



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.'

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

7 January 2020



MEMORANDUM FOR 39TH AIR BASE WING PERSONNEL

FROM: 39 ABW/CC

SUBJECT: Welcome to Incirlik Air Base

- 1 I lo Geldiniz! Welcome to Incirlik Air Base, Turkey-home to the 39th Air Base Wing. It is a pleasure to congratulate you on your assignment here, and welcome you to the Titan Family!
- 2 Located at the crossroads of Europe and Asia, and in one of the world's most dynamic regions, our wing plays an important role at a strategically significant location. The excellent relationship we enjoy with the Turkish military allows us to provide deterrence and project power from NATO's southern flank as a trusted ally and strong partner. Your expertise and dedication will help ensure we build on our enduring partnership while remaining engaged today, ready for tomorrow, and resilient always.
- 3 On your unaccompanied tour, I encourage you to focus your efforts on executing our mission, developing as an Airman, and enhancing the relationships we rely on every day. We look forward to serving with you as you join our outstanding team at this important time and place.
- 4 Welcome to Team Titan. You are genuinely the most valuable resource in the United States Air Force, and we are excited to connect with you.

A handwritten signature in black ink, appearing to read "R. Oakland", written in a cursive style.

RANDY P. OAKLAND, Colonel, USAF
Commander

INCIRLIK SENIOR LEADERSHIP



39th ABW/CC
Col. Randy P. Oakland



39th ABW/CV
Col. John W. Hawkins



39th ABW/CCC
CMSgt. Michael Roxberry

Priorities



MAINTAIN THE MISSION

- Surety
- Current Operations
- Contingency Operations

ADVANCE AIRMEN

- Professional
- Intellectual
- Personal

RESTORE READINESS

- Organization
- Individual

Merhaba!



Book your Ticket

The rotator is the main form of transportation to arrive/depart Incirlik Air Base. Please contact your sponsor for a list of common travel days. You can book your ticket with your local TMO approximately 90 days out.

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: +90-322-316-6301.

Lodging

Contact the Hodja Inn by email at 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.

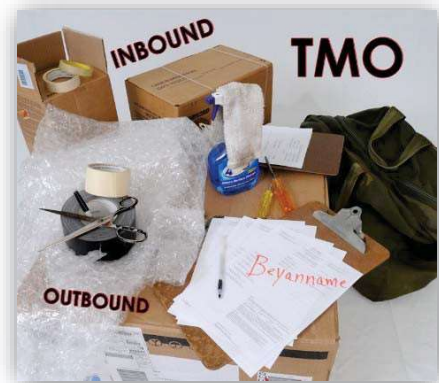
TMO

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 recommend 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 loan lockers (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 – Friday 7:30 a.m. - 4:30 p.m. 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

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 a twin-size bed and share a kitchen space, as well as bathroom with a roommate.

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.



SNCOs will have furnished housing without a roommate 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

While at Incirlik AB, you are entitled to Imminent Danger Pay, tax-free pay, Family Separation Allowance (if you meet requirements) and you will have the opportunity to opt into the Department of Defense Savings Deposit Program. Dislocation and other allowances are also granted on a case-by-case scenario.

If you need additional support, the 39th Comptroller Squadron provides customer service Monday – Friday 8 a.m. - 3:30 p.m. in Building 833, or at DSN: 676-8434 or Commercial: +90-322-316-8434.

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.

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

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, 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

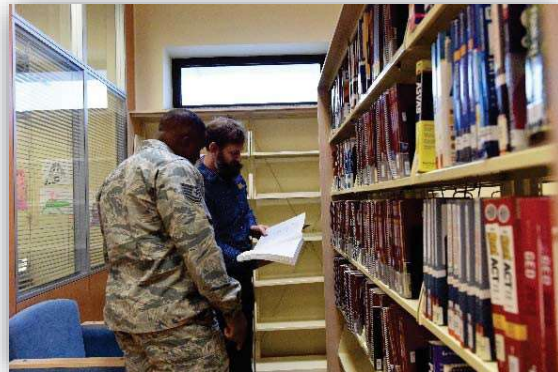
Phone: DSN: 676-1944

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

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

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

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 2/315/2019. 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.