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Military OneSource 24/7 family assistance 1-800-342-9647

Plan My Move Booklet for Incirlik AB

Overview



Location

Incirlik Air Base, is located approximately seven miles from Adana, Turkey. To reach Incirlik commercially from the United States call 011-90-322-316-1110 (Base Operator). To reach Incirlik commercially from Europe call 00-90-322-316-1110 (Base Operator). To reach Incirlik by DSN call 314-676-1110 (Base Operator).

History

The U.S. Engineering Group began construction of the base located approximately 250 miles southeast of Ankara, Turkey, in the spring of 1951. February 21, 1955, the base was officially named Adana Air Base. In mid-1975, the Turkish government announced that all U.S. bases in Turkey would close and transfer control to the Turkish military in response to an arms embargo the U.S. Congress imposed on Turkey for using U.S.-supplied equipment during the invasion of Cyprus. Only Incirlik AB and Izmir Air Station remained open due to their NATO missions, but all other non-NATO activities at these locations ceased. Congress lifted the embargo in September 1978 and restored military assistance to Turkey. Normal operations resumed after the United States and Turkey signed a Defense and Economic Cooperation Agreement March 29, 1980. For more history visit Incirlik's [homepage](#).

Mission

The Major Command is USAFE. Close to many of the world's potential trouble spots, Incirlik Air Base is an important base in NATO's Southern Region. The mission of the host 39th Air Base Wing is to help protect U.S. and NATO interests in the Southern Region by providing a responsive staging and operational air base ready to project integrated, forward-based air power.

Population Served

Incirlik AB is home to 1,650 military members who have 1,230 dependents. DoD and other civilians combine for a strength of 1,970, for a total population of 4,850.

Sponsorship

Once your gaining organization has received confirmation of your PCS, military and DoD civilians will be assigned a sponsor. If you are experiencing any personnel issues or have not heard from your sponsor, contact the Airman and Family Readiness Center at DSN 314-676-6755 or 011-90-322-316-6755. Department of Defense civilians should contact their selecting official or personnel office for a sponsor. Contact the Civilian Personnel Office DSN 314-676-6416 or 011-90-322-316-6416 if you are not contacted by a sponsor.

Your sponsor should provide you with information about the local community, housing, schools, employment, the base and any other information you request. Your sponsor should also provide you with information about your gaining organization including the name of your First Sergeant and Commander. Keep your sponsor informed during your PCS. If your arrival plans change, be sure to contact your sponsor. Your sponsor will be responsible for welcoming you to the

base and your organization.

Before you PCS you can request a post office box. Mailboxes can be setup within 90 days of the member's arrival. Individuals or sponsors can set up post office boxes [online](#) or bring a copy of your orders to the Directory Section upon arrival to obtain a box number. For more information, call DSN 314-676-6301 or 011-90-322-316-6301.

Temporary Quarters

The 24-hour arrival point is the Billeting Office, Bldg 1081, DSN 314-676-9357. Prior to arriving, billeting reservations can be made by faxing Billeting at DSN 314-676-9353. Current operations and force protection considerations prompted a decision to direct mandatory use of government transit and permanent housing and billeting accommodations at Incirlik AB, Turkey. All active duty and DOD employees with an assignment to Incirlik AB are subject to this decision. Exceptions are DoDDS employees and contractor personnel.

Relocation Assistance

The Loan Locker is located in the in the Furnishings Management Office. There are a variety of items to assist personnel until their HGGs/UAB arrives. The hours of operation are 8:00 a.m. until 3:30 p.m., Monday through Friday. All newly assigned personnel will attend Smooth Move. This is a two-day, one-stop in-processing that encompasses all pertinent base organizations. Smooth Move is held every Tuesday and Wednesday at the Airman and Family Readiness Center; Tuesday's briefing begins at 7:15 a.m. and Wednesday's at 7:30 a.m. The Airman and Family Readiness Center may be contacted at 011-90-322-316-6755 or DSN 314-676-6755.

If you plan to bring your pet there are a limited number of TLF rooms that can accommodate pets. There will be an additional fee of \$10 per day, this fee is not reimburseable. There are no boarding facilities or kennels located on Incirlik Air Base. Close coordination with your sponsor is an absolute necessity to ensure that appropriate arrangements are made so that your pet will have proper accommodations while getting settled. A list of pet sitters can be obtained at the Vet Clinic. Call DSN 314-676-3119.

Critical Installation Information

Concurrent Travel

It is very important to stress that concurrent travel requests are not automatic and due to housing all military and civilian personnel on base, members **must** ensure their concurrent travel requests are submitted through their losing Military Personnel Flight (MPF). Once received by the Incirlik MPF, requests will be coordinated with Base Housing for the availability of housing.

Tax Document

Beyanname - Extremely Important. A Beyanname is an official tax document issued by Turkish authorities. Turkish customs officials focus their attention on high dollar value items or products with continual black market demand. Beyanname, a written declaration between the military member and the Government of Turkey, provides customs control of personal effects imported into the country. Items listed on the Beyanname must be taken out of the country upon PCS or the member is subject to heavy fines.

Base Banking Facilities

There is no bank on Incirlik AB. It is strongly recommended that members establish a checking account before departing their current duty station. Possessing only a debit or ATM card is not sufficient as these cards don't always work in foreign machines (especially with 5-digit PINs.) Members are advised to bring at least a one year supply of personal checks that may be cashed at the Base Exchange, Consolidated Club, or the Finance Office. A branch office of the Pentagon Federal Credit Union (PFCU) is located on base but does not issue cash.

Storknesting/Pregnancy Options

Obstetrical delivery services are currently under transition at Incirlik and the MDG does not currently recommend local deliveries. While local Turkish hospitals are working to correct deficiencies in equipment, training and facilities, in the meantime, expectant mothers will stork nest at Bitburg/Spangdahlem in Germany. Expectant mothers depart Turkey prior to their 36th week of pregnancy and "stork nest" in Germany until delivery. The mother and child are able to return to Turkey once the child's birth certificate, passport, and AF Form 1466 (Request for Family Member's Medical and

Educational Clearance for Travel) are obtained. Women who are pregnant or planning to have a baby during assignment to Incirlik are encouraged to contact the Women's Healthcare Clinic at 011-90-322-316-8014 or DSN 314-676-6787 as soon as possible for further information. If a woman will be greater than 30 weeks pregnant at the time of PCS, our recommendation is to delay travel until after delivery.

Important Telephone Numbers

To reach Incirlik commercially from the United States call 011-90-322-316-1110 (Base Operator). To reach Incirlik commercially from Europe call 00-90-322-316-1110 (Base Operator). To reach Incirlik by DSN call 314-676-1110 (Base Operator). It is extremely important that you have all important numbers printed and in your possession, i.e., sponsor's telephone (work and home), Commander's Support Staff, First Sergeant, Airman & Family Readiness Center, etc. should an emergency occur during your PCS.

Sponsorship

Settling into your new location and your new unit takes time. [Plan My Move](#) is designed to assist you with information about your new location. Complimenting Plan My Move each of the military Services has a Sponsorship Program which is very helpful in providing new unit information. Sponsors can make your transition smoother. The purpose of the Sponsorship program is to:

- Provide a sense of belonging
- Ease the transition for inbound service members or civilians and their family members
- Increase productivity
- Reduce culture shock
- Help newcomers make informed decisions
- Cultivate new friendships
- Improve morale

A sponsor is someone from your new unit who is assigned to assist you settling into your new location. You can request a sponsor through your unit, or with help from the Relocation Assistance Program or the Family Center at your new installation.

Your Service will appoint your sponsor in writing. He/she will be the same or close to your rank and the same marital status, if at all possible. This person will be knowledgeable about the local community and the installation; available to assist you and your family for at least two weeks post arrival, and be someone who is positive and outgoing.

A sponsor's duties include:

- Contacting you and your family by letter of introduction or e-mail upon learning of your assignment to the installation.
- Following up with a personal phone call after contact has been made.
- Sending information about the installation/area which you may require, or putting you in touch with the resources on the web and at the installation that provide current, complete and up-to-date information such as those provide by the Relocation Program.
- Answering any questions which you or your family may have, or, again, providing the proper resources to answer those questions.
- Confirm transportation and lodging arrangements.
- Assisting with obtaining a Post Office Box for your mail.
- Meeting you and your family upon arrival.
- Accompanying you to your check in point for the unit.
- Introducing you to the Family Center and lending closet
- Providing essential service locations such as commissary, exchange, gas station, bank.
- Being available when you arrive at your installation to meet you, show you around, and help you through in-processing.

If you have not been assigned a sponsor, or have not been contacted as of yet, request one by contacting your gaining command or unit. If after contacting your new command you find difficulties in obtaining a sponsor, contact your Relocation Assistance Personnel for additional help with your move.

Service specific processes for requesting a Sponsor include:

- **Army and Defense Logistics Agency:** AR 600-8-8 outlines procedures for DA Form 5434, Sponsorship Program Counseling and Information Sheet. Sponsorship is mandatory for first term Soldiers. All Soldiers, private through colonel (excluding those completing advanced individual training (AIT) and those PCSing to long term schools) and civilian employees through grade 15 may participate in the advance arrival sponsorship program. Reactionary Sponsorship is available for individuals arriving at an installation without a sponsor. Contact the gaining unit to request a sponsor.

- **Air Force:** Gaining Unit Commander Support Staff/Military Personnel Element will assign a sponsor upon receipt of assignment notice. Assigned sponsor will then make contact with the inbound member.
- **Navy:** OPNAV INSTRUCTION 1740.3C prescribes procedures regarding Command Sponsor and Indoctrination Programs. This Program is designed to facilitate the adaptation of Sailors and their families into new working and living environments, to minimize the anxiety associated with a Permanent Change of Station (PCS) move, and afford Sailors and their families the greatest opportunity for a successful and productive tour of duty.

Command sponsor and indoctrination responsibilities begin upon receipt of PCS orders and continue until the Sailor has become an integral part of the new command and is fully cognizant of all policies, programs, services, and responsibilities available through the command. Commanding Officers shall establish a Command Indoctrination Program to include the delivery of the Navy Pride and Professionalism training per this instruction. COs should ensure all incoming personnel receive command indoctrination training within 30 days of arrival or within 3 drill weekends.

Enclosures (1) and (2) of OPNAVINST 1740.3C outline responsibilities and provide guidance for these programs. Assistance to local commands regarding the Command Sponsor Program is through the Fleet and Family Support Center (FFSC) Relocation Assistance Program staff.

- **Marine Corps:** Gaining Unit Commander will assign a sponsor on request. Overseas commands should assign a sponsor automatically, however if one is not assigned, send a request to the gaining command. A sample request form is available on our website that can be filled out and sent to the gaining command. See the following [website](#).

Sponsors' responsibilities and abilities to be available will vary from installation to installation, depending upon the priority which the installation and unit commanders give to the program; however, the Services are making the Sponsorship program a priority as research has shown the many benefits of good sponsorship to service, family members and youth.

Youth Sponsorship

The Youth Sponsorship Program depends on the availability of youth who volunteer to become sponsors. The Youth Services topic should explain the Youth Sponsorship program at your new installation, but if it does not answer all of your questions, contact your Relocation Manager to inquire about the program and acquiring a youth sponsor.

Directions to Installation

Directions to Incirlik Air Base

Incirlik Air Base is located in the village of Incirlik, Turkey. It is located approximately 6 - 7 miles from the city of Adana.

If you are driving from a base located on the European continent, it is highly recommended that you contact your local TMO office to inquire about ferry services to Turkey. Because of the distance from Europe very few people attempt to drive the entire distance. If this is a consideration, check with your local Airman & Family Readiness Center (A&FRC) to see if they can provide driving directions. You may also contact the Incirlik A&FRC at DSN 314-676-6755 for additional suggestions.

Arrival Methods from the U.S.

There are only two ways of arrival from the United States; one is the Air Mobility Command (AMC) military flight, called the "Patriot Express". The other method is via a commercial flight which will land in the city of Adana.

Air Mobility Command (AMC) Flights

If you travel on the chartered AMC, Patriot Express, you should be met by your sponsor outside the terminal. An AMC representative will guide you on the proper procedures. If your sponsor fails to meet you, attempt to get in touch with your unit First Sergeant. If unable to contact your unit, ask the AMC personnel to assist you in obtaining transportation to the 24 hour arrival point, the Hodja Inn.

Commercial Flights

If arriving by a commercial flight, provide your sponsor with your flight information. You should be met by your sponsor outside the terminal (they cannot come in), however if for whatever reason, your sponsor is unable to meet you, taxis are available at the airport. A USO is not available at the Adana Airport. A taxi from the airport to the main gate takes approximately 30 minutes and will cost around \$30.00. The Logistics Readiness Squadron (LRS) can also provide transportation to the base for those traveling on orders, call DSN 314-676-6756 (from the states) or commercial 90-322-316-6756 to contact LRS and arrange base transportation.

Directions from the Airport

Once travel arrangements are completed, it is imperative you contact your sponsor and/or your squadron to inform them of your travel arrangements. Have their telephone numbers with you when you travel. It will be much easier for you if someone meets you at the airport if flying commercial.

When arriving on a commercial flight, if your sponsor fails to meet you, take a taxi to the Incirlik Hava Ussu (which means Incirlik Air Base). Don't worry, most taxi drivers are very familiar with Americans asking for transportation to Incirlik AB.

Direction from Bus/Train Station

Trains and buses are rarely used when coming into country because of the length of time it takes to get here. If you anticipate using this form of transportation to get to Incirlik it is imperative that you coordinate with you sponsor and/or unit. If you arrive without someone to meet you ask a taxi to take you to Incirlik Hava Ussu.

Base Check-In Procedures

You must have a gate pass to get on base! Incirlik is a Turkish Air Base. There is a large contingent of Turkish Air Force personnel stationed here. The gate guards are Turkish, but there is always a U.S. Security Forces (SF) member on duty at the gate who will be glad to help you. There is only one entry to the base. There are Turkish and American areas on base. You will be required to have a gate pass to get on and off base. Passes are issued only after you arrive on base and can take 3 -5 days or more to process. TDY personnel will be issued a Temporary pass. When arriving PCS or TDY, the Security Forces member at the main gate will assist you in getting a 24-hour pass, as well as directing you to the 24-hour check-in point.

Motorcycle/Moped/Scooter Riders or Potential Riders

Military personnel who ride motorcycles and other two-wheeled motorized vehicles, to include scooters and mopeds, on or off base, must have a stateside drivers license with a motorcycle endorsement and have received training through the Motorcycle Safety Foundation. Riders must have documented proof on their person while riding. Also, personal protective equipment must be worn at all times. People who don't follow these rules and are involved in an accident could have a line-of-duty determination and could possibly forfeit government medical coverage. Currently, Incirlik AB does not have any assigned Motorcycle Safety Foundation Instructors, so it is advisable to attend this training prior to your arrival. Contact your current Safety Office for local course information.

Check-in Procedures

Arrival

It is important that you provide your sponsor or someone in your unit with your travel itinerary before departing your base.

If you travel on the chartered AMC, Patriot Express, you should be met by your sponsor. You will be required to clear Turkish customs before departing the terminal. An AMC representative will guide on the proper procedures. If your sponsor fails to meet you, attempt to get in touch with your unit CSS or First Sergeant. If unable to contact your unit, ask the AMC personnel to assist you in obtaining transportation to the 24 hour arrival point, the Hodja Inn.

If arriving by a commercial flight, your first stop after acquiring lodging is your unit Commander's Support Staff Office. If you arrive after normal duty hours, an American Security Forces gate guard can direct you to the 24-hour check-in point.

Reporting Procedures

Report to your unit Commander's Support Staff on the first duty day after arrival. They will provide the following items: ration card, single meal card, blue book application and an application for a permanent gate pass.

They will schedule you for inprocessing and any other pertinent briefings. Base In-processing is held every Tuesday at 7:00 a.m. at the Airman and Family Readiness Center and will last until approximately 4:30 p.m. In-Processing will continue on Wednesday beginning at 7:30 a.m. and last until approximately 4:00 p.m.

It is essential that you bring your medical/dental records and the records of your family to inprocessing on Tuesday morning. They will be collected by the Clinic and reviewed for required medical procedures to include administration of necessary shots.

Also ensure that you have all necessary receipts for travel expenses. Travel voucher preparation will be completed by the Finance office on Tuesday afternoon. OPR: Finance, 011-90-322-316-6607.

What to do if you Get Married Enroute

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them. The military will not pay for travel and housing of your spouse if you do not follow proper procedures.

Relocation Assistance

Programs and Services

While moving is always stressful, your stress can be drastically reduced if you take full advantage of the information, education, and personal assistance provided to you by the Relocation Program. This is the place to find answers and get referral to other installation resources as well as assistance with in-transit emergencies. The most important thing you can do to ensure a smooth move is to start planning early using the many Relocation Assistance program services and tools available.

Individual PCS Planning -- Most relocation programs offer one-on-one consultation for anyone needing assistance. In particular those making their first military move, first overseas move, or those with challenging and complex situations such as special needs family members or financial problems should call the Relocation Program for an appointment.

Military Installations and Plan My Move -- For managing and planning your move, use these two DoD sponsored web-based relocation tools with information on over 250 installations worldwide. You can estimate expenses, find the forms necessary for housing and household goods, keep a calendar of events and take other necessary actions to ensure a successful move.

Loan Closet -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival. The typical items in stock include: pots and pans, dishes, silverware, irons, ironing boards, portacribs, high chairs, and infant/toddler car seats. Generally, towels and bed linens are not available, so these should be packed in your hold baggage.

Workshops and Briefings -- The classes offered vary from installation to installation but you can generally find classes on buying, selling and renting smart, budgeting and finance, moving with children, general moving preparation and many other moving related topics.

Pre-departure Briefings -- Sometimes called Smooth Move or PCS Briefings, you and your spouse will want to attend for sure. These briefings provide essential information that can prevent you from making uninformed and costly decisions before your move.

Settling-in Services -- These may include welcome wagon services, local area tours with childcare often provided, or basic household items to use until your goods arrive. Overseas arrival services may include introductory language classes and cultural awareness training.

Deployment Support -- The Family Center assists unit family readiness groups and Ombudsman programs during the entire deployment cycle. Support includes services for special needs, classes on deployment preparation, managing finances, helping children adjust, family separation, return and reunion, and information on resources available locally and on-line.

Foreign Born Spouse Support -- Whether your question concerns immigration and naturalization, learning the English language or how to take local transportation, the Relocation Program provides assistance, classes and referrals.

Emergency Assistance -- From time-to-time emergencies occur while moving, the Relocation Program office has the resources to provide emergency financial assistance and referrals.

Transition Assistance -- This is a mandatory program available to assist personnel and family members when they separate from the military. The Relocation Assistance office will establish your individual transition plan and refer you to all the installation and community resources necessary to complete a successful transition.

Installation Specific Information

The Relocation Assistance Program (RAP) provides aid to help minimize the emotional and physical impact of a PCS on the well being of the Air Force Family. This section provides information on the helping agencies at Incirlik AB available to assist you in making your PCS as "stress free" as possible.

Loan Closet -- Basic household goods items are available to borrow while waiting for your personal property pre-departure or upon arrival at Incirlik. Simply annotate that you want the kit when you arrange for your Furnishings

Management Office (FMO) temporary furniture delivery. The loan locker does not furnish items such as Televisions and Video Cassette Recorders (VCR's).

Request a Post Office Box -- Before you PCS you can request a post office box. Mailboxes can be setup within 90 days of the member's arrival. Individuals or sponsors can set up post office boxes [online](#) or bring a copy of your orders to the Directory Section upon arrival to obtain a box number. For more information, call DSN 314-676-6301 or COM 90-322-316-6301.

Sponsorship -- A sponsor should be assigned by your gaining unit. If you have not heard from your sponsor within 90 days of your report date, you should contact your current Military Personnel Flight and your gaining unit's Commander's Support Staff. If one is still not assigned, contact your Family Service Center's (FSC) Relocation Assistance Program Office for assistance. They can contact the Incirlik FSC which will take immediate action to acquire a sponsor for you. You should receive a Sponsor Package or e-mail with an electronic sponsor package from your unit. Your sponsor can request a PO Box for you 90 days prior to arrival. He/she will need you to mail or FAX a copy of your orders. If you wish to obtain a PO Box on your own, go to the Incirlik First Look Portal.

Upon Arrival -- Report to your unit Commander's Support Staff for in-processing the first duty day after arrival. If you are traveling via a commercial airlines to Incirlik, ensure that your sponsor and/or unit are aware of your arrival date and time. Commercial passengers arrive at the Adana airport which is approximately 10 miles from Incirlik base. If there is no one to meet you, there are taxis available at the airport. Most drivers know enough English to understand the request to go to Incirlik base (pronounced injure-lick). You should have approximately \$30 in Turkish Lira for the cost of the cab. Lira exchange is available at the airport. If you are unable to obtain Lira, taxi drivers will generally accept dollars.

Base Inprocessing -- Unit Commander's Support Staff, as well as sponsors, ensure all newly assigned Air Force personnel attend Base Inprocessing. This is a one-stop inprocessing that encompasses all pertinent base organizations. Attendance is a prerequisite to obtain a gate pass for spouses. Inprocessing is held every Tuesday at the Airman and Family Readiness Center, Bldg 3850, from 7:00 a.m. to 4:00 p.m. Medical Right Start Inprocessing is held on Wednesdays.

Medical Right Start Inprocessing -- You are expected to arrive at Incirlik AB medically ready. This includes a current Preventive health Assessment (PHA), immunizations, dental and fitness requirements. Any missing PHA requirements will be addressed during the Medical Right Start portion of inprocessing. Medical Right Start is conducted every Wednesday from 1:00 p.m. to 4:00 p.m. in the interior CourtYard (ICY) of the Medical Treatment Facility. It is mandatory that family members attend Medical Right Start to ensure they have the opportunity to meet the medical staff and learn about important healthcare concerns in Turket, and to lean how to access medical servicesSpousal attendance at medical Right Start is also required to obtain a permanent gate pass.

Emergency Assistance

Planning for Emergencies

No matter how well you plan for your PCS move, emergencies do happen.

Important Documents/Hand Carry

Have important papers with you, not packed in your household goods. Have the telephone numbers for your Commander, First Sergeant, and Commander's Support Staff.

Emergency Assistance Organizations in the United States

If traveling in the United States and you are near a military installation, contact the Air Force Aid Society, Army Relief, or Navy/Marine Corps Relief Society. In the United States, the American Red Cross (ARC) can be contacted for assistance with an emergency by calling 1-877-272-7337.

Emergency Assistance Overseas

Incirlik Air Base does not have a staffed ARC office. A volunteer will man the office three days per week, however, emergency matters involving Incirlik personnel and the ARC are handled by the ARC office in Stuttgart, Germany. They can be reached by calling DSN 314-431-2818 or 011-49-703-115-818.

Air Force Aid Society

The Air Force Aid Society (AFAS), Inc. is the official charity of the Air Force. Its charter is to promote the Air Force mission by helping "to relieve the distress of Air Force members and their families and assist in financial aspects of their education." The Society exists primarily to relieve the distress of military personnel of the United States Air Force, including personnel in Reserve and Air Guard components on extended active duty, retirees facing certain unique hardships, and the dependents of such military personnel, including the dependents of military personnel who are deceased.

The basic philosophy of AFAS assistance is to meet immediate needs in an emergency situation as a step toward a lasting solution to a problem.

Motor Vehicles

Vehicle operation is permitted within Turkey but only after numerous procedures have been completed on Incirlik Air Base.

A full briefing on vehicle requirements and licensing will be given by the Security Forces Pass & ID personnel at the newcomers in-processing. Questions can be addressed to Pass & ID at DSN 314-676-6617.

Hands-free devices must be used while operating a motor vehicle on ALL military installations worldwide.

Driver's License

The Incirlik Pass and Registration Office has received critical information about the possession of a stateside driver's license that expires while the active duty or family member is in the Republic of Turkey. The information is quoted for your interest and necessary action.

According to Turkish Traffic Law #2918, Article 98, paragraph. 1, 2, and 3, any person operating a motor vehicle with an expired license will have their driving privileges indefinitely revoked. The Turkish Traffic Police will not recognize stateside license extensions or stateside military clauses; they will only recognize the expiration date on the license. If your license says military or no expiration, the license will be accepted.

If there is any possibility that your license could expire while on your Incirlik tour, it is recommended that you contact your DMV office for required action.

International Driver's Permit

All civilians and family members desiring to drive in Turkey must possess a valid Stateside driver's license. An International Driver's permit should also be obtained. International permits may be secured from any AAA office. They will require a current driver's license, \$10 application fee and two photos. The license will be valid for one year and may be renewed. Applications are also available at the Pass and ID office; however, the time for processing the application may take 4 - 6 weeks.

A final option is that of having your current stateside license translated into Turkish by members of the Pass and ID office. There will be a fee for this service.

After arrival and before your driver's license can be issued, all active duty, DoD civilians and family members must attend the Local Conditions Course. This course is offered every Tuesday as part of the base inprocessing.

Motorcycles

If you plan to ship a motorcycle to Turkey, you must attend a Motorcycle Safety Foundation Course prior to your PCS. Incirlik AB does not have any assigned Motorcycle Safety Foundation Instructors assigned. Contact your current Wing Safety Office for more information. All Motorcyclists are required to have a "Economic Community of Europe" (ECE) 22.05 approved motorcycle helmet. These helmets are not available locally and will take several weeks to order. It is recommended that you ship a helmet in your unaccompanied baggage.

POV Tax Exemption Request

In Turkey, all vehicle owners must pay road tax in order to register their vehicles. Under the Status of Forces Agreement (SOFA), United States personnel (military and civilian employees) are exempt from such taxes. Your orderly room and the SFS Pass and Registration office will assist you with application processing. If you have shipped a POV, submit the request for Tax Exemption as the same time you turn in your application for the bluebook (Turkish identification document for active duty personnel). The documents will be mailed to Ankara and after approval, returned to the Pass and Registration office where they will be held on file pending your vehicle registration.

Vehicle Checks

Your vehicle must meet the specifications of the Turkish Safety Inspection in order to be registered properly. The safety standards include, but are not limited to, the following:

- an emissions test
- verification of the engine and VIN numbers of the car
- examination of window tint (tint not manufactured into the vehicle's glass is not acceptable)

If the vehicle is a truck or van, mud flaps are required for the rear tires. If the vehicle requires mud flaps, they can be installed for a nominal fee. If the vehicle's tint must be removed, remove it prior to shipping.

Vehicles will be checked at the port of entry by Turkish custom's officials. They will check the vehicle surface, windows, wipers, headlights, brake/lights, license plate/lamp, and the muffler. All documents for the vehicle must be in order when picking up the vehicle; i.e., current insurance, color and other info.

Vehicle Registration

Failure to register your vehicle within 90 days of the date listed on your auto beyanname paperwork, will result in a fine by the local authorities. If the vehicle fails inspection, you must immediately correct the problem before the 90 day limit expires.

Your vehicle must be registered in the Adana province at the local traffic bureau. Pass & Registration office personnel will assist you in registering the car. The present cost for vehicle registration is approximately \$350. These rates change frequently. If cost is a factor in your decision to bring an auto, recommend you check with Pass & ID for costs during the time of your PCS.

Auto Insurance

Minimum liability coverage is required on all vehicles operated in Turkey. Insurance must be issued from an authorized Turkish insurance agent. There is an agent located on base. If you prefer to have GEICO or USAA, make certain the policy and coverage will be accepted in Turkey.

A Turkish translation of your policy is required before registration can be accomplished. If you intend to purchase US insurance, recommend you contact the agency and ensure that the translation is sent to you as soon as possible.

Accidents

If involved in an accident, immediately notify Security Forces and the Turkish Jandarma. Do not move the vehicle until directed by responding police agencies. Keep the Security Forces/Turkish translator telephone numbers in your wallet or purse. The possession of a PTT phone card or a cell phone will greatly ease your efforts to contact necessary base personnel.

Local Motor Vehicle Regulations

In Turkey, all vehicle owners must pay road tax in order to register their vehicles. Under the Status of Forces Agreement (SOFA), United States personnel (military and civilian employees) are exempt from such taxes. Your commander's support staff and the SFS Pass and Registration office will assist you with application processing. If you have shipped a POV, submit the request for Tax Exemption as the same time you turn in your application for the bluebook (Turkish identification document for active duty personnel). The documents will be mailed to Ankara and after approval, returned to the Pass and Registration office where they will be held on file pending your vehicle registration. Insurance policies and Auto Beyanname HAVE to have the same name on both of them, regardless of who the primary policy holder is. This generally applies to married military to military couples. In addition, the insurance policy must be the original insurance policy translated in Turkish. These missing or incomplete items are the main cause of POV registration delays.

Your vehicle must meet the specifications of the Turkish Safety Inspection in order to be registered properly. The safety standards include, but are not limited to, the following: an emissions test, verification of the engine and VIN numbers of the car, examination of window tint (tint not manufactured into the vehicle's glass is not acceptable). If the vehicle is a truck or van, mud flaps are required for the rear tires. If the vehicle requires mud flaps, they can be installed for a nominal fee. If the vehicle's tint must be removed, remove it prior to shipping. Vehicles will be checked at the port of entry by Turkish customs officials. They will check the vehicle surface, windows, wipers, headlights, brake/lights, license plate/lamp, and the muffler. All documents for the vehicle must be in order when picking up the vehicle; i.e., current insurance, color and other info.

Note: Failure to register your vehicle within 90 days of the date listed on your auto Beyanname paperwork will result in a fine by the local authorities. If the vehicle fails inspection, you must immediately correct it before the 90-day limit expires.

Your vehicle must be registered in the Adana province at the local traffic bureau. Pass & Registration office personnel will assist you in registering the car. The present cost for vehicle registration is approximately \$400.00. These rates change frequently. If cost is a factor in your decision to bring an auto, recommend you check with Pass & ID for costs during the time of your PCS.

All POVs with MA or MB license plates must now have a Turkish Air Force (TuAF) Vehicle Pass which is displayed in your vehicle while on base. The pass must be secured in an out of view location when off base. The Requester will drop off completed application and all required items to American Pass and Registration. American Pass and Registration will prepare the vehicle pass and notify the requester within 3 duty days. The requester will pick up the application from American Pass and Registration and then drop off the request to TuAF for final approval. All vehicle passes will be renewed annually upon direction from TuAF.

Loan Closet

Items Available

The Furnishings Management Office (FMO) will deliver and picks up the traditional "loan locker" items. Simply annotate that you want the kit when you arrange for your FMO furniture delivery. A loaner kit consisting of pots and pans, dishes and small appliances (no TVs or VCRs) is available for all authorized personnel for up to 90 days after arrival, and for up to 90 days before departure. The loan kit does not provide linens or towels. These items should be shipped in your hold baggage. Linens may be checked out from the Lodging office, but towels are not available. These items should be shipped in your unaccompanied baggage. Another option is to mail a starter set so they are available when you arrive. See [loan kit document](#) for detailed Kit Item description.

How to Borrow

The Airman and Family Readiness Center, Building 3850, operates a Loan Closet, Monday through Friday, 8 :00 am - 2:00 p.m. For detailed information on items available, you may contact the Loan Closet Manager at DSN 314-676-6755.

Housing - Overview

Government Housing

Commander's Policy

All US military personnel and government employees, attached, assigned, or under the operational or administrative control of the 39th Air Base Wing, are required to reside in base quarters due to force protection considerations. Every effort to provide adequate quarters on base will be accomplished as rapidly as possible. All inbound personnel will receive on-base housing or dormitory space.

Availability

Available housing units on Incirlik are as follows:

Enlisted Housing: 2 bedroom Junior NCO (486) units, 3 bedroom Junior NCO (136) units, 4 bedroom Junior NCO (58) units, 3 bedroom Senior NCO (65) units and 4 bedroom Senior NCO (46) units.

Officer Housing: 2 bedroom Company Grade (49) units, 3 bedroom Company Grade (20) units, 4 bedroom Company Grade (12) units, 3 bedroom Field Grade (24) units, 4 bedroom Field Grade (9) units and Senior Grade (8) units.

The wait time for enlisted housing is 0 to 30 days while the wait time for officer housing is 30 to 90 days. Please contact the Incirlik housing office for updates on wait times.

For individuals requiring base housing, ensure that you contact your current base housing office and submit a DD Form 1746, Application for Assignment to Housing. No action will be taken to assign housing until this form is received by the Incirlik housing office. After arrival, ensure you contact the housing office within two working days. This notification will notify them of your actual arrival and ensure that your position on the housing list is correct.

The housing office is located downstairs in Building 833. Its hours of operation are from 7:30 am - 4:30 pm, Monday through Friday. If you have specific questions about base housing policies, you may call the housing office at DSN 314-676-6232.

Mobile Homes

Mobile homes are not available.

Unaccompanied Personnel

E1-E4's should work with their sponsor or unit to make arrangements for dormitory assignment. A copy of your PCS orders should be faxed to your sponsor so your name can be put on the waiting list for a dormitory room. Upon arrival at Incirlik, you should contact the base housing office within two working days to inform them of your arrival. If space in your unit dormitory is not available at that time, you will be placed on a waiting list.

If dormitory or base housing is not immediately available, incoming personnel will be lodged at the temporary lodging facility, the Hodja Inn. Temporary lodging is authorized for 30 days. A Temporary Lodging Allowance (TLA) is provided to cover expenses. For reimbursement, coordinate with the Housing Office and Finance. This applies to DoD employees as well as DoDDS teachers.

Returning from Overseas

Those returning to CONUS from overseas should check out *DoD Automated Housing Referral Network (AHRN)*--Visit AHRN.com or ask at your local housing office to learn about this DoD program that is currently available for most installations. The program allows military members and families to:

- Search listings and pictures of available rentals near military installations
- Find out about shared rentals
- List their own properties for rent to other military families

- List their homes for sale by owner (FSBO) to other military members
- Contact installation housing offices

AHRN is not currently available at all installations but the phased program is adding new installations every month. Check the AHRN [website](#) to see if your next assignment is an AHRN base and check out other features to assist you in your home search.

Housing - Temporary

Temporary Lodging Facility

Inbound personnel will be lodged at the temporary lodging facility, The Hodja Inn. The Hodja Inn is also the 24-hour check-in point.

Reservations

Inbound personnel can make reservations in advance by calling DSN 314-676-9357. You should work closely with your sponsor and unit to ensure that they are aware of your arrival/check-in date. A copy of your orders must be submitted to the Inn after you have arrive. You are authorized to stay in lodging 30 days. Other authorized personnel can be billeted in the Inn on a space available basis.

Directions from Off Base

Take the E-5 highway going east from Adana. Approximately 10 minutes past the Adana city limits, you will see a highway sign pointing toward Incirlik Village. Turn left at that sign and follow the road straight on to the base gate. It will be on your left - you can't miss it.

Directions from Adana Airport

Take a taxi to Incirlik Air Base (Hava Ussu in Turkish). The taxi driver will not be permitted to enter the base. There is a Security Forces member assigned duty at the entrance, have that individual contact your sponsor and/or unit. There is also a base taxi service that can take you to the Hodja Inn.

Housing - Government

Family Housing

All military and DoD civilian employees are required to reside on base due to force protection issues. DODDS civilian employees will be offered housing on a voluntary basis. Contract employees who are Key and Mission Essential are authorized on-base housing.

Personnel are required to report to the housing office within 2 duty days of arrival. The two mandatory in processing days are not included in the two day requirement.

The Incirlik Air Base Housing Office is located downstairs in Building 833. Hours of operation are from 7:30 am to 4:30 pm, Monday through Friday. Phone:011-90-322-316-6232 or DSN 314-676-6323/6930.

Square footage of on-base housing is listed below:

- All 2 bedrooms - 950-1090 square feet
- Junior NCO 3 bedroom - 1256-1345 square feet
- Junior NCO 4 bedroom - 1360-1497 square feet
- Officer 3 bedroom - 1345-1405 square feet
- Officer 4 bedroom - 1497-1625 square feet
- Senior Grade Officer 4 bedroom - 1662 square feet

All housing units on base are equipped with a washer, dryer, stove, refrigerator, air conditioning, heating systems and in some cases a dishwasher and garbage disposal unit.

Houses are wired for both 110 and 220 volts. Be advised that not all rooms have outlets with 110 volts. You may need transformers. To reduce customs problems, your major appliances should be left in storage. Removal of government appliances will not be done in order to install your personal appliances. There are no rental storage facilities available.

Storage facilities for excess furniture/personal items is extremely limited. Choose very carefully when deciding what items to bring with you.

A member who receives an assignment to housing and has more household goods(HHG) than the assigned housing unit can accommodate, may request from the housing office, non-temporary storage of these items. Requests must be submitted to the housing office within 30 days following the date of delivery of your HHG. A copy of the original shipping inventory must be attached to the request.

Availability

Available housing units on Incirlik are as follows:

Enlisted Housing: 2 bedroom Junior NCO (486) units, 3 bedroom Junior NCO (136) units, 4 bedroom Junior NCO (58) units, 3 bedroom Senior NCO (65) units and 4 bedroom Senior NCO (46) units.

Officer Housing: 2 bedroom Company Grade (49) units, 3 bedroom Company Grade (20) units, 4 bedroom Company Grade (12) units, 3 bedroom Field Grade (24) units, 4 bedroom Field Grade (9) units and Senior Grade (8) units.

The wait time for enlisted housing is 0 to 30 days while the wait time for officer housing is 30 to 90 days. Please contact the Incirlik housing office for updates on wait times.

Mobile homes are not available.

You will be offered up to two houses. You may opt to turn down your first choice, at which time you will forfeit your entitlement to Temporary Lodging Allowance (TLA). TLA will stop the day you turn down government housing. You will then be frozen in place and the house turned down will then be offered to the next person on the waiting list. When that house has been accepted, you will be offered a second house. If you turn down the second house, you will be removed from the waiting list for 90 days.

Application

For individuals requiring base housing, ensure that you contact your current base housing office and submit a DD Form 1746, Application for Assignment to Housing. No action will be taken to assign housing until this form is received by the Incirlik housing office. After arrival, ensure you contact the housing office within two working days. This notification will alert them of your actual arrival and ensure that your position on the housing list is correct.

Single Service Member Housing

Enlisted Personnel

Single or unaccompanied personnel will be housed in a dormitory. Dormitory life is similar to any stateside base.

Whenever possible, personnel in the grade of E-1 thru E-6 will be housed in their squadron's dormitory. Personnel in the grades of E-7 thru E-9 will be housed primarily in Building 1084 however, when quarters are not available in 1084, personnel will be housed in Building 892. When quarters are available in Building 1084, personnel housed in Building 892 may request relocation to Building 1084. The relocation will be based on seniority and will be at the member's expense

The newly renovated dormitories have a shared kitchen for every two occupants and a shared bathroom while the unrenovated rooms have a refrigerator and microwave oven. All rooms are furnished with a bed, desk, TV armoire or bookcase, easy/desk chair, nightstand and lamps.

The bathrooms are semi-private with a shower and tub.

Cooking devices are not permitted in the unrenovated rooms. With the exception of dormitory 892, which houses E-6s and some SNCOs, all dorm rooms are equipped with both 110/220V outlets.

Most dormitories feature large dayrooms, laundry rooms, barbecue areas and central heat and air conditioning. Rooms are adequate although storage space is limited. Some have built-in closets.

Each room has telephone and cable capability. You are allowed a class C phone which allows you to call on-base numbers, local Turkish numbers and major phone companies for long distance calls.

Dormitory management's nine man cleaning crew maintains common areas and grounds. Turkish nationals are available for room cleaning, ironing uniforms and boot shining. Baseball fields, tennis courts, sand volleyball courts and exercise facilities are located close to the dormitories.

Before you ship your unaccompanied baggage, carefully decide what you are going to need for the next 15 months and what you can put into stateside storage. Get the full details regarding your JTR by checking with your local TMO. (See Household Goods Weight Allowances under Relocation Services).

Officer Personnel

Unaccompanied Company Grade Officers will be housed in the Herky Housing area and in 2 bedroom Military Family Housing (MFH) units when available/necessary.

Unaccompanied Field Grade Officers will be housed in 2 bedroom MFH units.

Other

Temporary Lodging Allowance

Members are authorized up to 60 days TLA upon arrival to Incirlik. Extensions will be considered on a case-by-case basis. Members must submit TLA claims every 10 days.

Furnishings Management Office

The Furnishings Management Office was established to issue authorized items of government-owned furnishings to eligible personnel. These furnishings will help establish a household while household goods (HHG) are in transit, alleviating temporary lodging allowance. The FMO is located in the Housing Office, Bldg. 822, DSN 314-676-6232.

FMO support is authorized for military personnel, DoD civilians and DoDDS employees (accompanied and unaccompanied sponsored) and contractor Key and Mission Essential Personnel

FMO loaner furniture support is limited to 90 days. If circumstances warrant, i.e., HHG have not arrived, you may request an extension through the FMO office. Extensions must be submitted in writing, detailing the reason for the extension and how long you will need to retain the furniture items.

A loaner kit consisting of basic essential furniture is available for all authorized personnel for up to 90 days after arrival, and for up to 90 days before departure. If authorized items are not available for issue, you will be placed on the waiting list. Get in contact with the FMO for further assistance and information on procedures to acquire items above, as well as necessary documentation needed.

All members, who are authorized support, are entitled to a refrigerator, range, washer, dryer and smoke detectors (as required) on a permanent basis. Appliances and wardrobes are issued for the duration of your tour when authorized to reside on the economy.

FMO requires 7 duty days notice for delivery and 10 duty days for pick up of Loaner Furniture.

Take your Permanent Change of Station (PCS) orders, rental contract and landlord certificate of agreement, if residing off base, or the USAFE Form 250 if residing in government quarters to the FMO to apply for loaner furniture.

Household Goods - Overview

Arranging Household Goods Shipments

As soon as you are alerted to your upcoming PCS move, you can start getting your house and family ready. Clean up and get rid of junk. Hold a yard sale or take serviceable items you no longer need to a thrift shop or donate to charity. Get important family records together in one place. You can even estimate the weight of your household goods before you visit your transportation office to set up the move. If you are going overseas, you should begin to plan what items you will take in your hold baggage, in your household goods shipment and what might need to go into storage. Remember for overseas assignments electricity is different and houses are generally much smaller and cannot handle large furniture.

Set up an appointment with your transportation office as soon as you have a copy of your PCS orders. The earlier you call or visit your transportation office, the greater your chances of moving on the date you desire. The counselors will explain all your PCS move entitlements in detail. Your first decision is whether to have the government move you or whether to move yourself. There are pros and cons to each type of move. Your counselor will answer all of your questions. If you choose a government move, they will book your shipment and let you know the exact dates the movers will come. If you choose to move yourself, the counselor can assist with recommendations and tips on how to do a personal move.

Automobile

The government may ship one Privately Owned Vehicle (POV) at their expense to your new overseas location. This is handled through your transportation office. Remember to discuss your POV needs at your initial counseling session. The shipping contractor has established a [website](#) where you can track the location of your POV through the shipping process.

Shipping Pets

Planning for shipment of your pet includes researching airline requirements and quarantine and restriction laws in your new location. You will need to ask the airlines the requirements for size, weight, number of animals, kennel construction, documentation and season of the year limitations. Occasionally, small pets can be shipped on military flights but availability and regulations are always changing as well as fees. Checking the [SDDC website](#) will provide details on shipping pets.

Many international locations have strict importation laws including extended quarantines and restrictions on breeds or types of animals that can be brought into the country. Carefully research these rules as they could impact your moving schedule. Not only do overseas locations have strict rules but many locations have restrictions on dangerous dogs as well.

Delivery of Household Goods Shipments

It is your responsibility to contact the transportation office as soon as you arrive at your new duty station. Let them know how you can be contacted, phone, mobile phone and e-mail. If you already have new quarters, they will help arrange delivery of your personal property shipments. Otherwise they will arrange for temporary storage until you have permanent housing.

Customer Satisfaction Survey

Once your personal property is delivered, you'll be asked to [rate the customer service](#) you received from the movers. Make sure you take the time to do this. Your feedback will make the process better for everyone.

Claims

If you have any loss or damage to your personal property you may need to file a claim. Use the front of [DD Form 1840/1840R](#) to notify the mover of any loss or damage you find at the time of delivery. If further loss or damage is discovered after the transportation provider departs, use the reverse side of the form, DD Form 1840R. You must **file DD Form 1840/1840R within 70 days of delivery**. Completing and submitting the DD Form 1840/1840R does not constitute filing a claim. A claim is separate and distinct from these forms. Your local personal property office and claims office will give you complete instructions on where and how to file DD Form 1840/1840R and your claim.

Household Goods - Shipping Pets

Pets and Incirlik

You can definitely bring your pet on this assignment. We have a Veterinarian on base so care is available. However, there are several things you need to consider prior to shipping your pet.

There are no boarding facilities or kennels located on Incirlik Air Base or in the local area. This means you need to have a plan before you arrive in country on how you will house/care for your pet. We do have a limited number of TLF rooms that can accommodate pets for an additional fee of \$10 per day. This additional fee is not reimburseable. Make reservations early! Close coordination with your sponsor is an absolute necessity to ensure that appropriate arrangements are made so that your pet will have proper accommodations while you are getting settled. A list of pet sitters can be obtained at the Vet Clinic, if any are available at the time of your arrival. Call DSN 314-676-3119.

Shipping your pet will be at your personal expense. In many cases, your pet can travel with you on your flight. Pets may be shipped on Air Mobility Command Category B flights from certain US ports or via commercial carrier. Regardless of whether your pet will travel via an AMC aircraft or with a commercial carrier, you should contact your current traffic management office or commercial airline carrier at the earliest possible date. If traveling in the heat of the summer, check to see if the commercial airline will permit pet travel due to high heat risk. Some airlines will not take the risk during the hottest months of the summer. Some airlines and private shippers have temperature control baggage compartments that would allow your pet to travel any time of the year. Plan ahead and make arrangements early.

Boarding

There are no boarding facilities or kennels located on Incirlik Air Base.

Health Certificate

You will need a Veterinary Health certificate stating the animal is in good health and free from rabies or suspicion of rabies. Please be certain that the rabies vaccination is clearly documented in the record along with lot numbers from the bottle and the rabies certificate that was issued. The health certificate is good for 10 days from date of issue so ensure you have plenty of time left on the form when you depart. Health certificates are available at your local Vet or your Military Veterinarian. The forms used by the Military Veterinarian are the DD Form 2209 and the DD Form 2621. The DD Form 2621 will be used if the member is arriving on an international commercial flight. The DD Form 2209 will be used by members arriving on the AMC Patriot Express. The member is not required to contact the Turkish Consulate in order to bring a pet into Turkey despite what some web sites may say.

Pet Registration

Upon arrival, pets are required to be registered at the Veterinary Treatment Facility within 10 days. A microchip (AVID identification process) will be placed in your pet at the time of your visit if the pet does not already have one. If your current chip is ISO compatible then there will be no need to re-chip your animal. There is no quarantine required in Turkey for any pet.

Quarantine

There is no quarantine required in Turkey for any pet.

Education - General Overview

DoD Schools

The Incirlik American High School and the Elementary School are Department of Defense schools located on base. There are no public schools off base. These two facilities are adjacent to each other. The elementary school grades are preschool through grade six. Preschool is included under the Sure Start Program. The junior and senior high schools are combined in the same facility. All command-sponsored students attend one of these two schools.

IUS offers classes from Pre-K - 12th grade. All major subject area are covered to include honors and AP classes, English as a Second Language, Gifted Education, Health Education, Physical Education, Music, etc.

Elementary School

The teaching staff consists of sixteen classroom teachers, four kindergarten teachers, a specialist in speech and learning impaired, Sure Start, art, music, reading improvement specialist, and physical education. Also included is a school nurse, counselor and teacher for the talented/gifted, compensatory education, and a host nation culture-language teacher.

High School

The teaching staff consists of 21 teachers; this includes media specialist, learning development specialist, health specialist, counselor, administrators, teacher aides, secretaries/clerks.

There are approximately 175 students enrolled in the high school and approximately 350 students in the elementary school. High school classes are small with the senior class graduating 20-25 students yearly.

Both the elementary and high school are accredited by NCA. Standardized test scores for the Incirlik Elementary/High School are available through the [DoDEA Data Center](#).

School Inprocessing

All the inprocessing is handled by the District Personnel Office located in the high school. Bring lots of passport-sized photos. Every agency will require two or more.

Address: Incirlik American High School or Elementary School, PSC 94, Unit 7180 APO AE 09824-0005.

You can contact the high school by calling DSN 314-676-6330 or the elementary school by calling DSN 314-676-3109.

Entrance Requirements

DoDEA has changed its Early Child Hood Education programs entrance requirements for all DoD Schools for Calendar Year 2009-2010. Age requirement are:

- *Sure Start and Pre-Kindergarten Programs*, a child must be 4 years of age by September 1.
- *Kindergarten Programs*, a child must be 5 years of age by September 1.
- *First Grade*, a child must be 6 years of age by September 1.

If you have any questions about exceptions, contact DoDEA.

Meal Options

A fully operational cafeteria is operated a competent staff that works for AAFES. Students have the option of purchasing a lunch or bringing one from home. The USDA sponsored Free and Reduced Lunch Program is available for those that qualify. The program is administered by the School liaison officer who can be reached at DSN 314-676-3750.

School Bus Transportation

On base transportation is available for grades Pre-K through 8th grade only, and only if students live in the Falcon or Eagle Housing areas. Students that reside in the Phantom Housing area (majority enlisted) will have to walk to school.

Air Force Blue buses are used in place of the traditional stateside yellow buses. The school bus office can be reached at DSN 314-676-3750/3043.

Before and After School Programs

There are no before school programs provided by the school. After school programs include Varsity sports, Homework Clubs, Mentoring, Gymnastics, Running Club, Math Olympiads, Robotics and more. For more information contact the school liaison officer at DSN 314-676-3750.

School Sports

Basketball, soccer, cross country, volleyball, tennis, wrestling, softball, and cheerleading are all available to High School students. Under DoDEA policy, middle school aged students are not authorized to travel for sporting events.

Programs Available for Exception Children

As students needs vary, please contact the school directly for more information at DSN 314-676-3750

Adult Education

The Education Center offers a variety of college courses.

You will have an ample opportunity to get a higher education from three academic institutions on base. The University of Maryland and Embry-Riddle Aeronautical University (ERAU) and Central Texas College (CTC) all provide course programs in residence on base. The Education Center also offers CLEP and DANTES testing. For details about course of study offered at Incirlik please go to the College segment of this book.

The Education Center can help students find additional education programs offered by American colleges and universities operating overseas and in the United States. Distance education opportunities are enhanced by computer work stations to support on-line research by both military and DoD civilians and their adult family members.

Spouse Tuition Assistance Programs (STAP)

The Air Force Aid Society and the Incirlik Education Center work as a team to offer assistance for the pursuit of higher education. Spouses of active duty Air Force members are eligible to receive tuition assistance covering up to 50 percent of the tuition cost.

Education - Training (College/Technical)

Installation Education Center

The Education Services Center can help students continue their higher education through non-traditional means. DANTES and CLEP Testing is conducted five times per week at the Education Center. Through various Defense Activity for Non-Traditional Education Support (DANTES) programs students have an alternative to traditional classroom courses. Course credits from these DANTES and CLEP institutions are generally transferable, but students should check with their institution's degree requirements before signing up to take a test. The education service office also offers counseling, skills and career testing, CLEP and other specialized examinations; and can also assist with spouse tuition assistance.

College Classes

During your tour in Turkey, you'll have an opportunity to get a higher education from three academic institutions on base. The University of Maryland and Embry-Riddle Aeronautical University (ERAU) and Central Texas College (CTC), all provide course programs in residence on base.

There are also a few masters in-residence courses offered from ERAU. Typically, however, most masters degree programs must be done by correspondence. Undergraduate programs are available in business, technical, medical, humanities, aviation, criminal justice, education and social science fields. Masters degree programs include business administration, health care administration, telecommunications, management, criminal justice, counseling and international relations.

The University of Phoenix, and Oklahoma University are also USAFE contracted schools for the European theater, however they do not offer any in residence courses currently at Incirlik.

[University of Maryland University College](#) (UMUC) can be reached by calling DSN 314-676-6367. UMUC offers resident courses in several subject areas like math, history, English, business management and more. UMUC is set up on a semester-hour system and most in-residence classes are three semester hours. UMUC schedules five terms a year. The university also offers many weekend seminars, usually worth one semester hour and offers when available, a few lunchtime courses as well. Occasionally UMUC seeks temporary faculty among on-base members. If you're interested in teaching, contact the field representative at 314-676-6367.

[Embry-Riddle Aeronautical University](#) (ERAU) can be reached by calling DSN 314-676-1098. ERAU provides a comprehensive education to prepare students for productive careers and responsible citizenship with special emphasis on the needs of aviation, aerospace, engineering and related fields. Course offerings and locations are often very flexible, meeting the needs of both the military population and core hour requirement standards.

[Central Texas College](#) (CTC) can be reached by calling DSN 314-676-8399. It offers Associate of Applied Sciences degrees in Automotive Mechanic/Technician, Criminal Justice, Early Childhood Professions, and several other programs. Courses are available on base as well as online.

Members wishing to see a CCAF Counselor can do so simply by calling DSN 314-676-3211.

Library

Air Force Libraries provide an avenue for Airmen and their families to continue their professional and self-developmental educational pursuits, as well as resources for productive use of leisure time. Air Force Libraries also procure mission-essential technical publications to support job requirements of military personnel. Many online products, including downloadable audio books, e-books, and college level practice tests, are available from base library web pages and on the [Air Force Portal](#). These libraries house a variety of print and audio-visual materials for check-out to eligible customers. In addition, Air Force libraries offer customer-use computers with Internet access, free of charge, and most have wireless Internet capabilities. Most base libraries conduct special programs, such as story hours and summer reading programs for youngsters, and offer a variety of classes, author and book talks, and holiday or Air Force heritage events.

The Air Force Library and Information System consists of 103 libraries (80 general, 9 academic, and 14 scientific and technical) as well as one Library Service Center at Ramstein AB in Germany, and nine Learning Resource Centers in Southwest Asia. The Air Force library program also oversees procurement and distribution of educational and recreational materials to over 280 remote sites and contingency operations in 40 countries around the globe. Air Force libraries serve over 12.6 million customers annually and house a total of 9 million + print, audio, video and online resources.

Education - Local Schools

Choosing the right school for children is a priority for military families. This article describes excellent resources for planning a child's educational needs.

Information on Department of Defense (DoD) Schools, available for military families living on the installations with DoD Schools, can be found in the text box above. Links are provided to the school's website and to current data on the school's test scores.

The remainder of this article addresses schools in the local community, outside of DoD Schools. Information about local public, charter and private schools is available through the databases in number 2 below.

1. How do I choose a good school?

[Choosing a School for Your Child](#) is a U.S. Department of Education publication that will help families identify what is important in selecting a school.

[The School Visit: What to Look For, What to Ask](#) Whether you are choosing a school for the first time, or because you are in transition, this site will provide you with information about what to do and what to ask.

2. What schools are in my area (or in the area where I may move), and how good are they?

Several high quality commercial tools are available to assist in making decisions about which school to choose for your child. Listed below are these website tools along with information on how you access the information and what type of information each site provides.

Both [Great Schools](#) and [School Matters](#) provide a wealth of information for parents:

- School contact information
- Distance from zip code (provide the installation zip code, or the zip code of the area where you will be living)
- Public, private or charter school designation
- Student/teacher ratios
- Free and reduced school lunch program (an estimate of economic disadvantage)
- Great Schools provides a rating of schools and a parent comment section
- Percentage of students meeting or exceeding the state standards in math, reading and language arts
- Teachers - average number of years teaching experience, % of first year teachers on the staff
- Students: Average percentage of students absent from school for more than 15 days
- Ethnic breakdown and percent of students with English as a second language
- School Matters provides college prep scores (PSAT, SAT, ACT test scores)-for high schools only
- Great Schools also provides parents the ability to rate the schools and make comments on the schools.

For both sites, the user must enter the State and zip code to find schools in the area.

SchoolQuest was developed by the [Military Child Education Coalition](#) to help military families select schools. SchoolQuest also offers an Online Library that provides resources for families in transition. At this time, the SchoolQuest data base covers 99 military installations. The Military Child Education Coalition also provides a [data base of information](#) on each State's educational system.

[The School Report Tool](#) is available from Military OneSource that list names and locations of public, public charter, private, virtual and home schooling choices around major installations. [Charter Schools](#) are nonsectarian public schools of choice that operate with freedom from many of the regulations that apply to traditional public schools. Use this site to find one in your area.

3. How can I help plan for a successful transition in this new school and for my child's school career?

Parents often want to know about the availability of extra curricular activities and sports, or the availability of advanced classes. For these questions, it is best to contact the schools directly. It is important to ask the right questions. The following resources can help with these questions and others.

The [Toolkit for Parents](#) was developed by the Department of Defense, especially for Military Families. This 85 page booklet walks parents through preparing for the move and the first two weeks of school....what to ask, what to take, etc..

The [Military Impacted Association](#) has [checklists](#) available for military kids who are leaving or entering a new school.

The Military Child Education Coalition has a [checklist for transferring students](#) that will be helpful. Additionally, through [SchoolQuest](#), MCEC provides parents with the ability to develop a profile for each of their children, which then will provide them with a report on issues related to transferring to a new school district.

4. Question? What happens if I need help during the school year?

During the school year, there are always questions that parents have, such as "What is the best way to help with homework?" or "What if my child needs to see a counselor because my spouse is deployed?" Military OneSource helps with these questions and has 24/7 access. You can call them at 1-800-342-9647, connect to them at the website [Military OneSource](#), or [e-mail a consultant](#).

Education - Local Schools/Overseas

Overseas Schools -- What You Should Know

Moving your family from one installation to another in the U.S. can be challenging enough; but moving your family overseas presents an even more complex situation. One of the most important challenges can be summed up by this question, "Where are my children going to go to school?"

This article will provide resources to help guide military families through the many questions and decisions regarding local schools abroad.

Where do I start?

Start with the information on your new installation. Visit [Plan My Move](#) and review the installation's Education - Overview article. All of the overseas installations have dedicated a portion of the Education Overview to discussing the education options available in the local community as well as the DoD schools located on the installation, if available. Most installations overseas that allow accompanied family travel have one or more DoD schools.

What is the difference between a DoD school and an international or national school?

[DoDEA](#) is the Department of Defense Education Activity. DoDEA operates DoD schools in 12 foreign countries, Guam and Puerto Rico. All DoDEA schools are fully accredited by U.S. accreditation agencies and maintain high academic standards with well rounded educational programs.

In addition to DoDEA, the [U.S. Department of State's Office of Overseas Schools](#) mission is to promote quality educational opportunities for dependents of American citizens overseas at the elementary and secondary level. If a DoD school is not available on your installation there may be a school in the local community that is an American-Sponsored Elementary and Secondary School.

International schools are English-language schools whereas National schools are schools where courses are taught in the native language. The curriculum and grading system of an International school tends to be similar to the traditional American education system. This is a consideration if your family will be returning to the U.S. prior to your child or children graduating high school. Remember, when choosing a school it is best to try to match the school with your child's needs and expectations.

Where can I find a list of International schools in the country where my family is moving?

The Internet can be an excellent resource for finding International Schools overseas. You can find a complete directory of overseas schools on the [International Schools Services' website](#).

In addition, the [World Wide Schools](#) website is an excellent resource. From the homepage you can select the country. Once you have done this, a list of schools will appear and you can then choose which one you are interested in researching. All of the information appearing on this website is provided by the schools directly. Some of the information you may find on a school includes: a background summary about the school, the school's address, phone number, website, and even the email address of the director of the school. This information should be explored so that you can make comparisons with other International schools in the area to determine the best place for your child/children.

How do I decide what school is best for my child?

This process is much the same as it would be in the U.S. You may not have as many choices but it is important to make a list of possible schools and then begin to ask around. This is a daunting task since it is likely that there will be a language barrier. However, talk to the Relocation Personnel in the Family Center and your sponsor at your new installation who may be able to put you in touch other families with children around the same age as your child/children. Always contact the school directly and ask for references.

Once you have narrowed down your options, interview the school or schools directly. This is best done in person, if possible. Ask about: attendance, atmosphere, curriculum; grading system, tuition, accreditations, the staff and administration; as well as other practical details such as, does the school provide meals, what types of extra curricular programs are available, is there transportation, holidays and schedule, sports programs, before and after school care programs, and how is the facility maintained.

Now that I have chosen a school, how do I successfully facilitate the transition for my child?

A successful transition should be a priority during planning the move and once the move has been completed. The more knowledge you provide your child with, the more confident he/she will feel once he/she arrives at the new school. Allow your child to be a part of the decision making process, if he/she is old enough, and take his/her opinions into account.

MilitaryStudent.org provides several valuable tools to facilitate the transition process. Although many of these tools are not geared specifically to an international move the resources provided do apply to any military student transitioning to a new school in the U.S. or overseas.

Employment - Overview

Employment Opportunities

The prospects for non-professional positions are good. There are over a dozen employers with potential openings. People interested in Home Based businesses must contact the 39 SVS for permission.

Note: Because of the Status of Forces Agreement (SOFA) with Turkey, many positions on base are designated as Turkish, and only local nationals can be hired.

Jobs on the economy require a Turkish work permit, which takes approximately one year to obtain, and usually require the ability to speak Turkish.

The Civilian Personnel Office maintains a current vacancy list on the Air Force Portal and offers military spouse and family member preference to eligible applicants who are seeking positions in civil service.

For most positions, you will need to be currently living here to apply. Questions or concerns should be directed to the civilian personnel center at your current location. If you are currently employed by the federal government, you will need to bring a copy of your most recent SF50 and any Leave without Pay paperwork from your losing agency. All potential applicants should bring a Career Resume with them. An additional source of information for spouses moving overseas and seeking employment is Air Force pamphlet 36-508, Employment Information for Families Being Assigned to Overseas Areas. This pamphlet focuses on the processes and policies for federal employment.

Military spouse and family member preference provides priority in the employment selection process for military spouses who are relocating as a result of their sponsor's PCS. Be certain you understand the guidelines for this preference PRIOR to applying with any federal agency since this preference is given ONE time per relocation.

Non-Appropriated Funds (NAF) Human Resources

NAF Human Resources is co-located with the Civilian Personnel Office in Building 833. Their contact number is 676-3524. To find out about job openings:

- Visit the HRO Office in Building 833
- Job opportunities & applications are available [online](#).
- A&FRC Computer Resource Room. Logon to Employment Resource computer and click on desktop folder "Current Job Openings"
- Per the SOFA Agreement, NAF can only hire dependents that are American citizens or dependents that are citizens of NATO countries, excluding Turkey.
- Certain conditions apply. Contact FSS Human Resources for more information.

Family Child Care (FCC)

There are many benefits to opening a Family Child Care home:

- Enjoy additional income while working from home
- Meet a need in the local community
- Operate your own business
- For information on becoming a Family Child Care provider, call 676-5098 or visit our [website](#).

AAFES

Human Resources office is located in Building 3595. Their contact number is 676-6008. To apply:

- [Online](#) (at bottom of page click on Employment). Then click Entry - Level Jobs by Location OR Spouse Employment Preference/ bottom click Job Openings / Europe/Go -Turkey CONS/Go and jobs will be listed.
- Applications are located outside of the BX and there is a drop box there to turn them in as well or you can turn them into the HR office in Bldg 3595.

- Per the SOFA Agreement, AAFES can only hire dependents that are American citizens or dependents that are citizens of NATO countries. Certain conditions apply.
- Contact AAFES HR (676-6008) for more information.

DoDDs

The [USAJobs website](#) allows you to conduct a job search of the Department of Defense Education Activity (DoDEA) vacancies. To refine your search, select location(s) by clicking inside the "Location Search" box, scrolling to see selections, and clicking on your choices. All components of DoDEA will be represented within the current vacancies unless you change the location search.

Contract Positions

For job openings: Visit their [website](#).

- 1) At bottom of page click VENDORS
- 2) Under Alphabetical Order click the circle DoD
- 3) Department of the Air Force offices
- 4) United States Air Force Europe locations
- 5) 39 Contracting Squadron, Incirlik Posted Dates

*You do not have to be an American citizen, but need to have access to the base. If you have no access to the base then you can only be hired as a Turkish vendor (so you have to follow Turkish guidelines, for more info contact Contracting at 676-8074).

MANTECH International Corporation

ManTech is located in Building 90. DSN 676- 5018, commercial: 90-322-316-5018. To find out about job openings, log on to the [ManTech website](#).

VBR

VBR is located in Building 952. DSN 676-9129. To find out about job openings, go to bldg 952 or call 676-9129 or visit the [VBR website](#).

* Local hire positions are open only to dependents of military, DoDs, DoDDs, or Contract personnel assigned under official orders to Incirlik Air Base. Applicant must also be an American or Turkish citizen.

Non-American Citizens

If you are not an American citizen or a Turkish national, employment opportunities are VERY limited. People interested in Home Based businesses must contact the 39th Force Support Squadron for permission and legal concerns.

Note: Because of the Status of Forces Agreement (SOFA) with Turkey, many positions on base are designated as Turkish, and only local nationals can be hired. Jobs "on the economy" require a Turkish work permit (that takes approximately one year to obtain) and usually require the ability to speak Turkish.

Employment Documentation

Ensure you hand carry pertinent, personal employment documents, i.e., transcripts, SF Form 50, Notification of Personnel Action, etc. Upon arrival contact the FSC Employment Assistance Consultant.

New Parent Support Program

General Program Description

The New Parent Support Program (NPSP) offers information, support and guidance to military families who are expecting a child and/or have children ages birth to three years of age. Services are provided free of charge to eligible families. NPSP staff provides support in the areas of pregnancy, labor and delivery, newborn/infant/toddler care and safety, growth and development, parenting and family relationships through home visits, classes, educational /support groups and referrals to community services. NPSP staff understands the impact that military life can have on expectant and new families, including deployments and separation from family and friends, and assist families to cope with these special situations. NPSP services are tailored to each family's unique circumstances, and can help with adaptation to military life, preparation for parenthood, enhancing parenting skills, understanding growth and development, couple communication and stress management.

Staff Qualifications

NPSP services are provided by Registered Nurses and Licensed Medical Social Workers.

Eligibility Requirements

NPSP services are available to military families with an expectant mother and/or children ages birth to three years of age.

How to Enroll

To enroll in NPSP, contact your installation Family Advocacy Office.

Installation Specific Information

The New Parent Support Program (NPSP) is a support program from pregnancy through 3 years. The office is situated in the Family Practice area of the Medical Group. It is a voluntary program that begins with an intake of needs assessment as well as providing parents with informational books upon their first appointment. The NPSP nurse offers a birthing orientation classes and a resource library. The Dads 101 course is administered by the Family Advocacy office as well.

The NPSP nurse also supports new parents by performing home visits as needed and facilitates a weekly playgroup at the Youth Center. The NPSP also works closely with the Educational and Developmental Intervention Services (EDIS) to provide developmental assessments and interventions as needed.

Child Care

Child Development Center (CDC)

The Incirlik Child Development Center, located in Building 947, provides child care in a safe and nurturing environment while promoting the physical, social, emotional and cognitive development of the children. A new, large building allows for better space utilization. The operational capacity of the center is 143.

The program operates in compliance with guidelines outlined in AFI 34-248, Child Development Centers. The program is also accredited by the National Academy of Early Childhood Programs. There is a gross motor room for use during inclement weather and recently renovated playgrounds for all ages.

Programs Offered -- The center provides full day care for children six months and up. Hourly care is provided by reservation.

The Child Development Center also offers a two and a half hour Enrichment Program for families in need of full time care but would like their children to experience a preschool group setting. The child must be three years old by the designated cut off date and must be able to use the toilet independently.

Hours of Operation -- The Child Development Center is open Monday - Friday, 6:45 am - 5:30 pm. Weekends, Holidays, Down Days and Goal Days the center is closed.

Enrollment Categories -- Infants (6 wk - 12 mo), Young Toddlers (12 - 24 mo), Toddlers (2 - 3 yrs), Preschool (3 - 5 yrs) and Enrichment (3 - 5 yrs).

Registration -- You can pre-register for the CDC by completing A DD Form 2606, DOD Child Development Program Request for Care Record and emailing it to the Incirlik Child Development Center.

Give Parents a Break Program

The Air Force Aid Society funds the Give Parents a Break Program once a month on Saturday evenings. Enrollment is by referral. The following agencies or individuals are authorized to refer eligible individuals: Squadron Commanders, First Sergeants, Chaplains, Doctors/Other medical professionals, Airman and Family Readiness Center personnel, Family Advocacy personnel or Child Development Center personnel. For more information contact the Airman and Family Readiness Center at DSN 314-676-6755.

Family Child Care (FCC)

The Family Child Care Program provides care for children in government housing units by licensed providers. These licensed providers are authorized to offer childcare in their government quarters and operate in compliance with the guidelines outlined in AFI 34-276, Childcare Programs.

Extended Duty Child Care is provided by two Family Care homes to accommodate parents working mission related/extended duty hours.

Youth Services

Youth Services

Incirlik Youth Programs support the families and children of the 39th Air Base Wing by providing programs for youth ages 6 - 18 that help them develop socially, physically and emotionally. We currently serve approximately 350 elementary school children and 175 high school children.

Membership fees are \$18 for 6 months/\$36 per year. Membership to the Youth center provides a place for our youth to feel secure and confident in all programmed activities. It provides discounted prices on Open Recreation and sports activities and allows children to utilize equipment, games and activities available at the center.

There may be additional fees for some activities. For specific details contact the Youth Center.

Youth Center

School Age Child Care (SACC)

SACC is a home-away-from-home, where children learn to play and work together. It is operated by staff that implements a program which helps children grow and develop. Activities are suited to meet the needs and the developmental stages of school-aged children.

The program provides transportation for field trips and to and from school when it is in session. Breakfast, lunch and snacks are provided when the program is in session.

Youth Sports

The Youth Sports program teaches our children basic skills of playing various sports. It also teaches them to work as a team, to work out problems and differences, and to accept each individual as a valuable player. Youth Sports offers our community a full year of activities. Seasons include basketball, baseball, soccer, swim team and cheerleading.

Registration fees are usually \$30 for Youth Center members and \$35 for non-members. All of our coaches are volunteers and their child receives a complementary registration.

Open Recreation Program

Open Recreation provides our children with their own needed space to grow and socialize in a chaperoned environment. Children 6 - 8 years of age must be accompanied by a parent. Children 9 - 18 may attend unaccompanied.

Youth have use of the pool table, ping-pong table, video games, DVD movies, DJ booth, board games, gymnasium and computer lounge. Numerous additional monthly activities are planned for all age groups.

Instructional Classes

Youth Programs offer a variety of instructional classes for children ages five and above. Contracted Instructional Class fees vary but are charged on a monthly basis. We are always in search of new classes to offer. We currently hold rhythmic gymnastics and dog training classes.

Youth Center Hours of Operation

Hours during School:

School Age Program - Monday through Friday 6:30 am until 5:30 pm
Saturday and Sunday Closed

Open Rec - Pre-Teen - Monday through Friday 2:30 until 7:00 pm
Saturday 1:00 pm - 7:00 pm
Sunday Closed

Open Rec - Teen - Monday through Thursday 2:30 - 8:00 pm

Friday 2:30 - 11:00 pm
Saturday 1:00 - 11:00 pm
Sunday Closed

Summer Hours:

School Age Program - Monday through Friday 6:30 am until 5:30 pm
Saturday and Sunday Closed

Open Rec - Pre-Teen - Monday through Saturday 1:00 - 9:00 pm
Sunday Closed

Open Rec - Teen - Monday through Thursday 1:00 - 9:00 pm
Friday and Saturday 1:00 - 11:00 pm
Sunday Closed

Family Center

Programs and Services

A key resource on your installation and a gateway to accessing all of the resources available to you, the Airman & Family Readiness Center provides information, support and services to help you balance the demands of family and the military lifestyle. The Airman & Family Readiness Center is one part of the overall installation family support system, which is the network of agencies, programs, services, partnerships and individuals that supports your personal and family life readiness, mobilization and deployment readiness, and mobility and economic readiness. The Airman & Family Readiness Center should be one of your first stops upon arriving at an installation; its programs and services will be an important resource for you and your family.

Deployment Support -- Assists you and your family during all phases of the deployment cycle, providing workshops and services to help meet the challenges of deployment, as well as information and referral to deployment-related resources. Services include pre-deployment education briefings for deploying members and families; sustainment support services such as email connectivity, video phone and web camera connectivity, morale calls, applicable Air Force Aid Society programs such as "Give Parents a Break" and "Car Care Because We Care," and return/reunion/reintegration support.

Relocation Assistance -- Provides an array of services to meet you and your family's needs when experiencing a permanent change of station (PCS) move. Services include, but are not limited to various relocation workshops (i.e., buying/selling a home) to help you prepare for a move; access to Plan My Move and Military Installations Directory, web-based information systems that provide in-depth information on world-wide installations and communities; where offered, a loan closet for temporary loan of needed/basic household items while awaiting household goods; and assistance with in-transit emergencies. The Center works with other base agencies to keep relocation information current, timely and relevant to allow you to make informed decisions to ensure you experience a smooth and successful move.

Personal Financial Management -- Provides information, education, and one-on-one financial counseling to assist members and families maintain financial readiness. Services are designed to address pertinent money management issues throughout an Air Force member's active-duty lifecycle and into retirement. Financial readiness educational opportunities range from basic spend planning to long-term investing.

Employment Assistance -- The training and information provided can help you identify and reach your employment and career development goals, manage employment challenges associated with a mobile lifestyle and develop job search skills. Centers provide career planning classes, career counseling, local labor market information, employment trend tracking, skills and interests identification, job bank referrals, resources for self employment and much more.

Family Life Education -- Provides you with information and education about a variety of life cycle issues to assist you in developing resilience skills that assist in navigating a mobile military life style. Includes parenting, healthy relationships, and communication skills, among others, to help you strengthen your interpersonal competencies and social relationships.

Information and Referral -- An integral function of the family center, information and referral services can assist you in identifying and clarifying needs to determine appropriate forms of assistance and help locate needed services and programs available both on and off your installation, and national resources.

Transition Assistance -- The Transition Assistance Program (TAP) prepares separating, retiring, and demobilizing service members (and their families) with information, skills, and knowledge necessary for a successful transition from military to civilian life. The first step in your transition process is to complete the congressionally-mandated Preseparation Counseling session, which furnishes detailed information on the various benefits and services available to you. Each Center is staffed to provide personalized assistance for all your transition-related needs.

Family centers may also provide other services, such as counseling, family advocacy, fitness and recreation programs and exceptional family member support. Services vary by location.

Financial Assistance

Local Currency

The monetary unit in Turkey is the Turkish Lira (TL). Many retail outlets accept dollars. Lira is easily available at the base finance office or in all the cities and tourist towns.

Special Entitlements (subject to change at any time)

- Hostile Fire Pay (\$225.00)
- Combat Tax Free Zone (CTFZ) Exclusion (presently, military pay is not taxed by the federal government)
- Savings Deposit Program (SDP), a 10 percent federal insured savings plan (compounded quarterly)
- TSP (higher maximums allowed in CTFZ)

Banking and Finance

Due to host nation agreements there are no banks or credit unions on base that handle cash. It is essential to arrive here with a checking account and a substantial number of checks. Checks can be cashed at the Finance Office, AAFES or the Club. There are ATMs on base. However, they do **not** accept all debit, credit or ATM cards.

To Do List Prior to PCS

- Prepare a folder with at least one statement from each of your accounts(hand-carry the folder).
- Change mailing addresses with all your account holders.
- Check with your insurance company for any changes need to automobile insurance, etc.
- It is very difficult to manage a checking account used by individuals not in the same household. A spouse not traveling with you should have a separate account.
- Contact your Finance Office to discuss travel allowances.

Personal Financial Management Program (PFMP)

The Airman and Family Readiness Center's personal financial consultant provides a broad range of education programs. Classes include budgeting, home buying, basic investing, managing credit, as well as, a variety of basic skills classes. One on one education and assistance is also provided daily. It is advisable to make an appointment with the financial consultant at the Airman and Family Readiness Center soon after you arrive.

Automobile Insurance

Minimum liability coverage is required on all vehicles operated in Turkey. Insurance must be issued from an authorized Turkish insurance agent. Cost of a Turkish liability insurance policy can vary.

If you prefer to have GEICO or USAA, make certain the policy and coverage will be accepted in Turkey. A Turkish translation of your policy is a requirement in order to register your vehicle on the installation. If you intend to continue with coverage of your existing US insurance policy, it is recommend you contact the agency and ensure that the translation is sent to you as soon as possible.

Advanced Pay

PCS advanced payments provide a member with funds to meet extraordinary epenses incident to a government-ordered relocation. It is intended to assist with out-of-pocket expenses that excede or precede reimbursements incurred in a duty location change, and are expenses not typical of day-to-day military living. An advance of pay shall not be authorized for the specific out-of-pocket expenses covered by advances of other pays and entitlements, if such advances are used (to include travel allowances and per-diem, overseas station housing allowance, BAQ, VHA, and dislocation allowance).

Members can request up to one month basic pay, less deductions and as much as three months basic pay, less deductions with commanders approval.

PCS advance payments are to be repaid at a rate of not less than one-twelfth of the amounts advanced each month for the next twelve months, unless a reduced amount is justified and approved in writing due to financial hardship. Members may make cash payments to repay an advance partially or in full at any time.

Legal Assistance

Legal Services

The Legal Office provides assistance with:

1. Powers of attorney
2. Consumer affairs
3. Marital law
4. Wills
5. Tax assistance
6. Property claims
7. Personal/civil matters, for active duty member and their family members, DoD civilians and their family members and retirees.
8. Notary service is also provided

A Turkish consumer representative and lawyer are available to assist with matters off base.

Hours of Operation

The Legal Office hours of operation for legal assistance are Monday and Wednesday 9:00 a.m. - 11:00 a.m, Thursday - 2:00 p.m. - 4:00 p.m.

Deployment Support

Family Deployment Support

Since Incirlik has come under the AEF cycle we have a "Combat Care" program. This program is available to assist the deploying member, the spouse and family members remaining at Incirlik. The deploying member is given a pre-deployment briefing, which the spouse is encouraged to attend. During the briefing points are made to aid in a smooth deployment for everyone involved. Once the member leaves, Combat Care facilitates the information flow to the spouse and assists with any issue that may cause concern for the family left behind.

Support Programs

- Air Force Aid assists in conjunction with Combat Care, by providing "Car Care Because We Care" vehicle repair vouchers and "Give Parents a Break" childcare, as needed.
- When the military member returns from deployment there is Return and Reunion information available to ease in the reunion phase. One-on-one counseling is also available and a mandatory Return and Reunion survey for the military member must be completed.
- The Airman and Family Readiness Center also has a "Hearts Apart" Program. Some of the services available are - Video Tele-conferencing, DSN phone lines, and computer access with available email. We also can provide free phone cards on an as needed basis.

Health Care - Overview

Moving With TRICARE

Your [TRICARE](#) coverage is completely portable—meaning it moves with you. You're covered worldwide—both in transit to your new duty location and once you arrive—but depending on where you go you may use a different TRICARE health plan option. Additionally, you may have different steps depending on which health plan option you are using now.

When Enrolled in a TRICARE Prime Option

The TRICARE Prime options include TRICARE Prime and TRICARE Prime Remote in the United States, and TRICARE Prime Overseas and TRICARE Global Remote Overseas in regions outside of the United States. Follow these simple steps to ensure you have no break in coverage when you move.

1. Do not disenroll from your TRICARE Prime option before you move.
2. Once you arrive at your new location, update your personal information in the [Defense Enrollment Eligibility Reporting System \(DEERS\)](#) immediately.
3. Select a new primary care manager (PCM), when moving within the same region or submit a new Prime enrollment form within 30 days if you're moving to a new region.

Where you are moving will determine which Prime option you will enroll in.

Prime Options in the United States

TRICARE Prime

TRICARE Prime is offered in Prime service areas—geographic areas typically located around a military treatment facility—throughout the country.

- North Region [Health Net Federal Services, Inc.](#), 1-877-TRICARE (1-877-874 2273)
- South Region [Humana Military Healthcare Services, Inc.](#) 1-800444-5445
- West Region [TriWest Healthcare Alliance](#) 1-888-TRIWEST (1-888-874-9378)

If you move to a new Prime service area, transfer your enrollment by submitting a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Be sure to include all family members who wish to use Prime on the form.

TRICARE Prime Remote

In non-Prime service areas, TRICARE offers TRICARE Prime Remote. To enroll, submit a TRICARE Prime Enrollment and PCM Change Form to your regional contractor. Any TRICARE-eligible family members living with you in a TRICARE Prime Remote area can enroll in TRICARE Prime Remote for Active Duty Family Members. Be sure to include them on the enrollment form.

Prime Options Outside of the United States

TRICARE Prime Overseas

TRICARE Prime Overseas is offered in overseas areas where there are military treatment facilities or areas in which TRICARE has established a network of qualified host nation providers.

- TRICARE Europe Toll free: 1-888-777-8343; Commercial 011-49-6302-67-7432; DSN 314-496-7432 Fax Numbers: Commercial 011-49-6302-67-6374; DSN 314-496-6374 or [e-mail](#)
- TRICARE Pacific Toll free: 1-888-777-8343; Commercial 011-81-6117-43-2036; DSN: 643-2036; Remote Sites: 011-65-6-338-9277 Fax Numbers: Commercial 011-81-611-743-2037; DSN: 643-2037 or [e-mail](#)
- TRICARE Latin America & Canada (TLAC) Address: TAO-LAC, Bldg 38802, Ft Gordon GA 30905-5650; Toll free 1-888-777-8343; 1-706-787-2424; DSN: 773-2424 Fax Number 1-706-787-3024 or [e-mail](#)

If you move to an area in which TRICARE Prime Overseas is offered, transfer your enrollment by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center. Command-sponsored family members who reside with you are eligible for TRICARE Prime Overseas. Be sure to include all family members who wish to use TRICARE Prime Overseas on the form.

TRICARE Global Remote Overseas

TRICARE Global Remote Overseas is a Prime option offered in designated remote overseas locations. If you move to an area in which TRICARE Global Remote Overseas is offered, you and any authorized family members living with you may enroll by submitting a TRICARE Prime Enrollment Form to the nearest TRICARE Service Center.

Before you move to another overseas area or to an area within the United States, contact the nearest TRICARE Service Center. Then, when you arrive in your new area, transfer your enrollment.

When Using TRICARE Standard and Extra

TRICARE Standard and Extra are available to family members only. Active duty service members are required to enroll in one of the Prime options described above.

TRICARE Standard and Extra are available throughout the United States and enrollment is not required. Any active duty family member who is registered in DEERS may use these programs by seeing any network or non-network providers that are authorized by TRICARE. In areas outside of the United States, active duty family members who don't want to use a Prime option may use TRICARE Standard Overseas by seeing qualified host nation provider.

If you're already using TRICARE Standard and Extra, moving is easy.

1. Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
2. Then, find TRICARE-authorized providers in your new area.

Here are a few things to remember about using TRICARE Standard and Extra in a new region

- In the U.S.: Visit your new regional contractor's Web site for a list of providers. Remember, if you see network providers, you'll be using the Extra option and pay lower copayments.
- Outside of the U.S.: Contact your TRICARE Service Center for help locating a qualified host nation provider. The TRICARE Extra option is not available in overseas areas.
- If you move to a new region, you'll have a new claims address for submitting your TRICARE claims.
- Learn your new region's prior authorization requirements because these requirements can differ by region.

When Using TRICARE For Life

TRICARE For Life—TRICARE's coverage for those who are eligible for Medicare—requires no enrollment and you'll have a smooth transition when you move. [TRICARE for Life](#) contact information: WPS TRICARE For Life, P.O. Box 7889, Madison, WI 53707-7889; 1-866-773-0404; TDD 1-866-773-0405

- Once you arrive at your new location, update your personal information in the Defense Enrollment Eligibility Reporting System (DEERS) immediately.
- Find Medicare providers in your new area.

If you move overseas, your TRICARE For Life coverage may change depending on where you move. In U.S. Territories such as Guam, Puerto Rico and the U.S. Virgin Islands, TRICARE For Life coverage works the same as the stateside program. But, in all other overseas locations, TRICARE For Life Overseas works differently because Medicare does not provide coverage in most overseas locations. Therefore, TRICARE is the primary payer. You can get care from any host nation provider and you will be responsible for TRICARE deductibles and cost shares.

Contact the TRICARE Area Office for the overseas area where you are moving or the nearest American Embassy Health Unit for assistance finding a host nation provider.

Getting Care Along the Way

- Routine Medical and Dental Care—Get it before you go.

Before you move, make sure you've received any routine medical or dental care you think you might need during the time you'll be traveling. Or, delay the care until you get to your new duty location.

- Emergency Care in the United States—Call 911 or go to the nearest emergency room.

TRICARE defines emergency care as medical services provided for a sudden or unexpected medical or psychiatric condition, or the sudden worsening of a chronic (ongoing) condition that is threatening to life, limb, or sight and needs immediate medical treatment, or which has painful symptoms that need immediate relief to stop suffering. If you're traveling near a military treatment facility (MTF), you should go to the MTF or military dental treatment facility for emergency services. If you are hospitalized in a civilian facility for more than 24 hours, contact your regional contractor

- Urgent care in the United States—Coordinate with your PCM and/or regional contractor

TRICARE defines urgent care as medical care for a condition that will not result in disability or death if not treated immediately but should be treated within 24 hours to avoid further complications. If you are in a Prime program, you must coordinate urgent care with your primary care manager and/or regional contractor before receiving care. If you are in TRICARE Standard and Extra or TRICARE For Life, you can receive care as you normally would. You should, however, contact your contractor as soon as possible to coordinate any prior authorizations that are needed.

- Emergency or Urgent care Overseas—Contact closest TRICARE Area Office or TRICARE Global Remote Call Center.

You don't need prior authorization for emergency or urgent care but the TRICARE Area Office or TRICARE Global Remote Call Center will help you find the best care available in the overseas area in which you are traveling.

Filling Prescriptions on the Road

You should have all your prescriptions filled before you leave, but if you need a prescription filled while you're traveling in the United States, you have several options:

- If near an MTF, fill the prescription at the MTF pharmacy.
- Find the closest TRICARE network pharmacy.
- If a network pharmacy is not available, you can visit a non-network pharmacy. In this case, you may have to pay up front for your medications and file a claim with Express Scripts, Inc., for reimbursement. For more details, visit the [TRICARE web site](#)
- The mail-order option is not recommended for a prescription you need right away, but if you'll be traveling for a long time, you can arrange for any regular prescriptions to be filled via the mail-order pharmacy.

Your pharmacy coverage is limited overseas:

- TRICARE network pharmacies are only located in the United States, Puerto Rico, Guam and the U.S. Virgin Islands. You can have prescriptions filled at host-nation pharmacies, if necessary. Host-nation pharmacies are treated the same as non-network pharmacies. If you have prescriptions filled at a host-nation pharmacy, you should expect to pay for the total amount up front and file a claim with Wisconsin Physicians Service for partial reimbursement. To learn more about pharmacy claims, visit the [TRICARE web site](#).
- To use the mail-order pharmacy overseas, the prescription must be from a U.S. licensed provider and you must have an APO or FPO address.

If You Have Questions

Your regional contractors and TRICARE Area Offices are available to answer your questions. These offices are listed above. Find even more information about moving, updating DEERS, the TRICARE regions and much more at the [TRICARE web site](#).

Installation Specific Information

Medical Care

Incirlik maintains a clinic on the installation. Active duty military family members are entitled to medical services, contingent upon the availability of space, facilities and the capabilities of the medical staff. If services are unavailable, patients will be referred to TRICARE. Additionally, the clinic serves the medical needs of State Department employees, Department of Defense employees, US foreign contract employees and US citizens on a reimbursable basis.

The clinic operates on an appointment basis. The Central Appointments Desk can be reached at DSN 314-676-6173.

Health maintenance and preventive services for women such as pap smears, routine physicals and breast exams are available. If specialized care or surgical interventions become necessary, the patient may be referred downtown or transferred to Landstuhl, Germany for further treatment. In addition, a military obstetrician/gynecologist will visit periodically for office consultation and quality reviews.

TRICARE shares a majority of civilian hospital and doctor expenses when care is not available through a military clinic or hospital. It primarily applies to retirees in the overseas area. A health benefits advisor is available in the main clinic (TRICARE Office) to assist with TRICARE matters as well as other benefits.

Optometry

Routine eye exams are done on base. Glasses can be purchased on the economy or at the base optical shop. Contact lens services are not available.

Dental Care

Emergency dental treatment is available 24 hours a day. The Dental Clinic operates on an appointment basis. Family members will be seen during their sponsor's birth month for an examination and cleaning (if thought necessary by the examining officer). Appointments for additional treatments are limited. Family members requiring orthodontic treatment will be referred to a Turkish orthodontist.

Health and Wellness Center (HAWC)

Programs offered at the HAWC include:

- Tobacco Cessation
- Fitness Orientation/Improvement
- Healthy Living Workshop
- Body Composition Improvement
- Physical Training Leader Class
- Pre/Postnatal Fitness Class
- Healthy Heart Cooking
- Cholesterol Class
- MICROFIT (test your fitness)

They also maintain a private Relaxation Room where you de-stress. The room has a stereo and massage chair. The HAWC also has workout equipment.

Family Advocacy Program

Family Advocacy offers a wide variety of programs, classes and services aimed at promoting and maintaining healthy family relationships.

Special Needs

Medical and educational services provided for those in the Special Needs Identifier Assignment Coordination (SNIAC) are limited. (SNIAC is the program formerly known as EFMP.)

Storknesting

There are no obstetrical services available at Incirlik AB. Beginning at the 34-36th week of pregnancy, all women will storknest either at Landstuhl Regional Medical Center (LRMC) in Germany or at Mesa Hospital in Ankara, Turkey. Storknesting in Germany is dependant on the Patriot Express rotator (Military Chartered Commercial Aircraft). When rotator services are unavailable, Ankara becomes the primary site. Once the Patriot Express is operational LRMC becomes the primary site again. The mother and child are able to return to Incirlik AB when medically cleared by the pediatrician and obstetrician respectively. Women who are pregnant or planning to have a baby during assignment to Incirlik AB are encouraged to contact the Women's Healthcare Clinic at DSN 314-676-6787 as soon as possible for further information. If a woman will be greater than 30 weeks into their pregnancy at the time of PCS, our recommendation is to delay travel until after delivery. If you should have any questions concerning the medical clearance process, please contact TRICARE Operations and Patient Administration (TOPA) Office at DSN 314-676-1477 or comercial 011-90-322-316-1477.

Health Care - Special Needs

Exceptional Family Member Program

The [Exceptional Family Member Program](#) (EFMP) is mandatory for all family members who have been identified with a special medical or educational need. Enrolling in the EFMP ensures that the family member's medical needs will be considered during the assignment coordination process.

Military Treatment Facility

The clinics and services available at [Military Treatment Facilities](#) vary by location. Before you move, identify the MTF that will serve you, visit the MTF's website to learn about the clinics and services available and to get relevant contact information.

Moving to a New TRICARE Region

If you anticipate a move to another [TRICARE region](#), work with your local TRICARE Service Center (TSC) or case manager before your move to ensure the transition is as smooth as possible. On arrival at the new duty location, your sponsor should contact the Beneficiary Counseling and Assistance Coordinator (BCAC) or TSC to ensure the transition plans are in place and to obtain authorizations for TRICARE [Extended Care Health Option](#) (ECHO) services, if applicable.

Beneficiary Counseling and Assistance Coordinator (BCAC)

All TRICARE Regional Offices and most MTFs are staffed with [BCACs](#) (formerly known as Health Benefits Advisors.) [BCACs](#) provide information, guidance and assistance on benefit options, TRICARE Prime enrollment, special authorizations, status of claims and eligibility, plus assistance with referrals and appointments. If you or your family member has a more severe medical need, contact your assigned [case manager](#).

Case Management

Case management involves a team of health care professionals who help you and your family to find solutions to complex health problems. It is important to inform your case manager if you are moving as he/she will connect you with the case manager at your new location.

Extended Care Health Option (ECHO)

TRICARE [ECHO](#) provides financial assistance to beneficiaries of active duty service members who qualify based on specific mental or physical disabilities. ECHO offers an integrated set of services and supplies beyond the basic TRICARE program. ECHO is administered by regional contractors in the TRICARE North, South, and West Regions and by TRICARE Regional Offices in overseas locations.

Transporting Medical Equipment

Your [Installation Transportation Office](#) has special procedures to follow for the transportation of medical equipment that is necessary for medical treatment required by the sponsor or family member. Some types of medical equipment may be shipped in the same manner as Professional Books, Papers, and Equipment (PBP&E).

Federal and State Health Care Programs

Medicaid - [Medicaid](#) pays for medical assistance for certain individuals and families with low incomes and resources. State Medicaid programs are usually administered by departments of social service or departments of medical assistance.

Supplemental Security Income (SSI) - [SSI](#) is a cash assistance program intended to meet basic needs for food, clothing and shelter for those who are aged, blind or disabled. It provides cash to meet basic needs for food, clothing, and shelter. Families must reapply upon each move to another state.

Title V of the Social Security Act - Many states have services for children with special health care needs that are funded by the Maternal and Child Health Services Block Grant, or [Title V](#). State departments of health web sites and local health departments will provide information on state health benefits for children with special health care needs. The Maternal and Child Health Bureaus' web site has Title V information organized by State that provide you with [Title V points of](#)

[contact](#) and other pertinent information.

Other Important Resources

Debt Collection Assistance Officer (DCAO) - TRICARE has a [DCAO](#) assigned to TRICARE Regional Offices and MTFs worldwide to help beneficiaries understand and get assistance with debt collection problems related to TRICARE. Individuals who have received a notice from a collection agency or a negative credit report because of a medical or dental bill should be referred to the nearest [DCAO](#).

Family Voices - [Family Voices](#) is a national, grassroots clearinghouse for information and education concerning the health care of children with special health needs. Family Voices also has [State points of contacts](#) with useful links to State programs and organizations.

Installation Specific Information

EDUCATIONAL AND DEVELOPMENT INTERVENTION SERVICES (EDIS)

EDIS is a program that is made up of multiple medical professionals. EDIS screens and provides interventions to children who have delays and medical problems that may affect their development, growth and education. EDIS provides early intervention services for children from birth to 3 years of age and provides Related services (RS) for beneficiaries from 3 to 21 years of age.

Available clinical services include: occupational therapy, physical therapy, child psychology, special education, audiology and speech pathology.

Flight Commander is the Chief of Mental Health Services.

Flight activities include community outreach, processing referrals, intake screening, parent conferences, home visits, service planning and delivery, playgroups, parenting classes, autism evaluations and collaborative meetings with DoDDS.

Aviano AB, Italy supports Incirlik through quarterly team visits.

EDIS is located in the Pediatric Wing of the 39th Medical Squadron, however EDIS serves families and children in the natural environment (home, school, etc.) as well.

SPECIAL NEEDS IDENTIFICATION AND ASSIGNMENT COORDINATION (SNIAC)

The purpose of SNIAC is to identify and assist Air Force families with members having special medical or /educational needs. The purpose of identifying family members with special needs is to identify the availability of medical and educational services required for family members prior to reassignment. SNIAC was formerly known as EFMP.

Active duty members with special needs family members are primarily considered for assignment to areas where required medical and/or education services are available. EFMP reassignments and deferments are two of the options that may be considered when services are not available at a duty station. However, both retention at the current base and assignment to another are dependent upon vacancies and manning requirements of the Air Force.

The Special Needs Identification and Assignment Coordination Process is not a "base of choice" for the sponsor. Active duty members who are selected for an overseas assignment where required general medical care is not available may elect the option of an unaccompanied tour. The family would remain in the United States where the special needs family member could receive require care. AFPC approves all assignment selections.

If you have questions about this program you should contact the Special Needs Coordinator at your base clinic or hospital.

Education - Special Education/EIS

Exceptional Family Member Program

Exceptional Family Member Program (EFMP) screening is mandatory for all family members who will accompany a service member to an overseas duty location. EFMP screening includes educational screening when the family member is under the age of 21. The military service considers the needs of the family member when considering an overseas assignment.

The Department of Defense has two programs that provide services to children with developmental delays and disabilities, in accordance with the Individuals with Disabilities Education Act (IDEA).

Infants and Toddlers (birth to 3 years old)

Educational and Developmental Intervention Services (EDIS) is a military medical department program that provides early intervention services to infants and toddlers from birth until three years of age. EDIS is available at all locations where there is a DoD school.

School Age (3-21 years)

The Department of Defense Dependents Schools (DoDDS) provides special education to school aged children with a disability. In overseas communities, the availability of services varies according to the size of the community, its location, and the military mission.

Services Available

At Incirlik Elementary and High Schools, DoDDS provides the following level of services:

Preschool (3-5 years of age) : Services are available for children with developmental delays and/or other identified disabilities who require daily or less frequent support in a developmental preschool classroom setting.

Autism Spectrum Disorder (ASD): This location would not be appropriate for children with a diagnosis in the Autism Spectrum, to include Pervasive Developmental Disorder (PDD).

Communication/Speech Impaired : Services are available to provide comprehensive speech and language interventions in individual, small group, and/or general education classroom settings.

Emotionally Impaired : This location would not be appropriate for children with emotional impairments or behavior disorders.

Intellectual Disability (Mental Retardation): This location would not be appropriate for children with mental retardation.

Specific Learning Disability: Services are available to provide individualized instruction in the general education classroom with resource room support (up to 50% of the day).

Hearing Impaired: This location would not be appropriate for children with hearing impairments.

Visually Impaired: This location would not be appropriate for children with visual impairments.

Special Education Records

Parents of children enrolled in special education should hand-carry all pertinent school and medical documents to include their children's Individualized Education Program (IEP) and current testing and evaluation reports.

If your child requires specialized equipment (for example large print books, an FM trainer, or Braille services) contact the Area Special Education Coordinator in Wiesbaden Germany.

Contacts

DoDDS-Europe, Wiesbaden, Germany

Special Education Coordinator
Office of the Deputy Director, DoDDS-Europe
Unit 29649, Box 7000
APO AE 09096

011-49-611-380-7219
Fax: 011-49-611-380-7575

[Email](#)

Mediterranean District

Superintendent of Schools
Unit 31401 Box 11
APO AE 09630

DSN: 315- 634-8460
011-39 0444 51 8503
Fax: 011-39-0444-302-541

[Email](#)

Contact Information

3850 5th SOK Street
Incirlik Air Base
Incirlik, Turkey 09824
Phone 011-90-322-316-6755
Phone (DSN) 314-676-6755
Fax 011-90-322-316-3849
Fax (DSN) 314-676-3849

[Email](#)
[Website](#)

Automotive Services

Automotive Services
Incirlik AB
APO, AE 09824
Phone 011-90-322-316-6655
Phone (DSN) 314-676-6655

Beauty/Barber Shops

Barber Shop
Incirlik AB
APO, AE 09824
Phone 011-90-322-316-3087
Phone (DSN) 314-676-3087

[Website](#)

Chapels

Chapel
Incirlik AB
APO, AE 09824
Phone 011-90-322-316-6441
Phone (DSN) 314-676-6441

Child and Youth Registration and Referral

Child Development Center
39 SVS/SVYC
Unit 8915 Box 165
APO, AE 09824
Phone 011-90-322-316-6553
Phone (DSN) 314-676-6553

[Email](#)
[Website](#)

Civilian Personnel Office

Civilian Personnel Office
39 MSS/DPC
Unit 7075 Box 85
APO, AE 09824
Phone 011-90-322-316-6416
Phone (DSN) 314-676-6416
Fax 011-90-322-316-3879
Fax (DSN) 314-676-3879

[Website](#)

Adult Education Centers

Adult Education Center
Incirlik AB
APO, AE 09824
Phone 011-90-322-316-3211
Phone (DSN) 314-676-3211
Fax 90-322-316-2981
Fax (DSN) 314-676-2981

[Email](#)
[Website](#)

Barracks/Single Service Member Housing

Barracks/Single Service Member Housing
Incirlik AB
APO, AE 09824
Phone 011-90-322-316-6232
Phone (DSN) 314-676-6232

Beneficiary Counseling Assistance Coordinators

Health Benefits Advisor

Incirlik, AE Turkey 09824
Phone 011-90-322-316-6628
Phone (DSN) 314-676-6628

Child Development Centers

Child Development Center
39 SVS/SVYC
Unit 8915 Box 165
APO, AE 09824
Phone 011-90-322-316-6553
Phone (DSN) 314-676-6553

[Email](#)
[Website](#)

Citizenship and Immigration Services

United States Consulate, Adana, Turkey
Guzelevler Mahallesi
Girne Bulv. No. 212
Yurgegir, Adana, Turkey 01310
Phone 90-322-346-6262
Phone (DSN) 314-346-6262
Fax 90-322-346-7916
Fax (DSN) 314-346-7916

[Website](#)

Commissary/Shoppette

Commissary
Incirlik AB
APO, AE 09824
Phone 011-90-322-316-6855
Phone (DSN) 314-676-6855

[Website](#)

Commissary/Shopette*Shopette**Incirlik AB*

APO AE, AE 09824

Phone 011-90-322-316-6053

Phone (DSN) 314- 676-6093

[Website](#)**DoD Schools***School Registration**DoDDS Incirlik*

APO, AE 09824

Phone 011-90-322-316-6449

Phone (DSN) 314-676-6449

[Website](#) [Website](#)**Dental Clinics***Dental Clinic**Incirlik AB*

APO, AE 09824

Phone 011-90-322-316-6435

Phone (DSN) 314-676-6435

DoD Schools*Incirlik Elementary/High School**Unit 7180*

Box 270

APO, AE 09824

Phone 011-90-322-316-6897

Phone (DSN) 314-676-3109/6449/6330

[Website](#)

School Hours:

Elementary School 8:00a.m. - 2:15p.m.

Middle and High School 7:35a.m. - 2:15p.m.

Educational and Developmental Intervention Services (EDIS)*Educational and Developmental Intervention Services**(EDIS)*

39 MDG

Unit 7095, Box 185

APO, AE 09824

Phone 011-90-322-316-3960/9649

Phone (DSN) 314-676-3960/9649

Fax 011-90-322-316-3160

Fax (DSN) 314-676-3160

Exceptional Family Member Program/Special Needs*Special Needs Identifier Assignment Coordination (SNIAC)**(EFMP)*

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-9649

Phone (DSN) 314-676-9649

Family Center*Airman and Family Readiness Center*

39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)[Website](#)**Finance Office***Finance Office*

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-6306

Phone (DSN) 314-676-6306

Emergency Relief Services*Airman and Family Readiness Center*

39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)[Website](#)**Exchange(s)***AAFES/Base Exchange*

Unit 7150, Box 260

APO, AE 09824

Phone 011-90-322-316-6937

Phone (DSN) 314-676-6937

[Website](#)**Family Child Care/Child Development Homes***Family Child Care- In Home Services - Child**Development Center*

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-5098

Phone (DSN) 314-676-5098

Financial Institutions*Federal Credit Union - Pentagon Federal Credit Union*

Incirlik, AE Turkey 09824

Phone 011-90-322-316-8363

Phone (DSN) 314-676-8363

Golf Courses

Golf Course - Hodja Lakes

Incirlik, AE Turkey 09824

Phone 011-90-322-316-3313

Phone (DSN) 314-676-3313

Hospital/Medical Treatment Facility(s)

Family Practice Clinic

Incirlik, AE Turkey 09824

Phone 011-90-322-316-3141

Phone (DSN) 314-676-3141

Household Goods/Transportation Office (outbound)

Household Goods - Transportation Management Office

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-6763

Phone (DSN) 314-676-6763

[Email](#)

Housing Referral Office/Housing Privatization

Incirlik Housing Office

Unit 7065 Box 150

APO, AE 09824

Phone 011-90-322-316-3080

Phone (DSN) 314-676-3080

Fax (DSN) 314-676-6486

[Website](#)

Information and Referral Services

Airman and Family Readiness Center

39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)

[Website](#)

Library

Library

39 SVS/CC Unit 8915, Box 165

APO, AE 09824

Phone 011-90-322-316-6759

Phone (DSN) 314-676-6759

Gymnasiums/Fitness Centers

Sports & Fitness Center

39 SVS/CC

Unit 8915 Box 165

APO, AE 09824

Phone 011-90-322-316-6086

Phone (DSN) 314-676-6086

Household Goods/Transportation Office (inbound)

Household Goods - Transportation Management Office

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-6763

Phone (DSN) 314-676-6763

[Email](#)

Housing Office/Government Housing

Incirlik Housing Office

Unit 7065 Box 150

APO, AE 09824

Phone 011-90-322-316-3080

Phone (DSN) 314-676-3080

Fax (DSN) 314-676-6486

[Website](#)

ID/CAC Card Processing

ID/CAC Card Processing-Military Personnel Flight

(Customer Service)

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-3280

Phone (DSN) 314-676-3280

Legal Services/JAG

Legal Services/JAG

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-6800

Phone (DSN) 314-676-6800

Loan Closet

Airman and Family Readiness Center

39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)

[Website](#)

MWR (Morale Welfare and Recreation)

Outdoor Recreation - Adventure
39 SVS/CC

Unit 8915, Box 165

APO, AE 09824

Phone 011-90-322-316-6044

Phone (DSN) 314-676-6044

New Parent Support Program

Life Skills Support Center

Incirlik, AE Turkey 09824

Phone 011-90-322-316-6452

Phone (DSN) 314-676-6452

Personal Financial Management Services

Airman and Family Readiness Center
39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)

[Website](#)

Restaurants/Fast Food

Consolidated Club
39 SVS/CC

Unit 8915 Box 165

APO, AE 09824

Phone 011-90-322-316-6010/6775/6138

Phone (DSN) 314-676-6010

Retirement Services

Airman and Family Readiness Center
39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)

[Website](#)

School Liaison Office/Community Schools

DoDDS Community Schools/School Liaison Office
Incirlik AB

APO, AE 09824

Phone 011-90-322-316-3109/6330

Phone (DSN) 314-676-3109/6330

Military Clothing Sales

AAFES/Base Exchange
Unit 7150, Box 260

APO, AE 09824

Phone 011-90-322-316-6937

Phone (DSN) 314-676-6937

[Website](#)

Non-appropriated Funds (NAF) Human Resources

Non-Appropriated Funds (NAF) Human Resources

Incirlik, AE Turkey 09824

Phone 011-90-322-316-3524

Phone (DSN) 314-676-3524

Relocation Assistance Program

Airman and Family Readiness Center
39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)

[Website](#)

Restaurants/Fast Food

AAFES/Base Exchange
Unit 7150, Box 260

APO, AE 09824

Phone 011-90-322-316-6937

Phone (DSN) 314-676-6937

[Website](#)

School Age Care

Youth Activities Center - School Age Care
39 SVS/CC

Unit 8915 Box 165

APO, AE 09824

Phone 011-90-322-316-6670

Phone (DSN) 314-676-6670

[Email](#)

Spouse Education, Training and Careers

Airman and Family Readiness Center
39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)

[Website](#)

Temporary Lodging/Billeting*Temporay Lodging - Hodja Inn*

Incirlik, AE Turkey 09824

Phone 011-90-322-316-9357

Phone (DSN) 314-676-9357

Travel Office*Travel Office - Viking Travel*

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-3243

Phone (DSN) 314-676-3243

Victim Advocate Services*Sexual Assault Response Coordinator/Victim Advocate Services*

Incirlik, AE Turkey 09824

Phone 011-90-322-316-7272

Phone (DSN) 314-676-7272

Women, Infants, and Children (WIC & WIC-O)*Women, Infants, and Children (WIC) Overseas*

Incirlik AB

APO, AE 09824

Phone 011-90-322-316-1237

Phone (DSN) 314-676-1237

[Email](#)**Transition Assistance Program***Airman and Family Readiness Center*

39 MSS/DPC

Unit 7075, Box 175

APO, AE 09824

Phone 011-90-322-316-6755

Phone (DSN) 314-676-6755

Fax 011-90-322-316-3849

Fax (DSN) 314-676-3849

[Email](#)[Website](#)**Veterinary Services***Veterinary Services*

Incirlik AB

APO, AE 09824

Phone US 011-90-322-316-3119 / EUR 00-90-322-316-

3119

Phone (DSN) 314-676-3119

Welcome/Visitors Center*Welcome/Visitors Center*

Incirlik, AE Turkey 09824

Phone 011-90-322-316-6617

Phone (DSN) 314-676--6617

Youth Programs/Centers*Youth Activities Center - School Age Care*

39 SVS/CC

Unit 8915 Box 165

APO, AE 09824

Phone 011-90-322-316-6670

Phone (DSN) 314-676-6670

[Email](#)

Major Units

39th Air Base Wing

Contact Information:

COM: From US: 011-90-322-316-3900

DSN: 314-676-3900

COM FAX: 011-90-322-346-3699

39th Contracting Squadron (39 CONS)

Contact Information:

COM: 011-90-322-316-3991

DSN: 314-676-3991

COM FAX: 011-90-322-346-1090

39th Logistics Readiness Squadron (39 LRS)

Contact Information:

COM: From US: 011-90-322-316-6223

DSN: 314-676-6609/6223

COM FAX: 011-90-322-346-6025

39th Maintenance Squadron (39 MXS)

Contact Information:

COM: From US: 011-90-322-316-6062

DSN: 314-676-6062

COM FAX: 011-90-322-346-3240

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39th Civil Engineering Squadron (39 CES)

Contact Information:

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COM FAX: 011-90-322-316-3582

39th Mission Support Squadron (39 MSS)

Contact Information:

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COM FAX: 011-90-322-316-346-3060

39th Services Squadron (39 SVS)

Contact Information:

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DSN: 314-676-3651

COM FAX: 011-90-322-316-8487

39th Security Forces Squadron (39 SFS)

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728 Air Mobility Support Squadron (728 AMS)

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Det 7, Air Force New Agency

Contact Information:

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COM FAX: 011-90-322-346-3530

US/Turkish Engineering Gp (TUSEG)

Contact Information:

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AFOSI, Detachment 522 (AFOSI)

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