons.
- **Mattress Pad** – The beds are standard issue. Many members mail a mattress pad ahead of time, order one online and have it waiting at the post office, or ship it in their household goods.
- **Clothing**
  - Uniforms: Pack at least one set of Blues, ABU/OCPs, PT Gear, Service Dress and Mess Dress. Also consider packing appropriate seasonal gear (ex: a rain coat for the rainy season which is typically late winter through spring)
  - Civilian clothes/shoes: Pack what you think you will need for a few weeks.



We recommend the following items in your household goods or unaccompanied baggage:



- **Cooking Items** – The houses come furnished with couches, appliances, and beds. You will need your own plates, cutlery, and cookware.
- **TV and Gaming System** – Cable is in all living areas and AFN is included.
- **Additional Clothing/Uniform Items**
- **Sports Equipment**

If you have questions or concerns about setting up TMO please contact your sponsor, local TMO or Incirlik TMO at DSN: 676-6604 or Commercial: +90-322-316-6604.

## **Beyanname**

Beyanname is a comprehensive list of all large electronics and high-value items (TV, laptop, gaming system, etc.) that are in your shipping coming INTO Turkey. During delivery, Turkish Carriers will open your shipment and create a Beyanname list with all the electronics/high-value items in your shipment. This is important because when you PCS out of Turkey, you HAVE to leave with those items. If you want to make any changes/get rid of or sell anything that is on your Beyanname list you will have to come into the TMO Office and notify Turkish Customs. If you DON'T have the items on your Beyanname list when it's time for you to PCS from Turkey, Turkish Customs can charge 4X the original amount of the item. If you buy any electronics while you're here you do NOT need to add it to your Beyanname list.

\*If you need a DEROS extension once here, be sure to notify TMO to update your Beyanname and household goods storage paperwork.

## **Fire Arms Regulations**

Fire Arms are prohibited from being shipped or hand carried into the country of Turkey due to Turkish Beyanname Law.



## **Other Regulations**

Although cars and scooters are authorized modes of transportation on Incirlik, they may not be shipped. For more information on items that can and cannot be shipped please refer to the Personal Property Consignment Instruction Guide located in the Defense Personal Property System (<https://move.mil/>).

## **Driving on Incirlik**

You must have a valid Driver's License to operate a motor vehicle.

## **Airman and Family Readiness Center**

A&FRC has a loan locker (i.e. cooking utensils, irons, small appliances) available for use while you are waiting for your household goods to arrive.

Additionally, A&FRC provides targeted Airmen and Family support and services by contributing to mission readiness, and the well-being of the Air Force community. This is accomplished through several programs such as Relocation Assistance, Transition Assistance Program, Employment Assistance, Personal and Work life courses, Air Force Aid Society, counseling, etc.

A&FRC offers customer service Monday – Thursday 0730 - 1630; Wednesday 0730 – 1430; Friday 0730 – 1630, in Building 833, second floor or at DSN: 676-6755 or Commercial: +90-322-316-6755.

## **Housing Office**

Location: Building 833, first floor. Hours: 0730-1200 & 1300-1600, Monday through Friday. Closed on all local & National Holidays. DSN: 676-6080 or Commercial: +90-312-316-6080

Dorm Management offices are located in the dorm buildings. Hours: 0730-1200 & 1315-1630, Monday – Friday. Closed on all local & National Holidays. DSN: 676-3080 or Commercial +90-312-316-3080.

All personnel are required to contact their respective housing office within 24 hours of arriving on station.

All military personnel and appropriated government employees are required to reside on base.

All Airmen from E-1 to E-4 will live in the dormitories with either a twin or full-size bed depending on space availability. All dormitories are slightly different, some are single occupancy and some have a shared bathroom/kitchen area. All rooms are assigned on a space available basis at the time that you arrive.

NCOs in the rank of E-5 may reside in furnished housing (twin-size bed) with a roommate located in Phantom housing or in a dormitory. NCOs in the rank of E-6 will reside in a furnished, single house (full-size bed) in either Herky or Phantom housing as first priority or with a JNCO roommate in Phantom housing as second priority.



SNCOs will have furnished housing primarily without a roommate, but could be assigned a roommate depending on availability, located in Falcon housing.

Officers will have furnished housing located in Eagle housing. Ranks O-1 to O-4 will share a house with a roommate and O-5 and above will have their own living quarters.

Civilian employees will live in SNCO housing located in Falcon housing.

# Airmen Dorms



# NCO Housing



# SNCO & Civilian Housing



# Officer Housing



## Finance



The 39th Comptroller Squadron provides finance customer service while you are stationed at Incirlik AB. During this time, you are entitled to Imminent Danger Pay, tax-free pay, Family Separation Allowance (if you meet certain requirements) and you will have the opportunity to opt into the Department of Defense Savings Deposit Program.

**Click:** Comptroller Services Portal

(<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>)

Sign up for the Finance In-Processing Briefing <https://39thcpts.setmore.com/bookclass>

Like us on Facebook <https://www.facebook.com/IncirlikFinance/>

**Call:** DSN: 676-8114 or Commercial: +90- 322-316-8114

**Walk-in:** Monday – Friday 8:30 a.m. - 3:30 p.m. in Building 833

**Hostile Fire/Imminent Danger Pay** – \$225.00 per month (pro-rated; \$7.50 daily rate) If you leave Turkey for any reason or go on leave in the local area, your entitlement will be deducted from you upon return.

**Combat Zone Tax Exclusion** - CZTE is earned for the entire month which you perform duty in an eligible area. All income taxes will be turned off while at Incirlik (if you are in a leave status/TDY, these entitlements will be turned off for that period).

**Family Separation Allowance** – \$250/month (pro-rated; \$8.33 daily rate) Begins when you depart CONUS.

**Meal Deductions** – Received by members ONLY if you are in the dorms. The deduction rate is \$315.00 (pro-rated; \$10.50 daily rate). If you are in a leave status/TDY, you will not have meal deductions for that period.

**Temporary Lodging Allowance** - Reimbursement for temporary lodging in the Hodja Inn. This entitlement is processed by the Housing Office. The payment will go to the same bank account as your paycheck. This payment cannot be split disbursed to your GTC. You are responsible for making the GTC payment.

**Savings Deposit Program** - This is a savings program for military members who qualify for CZTE. Interest is 10% annually, compounded quarterly. All payments must be made by the 8th of the month to accrue interest in the current month. You are eligible to start an allotment after being on station for 30 days. You are eligible to make cash, check, or money order payments to the 39 CPTS cashier's cage after 60 days on station. You cannot deposit more than your monthly take home income. The maximum amount for accruing interest is \$10,000. Every deposit must be in increments of \$5.

**Hardship Duty Pay – Restriction of Movement** - If you are directed to procure lodging in the Hodja Inn after returning from leave you may be entitled to HDP-ROM due to COVID-19. This entitlement is only authorized when service members who share a living space with another service member is ordered to restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19. This entitlement will be paid at a rate of \$100 per day not to exceed \$1,500 per month and the combination of HDP-ROM and other assignments and special duty pays may not exceed \$5,000 per month.

## **MPS Customer Support**

Special Leave Accrual allows members in qualifying duties to accumulate leave in excess of 60 days. Since we receive imminent-danger pay, you may qualify. To determine eligibility, please reference AFI 36-3003 or call DSN: 676-6771 or Commercial: +90-322-316-6771.

The MPS also provides support for assignments, separations, duty status, career status bonuses, leave and travel requests, awards and decorations, evaluations, passports.

MPS offers customer service Monday – Friday  
8 a.m. - 4:30 p.m. in Building 833.



## **Environmental and Morale Leave**

Unfunded EML is afforded to personnel here due to our location. Since the rotator/grey tail is the primary means of getting on and off the installation, EML gives personnel a higher category/priority for flying Space-A. Contact the MPS for further questions at: [39FSS.FSMPSMILCUSTOMERSUPPORT@US.AF.MIL](mailto:39FSS.FSMPSMILCUSTOMERSUPPORT@US.AF.MIL).

### **DOCUMENTS FOR EML:**

Prior to taking leave you will need to contact your unit CSS or MPF to complete and turn in you EML worksheet and AF Form 988 part two.

## **Passports**

Passports are not required, but blue tourist passports are highly encouraged to increase your flight/Space-A options. If you are terminating in another country other than the U.S. or Turkey (i.e., Ramstein), you must have a passport. If you are going all the way to the States, regardless if it is via grey tail or the rotator, then you do not need a passport. More information can be found at <http://travel.state.gov> or by contacting the Incirlik MPS Office DSN: 676-6771, opt 1 or Commercial: +90-322-316-6771.

## Space-A

*Note: Space-A access and the leave policy are subject to change due to COVID-19. Consult your leadership and local subject matter experts for the most current guidance.*

During your time here, you will be able to take leave (Ordinary Leave or Unfunded Environmental Morale Leave) if you desire. The main mode of transportation on and off the installation is Space-A travel either via the rotator or a military grey tail. **Space-A** is short for "**Space Available**" air transportation on government owned or controlled aircraft. When mission and cargo loads allow, there are often seats made available to eligible passengers.



-The Space-A process has **six** steps:

1. Sign up once on leave status (using [728ams.spacea.signup@us.af.mil](mailto:728ams.spacea.signup@us.af.mil), [www.amc.af.mil/Home/AMC-Travel-Site/](http://www.amc.af.mil/Home/AMC-Travel-Site/) or in person at AMC Counter)
2. Mark yourself present the day of the flight at passenger terminal
3. Standby for roll call
4. Get selected
5. Check-in bags
6. Prepare for boarding

-Passengers will be selected in order, by category, then date and time of sign up

-Frequently used categories from IAB:



Category 1: DOD Civilians or Military on Emergency Leave

Category 2: Active Duty or DOD Civilians on Environmental Morale Leave (EML)

Category 3: Active Duty on Ordinary Leave or Permissive TDY for House Hunting

Category 5: Permissive TDY for Other than House Hunting

More information, including a brochure on additional information such as baggage restrictions and tips, can be found here: <https://www.incirlik.af.mil/Units/728th-Air-Mobility-Squadron/> or DSN: 676-6001 or via Facebook @728amstrop.

## **Things to Do**

<http://www.39fss.com/>

### **Fitness Centers (Free Wi-Fi)**



#### **Main Fitness Center**

Phone: DSN: 676-6080

Swipe access 24/7

Manned hours:

-Mon-Fri 0500-2100

-Sat/Sun/Holidays 0800-1700

#### **Larger Than Life**

Phone: DSN: 676-1457

Swipe access 24/7

Manned hours:

-Mon-Fri 0900-1700

#### **Patriot Village Fitness Center**

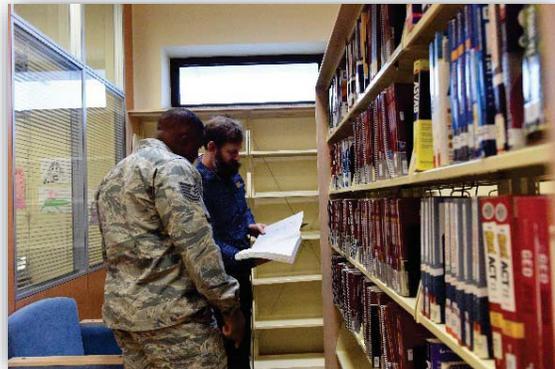
Phone: DSN: 676-1944

Swipe access 24/7

### **Library (Free Wi-Fi)**

Phone: DSN: 676-6759

Hours: Mon-Fri 1030-1900, Sat/Sun 1000-1730



### **Community Center (Free Wi-Fi)**

Phone: DSN: 676-6966

Hours: 0800-2200



### **Hodja Lakes Golf Course (Free Wi-Fi)**

Phone: 676-8995

Hours: 0900-Dusk

### **Outdoor Recreation (Free Wi-Fi)**

Phone: 676-6044

Email: [39fss.outdoors@us.af.mil](mailto:39fss.outdoors@us.af.mil)

Hours: 0900-1800

**Swimming Pool (Free Wi-Fi)**

Phone: DSN: 676-3442

*1 Oct - 31 March*

No Open Swim

Lap Swim Hours: Tues-Fri: 0600-1300, Sat/Sun/Holidays: 0800-1200

*1 Apr - 30 Sept*

Open Swim Hours: Tues-Sun: 1000-1900

Lap Swim Hours: Mon-Fri: 0600-1300, Sat-Sun: 0800-1000



**Club Complex (Free Wi-Fi)**

Phone: DSN: 676-6101

Hours: Mon-Sat 1100-2100

Cashier's Cage: Mon-Fri 100-1900, Sat 1100-1700



**Engraving Shop**

Phone: DSN: 676-6928

Hours: 24/7

**Big City Bowl (Free Wi-Fi)**

Phone: DSN: 676-6789

Hours: 24/7

**Dining and Food**

There are a variety of eateries, including a commissary, a food court within the Base Exchange and even a few independent restaurants that offer options like Turkish and Chinese.



**Sultan's Inn Dining Facility**

Phone: DSN: 676-6016

Hours: Breakfast 0415-0815, Lunch 1100-1330,  
Dinner 1615-1945, Midnight 2230-0100,  
Weekend Early Breakfast: 0100-0415



**Patriot Village Dining Facility**

Phone: DSN: 676-1944

Hours: Breakfast 0415-0815, Lunch 1100-1330,  
Dinner 1615-1945, Midnight 2230-0100,  
Weekend Early Breakfast: 0100-0415

**Titan Dining Facility (Located at the old DoDDS School Complex, Bldg 2711)**

Phone: DSN: 676-5069/7204

Hours: Breakfast 04105-0815, Lunch 1000-1300, Dinner 1615-1945, Midnight 2230-0100

**North Side Dining Facility (Located next to Bldg 5 near the entrance to the flight line)**

Phone: DSN: 676-8977

Hours: Breakfast 04105-0815, Lunch 1000-1300, Dinner 1615-1945, Midnight 2230-0100



**American Roadhouse Grill (Club Complex)**

Phone: DSN: 676-8606/8633, \*Delivery available

Hours: Mon - Sat 1100-2100, Sun 1200-2000

**Big City Diner (Bowling Alley)**

Phone: DSN: 676-6789, \*Delivery available

Hours: 24/7, Lounge Operations 1700-0200

**Lakeside Café (Golf Course)**

Phone: DSN: 676-6249

Hours: 1100-1500

**Starbucks Coffee (Club Complex)**

Phone: Commercial: +90-322-332-6213

Hours: Mon-Fri 0630-2130, Sat 0630-2100, and  
Sun 0800-2000



## Common Turkish Phrases

Günaydın ( <i>gue-nai-dehn</i> )	Good morning
<b>Merhaba</b> ( <i>Mehr-hah-bah</i> )	<b>Hello</b>
İyi akşamlar ( <i>Ee akh-shahm-lahr</i> )	Good evening
<b>iyi geceler</b> ( <i>ee geh-jeh-lehr</i> )	<b>Good night</b>
iyi glinler ( <i>ee guehn-lehr</i> )	Good day
<b>Lütfen</b> ( <i>luet-fehn</i> )	<b>Please</b>
Allaha smarlad k ( <i>ah-lahs-mah-lah-dek</i> ) ( <i>Said by departing party</i> )	Good-bye
<b>Güle güle</b> ( <i>gue-leh gue-leh</i> ) ( <i>Said by staying party</i> )	<b>Good-bye</b>
hoş geldiniz (hosh gehl-dee-neeZ) ( <i>said by the welcoming party</i> )	Welcome
<b>Burada olmaktan memnunum.</b> ( <i>said by the arriving party</i> )	<b>I'm pleased to be here</b>
Teşekkür ederim ( <i>teh-shekh-cure eh-deh-rim</i> )	Thank you
<b>Birşey değil</b> ( <i>bee shey deeh-yiel</i> )	<b>You're welcome</b>
Sonra görüşürüz ( <i>sohn-rah goe-rue-shue-ruez</i> )	See you later
<b>Affedersiniz</b> ( <i>ah-feh-dehr-see-neeZ</i> )	<b>Excuse me</b>
Pardon ( <i>pahr-dohn</i> )	Pardon
<b>Evet</b> ( <i>eh-veth</i> )	<b>Yes</b>
Hayir ( <i>higher</i> )	No
<b>Tamam</b> ( <i>tah-mahm</i> )	<b>Okay</b>
Biliyorum ( <i>bee-lee-yoh-room</i> )	I know
<b>Bilmiyorum</b> ( <i>bill-me-yoh-room</i> )	<b>I don't know</b>
istiyorum ( <i>iss-tea-yoh-room</i> )	I want
<b>istemiyorum</b> ( <i>iss-teh-me-yoh-room</i> )	<b>I don't want</b>
Anl yorum ( <i>ahn-leh-yoh-room</i> )	I understand
<b>Anlamıyorum</b> ( <i>ahn-lah-meh-yoh-room</i> )	<b>I don't understand</b>
Efendim ( <i>eh-fehn-dim</i> )	Sir/ma'am
Türkçe bilmiyorum ( <i>Tuerk-cheh bill-me yohr-room</i> )	I don't know Turkish
<b>Afiyet olsun</b> ( <i>ah-fee-yet ohl- soon</i> )	<b>Bon appetit</b>
<b>Nasılsın?</b> ( <i>Nah-sel-seh-nehz</i> )	<b>How are you?</b>

## **Quick Reference Numbers**

**Airman & Family Readiness Center:** DSN 676-6755 Comm: +90-322-316-6755

**Chapel:** DSN: 676-6441/Comm: +90-322-316-6441

**Command Post:** DSN: 676-7131/Comm: +90-322-316-9920

**CPTS:** DSN: 676-6306/Comm: +90-322-316-6306

**Emergency:** From DSN: 112/Comm: +90-322-316-0112

**Education Office:** DSN: 676-3211/Comm: +90-322-316-3211

**Flight Medicine:** DSN: 676-6768/Comm: +90-322-316-6768

**Housing Office:** DSN: 676-3080/Comm: +90-322-316-3080

**Dorm Management:** DSN: 676-3188/Comm: +90-322-316-3188

**Law Enforcement Desk/BDOC:** DSN: 676-3200/Comm: 0322-316-3200

**Legal:** DSN: 676-6800/Comm: +90-322-316-6800

**LRS/IPE:** DSN: 676-1234/Comm: +90-322-316-1234

**Medical Appointment Desk:** DSN: 676-6666/Comm: +90-322-316-6666

**Military Personnel Section Customer Support:** DSN: 676-6771/Comm: +90-322-316-6771

**SARC:** DSN: 676-7272/1084/Comm: +90-322-316-7272

**TRICARE Office:** DSN: 676-8763/Comm: +90-322-316-8763

## **Conversions**

**On Base (Commercial):** 316 + FOUR DIGIT

**Local Area:** 99 + SEVEN DIGIT

**Long Distance in Country:** 0322 + 316 + FOUR DIGIT

99+0+CITY CODE+AREA CODE+7 DIGIT

**Long Distance Elsewhere:** 99+00+COUNTRY+AREA CODE+7 DIGIT

**Long Distance to the United States:** 99 + 001 + AREA CODE + SEVEN DIGIT

**Long Distance from the United States:** 011 + 90 + 322 + 316 + FOUR DIGIT

**Europe DSN:** 94 + SEVEN DIGIT

**United States DSN:** 94 + 312 + SEVEN DIGIT

**DSN Outside Europe:** 314 + 676 + FOUR DIGIT

**Long Distance in Europe:** 90 + 322 + 316 + FOUR DIGIT

\*This packet was last updated on 17 Sep 20. While we intend to update the guide as soon as new information becomes available, please consult with the associated Subject Matter Experts to ensure you have the latest information.