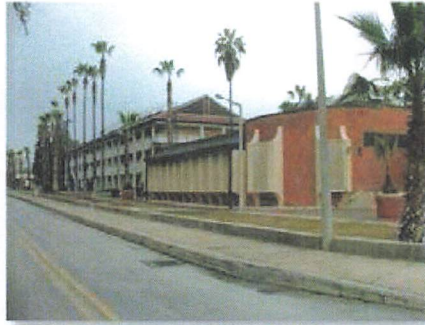


*INCIRLIK AIR BASE DORMITORY
BROCHURE*



JUNE 2020



INTRODUCTION

Welcome to Incirlik Air Base and to our dormitory quarters. We are pleased to have you with us and hope your stay will be pleasant and enjoyable.

We are proud of our dormitory 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 brochure 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 dormitory 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 Dormitory Management Office at 676-3080 whenever you have any problems, questions, or suggestions regarding your quarters.

Sincerely,

A handwritten signature in blue ink that reads "Michael J. Roxberry, Jr." with a stylized flourish at the end.

MICHAEL J. ROXBERRY, JR., CMSgt, USAF
Command Chief, 39th Air Base Wing

Incirlik AB Dorm Management Team

Title/Area of Responsibility	Telephone	Office Location
Superintendent	676-6925	Bldg 894, Room 5105
NCOIC, Dorm Management	676-8003	Bldg 894, Room 5116
Dorm Manager Office 880, 882	676-3080	Bldg 882, Room 2118
Dorm Manager Office 885, 892, 894, 896	676-3080	Bldg, 882 Room 2103
Dorm Manager Office 960, 962, 964	676-8000	Bldg 962, Room 8105

Useful Numbers

Agency	Telephone
Emergency Services	112
39 SFS Law Enforcement	676-3200
Eagle Eyes	676-EYES (3937)
SARC Hotline	676-SARC (7272)
39 CES Work Orders	676-7008
39 CES Customer Service	676-6358
39 MDG Appointment Line	676-6666

General Information

In-processing Inbound Personnel. Unaccompanied Residents will report within 48 hours after arrival to Dormitory Management office for in-processing. All in-processing of new members will be accomplished between the hours of 0730-1200. An appointment for an initial room inspection will be scheduled within the first 10 days of having a room/unit assigned. The inspection windows are from 0800 – 1000, Monday - Friday.

Personal Information Changes. Report personal information changes to Dormitory Management Office to include changes in rank, name, duty and home telephone, squadron, office symbol, marital status, DEROS, etc.

Dining Facility. The Sultan's Inn Dining Facility is located at building 965 on the corner of 5th and D streets. All of Incirlik's dormitory personnel receive meal deductions unless special approval by Unit Commanders. Please note the hours of operation:

Breakfast	0415 - 0815
Lunch	1100 - 1330
Dinner	1615 - 1945
Midnight Meal	2230 - 0100
Early Breakfast (*Sat/Sun Only*)	0100 - 0415

Room Inspections. Unit Commanders and First Sergeants determine inspection requirements in accordance with all applicable guidance and command directives. The only room inspections dorm management will conduct are the check-in and out-processing inspections as well as random facility inspections.

Furnishings. All Unaccompanied Housing (UH) residences are fully furnished. Government provided furniture will not be removed from assigned quarters to accommodate for privately owned furnishings; there are minor exceptions to this rule (i.e. legitimate medical issues identified by a doctor). Residents should carefully consider this prior to shipment of personal property. Members must also be aware of their allotted shipment weight as codified on their orders and the DoD Financial Management Regulation (FMR). Excessive furnishings in UH rooms can be a fire hazard and may subject the member to additional storage or shipping costs. Alterations or modifications to government furniture are not authorized. Residents are subject to financial liability for any damages to the furnishings if deemed responsible. If furniture is damaged or requires repair, contact Dorm Management at 676-3080. Under Federal Law, members of the Armed Forces occupying Housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by abuse or negligence of the member 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. Repairs and/or replacements to damaged quarters, including front and back lawn, beyond reasonable fair wear and tear, is the occupant's responsibility and must meet Air Force standards. 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.

Room Decorations. Wall displays or pictures are encouraged. Pictures that may be offensive to others are prohibited as determined by Unit Commanders and/or First Sergeants. Display of any pornographic material is unacceptable. Decorations that depict or show genitalia, breasts, sexual intercourse, or are sexist, racist, or profane in any way are unacceptable as room decoration. Substance abuse paraphernalia is also unacceptable and subject to confiscation. Additionally, items or pictures that degrade national or military leaders are unacceptable as decorations. Items such as thumbtacks, adhesive papers, and stickers are prohibited on counters, government furniture and equipment. No items will be posted or attached on windows. No decorations are permitted within 18 inches of light fixtures or smoke alarms.

Smoking. In accordance with Incirlik AB Designated Tobacco Areas policy memo dated 23 April 2019, all tobacco use is restricted to designated tobacco areas. For purposes of the policy, tobacco includes all products that may be configured to deliver nicotine to include but not limited to: cigars, cigarettes, electronic cigarettes (e-cigarettes), stem pipes, water pipes, hookahs, vaporizers, smokeless products that are chewed, dipped, sniffed, or "vaped," and any other nicotine delivery system that the Food and Drug Administration (FDA) defines as a tobacco product.

Vehicles. Vehicle repairs are not authorized in any UH area; vehicle work shall be done at the Auto Hobby Shop or appropriate facility designed for vehicle repairs. Additionally, car

parts/accessories will not be stored inside residents' quarters. Inoperative, un-registered, improperly tagged, or unlicensed vehicles are not authorized in the dormitory parking lots and are subject to towing at the owner's expense. All vehicles must be registered on Incirlik Air Base. Parking is only permitted on paved surfaces specifically marked for parking. Do not park in the crosswalk, fire lane, or within 15 feet of fire hydrants.

Bicycles. Bicycles may be kept in rooms only if they are clean and do not pose a fire safety egress/ingress hazard. In most cases, they should be locked up at the bicycle racks which are provided at each dormitory. Bicycles stored outside at bike racks must be marked with the owner's name, unit, and DEROS.

Electric scooters are authorized parking next to charging station as long as it does not obstruct walkways or entrances and meet safety distance.

Pets. Pets are not authorized. Feeding and harboring stray animals is unauthorized and punishable under the UCMJ. Fish are allowed in your room in tanks up to 20 gallons.

Cleaning Equipment. Specialty cleaning equipment (e.g. steam cleaners, pressure washers) can be signed out from self-help.

TLA Entitlements. Members will process their TLA by going to any dorm management office with a copy of their orders and their hotel receipt. If a member is in temporary lodging for longer than 10 days the member should bring their receipt and a copy of orders every 10 charged days for processing.

Pest Control. The best defense against insect infestation is clean living quarters. For insect issues not related to the cleanliness of your quarters, contact 39 CES Customer Service at 676-7008.

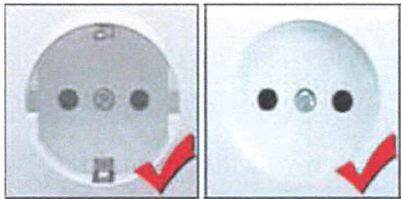
Telephone/Internet Installation. The dormitory rooms are outfitted with internet, telephone and cable services provided by Basefix (fees do apply) as well as free internet in all common areas through TitanNet. Members will be able to sign up at the Basefix kiosk located in the BX. The member will need paperwork from dorm management, a copy of their NATO Orders and a civilian photo identification. For more information call 676-6750 or 676-5016.

Cable TV Installation. Armed Forces Network (AFN) is provided free of charge and is continuously connected in all quarters. Members can sign up for cable television at Basefix (fees do apply). Satellite dishes are not authorized for dormitories. For issues with AFN connectivity or picture quality, call 676- 2666.

Personal Storage. Storage lockers are available and located in each dormitory's personal storage room. Members may utilize these lockers to store personal effects (not government provided furnishings). Members are responsible for providing their own locks and ensuring their storage containers are clearly marked using name tags

similar to those posted outside the member's dorm room to include your DEROS. Nothing may be stored on the top of the storage lockers. Items left on the top of lockers will be disposed of. Flammables and hazardous materials are not permitted in the personal storage containers. Contact your ADL at 676-3080 to get access to your building storage area.

Electrical Outlets. Electrical sockets in dormitories are dual optioned for 110v or 220v outlets. In Turkey the standard outlets are pictured below (plug type C or F). If your appliances' plug does not match the shape of these sockets, you will need an adapter in order to plug in. Adapters simply change the shape of your appliances' plug to match whatever type of socket you need to plug into.



The shape of the socket is only half the story! Electrical sockets in Turkey typically supply electricity at between 220 and 240 volts AC. If you are plugging in an appliance that was built for 220-240 volt electrical input, or an appliance that is compatible with multiple voltages, then an adapter is all you need.

Adapters *do not change the voltage*; the electricity coming through the adapter will still be the same 220-240 volts the socket is supplying. North American sockets supply electricity at between 110 and 120 volts, far lower than in most of the rest of the world. Check the voltage range for everything prior to plugging it in to avoid damaging your electrical devices.

Mold Control. The climate at Incirlik is ideal for the growth of mold. **Residents can help minimize mold growth in their dorms by taking the following actions:**

- * Open windows. Proper ventilation is essential. Open windows, run a fan to circulate fresh air throughout your home.
- * In damp or rainy weather conditions, keep windows and doors closed. If water does enter a dorm room as a result of inclement weather, remove it immediately.
- * Clean and dust your room on a regular basis. Regular vacuuming, mopping and use of environmentally safe household cleaners are important to remove household dirt and debris that contribute to mold growth.
- * Periodically clean and dry the tile, fiberglass surfaces and floors around the sink, bathtub, shower, toilets, windows and doors using a common household disinfecting cleaner.
- * Do not use excessive amounts of water to clean interior floor tile in your room.
- * On a regular basis, wipe down and dry areas where moisture sometimes accumulates, such

as countertops, windows and windowsills.

- * Use the bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the bathroom.
- * Thoroughly dry any spills on carpeting.
- * Do not overfill closets or storage areas. Ventilation is important in these spaces.
- * Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
- * Immediately report to CE Customer Service any evidence of a water leak or excessive moisture in your room.
- * Immediately report to CE Customer Service any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning.
- * Immediately report to CE Customer Service any failure or malfunction with your heating, ventilation, or air-conditioning. Do not block or cover any of the heating, ventilation or air-conditioning ducts in your room.
- * Immediately report to CE Customer Service any inoperable windows or doors.

Air Force Responsibilities

Services. In support of Incirlik's government-owned UH facilities, dorm management ensures maintenance & repair, refuse collection and disposal, basic pest control, fire and police protection, and grounds maintenance for common areas.

Initial Inspection. The Airman Dorm Leader, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally scheduled at the time of assignment.

Maintenance and Repair (M&R). The BCE has the primary responsibility for maintaining your room and the dormitory campus. To request repairs to your quarters, please call the 24- hour CE Help Desk at 676-7008. For common areas, please call the main Dormitory Management office at 676-3080. Residents are responsible for escorting maintainers performing repairs of their quarters.

Service Response. There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

- **Emergency:** Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical

problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning). **Response time: Immediate Response with 24/7 coverage. When multiple emergencies are active, those with the highest potential mission impact are prioritized first.**

- **Urgent:** Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well-being of the residents. **Response time: 8 hours for initial assessment and 7 calendar days to resolve the issue.**
- **Routine:** Work of a routine nature that does not meet the criteria of emergency or urgent. **Response time: 30 Days after materials are received.**

Refuse Collection and Disposal. Place your room trash and garbage in the dumpsters provided. Garbage cans are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells.

Lockouts. For lockouts during duty hours stop by any dorm management office. For lockouts after duty hours please make use of the assigned dorm mayors. Dorm mayors are listed on every dayroom door and any dorm mayor from any building can assist you. If there is a maintenance issue causing the lockout after duty hours please call 676-HELP from any dayroom phone and this will get you in contact with the on-call dorm manager.

Appliances. The 39th Civil Engineer Squadron replaces and services installed ranges, refrigerators and microwaves located in common areas. Appliances are assigned by serial number and recorded on AF Form 228. Notify the Dorm Management Section when repairs are needed. Please **do not** attempt repairs or adjustments yourself.

Laundry Facility (Washer and Dryer). All UH facilities have laundry facilities available for use by the residents. Appliances must be cleaned after each use, to include removing, cleaning and replacing the lint filters. Notify the Dorm Management Section if repairs to laundry equipment are required.

Name Plates/Signs. Room numbers and names tags with name, rank, unit, duty phone, DEROS and shift are the only authorized items to be mounted on the door or to the side of the door. Special exceptions to this policy can be approved through the Dorm Management office for holidays and or events. Residents' name and rank should be updated to reflect the most current status. Residents should contact the dorm management office to obtain a new sign when needed. Pen and ink or 'homemade' signs are not acceptable. Shift workers who are resting and don't wish to be disturbed may insert in their name sign "Shift Worker, Do Not Disturb."

Resident Responsibilities

Leave or Extended TDY to include Deployments. You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the Dorm Management office in writing of your intended absence and the name of the person you designate to care for your room. Do not

turn off your HVAC system during your absence. Members will be responsible for any mold damages in rooms left unattended for more than 3 days.

Damages. You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your Airman Dorm Leader can fully explain your options to repair or replace damaged items and the method of payment.

Exterior Building and Grounds Care. As a dormitory resident, you are responsible for keeping the inside of your quarters clean as well as the exterior area immediately within 10 feet of your entry door. This may require sweeping or vacuuming the walkway around your quarters. Residents are responsible for keeping the grounds around your facility clean.

Fire Protection

Fire Evacuation Plan. A dormitory fire evacuation plan has been prepared for your residence, showing both primary and alternate routes of escape in the event of a fire. Egress plans are posted on the first floor dormitory bulletin board of each dormitory. Know the plan and practice the escape route.

Fire Extinguishers. Fire extinguishers are located throughout the dormitory and are provided for firefighting purposes only. Negligent discharge of fire extinguishers will be passed to law enforcement personnel to be investigated and prosecuted. If you notice a fire extinguisher is over or undercharged, or has been discharged or damaged, please report it to dorm management office immediately.

Tampering with Firefighting Equipment. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under Uniform Code of Military Justice. Residents shall not disable the self-closing devices on interior doors or tinker with the fire alarm/smoke detectors.

Flammable Storage. Storage of flammable or explosive materials is prohibited. Prohibited flammables include gasoline, kerosene, candles (with wick showing they have been burned), incense or any other open flame. The only flammable liquids allowed in the dorms are cigarette lighter refills or cosmetics (e.g. nail polish, nail polish remover, cologne). All other flammable materials, including charcoal and lighter fluid, must be stored outside the dormitory in the yellow, flammable storage locker.

Barbeque Grills. Personal grills are authorized for use around the dormitories; you may store your grill in your quarters for personal outings. Barbeque grills may not be used as fire pits.

Space Heaters. Space heaters of any type are prohibited in dormitories.

Cooking. Personal hot plates, toaster ovens and convection ovens are NOT permitted for use in your quarters (microwave ovens are permitted). Cooking is permitted in government-provided kitchens only. When cooking, never leave the kitchen unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department.

NEVER ATTEMPT TO USE WATER TO PUT OUT A GREASE FIRE AND DO NOT MOVE THE PAN. Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Housekeeping. Do not allow food particles to accumulate on countertops, trash cans or other surfaces of your living space. Keep closets and storage areas free of trash, and unplug heat-producing devices when not in use. Furnishings shall be arranged so as not to obstruct or impede opening of doors leading from rooms to exit access or exit doors.

Extension Cords. Extension cords must be of continuous length without splices and must be (Universal Laboratories) UL approved. Extension cords present a tripping hazard, and shall be positioned in a manner that will not pose a threat. Cords will not be secured to walls, placed under floor covering, or through holes in walls/floors, or ceilings. Extension cords will not be used in place of fixed wiring. A multiple surge protector, like the type used for computer equipment, is authorized if it is UL approved.

Please contact the Incirlik AB Fire Department at 676-6974 with any additional questions related to fire prevention.

**NOTE
FIRE
REPORTING**

- ***In case of a fire in your room or dormitory, immediately notify the base fire department by dialing 112 (cell: 0322-316- 0112)***
- ***Give the fire alarm operator your name, dorm number and street***
- ***Do not hang up until you are sure the information has been received correctly***

Security

Security Forces. When notified, 39th Security Forces will investigate incidents under their jurisdiction. Residents should direct inquiries concerning law enforcement to security forces at 676-3200.

Eagle Eyes. Report any suspicious behavior by calling the Eagle Eyes hotline at 676-EYES / 676-3937.

Dorm Mayor

Dorm Mayor is a voluntary position and appointed by the First Sergeants to assist with after duty situations to include: lockouts, loud music and disruption within the dormitory.

Dorm Mayors will have master keys of all dormitories, which residents may call upon for lockouts. These master keys are the sole responsibility of the Dorm Mayor and must not be “loaned” to residents.

When requested to assist with lockouts, the Dorm Mayor will accompany the resident to their room and unlock the door. If a master key is lost or stolen, Dorm Mayors must report this to the Dormitory Management Office **IMMEDIATELY**.

Good Neighbors

Noise Control. Quiet hours in the dormitories are 24/7. If stereo or other noise can be heard outside the quarters or through the walls, it’s too loud. Violation of this policy will be referred to Unit Commanders and/or First Sergeant for action. Disorderly conduct may also be referred to 39 SFS for response. 39 SFS can be reached at DSN: 676-3200.

Social Gatherings. Parties and other social gatherings are permitted, however, residents must also take into consideration that their neighbors may be asleep. Residents must clean up after themselves and empty all common area garbage receptacles. If dayroom furniture is rearranged, it must be put back to its original location upon termination of the party or gathering. Residents may NOT remove dayroom furniture from the dayrooms. Noise must be kept to a level that will not disturb other residents.

Community Residential Activities

Dormitory Council. Incirlik’s Dorm Council meets monthly as a forum to facilitate dialogue between the 39th ABW Command Chief, UH Management, unit First Sergeants, and Dormitory Mayors.

Dormitory of the Quarter. The 39th ABW Commander and Command Chief will perform dormitory of the quarter inspections quarterly. Each dormitory and room is presented to the Command Chief by the respective Dorm Council. The Commander and Command Chief awards dormitory of the quarter based on the dormitory which displays the highest degree of neatness, cleanliness, serviceability and unit cohesion. Locally developed checklists and scoring factors are used.

Self-Help Projects.

An integral part of making dormitories more pleasant is self-help. Unit Commanders are given wide latitude in creating and completing self-help projects to enhance dormitory life. In fact, many projects require self-help efforts due to shortage of operation and maintenance, and contract funds. Prime areas of self-help projects include dayrooms, murals, laundry rooms, vending areas, game rooms, and common areas. Care must be exercised to ensure all self-help projects adhere to Incirlik AB policies, and are in good taste.

All self-help projects require completion of an AF Form 332, Base Civil Engineer Work Request, coordination with 39 CES/CEQ, and other agencies as necessary, and proper approval as determined by the 39 CES/CC. No work will be accomplished until this form has been completed, properly coordinated and approved.

Painting of walls with other than approved colors requires an approved AF Form 332 and coordination with 39 CES/CEQ prior to start of work. Approved colors are Magnolia and only Light Neutral Colors. A copy of the approval must be maintained on file with 39 CES/CEQ. Government furnished paint is available in a few approved colors.

The room must be returned to its original color and condition before terminating the room. Do not paint items not meant to be painted such as tree trunks, rocks, or curbs, light switches, wall outlets, cabinets, moldings, and all furnishings.

Self-Help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, areas must be restored to their original configuration.

Termination of Residence

Giving Notice. Orders are not required to set up termination inspections. The DM Office requires 30 days' notice of termination (exceptions provided for short-notice PCS). Call or visit the Dorm Management Section for departure arrangements. If you notify Dorm Management promptly, they can schedule your pre-final and final inspections at your convenience.

Cleanliness Standards. Cleanliness of the resident's quarters must adhere to final inspection checklist provided by the Airman Dorm Leader at the pre-final inspection.

Pre-final Inspection. This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides Dorm Management an opportunity to answer any questions you may have. During the inspection, the Airmen Dorm Leader will identify normal maintenance items and any damages beyond normal wear and tear. The Airman Dorm Leader will provide a cleaning checklist and can discuss any specific cleaning requirements for your quarters.

Final Inspection. The final inspection is intended to verify the cleanliness of your assigned quarters and ensure there are no outstanding maintenance items beyond normal wear and tear. If you fail your final inspection, you must accomplish any remedial work and schedule a re-inspection as soon as possible "there are no same day inspections". Failure to properly out-process your assigned quarters could delay your PCS departure. For more information contact Dorm Management.

Issued Linens. If you were issued linens upon your arrival, they need to be cleaned before turn in. DM recommends to take them to the Fabric Care Facility (fees do apply).