

# INCIRLIK AIR BASE FAMILY HOUSING BROCHURE

October 2014



## INTRODUCTION

Welcome to Incirlik Air Base and to our Family Housing (FH) quarters. We are pleased to have you with us and hope your stay will be pleasant and enjoyable.

We are proud of our FH quarters at Incirlik Air Base and would like to solicit your support to help us maintain and improve our quarters to better serve you. The information in this pamphlet is designed to inform you and assist you in locating and notifying the appropriate base agencies whenever you have a question or notice a problem with your quarters or common areas.

This brochure highlights and answers the most frequently asked questions regarding the responsibilities of our residents. Consideration of your neighbors and properly maintaining your quarters will significantly contribute towards enhancing your Incirlik experience.

Our FH quarters represent a significant and substantial investment by the United States Air Force. We ask you to work together with us to care and protect these quarters.

Again, welcome to Incirlik Air Base and please feel free to contact the Housing Office at 676-6232 whenever you have any problems, questions or suggestions regarding your quarters.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Matthew D. Welling', with a stylized flourish at the end.

MATTHEW D. WELLING, Maj, USAF  
Commander, 39th Civil Engineer Squadron

Table of Contents	Page
SECTION A: EMERGENCY/QUICK REFERENCE TELEPHONE NUMBERS	6
SECTION B: AIR FORCE RESPONSIBILITIES	6
1. Initial Inspection	6
2. Maintenance and Repair	6
3. Refuse Collection and Disposal	7
4. Insect Control	7
5. Appliances and Equipment	7
6. Filters	8
7. Grounds Care	8
SECTION C: OCCUPANT RESPONSIBILITIES	8
1. Alterations to Family Housing Units	8
2. Damages to Family Housing Units	9
3. Repair Costs	9
4. Water/Energy Conservation	9
5. Temperature Settings	9
6. Environment	10
7. Care of Interior	10
8. Care of Exterior	11
9. Inspection Standards	11
10. Vehicles	12
11. Yard	12
12. Separation from Family Members	12
13. Storage of Household Goods	13
14. Leave/TDY	13
15. Liability to Family Housing, Equipment/Appliances	13
16. Insurance	13
SECTION D: KEY CONTROL FOR FAMILY HOUSING UNITS	13
1. Keys Issued	13
2. Additional Keys	13
3. Replacement of Broken Keys	13
4. Replacement of Locks	14
5. Emergency Lock Replacement	14
SECTION E: FIRE PROTECTION	14
1. Fire Reporting	14
2. Cooking Appliances	14
3. Smoke Detectors	14
4. How and what to check on portable fire extinguisher	14
5. Storage of Flammables	15
6. Barbecue Grills	15
7. Open Fires	15
8. Clothes Dryers	15

9. Fire Evacuation Plan	15
10. Housekeeping	15
11. Power Equipment	15
12. Questions	15
 SECTION F: SECURITY FORCES	 15
1. Safety	15
2. Parking	15
3. Fire Arms	15
4. Explosives	16
5. Secure Items	16
6. Crime Stop	16
 SECTION G: HOUSING OCCUPANCY AND GOOD NEIGHBORS	 16
1. Family Housing	16
2. Control of Children	16
3. Authorized Occupants	18
4. Occupancy	18
 SECTION H: VISITORS IN FAMILY HOUSING	 18
Social Visits	18
 SECTION I: PET CONTROL	 18
1. Pets	18
2. Pet Rules to Obey	18
 SECTION J: MISCELLANEOUS	 19
1. Sales	19
2. Private Businesses	19
3. Solicitation in Family Housing Areas	19
4. Waterbeds	19
5. Pools	20
6. Antennas/Satellite Dish Restrictions	20
7. Storage Areas	20
8. Holiday Decorations	20
9. Flags	21
10. Use of Recreational and Leisure Items	21
 SECTION K: SELF-HELP CENTER WORK	 21
1. Self-Help Center	21
2. Requirements	22
3. Requesting Self-Help Center Work	22
4. Patios	22
5. Painting Interior	22
6. Removal/Disposal of Improvements/Alterations	22
 SECTION L: TERMINATION OF FAMILY HOUSING	 22
1. Giving Notice	22

2. Advance Housing Application	23
3. Temporary Lodging Allowance (TLA)	23
4. Pre-Final Inspection	23
5. Final Inspection	23
 SECTION M: MAIDS AND GARDENERS	 23
1. Requirements	23
2. Turkish Translation	23
ATTACHMENT - 1 Incirlik AB Water Conservation Program	24
ATTACHMENT - 2 Turkish Translation of Water Conservation Program	25
ATTACHMENT - 3 Force Protection Information for Family Housing	26
ATTACHMENT - 4 Incirlik AB Electricity Conservation Program	28
ATTACHMENT - 5 Final Inspection Requirements	30
ATTACHMENT - 6 Instructions for Cleaning the Quarters	31
ATTACHMENT - 7 Lists of Approved Plants for Landscaping	32
ATTACHMENT - 8 Tips to Prevent Mold	34
ATTACHMENT - 9 Child Supervision Guidelines	35

OPR: 39 CES/CECH

Pages: 33

Distribution: New FH Occupants

## **SECTION A: EMERGENCY/QUICK REFERENCE TELEPHONE NUMBERS**

39 CES/Quality Assurance	676-7920
AAFES Base Exchange	676-6937
AMC Terminal	676-6424
Ambulance	112
Billeting Desk	676-9357/9358
CE Customer Service	676-6358
CE Service Call Desk	676-7008/6356/6357
Crime Stop	676-3200/112
EAGLE EYES	676-3937
Fire Department (Questions)	676-6948
Fire Department Emergency	112
Finance Cashier Cage	676-6306
Gate Taxi	676-6461/8294
Hospital Appointment Desk	676-6173/6666
Housing Office	676-6232/6930
Pest Control	676-7008/6356/6357
Security Forces Emergency	112
Security Forces Base Defense	
Operation Center	676-3200
Self-Help Center	676-6529
Telephone Help Desk	676-2666
USAFE Operator	0

## **SECTION B: AIR FORCE RESPONSIBILITIES**

Providing and maintaining all utilities, housing maintenance/repair, and refuse collection/disposal is the responsibility of the Air Force. The Air Force also provides fire and police protection, as well as pest control, to protect Air Force property.

**1. INITIAL INSPECTION:** A housing inspector, along with the sponsor, will perform an initial check-in inspection of the assigned Family Housing (FH) unit to identify and document any discrepancies. This information will be recorded on AF IMT 227, Quarters Condition Inspection Report, and filed in the occupant's housing file for reference/verification upon termination of quarters.

**2. MAINTENANCE AND REPAIR:** The 39th Civil Engineer Squadron has the primary responsibility for maintaining your home. To request maintenance/repairs to your home call the CE Service Call Desk at 676-7008. When you call the CE Service Call Desk you will be given a job order number and an approximate date and time, depending on the nature of your maintenance/repair requirement, that the work will be performed. Keep your job order number handy for future reference (follow-up) until the work is completed. Sponsor or adult dependent must be home to allow access to FH.

**2.1. Emergency Service:** CE will respond within 24 hours. Emergency categories include structural, utility, or mechanical problems that could cause loss of life or property,

serious damage affecting health, safety, security or mission, or complete utility failure (electricity, water, sewage).

**2.2. Urgent Service:** CE will respond within 5 work days. Urgent categories are a failure or deficiency which do not immediately endanger the residents or threatens damage to property.

**2.3. Routine Service:** CE will respond within 30 calendar days. Routine categories are those that do not meet the criteria of emergency or urgent.

**3. REFUSE COLLECTION AND DISPOSAL:** FH areas receive trash pickup twice a week.

- **Phantom Housing Area** – Tuesday and Friday
- **Falcon and Eagle Housing Area** – Monday and Thursday

**3.1. Garbage Cans:** Garbage cans are provided for all FH units. The base refuse contract allows for a limited number of refuse containers at each residence. Each two and three-bedroom unit is allotted two containers, and four bedroom units are allowed three containers. Occupants are responsible for the safeguarding, care, and cleaning of their garbage cans and of their storage location. Trash and garbage in excess of the garbage can's capacity is to be placed in appropriate disposable containers (plastic bags, bundles, etc.) and placed at the curbside on the morning of pick-up service. Occupants should place all trash at the curbside in front of their house (not on sidewalk, driveway or grass), on the day of pick up. Occupants must return their garbage cans to their authorized storage location no later than the end of the pick-up day. Contact 39 CES/CEY at 676-7920 for questions concerning garbage can replacement or refuse. Properly securing refuse is critical to controlling the stray animal population; please do your part by ensuring that food waste and refuse can't be accessed by stray animals.

**3.2. Dead Animals:** Disposal of dead animals found on base is a CE responsibility. Call the CE Service Call Desk at 676-7008 to report any dead animals, other than personal pets. If a personal pet has passed away, please call the Veterinary Clinic at 676-3119 for assistance. Burying pets anywhere in the family housing area, such as the backyard of your house, is a public health concern and is not allowed.

**3.3. Bulk Trash:** Bulk trash such as boxes, furniture items, recreational equipment, tree branches, bagged grass clippings, etc., should be placed by the curbside in front of your home on the day your house/area is scheduled for trash collection.

**4. INSECT CONTROL:** FH occupants are expected to take all measures necessary to prevent and/or control insects/infestation in their FH unit. If an infestation occurs which the occupant cannot control through the use of commercial insect repellent products, call the CE Service Call Desk at 676-7008 for assistance.

**5. APPLIANCES AND EQUIPMENT:** Appliances such as washers, dryers, ranges, refrigerators, dishwashers and garbage disposal units are furnished by the Air Force and are assigned to each house by serial number and recorded on AF IMT 227 in your housing file. If you have any problems with these appliances call the CE Service Call Desk at 676-7008 for repairs. Do not

attempt to repair or make adjustments yourself. Equipment such as water heaters, heating units, electrical and plumbing systems, light fixtures, air conditioners, or heat pumps are considered permanently installed. No Air Force installed equipment or appliances may be relocated, modified, or removed by the occupant.

**6. FILTERS:** The Self-Help Center provides all new/replacement kitchen vent, air conditioning and heating unit filters for housing units. Occupants are responsible for the periodic cleaning and change out of these filters. Refer to Section C, paragraph 5.1, for additional information.

For Eagle air conditioning units, maximum efficiency cannot be obtained unless the filters are kept clean. The control panel will show when filters need to be cleaned. Clear all dust by light brushing or use a vacuum cleaner to do so. In case of severe staining the filter should be washed in lukewarm water mixed with dissolved neutral detergent (temperature not to exceed 122 °F) and rinsed thoroughly. Do not dry the filter by exposing it to direct sunlight or warming it using fire, etc.

**7. GROUNDS CARE:** Occupants are responsible for maintaining their grounds in such a way as to present a neat, clean, safe, and acceptable appearance at all times. If you are going to be away from your home (leave/TDY, etc.), ensure that you make the necessary arrangements for someone to look after and maintain your house/lawn. Existing shrubs, trees, or bushes will not be removed without prior coordination through the Housing Office, using AF IMT 332, Work Request Form. IAW AFI 32-6001, 2.14. Resident Responsibility for Grounds. FH residents are responsible for maintaining grounds for their exclusive use extending from the footprint of the structure to the border of common areas. Exclusive use is defined as the area within a natural boundary (playground, tree line, sidewalk, driveway, fence, common area boundary such as a park, picnic area, flower garden, and so forth) or halfway to adjoining residence. See Section 9 for in-depth detail of grounds care.

## **SECTION C: OCCUPANT RESPONSIBILITIES**

As an occupant of a FH unit it is your responsibility to ensure that your house is maintained in satisfactory condition and that you, through either Self-Help Center or CE, ensure that maintenance/repair requirements are immediately brought to the attention of the appropriate agency for repair/corrective action. You will be held financially liable for any damages to your house and or equipment/appliances that can be attributed to your negligence or that of your guests. Negligence is not only the intentional damage to government property but also the willful failure (neglect, failure to take action) to properly use, maintain, and operate a piece of equipment/appliance.

**Note:** Unaccompanied personnel assigned to temporarily designated FH units have the same occupant responsibilities as accompanied personnel.

**1. ALTERATIONS TO FH UNITS:** If you wish to modify the interior or exterior of your housing unit, including the grounds, you must first submit an AF IMT 332, Base Civil Engineering Work Request, to the CE Customer Service Desk. A modification is defined as any action that will change the appearance or functionality of the building and/or grounds. Refer to Section K of this brochure for additional Self-Help Center requirements and



information. All 332's for FH should be coordinated through the Housing Office. All alternations must be returned to original state prior to final inspection.

**2. DAMAGES TO FH UNITS:** Repairs to damaged quarters, including front and back lawn, beyond reasonable fair wear and tear, is the occupant's responsibility. Repairs and/or replacements must meet Air Force standards. The Housing Office can fully explain your options to repair or replace damaged items and the method of payment. Occupants have the option to repair/replace the reimbursable damage; however, such work must be approved and accepted by the Housing Office and CE Customer Service Desk.

**3. REPAIR COSTS:** The following is a representative list of the most commonly damaged or destroyed items in Family Housing. This is not all-inclusive, but is intended to show typical estimated costs to include labor.

Replace windows (depending on size)	\$50.00-\$200.00
Replace doors (depending on location and type)	\$300.00-\$700.00
Replace door lock (depending on type)	\$40.00-\$75.00
Replace core lock (1 each)	\$50.00
Replace vinyl floor tile (10 each)	\$35.00
Replace door/window screen (depending on size)	\$25.00-\$50.00
Replace medicine cabinet (depending on type)	\$125.00-\$350.00

**4. WATER/ENERGY CONSERVATION:** Rising utility costs require us all to use good judgment and common sense to do what is prudent and practical to conserve electricity and water. As a FH occupant we need your help in conserving utilities. Do your part to conserve. See Attachment 1 for additional information. Attachment 2 is the Turkish translation of Attachment 1 and should be read by your gardener/maid if they do not speak English well enough to understand you.

**4.1.** The care of lawns constitutes one of our largest expenditures of water. Water is simply wasted if lawns are watered too often/long or at inappropriate times of the day. Occupants will comply with the following watering and water usage schedule.

**4.2.** Family housing lawns may be watered at any time EXCEPT during the hours of 1000-1500 hours. Twenty to thirty minutes of watering for one spot is sufficient. During temperatures in excess of 90 degrees Fahrenheit, water for one hour maximum. Car washing is authorized at any time. The lawn watering equipment should be hand operated or under visual control to preclude excessive watering and to prevent runoff on pavements, sidewalks, driveways, patios, etc. Self-Help Center provides water timers which allow the user to set a specific time on the water faucet to automatically shut off.

**4.3.** Unnecessary lights in the quarters should be turned off. All exterior lights must be off during the daylight hours.

**5. TEMPERATURE SETTINGS:** Most houses have programmable thermostats which can be programmed to automatically adjust by time period. For your comfort and to support our energy conservation measures, see Attachment 4 and please ensure that your cooling/heating temperature settings are:

**Cool** – 78 degrees Fahrenheit (26 °C) for when at home  
**Cool** – 85 degrees Fahrenheit (29 °C) for when not at home

**Heat** – 68 degrees Fahrenheit (20 °C) for when at home  
**Heat** – 55 degrees Fahrenheit (13 °C) for when not at home

**Occupant Responsibility:** Maintenance and repairs of air conditioning and heating equipment is the responsibility of CE, however, it is the occupant's responsibility to keep the systems clean. For air-conditioning units, remember that maximum cooling cannot be obtained unless the filter is kept clean. Air conditioning filters must be replaced (if disposable) or cleaned (if permanent) by washing with detergent and water, at least once a month. Replacement filters can be obtained from the Self-Help Center. All exterior doors and windows must be kept closed when using the air-conditioning or heating systems. No additional air conditioners may be installed or electric heaters used due to wiring limitations in the FH units. If filters are not cleaned monthly and damage occurs to the system or filter occupants may be held liable to reimburse the government due to negligence.

**6. ENVIRONMENT:** Waste engine oils, engine coolants, car grease and other similar products SHALL NEVER be poured into the plumbing/storm drainage system or on the ground. Contact the Auto Skills Center for assistance in disposing of motor oil, engine coolants, or car grease. The burning of leaves/refuse in the FH areas is strictly prohibited.

**7. CARE OF INTERIOR:** Occupants are required to maintain their government quarters in a clean, safe, and good operating condition at all times. Listed below are some helpful hints.

**7.1. Kitchens:** Special attention is needed to maintain the appliances, basins, cabinets and walls in the kitchen. Oven, broiler units, and top burners should be cleaned regularly to prevent grease build-up, which can become a fire hazard. The interior of the refrigerator should be cleaned regularly with water and baking soda solution, rinsed and dried. The door rubber seal should be cleaned frequently. Using excessive water for cleaning the appliances may cause damage to their electrical system. Do not use a wire brush or steel wools to clean the appliances. When cleaning the countertop and sink in the kitchen, please do not use any solvent-based chemicals or bleach.

**7.2. Drawers and Cupboards:** Use only regular non-adhesive paper in drawers and cupboards. Use of adhesive-backed paper will damage surfaces when removed. Walls should be cleaned often. No adhesive-backed hooks, nails, screws or hangers will be installed to any woodwork (doors, cabinets, closets, etc.). A paper towel hanger may be installed under the cabinets in the kitchen.

**7.3. Bathrooms:** Walls in the tub and shower area have a tendency to attract mold/mildew if not cleaned periodically with a product to combat mildew.

**7.4. Floors:** Excessive water can cause damage to any floor, especially tile. Only quality wax removers should be used to prevent wax build up. Pay special attention to corners and baseboards for dirt build up.

**7.5. Carpets:** Occupants are permitted to install carpeting at their own expense. Doors will not be altered (cut) to allow for the installation of carpet, nor will carpet be attached to the floor (no adhesive tape, staple, glue or similar material). All carpeting and installation materials must be removed prior to your pre-final inspection, and the floor returned to its original condition. If the new occupant to a house is identified prior to the current occupant vacating the house, the new occupant can accept responsibility for the carpet, by providing the Housing Office with an e-mail stating that they will take on the responsibility of removing the carpet prior to his/her final inspection.

**7.6. Walls:** Use mild soap and warm water to keep the walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to the walls as these cause damage upon removal. Use 3-prong plastic hooks only for hanging items on walls (available in two sizes at the Self-Help Center). If a hammer drill is needed for hanging heavier items (over 50 lb.), occupants will be required to submit a Self-Help Center Work Request on AF IMT 332 with an adequate work description and justification for review and approval. A hammer drill will not be issued by the Self-Help Center for Eagle Housing or Renovated Housing Units without an approved 332. Please be aware that the 332 process can take up to 2 weeks. Occupants will be briefed by Self-Help Center personnel on the proper use of the hammer drill and stud/metal detectors provided with the tool. It is the occupant's responsibility to check walls first with stud detectors provided and ensure no utilities are damaged in the operation. Any damage that occurs will be charged to the occupant.

**7.7. Windows:** Frames and panes should be cleaned regularly, except those windows over 8 feet high.

**7.8. Mold:** Incirlik AB is a high humidity area. Please be sure to take the proper precautions to deter mold growth. (See attachment 7). Mold can especially be a problem if the thermostat is not properly configured while away for an extended period of time.

**8. CARE OF EXTERIOR:** The entire exterior of your home including carport patio and all gardens should be clean, neat and uncluttered. Occupants are responsible for the exterior cleaning of the first floor windows only.

## **9. INSPECTION STANDARDS:**

**9.1. Exterior Inspections:** Mandatory exterior inspections are conducted by the Housing Office Inspectors based on the standards listed. Discrepancy notices are issued to occupants not meeting the appearance standards as defined in this brochure. After three discrepancies of the same nature within a year, the occupant's First Sergeant will be notified.

**9.2. Lawn Care:** It is the responsibility of the occupant to maintain his/her lawn in satisfactory condition/appearance at all times. Grass mowing should be accomplished as necessary to maintain a neat appearance. Grass should not exceed 4 inches in height.

**9.3. Edging of Grass along Sidewalks and Driveways:** Edge sidewalks, walkways, driveways, and streets to maintain a neat appearance.

**9.4. Grass in Cracks and Crevices:** All grass should be removed from cracks in sidewalks, driveways, curbs, walkways, patios, and doorsteps.

**9.5. Trimming of Grass around Foundation:** Trim grass around foundation of the house, doorsteps, trash barricades, air conditioning units, and fence posts as needed.

**9.6. Trimming of Trees and Bushes:** Trim bushes and shrubs in your area of responsibility. All green trimmings or cuttings should be placed curbside for pick up. Relocation or removal of bushes is not authorized. Trimming of trees and or removal of large broken tree branches must be referred to CE by utilizing AF IMT 332. Removal of trees or shrubs by the occupant is prohibited. (See attachment 6 for approved plants).

**9.7. Carport, Porches and Patios:** Carports, back porches, and patios must be neatly maintained. Items such as tires, plywood, furniture, appliances, storage sheds, or other miscellaneous items stored against the house or in the carport must be removed and stored in the authorized storage areas, see Section J, paragraph 10. Clotheslines are not permitted in the carports.

**9.8. Removal of Debris:** The lawn must be free of debris (paper, cans, candy wrappers, cigarette butts, animal feces, etc.) Animal feces must be removed immediately from paved areas and lawns.

**10. VEHICLES:** Major repairs, oil changes, and tune-ups are not authorized in the FH areas. The Auto Skills Center is available to support you in the maintenance and upkeep of your vehicle. Inoperative vehicles may not be parked on the road. Vehicles will not be parked on grass, lawns, or dirt areas. See Section F, paragraph 2 for further details.

**11. YARD:** CE is responsible for the maintenance and upkeep of all common areas, parks, playgrounds, etc. You may plant flowers in your area of responsibility; however, you may be required to reseed or sod sufficiently prior to your termination to ensure that the new grass has taken and is growing. Do not plant seeds or beans that are toxic or which can be hazardous. Keep your flowerbeds neat and clear of weeds and grass. Any type of fence or decorative border must first be coordinated through the Housing Office on a Self-Help Center work request (AF IMT 332). A vegetable garden may be established within the confines of the fenced back yard area, however, you will be required to clear, level, and reseed the back yard prior to your final inspection and in time to have new grass growing. Plants or vines are not allowed to climb on or intertwine on the privacy fences nor be planted outside of your back yard area.

**12. SEPARATION FROM FAMILY MEMBERS:** If a member has dependents who no longer reside with him/her, FH occupancy must be terminated within 30 days of separation IAW AFI 32-6001. Members separated due to TDY are exempt; however, they are required to inform the Housing Office of their absence. Please contact the Housing Office for further information.

**13. STORAGE OF HOUSEHOLD GOODS:** Incirlik AB has no local storage for excess household goods (HHG). A limited amount of local storage, at the occupants own expense, is available through the Force Support Squadron (FSS). Call FSS at 676-6044 for additional

information. Family housing occupants who have brought more HHG than their assigned house can accommodate, may request from the Housing Office non-temporary storage, (back to the states), of excess HHG within 30 days after receiving their HHG. Requests for non-temporary storage must be accompanied by TMO documents reflecting that these items were brought into the country and not acquired locally.

**14. LEAVE/TDY:** If you are absent from your quarters, leaving it unoccupied for extended periods (over 7 days), you should provide written notification to the Housing Office. You should state intended absence, the name and phone number of the person you have designated to have access to your quarters, oversee the maintenance of the lawn areas to your house and to contact in case of an emergency. Secure all personally owned items (e.g. bikes, toys, etc.).

**15. LIABILITY TO FAMILY HOUSING, EQUIPMENT/APPLIANCES:** Under Federal Law, members of the Armed Forces occupying FH shall be held liable and accountable for loss or damage to family housing, equipment, or furnishings caused by abuse or negligence of the member, the member's dependents, or the member's guests. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFMAN 23-220, Jul 96, Reports of Survey for AF Property, provides guidance on how to determine responsibility and pecuniary liability. It establishes procedures for processing reports of survey; provides direction on how to request reconsideration and describes applicable appellate procedures for un-waived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

**16. INSURANCE:** While occupying FH, you may want to consider buying commercial insurance, to protect yourself in case of a major loss.

#### **SECTION D: KEY CONTROL FOR FAMILY HOUSING UNITS**

**1. KEYS ISSUED:** During the final inspection, occupants will return the same number of keys to the housing inspector which they signed for when they accepted the house, plus any keys duplicated during their occupancy.

**2. ADDITIONAL KEYS:** Occupants may request additional keys at the Housing Office. Duplicate keys for Unrenovated Phantom and Falcon units can be provided by CE and cost will be charged to the occupant. Key reproduction for Renovated Housing Units and Eagle houses are available in Adana; contact information and directions are available at the Housing Office. If for any reason a key is not made before your housing final inspection you will be charged approximately \$50 for replacement of the lock core.

**3. REPLACEMENT OF BROKEN KEYS:** You must bring both pieces of the broken key to the Housing Office along with AF IMT 332, for coordination, requesting a replacement key.

**4. REPLACEMENT OF LOCKS:** Occupants must submit an AF IMT 332 and get coordination from the Housing Office for replacement of housing unit locks. The AF IMT

332 must contain justification to replace the lock. The replacement of the lock will be on a reimbursable basis. Estimated costs are listed in Section C, paragraph 3.

**5. EMERGENCY LOCK REPLACEMENT:** The occupant can contact the CE Service Call Desk for emergency replacement of the lock to their quarters. In cases of negligence, lost keys, etc., the occupant will always be held liable for reimbursement.

**A Strong key control policy means;**  
**Security for your quarters**

**SECTION E: FIRE PROTECTION**

**1. FIRE REPORTING:** If you smell smoke in your house immediately contact the Fire Department at 112. **Do Not Call the CE Work Order Desk.** If a fire occurs in your home, notify the base Fire Department, telephone number 112, immediately. Give the fire alarm operator your name, house number and street. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size. Inform the Fire Department of any handicapped family members in the house.

**2. COOKING APPLIANCES:** Never leave cooking unattended, especially when cooking with grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid or a wet towel, turn off the appliance, if possible, and call the Fire Department immediately. **Never use water to put out a grease fire!** Do not attempt to move the pan! The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

**3. SMOKE DETECTORS:** You are required to perform an operational test of the smoke detectors installed in your quarters monthly. Our Housing Inspector demonstrated how to do this during your Check-In Inspection of the house. As a reminder, you turn the dial on the smoke detector from normal to test 1 and you will hear a beeping sound after hearing the beeping sound turn it back to normal. If you do not hear the beeping sound, call the CE Service Call Desk (676-7008) and report the problem. Occupants will **not** disconnect and or tamper with smoke detectors.

**4. How and what to check on portable fire extinguisher:**

Note: Obtaining and maintaining a fire extinguisher is the occupant's responsibility. Your "quick check" inspection of fire extinguishers at your house needs to include a check of at least the following items:

- Is the fire extinguisher located in designated place? Do all family members know where the extinguisher is located?
- Ensure that the safety seal is not broken or missing and the pin is installed.
- The pressure gauge reading or indicator in the operable range and position. To check if your fire extinguishers need recharging check the small gauge at the top. If the gauge needle is in the green the extinguisher is OK; if it's in the red, replace.
- The fullness of a fire extinguisher is determined by weighing or "hefting." Does it feel full when you pick it up? If it feels too light, consider replacing.

**5. STORAGE OF FLAMMABLES:** Always store flammable liquids in approved containers, not exceeding one gallon in total. Flammables must never be kept inside the home, or near a heat source.

**6. BARBECUE GRILLS:** Barbecue grills should be lit and supervised by adults only. BBQ grills will not be used under building overhangs and porches (to include carports). They should be kept a minimum of 10 feet away from all structures. They should be kept in the backyard or patio when not in use.

**7. OPEN FIRES:** Campfires/bonfires/pit fires are strictly prohibited on base unless the area is inspected and approved by the Fire Department.

**8. CLOTHES DRYERS:** Check and clean your clothes dryer's lint trap/filter after each use. Never place plastic articles in your dryer.

**9. FIRE EVACUATION PLAN:** Develop a home Fire Evacuation Plan with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan as a family activity. It may one day save the life of your loved ones.

**10. HOUSEKEEPING:** Keep combustibles, such as paper and cardboard boxes, from accumulating in closets, storage areas, or near sources of heat/heaters. Do not use the crawl space for storage.

**11. POWER EQUIPMENT:** Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling. These items should be stored outdoors.

**12. QUESTIONS:** Questions on fire prevention and fire safety should be directed to the base Fire Department at 676-6948.

## **SECTION F: SECURITY FORCES**

**1. SAFETY:** Routine patrolling of the housing areas is accomplished on a regular basis by Security Forces personnel. When notified, Security Forces will investigate all incidents. All inquiries concerning law enforcement should be directed to Security Forces at 676-3200. If there is an emergency dial 112.

**2. PARKING:** On-base parking of privately-owned vehicles must be in driveways or authorized parking areas only. Prohibited areas are as follows:

- On sidewalks, grass, seeded, or dirt areas
- Within 15 feet of a fire hydrant or within 25 feet of a crosswalk
- Recreational vehicles are generally prohibited from housing areas unless approval has been received from the Housing Office.

**3. FIRE ARMS:** With the exception of shotguns, firearms (i.e., pistols and rifles) are prohibited in FH. FH occupants who wish to store a shotgun in their quarters must register the weapon with Pass and Registration on an AF IMT 1314, Firearms Registrations and a DD

Form 2760, qualifications to possess Fire Arms or Ammunition. An AF IMT 1314 must be completed prior to receipt of weapons in-bound in the household goods shipment. The unit commander's approval is required for those in grades E-5 and below.

**Discharging of firearms/archery, etc. is prohibited within the housing areas.**

**4. EXPLOSIVES:** Explosives such as powder used for blasting, high explosives, detonating fuses, detonators and other detonating devices, and any chemical compound of any proportion, quantity or packing that is ignited by fire, friction, concussion, percussion or detonation of any part thereof, which may or are intended to cause explosion will not be stored in any area except those outlined in AFMAN 91-201, 18 Oct 2001, Explosive Safety Standards. The hand loading of ammunition or storage of black powder within any base facility or FH unit is prohibited.

**5. SECURE ITEMS:** The most common items stolen in the housing areas are bicycles, grills, outdoor furniture and garden tools. Remember that this can be avoided if your belongings are properly identified and secured. **Lock it or lose it!**

**6. CRIME STOP:** Call 676-3200 or 112 for fast response when reporting a crime in progress. Or, contact Investigations at 676-6493. Individuals who wish to remain anonymous can contact 676-EYES (3937).

## **SECTION G: HOUSING OCCUPANCY AND GOOD NEIGHBOURS**

**1. FAMILY HOUSING:** Military family housing and close neighbors are synonymous. Your full support and cooperation in the following areas will go a long way in ensuring a pleasant and enjoyable stay for yourself, your family members, and all concerned:

**1.1. Noise Control:** Excessive noise in the family housing areas is the primary complaint received by the Housing Office and Base Defense Operations Center. Many Air Force personnel are shift workers and are sleeping during the daylight hours. Quiet hours at Incirlik Air Base are from 2200 through 0600 hours daily! **Be a good neighbor. Be considerate of others around you.**

**1.2. Parties:** Many complaints can be avoided by informing your neighbors prior to having parties, especially if they will involve outdoors activities.

**1.3. Excessive stereo and television volume:** Do not assume that your neighbors enjoy the same type of music or television programs that you do. Keep the volume down.

**2. CONTROL OF CHILDREN:** Do you know where your children are?

**2.1. Supervision:** Your children should be closely supervised at all times. Parents are held responsible for the conduct of their children at all times. It is expected that parents will teach their children to observe and respect the regulations adopted for the security and welfare of all FH residents and the protection of property. Parents must not allow their children to play in or around vacant units, destroy property or shrubbery.



**2.2. Outdoors:** Parents will not permit their children to participate in any recreational activity in the streets of the residential areas. A careless or uncontrollable act on the part of a participant could endanger people or cause damage to government or private property.

**2.3. Safety:** Children are prohibited from playing in irrigation ditches, around transformer stations, exterior A/C fan units, or manholes. Children should play in front and back yard and playgrounds. Children and adults are not allowed to climb on roofs of FH units.

**2.4. Child Supervision Responsibility Guidelines:** Please adhere to the following instructions.

**2.4.1. Parents:** Children with physical, medical, or developmental needs should not be left alone for any length of time to care for themselves. When considering whether to leave a child unsupervised, parents must fully examine the type of help available to the child in the event of any emergency. When the parent will not be in his/her residence or in a location near the child, the parent must designate a specific person for the child to contact as needed. The designated person must know the child and agree to be the contact person for the child in the parents' absence, and the child must understand how to contact this person for assistance. Parents should not leave children unattended IAW Section G, paragraph 2.5. Parents must provide overnight baby-sitters with complete emergency contact information and a suitable plan of action in case of a medical emergency, to include designating a person who may consent to medical treatment for their child while they are absent.

**2.4.2. Baby-sitters:** Baby-sitters must have proof of having completed the American Red Cross "Baby-sitting Basics" course prior to baby-sitting non-siblings. Overnight baby-sitters must be at least fourteen years of age. Parents are expected to know their children's whereabouts or provide for appropriate supervision in their absence.

**2.4.3. Incirlik Air Base Personnel:** All parties or social activities held in government-owned or -leased housing where juveniles are present must be supervised by the sponsor or other adult family member. No dependent child under the age of 18 years old, or who has not graduated from high school, is allowed in the dormitories without a parent or guardian

In the event a child is found unattended under circumstances in which these guidelines state that he/she should be supervised, the adult who discovers the child should take responsibility for supervision and immediately call Security Forces at 676-3200. In non-Family Advocacy matters, such as complaints from neighbors, altercations between children, or criminal mischief/blotter issues, official base agencies will consider the observed level of adherence to these guidelines.

**2.5. Riding on Base:** The riding of scooters, roller skates, skate boards, etc., on sidewalks in the family housing areas is prohibited. When riding bicycles on bike paths or on streets, an adult should be present. Bicycles, scooters, toys, etc., shall not be left unattended in public areas, streets or sidewalks where they may become a hazard, a nuisance, or stolen.

**3. AUTHORIZED OCCUPANTS:** AFI 32-6001, Family Housing Management, specifies who can reside with a military sponsor, that is, only your spouse, children and other individuals who qualify as your dependents. Anyone else is considered a “social visitor.”

**4. OCCUPANCY:** FH is intended to be used as a single-family dwelling. Multiple occupancies are not authorized.

## **SECTION H: VISITORS IN FAMILY HOUSING**

**SOCIAL VISITS:** FH units are appropriated for use as single-family dwellings; therefore, occupancy by more than one family is not authorized. Social visits are limited to 30 days and do not constitute joint assignment of quarters. The Wing Commander may authorize an extension to the 30 days.

## **SECTION I: PET CONTROL**

**1. PETS:** Occupants of FH units are responsible for their pets and may be liable for damage or injury caused by their pets. The personal safety of our personnel, along with an awareness of community living needs, is the basis for our pet control policy. All pets must be micro chipped at the Vet Clinic, call 676-3119 for current procedures. **Personnel are not authorized to feed stray animals.** Stray animals are to be reported to the CE Customer Service Desk. Never approach a stray animal. Pet owners need to be aware of and adhere to the rules governing pet control. Keeping a pet in government housing is a privilege. Residents may not board dogs of any breed (including a mixed breed) that are deemed “aggressive or potentially aggressive,” unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following type of behaviors:

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

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

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

clotheslines, etc., when outside. Doghouses and kennels are prohibited outside. Keep your pet in the house or back yard.

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

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

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

## **SECTION J: MISCELLANEOUS**

**1. SALES:** Lawn/yard and garage/carport sales may be held in Family Housing. All sales must be approved by the Housing Office. Advertising will be done through natural advertising media only. Signs or flyers will not be distributed or posted anywhere except bulletin boards. **Do not post signs or flyers on street sign posts, light poles, fences, etc.** The reason for this policy is to prevent an unsightly display of posters and bulletins. Base appearance and common courtesy to other FH occupants are the key elements to be considered.

**2. PRIVATE BUSINESSES:** Certain private businesses for profit may be conducted from your FH unit. Authorization to operate such a private business must first be requested through the Housing Office. The Home Business Permit Request form may be obtained from the Housing Office.

**3. SOLICITATION IN FH AREA:** All requests for solicitation in the FH areas, such as fund raising, scout activities, school sales, etc., must first be submitted in writing to the 39 FSS for review and final approval by the 39 ABW Commander.

**4. WATERBEDS:** Waterbeds are permitted in base housing, however, occupants will be held responsible for any damage caused by the installation or malfunctioning of a waterbed. Turn off electricity (main circuit breaker) if a waterbed bursts.

**5. POOLS:** Only above ground swimming/wading pools are authorized. Occupants should ensure that pools are emptied after each use (daily) if used outside of their backyard and must be in view of an adult at all times, even while not used. Pools used inside the backyard may be left full; however, they must be covered when not in use, to prevent the accidental fall of anyone in the pool. Unattended pools are a hazard to small children. Empty pools outside of the back yard shall be stored away to prevent any hazards. To prevent damage to the lawn please do not use the pool in the same area for more than two days at a time. Occupants are responsible for repairing any damage to the lawn as a result of using a pool. If you are PCSing out between October and December you may need to remove your pool at least three months prior to your departure (no later than September) to ensure that any damages to the lawn are repaired (grass is growing) prior to your final inspection.

**6. ANTENNA/SATELLITE DISH RESTRICTIONS:** Privately-owned antennas and satellite dishes that do not exceed 48 inches in diameter may be installed in your back yard, provided they do not damage the privacy fences or quarters. They shall be positioned inconspicuously in order to blend in with the existing surroundings. They will not be attached to the house, porch, or roof. The cables connecting them to the housing unit should be buried below ground or mounted to avoid any safety hazards. Residents will not prune or cut down trees to develop a clear line of site for the antenna/satellite dish. A Housing Inspector must approve the location prior to their installation. You may request approval from the Housing Office by submitting an AF IMT 332 to CE Customer Service with the proposed location of your antenna/satellite dish identified on an attached sketch with a description of the method of installation.

**7. STORAGE AREAS:** Our FH units provide limited storage space and many of our occupants use the carport to install fixed and/or portable cabinets. AFI 32-6001, Family Housing Management, allows housing occupants to increase their storage space through the addition of storage area/cabinets; however, such additions require approval via submittal of an AF IMT 332, Base Civil Engineer Work Request, in coordination with the Housing Office. This is necessary in order to ensure that personnel are briefed on safety and fire protection regulations. In addition, the storage cabinets must not detract from the appearance of the FH unit. Additional storage space can be added in the carport by enclosing an area not to exceed 6 feet by 8 feet (6 feet from the back of the carport and 8 feet across) reaching up to the carport's ceiling/cross beams using ply wood and 2x4 lumber from the Self-Help Center. The exterior/visible sides of the storage area will be painted the identical color of the exterior of your house. Storage lofts may be constructed in the carports but are limited in size to half of the carport ceiling. Other pieces of equipment (i.e., gym sets, sporting equipment) placed in the carport with the intent to be left there or equipment designed for outdoor use (i.e., lawn mowers, patio furniture, BBQ grills, bikes, etc.) may be stored in the carport; however, the carport must present a neat and clean appearance. Clotheslines are not permitted in carports.

**8. HOLIDAY DECORATIONS:** Family Housing residents are authorized to decorate their homes for the holidays; however, certain rules must be adhered to. Listed below are the rules and guidelines to safely decorate your house during the holidays. Please ensure that all decorations are **safe and appropriate** for the occasion.

### **8.1. EXTERIOR DECORATIONS:**

- May be installed no earlier than 30 days prior to the holidays
- Must be removed 15 days after the holidays
- Illuminated decorations may only be operated between 1600 and 2400 daily
- Rooftop decorations are not authorized
- Non-host nation flags will not be used as ornamentation
- Decorations will not interfere with the operation of rain gutters and downspouts
- No component of the unit will be removed for the purpose of decorating
- Decorations will not inconvenience or infringe on the privacy of neighboring units
- You are responsible for the safe operation of your decorations and any damage that may result from their use. Call the base Fire Department (676-6948) for assistance.

### **8.2 INTERIOR DECORATIONS:**

- Occupants are responsible for the safe display and operation of all decorations used within the house. Please call the Fire Department (676-6948) for questions or assistance.

**9. FLAGS:** Incirlik AB Turkey is a Turkish base. Occupants may not display the American Flag in the housing area. Seasonal, college, decorative flags are authorized and encouraged.

**10. USE OF RECREATIONAL AND LEISURE ITEMS:** Recreational and leisure items such as wading pools, trampolines, swing sets, playground toys, weights, patio furniture, benches, light torches and the like, **may not be permanently** positioned on the front lawn beyond the front leading edge of the house; the yard area in front of an imaginary line drawn across the carport entry. Such items must be stored when not in use behind the front leading edge of the house, in the side yard, inside the carport area, or in the back yard in such a way as to present a clean, safe, and orderly appearance when viewed from the street. Trampolines must include a safety net and should not be placed under a tree, apart from the exceptions listed below:

**10.1.** If your housing unit's side yard is adjacent to a main street, recreational and leisure items may not be stored in your side yard at any time when not in use.

**10.2.** Basketball goal posts may be permanently positioned beyond the front leading edge of the housing unit as long as it is on a concrete surface, but not on the street or sidewalk.

## **SECTION K: SELF-HELP CENTER WORK**

**1. SELF-HELP CENTER:** Numerous items for maintaining and improving your home are available in the Self-Help Center free of charge. For a list of available items call 676-6529 or visit building 438 located on B Street. If you are contemplating a Self-Help Center project, then we recommend you visit the Self-Help Center first to determine if they have the necessary materials for your needs. There are also some simple tools such as hammers, screwdrivers, caulking pins, and shovels which may be checked out. Hours of operation are Monday through Friday 0800-1630, and Saturdays from 0800-1200 and 1300-1600. All Self-Help Center

alterations must be removed and affected area returned to original condition prior to termination of housing.

**2. REQUIREMENTS:** We encourage Self-Help Center work in FH units to improve living conditions and provide a “personal” touch to make the house your home. You must notify the Self-Help Center personnel when your Self-Help Center project is completed so that qualified craftsmen from CE can inspect your project for safety, quality, and compliance.

**3. REQUESTING SELF-HELP CENTER WORK:** All Self-Help Center work must be requested using an AF IMT 332, Base Civil Engineer Work Request, and receive approval prior to commencement of any work. The AF IMT 332 must be coordinated through the Housing Office and submitted to CE Customer Service for processing. No work should be started until this procedure has been followed and approval received.

**4. PATIOS:** Patios in front of homes (front lawn area) made from such materials as cement/ceramic tiles, wood, or any other material that covers the lawn/grass are not authorized. Outdoor furniture may be used on the front lawn of the house, IAW Section J, paragraph 10, but no flooring is allowed. If such flooring materials are used in the backyard area, the flooring materials must be removed early enough (especially if you are departing late fall or winter) to ensure that by the time you have your pre-final inspection grass has grown to cover the damaged lawn area.

**5. PAINTING INTERIOR:** Occupants may only paint the interior walls of their FH unit with base standard paint obtained from the Self Help Store. You must submit an AF IMT 332 and receive approval prior to painting. You may not paint woodwork, such as cabinets, doors, doorframes and/or baseboards.

**6. REMOVAL/DISPOSAL OF IMPROVEMENTS/ALTERATIONS:** When you get ready to move out of your house you must remove all Self-Help Center works performed (improvements/alterations) and restore the house/lawn to its original configuration, unless the incoming resident to your house accepts your Self-Help Center work in writing. Ask your housing representative during your pre-final inspection about your housing termination requirements, such as removing Self-Help Center work, transferring the project, and/or restoring the area/house to its original condition.

**Do not attempt Self-Help Center work without knowing the standards and receiving approval.**

## **SECTION L: TERMINATION OF FAMILY HOUSING**

**1. GIVING NOTICE:** The best time to start thinking about moving out is when you are moving in. The Housing Office requires 45-60 days’ notice from your departure date (short notice PCS exempted). At the time you notify the Housing Office you will be scheduled for your pre-final and final inspections. To schedule your final inspection you must have a copy of your PCS orders and a port call date.

**2. ADVANCE HOUSING APPLICATION:** Once you receive orders you may apply for FH through the Housing Office at Incirlik AB. You may also preview Housing for your next base at [www.housing.af.mil](http://www.housing.af.mil).

**3. TEMPORARY LODGING ALLOWANCE (TLA):** See or call the Housing Office TLA Clerk at 676-6232 for details on TLA entitlements 45-60 days before termination of housing. Submittal of a TLA claim must be made while you are still at Incirlik AB. Your gaining installation (next base) will not reimburse your TLA claim from Incirlik AB.

**4. PRE-FINAL INSPECTION:** The purpose of the pre-final Inspection, conducted jointly between the sponsor and a Housing Office Inspector, is for the sole purpose of informing the sponsor on what he/she needs to do to pass the final quarters inspection and affords the housing inspector the opportunity to examine the condition of the house and grounds to point out to the occupants what, if any, actions he/she must take to correct noted damages above fair wear and tear, which the sponsor may be held financially liable if not corrected prior to the final inspection. (See attachment 5 for cleaning requirements).

**5. FINAL INSPECTION:** This inspection will be accomplished IAW the guidelines identified in the handout given to the sponsor during the pre-final inspection. If you fail your final inspection, you must contact the housing office and schedule a re-inspection. Failure to properly complete a final quarter's inspection could result in you being held liable for any charges for cleaning/restoration of your FH unit.

**Note:** The responsibility for final clearance from FH units rests solely with the sponsor.

## **SECTION M: MAIDS AND GARDENERS**

**1. REQUIREMENTS:** FH occupants are reminded that they are solely responsible for the care and maintenance of their house/common areas. The hiring of gardeners and/or maids does not relieve them of their responsibility and liability. All maids and gardeners must be hired through authorized off-base companies only to avoid any violations of Turkish Labor Laws and Social Insurance Regulations. The Airmen and Family Readiness Center has a list of available companies. **Occupants must ensure that their employees obey and comply with all housing directives.** Service members are responsible for the actions and conduct of their gardeners and maids under their employment. Violations of base policies will be reported to the sponsor's commander and may result in disciplinary action.

**2. TURKISH TRANSLATION:** It is the occupant's responsibility to ensure that your maid and or gardener understand and comply with base policies and regulations. Attachment 2 of this brochure is the Turkish translation of the Energy and Water Conservation instructions. Again, PLEASE ensure your maid/nanny/gardener understands and complies with base policies and regulations.

## **ATTACHMENT 1**

### **INCIRLIK AIR BASE WATER CONSERVATION PROGRAM**

All Incirlik residents are asked to practice water conservation. Water consumption on base increases during the summer months or with an increase of the base population. To preclude outages due to insufficient water supply a Green, Yellow, and Red water status advisory has been developed to keep personnel aware of actions they should take.

#### **A. Green – Normal Conservation**

- Report any outside or inside water leaks.
- Family Housing lawns may be watered at any time EXCEPT from 1000-1500 hours. Each lawn area should not be watered for more than 30 minutes at a time. Do not over water.
- Do only full loads of wash.
- Do not let water run continuously while doing dishes.
- If you see water being misused and there is no one around to turn it off, turn it off yourself.
- Wash your cars any time.

#### **B. Yellow – Enhanced Conservation**

- Cease watering lawns.
- Do not wash either civilian or military vehicles.
- Take showers instead of baths.

#### **C. Red – Essential Water Use Only**

- Curtail use of water for all but cooking, sanitation, health or safety reasons.
- During water status of Red, water distribution to housing areas may be temporarily suspended.
- Emergency Broadcast System (EBS) and Base PA System will be used to keep residents advised of current conditions.
- The housing staff will document all violations.



## ATTACHMENT 2

### İNCİRLİK SU TASARRUF PROGRAMI

Bütün İncirlik sakinlerinden su tasarrufunda bulunmaları istenmektedir. Su tüketimi, alan nüfusunun artmasına ve yaz aylarında hava sıcaklığının yükselmesine bağlı olarak artmaktadır. Su tedarikinin yetersiz olmasından dolayı, meydana gelecek kesintileri önlemek için, Yeşil, Sarı ve Kırmızı su durumları kişilerin alması gereken önlemlerden haberdar etmek için geliştirilmiştir.

#### A. Yeşil – Normal Tasarruf

- İç veya dış mekanlardaki su akıntılarını rapor ediniz.
- Çimenler 1000-1500 arası saatler haricinde, istenilen saatte sulanabilir. Sulanılan bölge yarım saatten fazla sulanmamalıdır. Lütfen fazla sulama yapmayınız.
- Çamaşır makinelerini tam kapasitede kullanınız.
- Bulaşık yıkama esnasında suyu sürekli akıtmayınız.
- Eğer hatalı su kullanımı görürseniz ve suyu kapatacak kimse yoksa siz kendiniz kapatınız.
- Arabalarınızı bahçe sulama gününün herhangi bir saatinde yıkayabilirsiniz.

#### B. Sarı – Arttırılmış Tasarruf

- Çimleri sulamayı durdurunuz.
- Ne sivil, ne de askeri araç yıkamayınız.
- Banyo yerine duş yapınız.

#### C. Kırmızı – Sadece Zaruri su Kullanımı

- Yemek pişirme, sağlık ve emniyet sebepleri hariç, su kullanımını durdurunuz.
- Kırmızı su durumlarında evler bölgesine su dağıtımı askıya alınabilir.
- Mevcut su durumlarından haberdar etmek için EBS ve alan PA sistemleri kullanılacaktır.
- Butun ihlaller lojman görevlilerince kaydedilecektir.

## **ATTACHMENT 3**

### **FORCE PROTECTION INFORMATION FOR FAMILY HOUSING**

The unique location of Incirlik AB poses some Force Protection issues that you and your family should be aware. Read the following information and make sure that your family understands the importance of the actions that are listed.

What does Force Protection Condition (FPCON) DELTA mean?

- Force Protection Condition Delta applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is imminent.

What to do in FPCON Delta:

- Go indoors immediately
- Close and lock all doors and windows
- Turn off HVAC (Air conditioner or heater), exhaust fans in bathrooms and oven hoods
- Take cover in an interior room/closet with no windows
- Turn on TV/Radio to Commanders Channel and AFN
- Do not go outside, unless an extreme emergency exists, until directed to do so by the giant voice system or Security Forces
- Do not go to the school to drop-off or pick-up your children until you receive notification via Commanders Access Channel, AFN or your Chain of Command (Both the Elementary and High School know our exercise schedule and understand that children and teachers will be delayed during exercises.)
- Everything that is done during FPCON Alpha, Bravo and Charlie will remain in effect

What does ALARM YELLOW mean?

- ALARM Yellow applies when an attack is likely to happen in less than 30 minutes.

What to do during ALARM YELLOW:

- If you are outdoors, get indoors
- If you are indoors, stay indoors
- Turn off HVAC (Air conditioner or heater), exhaust fans in bathrooms and oven hoods

What does ALARM RED mean?

- ALARM Red applies (if you hear a wavering tone) when an attack by air or missile is imminent or in progress. ALARM Red also applies if you hear a bugle call, this means that an attack by ground forces is imminent or in progress.

What to do during ALARM RED:

- Immediately seek shelter in an interior room/closet

What does ALARM BLACK mean?

- ALARM Black applies (if you hear a steady tone) when an attack is over and there are possible hazards or chemical contamination outdoors

What to do during ALARM BLACK:

- Remain under overhead cover or within shelter until otherwise directed.

## ATTACHMENT 4

### INCIRLIK AIR BASE ELECTRICITY CONSERVATION PROGRAM

All Incirlik Base Housing residents are encouraged to practice good electricity conservation. All personnel assigned to Incirlik AB must learn as much as possible about energy savings and then commit to action. One person's energy consumption is a small fraction of the total picture, but as more and more people become aware of the things they can do to help, the fraction becomes larger.

Mock bills will be generated to all Family Housing residents in June, July, August and September months. This is not a bill, only simulated for your awareness and you do not have to make any payment. The goal of this initiative is to create energy/water conservation awareness in Family Housing Residents.

Each household in Phantom Housing area will find a wireless energy monitor device in their house. This wireless device will give you time, date, instant readings (in kWh, dollar-\$ and CO2 emissions) on the levels of electricity you are currently using. If you switch off lights, sockets and your appliances excluding your fridge you will get a base rate. Then start slowly switching things back on and you will be able to see how many watts of electricity each appliance uses...you may be surprised at what makes the numbers shoot up. May be you and your family will set yourself a limit which you try to stay under? Or when everything you normally have is switched on, work out what you can switch off to maintain a lower rate?

Using electricity wisely is no secret. It is simply a matter of awareness, knowledge and planning. Electricity conservation must be practiced all the time to make a difference.

A good general rule to follow is – **If you are not using it, turn it off!!!**

Incirlik AB FH residents can lead by example by following these Smart Energy Choices:

- Switch off all unnecessary lights
- Use natural (day-lighting) when possible
- Use compact fluorescent light bulbs when possible.
- Unplug equipment that drains energy even when not in use (i.e., cell phone chargers, fans, coffeemakers, radios & etc.). Use Compact Florescent Light Bulbs when possible.
- Close curtains or tilt window blinds to block direct sunlight to reduce cooling needs during warm months
- Washer/Dryer: Wash and dry only full loads, but don't overload
- Dishwasher: wash only full loads. A good dishwasher actually uses less water and energy than washing the same number of dishes in the sink
- Using fans to supplement AC allows you to raise the thermostat temperature, using less energy. Fans cost less to use than AC. Set your thermostat accordingly at all times.

<u><b>OCCUPIED</b></u>		<u><b>UNOCCUPIED</b></u>	
<u><b>Winter</b></u>	<u><b>Summer</b></u>	<u><b>Winter</b></u>	<u><b>Summer</b></u>
<b>68°F / 20°C</b>	<b>78°F / 26°C</b>	<b>55°F / 13°C</b>	<b>85°F / 29°C</b>

A small contribution by individuals and families to the energy saving choices listed above ensures that our energy consumption levels will continue to decline.

## ATTACHMENT 5

### FINAL INSPECTION REQUIREMENTS

- 1. Self-Help Center Work/Alterations:** All Self-Help Center work/alterations to the interior/exterior of your quarters must be removed and the quarters returned to its original condition. All installed carpeting must be removed and disposed of prior to your final inspection. Special attention should be given to removing, from the floor, tape and or adhesive/glue used to secure the carpeting.
- 2. Maintenance:** Any damage to the interior or exterior of your quarters, beyond fair wear and tear, must be repaired prior to your final-inspection or else you will be held financial liable. For those individuals with pets, consider the condition of your front and back lawn. All litter and animal feces will be removed from the front/back yard and the lawns left in good appearance to include if necessary the seeding and watering of the lawn damaged areas till new grass has taken. All light bulbs must be in working condition. Any maintenance problems with the utilities/appliances must be reported to CE at 676-7008 and you must provide the housing inspector, during your final-inspection, with the job order number on all maintenance requests for your quarters which have not yet been completed by CE.
- 3. Sanitation:** Our biggest problem in Housing is insect infestations. Because your quarters may not be cleaned as soon as it is vacated, it is very important not to leave food in your quarters that could attract insects. Therefore, please remove all food items from cabinets, drawers, refrigerator, storage room, etc. Also please remove/clean all food spills from the floors/walls and appliances, remove grease from appliances /floor. All trash must be completely removed at time of inspection and trash cans must be empty, clean, and placed in the storage room.
- 4.** Current Temporary Lodging Allowance (TLA) policy is to move into Lodging, if quarters are available, for up to 3 days on TLA, prior to your departure date following the successful completion of your final inspection. **Please ensure you contact Lodging at 676-9357 and 676-9358 at least 2 weeks prior to your departure for your reservations.** Do not forget to file for your TLA reimbursement while at Incirlik AB. Your next duty station will not reimburse you for your TLA expenditures at Incirlik AB.
- 5.** For those individuals who must remain in their Family Housing Quarters until their departure date because Lodging quarters were not available or their pet could not be accommodated in Lodging, the Housing Office will re-inspect your house on the first duty day following your departure and any damages noted beyond fair wear and tear will be brought to the attention of your current commander for collection action. Please do not forget to drop off your house keys at the AMC Passenger Terminal or Bldg. 833 Housing Keys Drop Box before flying out.
- 6.** See attachment 6 for specific cleaning requirements.
- 7.** If you have any questions please contact the Housing Office at 676-6232.

## ATTACHMENT 6

### INSTRUCTIONS FOR CLEANING THE QUARTERS

- 1. Stove/Range and Hood:** Remove burned/crusted-on food and grease from accessible surfaces, drip pans, broiler pan, racks inside of the oven, exhaust fan and range hood. Do not disassemble.
- 2. Refrigerator:** Defrost and wipe down inside and outside to remove grease and food particles. Accordion folds must be free of food particles and other debris. Leave refrigerator on lowest setting with door closed.
- 3. Dishwasher:** Remove any food particles, soap residue, and grease on both interior and exterior surfaces. Do not disassemble.
- 4. Garbage Disposal:** Remove residue.
- 5. Cabinets, Walls and Other Interior Wood Trim:** Clean and remove grease.
- 6. Sinks:** Remove food particles, grease, soap residue and any removable stains.
- 7. Lavatories, Commodes, Showers, Bathtubs, Glass Enclosures and Medicine Cabinets:** Use a non-abrasive cleaner to remove soap residue and mildew. Clean removable stains from walls. Wet mop floors.
- 8. Walls, Ceilings, Woodwork and Doors:** Clean only those walls that are accessible. Spot clean to remove food, pencil and crayon marks, cobwebs, removable strains, grime and excessive visible dirt.
- 9. Light Fixtures, Venetian Blinds/Shades:** Clean and dust.
- 10. Ventilation, Air Vents/Grills:** Wipe down.
- 11. Floors and Installed Carpeting:** Sweep, damp mop and/or vacuum. Remove excessive wax build-up.
- 12. Carports, Garages, Porches, Storage Rooms, Patios and Walks:** Remove dirt, cobwebs, etc., from exterior doors, walls and ceilings. Remove excessive oil and grease from paved areas. Sweep.
- 13. Grounds:** Mow, edge, and police. Yard areas that have been damaged by pets, garden plots, storage sheds, etc., must be restored.
- 14. Garbage Containers:** Put trash in approved receptacles and place at normal pick-up points. Containers without trash must be clean.
- 15. Windows:** Residents are not required to clean windows.

## ATTACHMENT 7

### LIST OF APPROVED PLANTS FOR LANDSCAPING

table 6-1 (List of Approved Plants for Landscaping)						
tablo 6-1 (Peyzaj Düzenlemesi için Kabul Edilen Bitki Listesi)						
Botanical Name	Common Name	Turkish Name	Deciduous (D)/	Yaprak Döken (D)	Flowering	Çiçek Açımı
			Evergreen (E)	Daima Yeşil Kalan (E)		
	<b>Large Trees</b>	<b>Büyük Ağaçlar</b>				
<i>Acacia cynophylla</i>	Wattle Tree	Akasya Ağacı	E	E	Yellow	Sarı
<i>Albissia julibrissin</i>	Chinese Silk Tree	Mimoza Ağacı	D	D	Pink	Pembe
<i>Bauhinia variegata</i>	Orchid Tree	Orkide Ağacı	E	E	Pink	Pembe
<i>Catalpa bignonioides</i>	Indian Bean Tree	Kara Meşe Ağacı	D	D	White	Beyaz
<i>Cupressus arizonica</i>	Arizona Cypress	Mavi Servi Ağacı	E	E	-	-
<i>Ficus elastica</i>	Fig	İncir Ağacı	E	E	-	-
<i>Jacaranda mimosifolia</i>	Jacaranda	Pelesenk Ağacı	E	E	Blue	Mavi
<i>Magnolia grandiflora</i>	Cucumber Tree	Büyük Çiçekli Manolya Ağacı	E	E	White	Beyaz
<i>Pinus canariensis</i>	Canary Island Pine	Kanarya Adası Çamı	E	E	-	-
<i>Pinus halepensis</i>	Aleppo Pine	Halep Çamı	E	E	-	-
<i>Pistacia chinensis</i>	Chinese Pistache	Çin Sakız Ağacı	D	D	-	-
<i>Phoenix dactylifera</i>	Date Palm	Hurma Ağacı	E	E	-	-
<i>Platanus orientalis</i>	Oriental Plane Tree	Çınar Ağacı	D	D	-	-
<i>Sophora japonica</i>	Pagoda Tree	Japon Soforası	D	D	Yellow	Sarı
<i>Washingtonia filifera</i>	California Fan Palm	Palmiye Ağacı	E	E	-	-
<i>Washingtonia robusta</i>	Mexican Fan Palm	Pamuk Palmiyesi	E	E	-	-
	<b>Small Trees</b>	<b>Küçük Ağaçlar</b>				
<i>Arbutus unedo</i>	Killarnei Strawberry Tree	Dağ Çileği Ağacı	E	E	-	-
<i>Cercis siliquastrum</i>	Judas Tree	Erguvan Ağacı	D	D	Red	Kırmızı
<i>Grevillea robusta</i>	Silk Oak	Kıbrıs Meşesi	E	E	Yellow	Sarı
<i>Krytrina crista-galla</i>	Common Coral Tree	Mercan Ağacı	E	E	Red	Kırmızı
<i>Lagerstromia indca</i>	Crape Myrtle	Oya Ağacı	E	E	Pink	Pembe
<i>Laurus noblis</i>	Sweet Bay	Akdeniz Defnesi	E	E	-	-



<i>Musa paradisica</i>	Banana Tree	Muz Ağacı	E	E	-	-
<i>Robinia pseudoacacia</i>	Black Locust	Yalancı Akasya	D	D	White	Beyaz
	<b>Shrubs</b>	<b>Çalılar</b>				
<i>Acuba japonica</i>	Spotted Laurel	Japon Akübası	E	E	-	-
<i>Chamaecypa aris lawsoniana minima aurea</i>	False Cypress	Lawson Yalancı Servi - Kamasparis	E	E	-	-
<i>Berberis thunbergii var atropurpurea</i>	Dwarf Barberry	Berberis	E	E	-	-
<i>Contoneaster horizontalis</i>	Trailing Contoneaster	Dağ muşmulası	E	E	-	-
<i>Bougainvillea spp.</i>	Bougainvillea	Begonvil	E	E	Multicolor	Rengarenk
<i>Buddleia davidii</i>	Butterfly Bush Royal Red	Kelebek Çalısı	D	D	Red Purple	Kırmızı Mor
<i>Felicia amelloides</i>	Blue Marguerite	Felisyia	E	E	Blue	Mavi
<i>Hibiscus rosa chinensis</i>	Hibiscus	Japon Güllü	E	E	Red	Kırmızı
<i>Juniperus horizontalis</i>	Creeping Juniper	Yayılcı Ardiç	E	E	-	-
<i>Lantana camara</i>	Lantana	Mine Çalısı	E	E	Rose/Yellow	Pembetrak Kırmızı/Sarı
<i>Jasminum nodiflorum</i>	Jasmine	Yasemin	E	E	Yellow	Sarı
<i>Nerium oleander</i>	Oleander	Zakkum	E	E	Multicolor	Rengarenk
<i>Phormium tenax</i>	New Zealand Flax	Yeni Zellanda Keteni	E	E	-	-
<i>Pittosporum tobria "nana"</i>	Dwarf Pittosporum	Bodur Pitosporum	E	E	-	-
<i>Plumbago capensis</i>	Hardy Plumbago	Mavi Yasemin	E	E	Blue	Mavi
<i>Pyracantha coccinea</i>	Firethorn	Ateş Dikeni	E	E	Red Berries	Kırmızı Meyveli
<i>Viburnum tinus</i>	Viburnum	Kartopu	E	E	White	Beyaz
	<b>Ground Covers</b>	<b>Toprak Örtüsü</b>				
<i>Gazania nivera</i>	Trailing Gazania	Gazanya	E	E	Yellow	Sarı
<i>Canna india</i>	Canna	Tesbih Çiçeği	E	E	Multicolor	Rengarenk
<i>Vinca minor</i>	Dwarf Vinca	Cezayir Menekşesi	E	E	Purple	Mor
<i>Lavender augustifolia</i>	Lavender	Lavanta	E	E	Purple	Mor
<i>Aster Alpius</i>	Blue Aster	Mavi Yıldızpatı	E	E	Blue	Mavi
<i>Teucrium fruiticans</i>	Bush Germander	Zeytin Çalısı	E	E	Yellow	Sarı

Source: Base General Plan (CH2M HILL, 2001).  
Kaynak: Üs Genel Plan (CH2M HILL, 2001).

## **ATTACHMENT 8**

### **TIPS TO PREVENT MOLD**

#### **1. Keep all Surfaces Clean and Dry**

- Mold will grow with normal temps
- Only takes 2 days on a damp surface

#### **2. Reduce Moisture Levels**

- Turn on exhaust fan during and after showers

#### **3. Store Clothing Properly**

- Clothes must be clean
- Clothes must be dry

#### **4. Increases Air Circulation**

- Check/change HVAC filters often
- Open closet doors
- Move furniture away from walls
  1. One fist length from all walls
  2. Do not block air flow

#### **5. When You are Gone**

- Open all closet doors
- Put A/C unit on fan only in winter
- Put A/C unit on 25c/85f in Summer
- Use “Damp Rid”; available at the BX

Always call the CE Service Call Desk at 676-7008 when you see mold

For more information on Mold visit <http://www.epa.gov/mold/pdfs/moldguide.pdf>

## ATTACHMENT 9

### CHILD SUPERVISION GUIDELINES. AFI40-301\_INCIRLIKABSUP\_I 21 APRIL 2010

**Table A6.1. (Added) (INCIRLIKAB) Child Supervision Guidelines.**

<b>Age of Child</b>	<b>Left Unattended:</b>					<b>Baby sit:</b>	
	In quarters for 2 hours or less	In quarters for more than 2 hours	Outside (including playground)	In a vehicle	Overnight	Siblings	Others
Newborn-8 years	NO	NO	NO	NO	NO	NO	NO
9 – 11 years	YES, with minimum of phone access to a responsible adult, designated by parent	NO	YES, with minimum of phone access to a responsible adult, designated by parent	Apr–Sept: NO Oct–Mar: YES, with key removed and parking brake activated (15 min. max.)	NO	NO	NO
12 – 13 years	YES	YES	YES	YES, with key removed and parking brake activated (30 min. max.)	NO	YES	YES
14 -17 years	YES	YES	YES	YES	YES, with minimum of phone access to responsible adult, designated by parent	YES	YES