

INCIRLIK AIR BASE

HOUSING BROCHURE

July 2019



INTRODUCTION

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

We are proud of our Housing 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 Housing quarters represent a significant and substantial investment by the United States Air Force. We ask you to work together with us to care for 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,

RANDY P. OAKLAND, Colonel, USAF
Commander, 39th Air Base Wing

SECTION A: EMERGENCY/QUICK REFERENCE TELEPHONE NUMBERS

AAFES Base Exchange	676-6937
Ambulance	112 (cell: 0322-316-0112)
Billeting Desk (Hodja Inn)	676-9357/9358
Hodja Inn Reservation Manager	676-9356
CE Customer Service (332 Forms, Major Repairs)	676-6358
CE Service Call Desk (Minor Repairs, open 24/7)	676-7008/6356/6357
Crime Stop (Police Reports)	676-3200
Fire Department (Questions)	676-6974
Fire Department Emergency	112 (cell: 0322-316-0112)
Finance Cashier Cage	676-8305
Clinic Appointment Desk	676-6173/6666
Housing Office	676-6232/6930
PAX (AMC) Terminal	676-6001
Pest Control	676-7008/6356/6357
Security Forces Emergency	112 (cell: 0322-316-0112)
Security Forces Base Defense Operation Center	676-3200
Self-Help Center	676-6529
Telephone Help Desk (CS)	676-2666
USAFE Operator	676-1110

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 Housing 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. Call the CE Service Call Desk at 676-7008 to request maintenance/repairs to your home. You will be given a job order number (retain for future reference) and an approximate date and that the work will be performed time (determined by the nature of your maintenance/repair requirement). You must be home during the scheduled time to allow access to the Housing unit.

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: 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 response and 7 calendar days to resolve the issue.

2.3. Routine: Work of a routine nature that does not meet the criteria of emergency or urgent. Response time: 30 days after materials are received.

3. REFUSE COLLECTION AND DISPOSAL: Housing areas receive trash pick-up twice a week; recycling pick-up once a week.

- **Phantom and Herky Housing Area** – Tuesday and Friday (Trash); Friday (Recycling)
- **Falcon and Eagle Housing Area** – Monday and Thursday (Trash); Thursday (Recycling)

3.1. Garbage Cans: Garbage cans are provided for all Housing units. The base refuse contract limits these to two containers for two and three-bedroom units and three for four bedroom units. Occupants are responsible for the safeguarding, care, and cleaning of their garbage cans and storage location. All trash is to be placed at the curbside in front of your house (not on sidewalk, driveway or grass), on the day of pick up and the empty cans must be returned to their authorized storage location no later than the end of the pick-up day. This includes bulk trash such as boxes, furniture items, recreational equipment, tree branches, and bagged grass clippings, etc. and excess trash which must be placed in appropriate disposable containers (plastic bags, bundles, etc.). Proper storage is critical to controlling the stray animal population.

3.2. Dead Animals: The disposal of dead animals on base is a CE responsibility. Call the CE Service Call Desk at 676-7008 when you discover any dead animals. Burying animals anywhere in the housing area is a public health concern and is not allowed.

4. INSECT CONTROL: Housing occupants are expected to take all measures necessary to prevent and/or control insects/infestation in their Housing 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, FURNITURE 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, appliances or furniture may be relocated, modified, or removed by the occupant. For all furniture item issues to include damage located in housing, contact the housing office at 676-6232.

6. GROUNDS MAINTENANCE: CE is responsible for the maintenance and upkeep of all front and back yards, common areas, parks, and playgrounds.

SECTION C: OCCUPANT RESPONSIBILITIES

As an occupant of a Housing 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.

1. ALTERATIONS TO HOUSING 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. All 332's for the Housing unit should be coordinated through the Housing Office. All alternations must be returned to original state prior to final inspection.

2. DAMAGES TO HOUSING UNITS, EQUIPMENT/APPLIANCES: 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. Note that 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.

3. REPAIR COSTS: The following is a representative list of the most commonly damaged or destroyed items in 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. Conservation must be practiced in accordance with the 39 ABW Energy Conservation

Memorandum. This memorandum can be found in Attachment 2 and a Turkish translation in Attachment 3.

4.1. The care of lawns constitutes one of our largest expenditures of water. Housing lawns may be watered only Monday, Wednesday, and Friday during the hours of 1800-0900 hours. Twenty to thirty minutes of watering for one spot is sufficient. 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.

4.2. 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 set to automatically adjust by time period. For your comfort and to support our energy conservation measures, ensure that your cooling/heating temperature settings are set in accordance with the Energy Conservation Memorandum:

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

5.1. 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. Houses with a central control panel the display will show when filters need to be cleaned. 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 light brushing, use of a vacuum cleaner or washing with dissolved neutral detergent (temperature not to exceed 122°F) and water, at least once a month. Do not dry the filter by exposing it to direct sunlight or warming it using fire, etc. 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 Housing 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. GROUNDS CARE:

6.1. Occupant Responsibility: Housing residents are responsible for cleaning up debris around their house. The grass surrounding your unit, including the area within your privacy fence, will be cut by the Base Maintenance Contractor. Please ensure there are no items left in the grass areas and the privacy fence door is NOT latched shut. If you have social gatherings please ensure that all items are removed from the affected zones before 0800 each day (except weekends). The Base Maintenance Contractor will not be liable for any items left in the yard.

Please note that this service does not include irrigation. Existing shrubs, trees, or bushes will not be removed without prior coordination through the Housing Office, using AF IMT 332, Work Request Form.

6.2. Gardens: You may only plant flowers in pots to be placed on patios. Do not plant seeds or beans that are toxic or which can be hazardous. 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). Plants or vines are not allowed to climb on or intertwine on the privacy fences nor be planted outside of your back yard area.

7. 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 Housing areas is strictly prohibited.

8. CARE OF INTERIOR: Occupants are required to maintain their government quarters in a clean, safe, and good operating condition at all times. Please refer to INC0063, Final Inspection Checklist, and the final page of AF 227, Quarters Inspection Checklist, Instructions for Cleaning the Quarters, for tips and guidance.

8.1. Mold: Incirlik AB is a high-humidity area. Please be sure to take the proper precautions to deter mold growth. (See Attachment 1). Mold can especially be a problem if the thermostat is not properly configured while away for an extended period of time.

8.2. Additional tips: Using excessive water for cleaning the appliances may cause damage to their electrical system and can cause damage to any floor, especially tile. Do not use a wire brush or steel wools to clean the appliances. Please do not use bleach or any solvent-based chemicals when cleaning the countertop. Use only regular non-adhesive paper in drawers and cupboards to prevent damage to surfaces / woodwork. Although you are not required to clean windows, frames and panes should be cleaned regularly, except those windows over 8 feet high.

9. CARE OF EXTERIOR: The entire exterior of your home including carport patio and all gardens should be clean, neat and uncluttered. Refer to INC0063, Final Inspection Checklist, and the final page of AF 227, Quarters Inspection Checklist, Instructions for Cleaning the Quarters for tips and guidance.

10. INSPECTION STANDARDS:

10.1. 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.

10.2. Lawn Care: If the privacy fence door is latched shut, it is the responsibility of the occupant to maintain his/her lawn in satisfactory condition/appearance at all times. Grass should not exceed 4 inches in height. Mowing and edging of grass along edges should be done as needed and all grass should be removed from cracks in these areas. Debris should also be removed (see INC 0063 item 16. Maintenance).

10.3. Trimming of Trees and Bushes: If the privacy fence door is latched shut, the occupant must trim bushes and shrubs. 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.

10.4. Carport, Porches and Patios: Carports must be kept clear and items may only be stored in the authorized storage areas, see Section H, paragraph 7. Clotheslines, hammocks, or any strung items are not permitted in the carports.

11. VEHICLES: Major repairs, oil changes, and tune-ups are not authorized in the Housing 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.

12. LEAVE/TDY: If you are absent from your quarters, leaving it unoccupied for extended periods, you must provide written notification to the Housing Office. State the intended dates of absence and the name and phone number of the person you have designated to have access to your quarters, oversee care of the unit, and to contact in case of an emergency. Secure all personally owned items (e.g. bikes, exercise equipment, patio furniture etc.).

13. INSURANCE: While occupying a Housing unit, you may want to consider buying commercial insurance, to protect yourself in case of a major loss.

SECTION D: KEY CONTROL FOR 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 can be provided by CE and cost will be charged to the occupant. If for any reason a spare key is not available the occupant 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.

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. You must notify the Housing Office and provide the spare keys to the lock.

SECTION E: FIRE PROTECTION

1. FIRE REPORTING: Immediately contact the base Fire Department at 112 (cell: 0322-316-0112) if you smell smoke or if a fire occurs in your house. **Do Not Call the CE Service Call Desk.** 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 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 must **not** disconnect or tamper with smoke detectors.

4. 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.

5. BARBECUE GRILLS: 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.

6. OPEN FIRES: Campfires/bonfires/pit fires are strictly prohibited on base unless the area is inspected and approved by the Fire Department. Manufactured fire pits with spark arrestors are permitted. Manufactured fire pits must be 10 feet from any structure or overhang when operating and a serviceable fire extinguisher must be present during operation. Any damage to patios, carports, or other areas caused by fires must be fixed prior to your final inspection, otherwise the cost of repair will be reimbursable.

7. CLOTHES DRYERS: Check and clean your clothes dryer's lint trap/filter after each use. Never place plastic articles in your dryer. Ensure the water tray is emptied after each use, for applicable models only.

8. FIRE EVACUATION PLAN: Develop a home Fire Evacuation Plan with primary and alternate routes of escape in the event of a fire. Establish and practice your escape plan. It may one day save your life.

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

10. 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.

11. QUESTIONS: Questions on fire prevention and fire safety should be directed to the base Fire Department at 676-6974.

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 (cell: 0322-316-0112).

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

3. EXPLOSIVES: Explosives will not be stored in any area except those outlined in AFMAN 91-201, 21 Mar 2017, Explosive Safety Standards. The hand loading of ammunition or storage of black powder within any base facility or Housing unit is prohibited.

4. SECURE ITEMS: The most common items stolen in the housing areas are bicycles, grills, outdoor furniture and garden tools. Label all items. **Lock it or lose it!**

5. CRIME STOP: Call 676-3200 or 112 (cell: 0322-316-0112) 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: PET CONTROL

PETS: Fish are the only pets allowed. Aquariums are limited to one 20-gallon aquarium (maximum size) per occupant and will be kept clean and free of odor. **Personnel are not**

authorized to feed stray animals. Stray animals are to be reported to the CE Service Call Desk, 676-7008. Never approach a stray animal.

SECTION H: MISCELLANEOUS

- 1. SALES:** Lawn/yard and garage/carport sales may be held in Housing. All sales must be approved by the Housing Office. **Do not post signs or flyers on street sign posts, light poles, fences, etc.**
- 2. SOLICITATION IN HOUSING AREA:** All requests for solicitation in the Housing areas must first be submitted in writing to the 39 FSS for review and final approval by the 39 ABW Commander.
- 3. POOLS:** Must be kept in the backyard on the patio, not in the grass. 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. Empty pools outside of the back yard shall be stowed 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.
- 4. 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, fence, 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.
- 5. STORAGE AREAS:** Our Housing units provide limited storage space and many of our occupants use the carport to install fixed and/or portable cabinets. Any additions require approval via submittal of an AF IMT 332, Base Civil Engineer Work Request, in coordination with the Housing Office. In addition, the storage cabinets must not detract from the appearance of the Housing 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. patio furniture, bikes, sporting equipment, etc.) may be stored in the carport; however, the carport

must present a neat and clean appearance and not prevent safe passage of Fire Department Personnel in case of an emergency.

6. HOLIDAY DECORATIONS: Housing residents are authorized to decorate their homes for the holidays; however, certain rules must be adhered to. Please ensure that all decorations are **safe and appropriate** for the occasion.

6.1. 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
- 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 (676-6974) for assistance.

6.2. INTERIOR DECORATIONS:

- Occupants are responsible for the safe display and operation of all decorations used within the house. Please call the Fire Department (676-6974) for questions or assistance.

7. USE OF RECREATIONAL AND LEISURE ITEMS: Recreational and leisure items such as wading pools, trampolines, weights, benches, light torches and the like, **may not be permanently** positioned on the front lawn beyond the front leading edge of the house. Such items must be stored in the backyard on the patio 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:

7.1. 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.

7.2. 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 I: 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 Avenue. 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 Tuesday through Friday 0800-1200 and 1300-1630, 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. 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.

3. 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 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.

4. PAINTING INTERIOR: Occupants may only paint the interior walls of their Housing unit with base standard paint obtained from the Self-Help Center. 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. You must restore the wall to its original color prior to your pre-final inspection.

5. 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 J: TERMINATION OF HOUSING

1. ADVANCE HOUSING APPLICATION: Once you receive orders you may apply for Housing through the Housing Office at Incirlik AB. You can also preview Housing for your next base at www.housing.af.mil and apply at <https://homes.mil/heat/apply>.

2. 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. You must submit a zero-balance receipt along with a copy of your PCS Orders; any other receipt will not be accepted by Finance.

3. GIVING NOTICE: 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. Pre-final inspections can be performed without PCS Orders or port call date.

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 occupant may be held financially liable if not corrected prior to the final inspection. **Any items wished to be left behind must be coordinated with and approved by the housing inspector.**

5. FINAL INSPECTION: This inspection will be accomplished IAW the guidelines identified in the handout given to the occupant during the pre-final inspection. If you fail your final inspection, you must contact the housing office to 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 Housing unit.

Note: The responsibility for final clearance from Housing units rests solely with the member.

SECTION K: HIRED HELP

1. REQUIREMENTS: Housing occupants are reminded that they are solely responsible for the care and maintenance of their house/common areas. The hiring of personnel does not relieve them of their responsibility and liability. **Occupants must ensure that their employees obey and comply with all housing directives.** Service members are responsible for the actions and conduct of their employee(s) under their employment. **It is the occupant's responsibility to ensure that your employee(s) understand and comply with base policies and regulations.** Violations of base policies will be reported to the occupant's commander and may result in disciplinary action.

ATTACHMENT 1

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 Exchange

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>



DEPARTMENT OF THE AIR FORCE
39TH AIR BASE WING (USAF)

ATTACHMENT 2

MEMORANDUM FOR INCIRLIK, ANKARA, IZMIR USERS & TENANT AGENCIES

FROM: 39 ABW/CC

SUBJECT: Energy Conservation

1. The 19-Mar-15 dated and signed White House Executive Order, "Planning for Federal Sustainability in the Next Decade" establishes energy management goals for federal installations which aim to reduce energy consumption 25% by 2025 (2015 baseline) and reduce water consumption 36% by 2025 (2007 baseline). As of FY16, our wing has done well at reducing water consumption 26% (target: 20%) but energy consumption has increased 15% (target: 2.5%). Nevertheless, we have a long way to go to achieve the federal goals. Simply put, we must continue to improve our electrical and water conservation efforts.

2. I expect leadership by example from our commanders and enlisted leaders and thank everyone in advance for helping each other to be diligent and disciplined. Together we will achieve success in meeting energy consumption reduction goals. Please use the below tips for energy and water conservation.

a. First and foremost, if you are not using it, turn it off! *The base can save up to \$80,000 per year for each 1% decrease of energy conservation.*

b. The following thermostat settings will be implemented:

(1) Admin and recreational facilities. Heating: 68°F/20°C; Cooling: 78°F/26°C

(2) Transient facilities (dorms, schools, lodging). Heating: 68°F/20°C; Cooling: 78°F/26°C

c. During fall and spring seasons, 39 CES will monitor temperatures and turn on or off the HVAC systems using the following guidelines:

(1) The "cooling season" will begin when the outside 24-hour average temperature reaches 70°F/21°C for three consecutive days.

(2) The "heating season" will begin when the outside 24-hour average temperature drops below 55°F/13°C for five consecutive days.

NOTE: *Commanders may authorize deviations from the standards above in order to meet mission requirements.*

d. In accordance with USAFEI 32-7040, portable-type air conditioning units are not authorized. The 39 CES/CC has the authority to purchase or rent portable-type air conditioning units for temporary use in emergency cooling applications. Organizations are not authorized to procure and install portable air conditioning units for use within their facilities. Split-type systems or wall-type air conditioning systems installed by 39 CES are not portable systems; however, these units will be turned off during the "no heat/no cool" season and will follow the established thermostat settings listed above. Facility managers should contact CES Customer Service to address all unsatisfactory climate control issues.

e. Portable space heaters are prohibited. The 39 CES/CC will review and approve exceptions to this policy for valid safety or health issues; annual review and validation is required for all exceptions. If installed, these devices will follow the established thermostat settings listed above. Facility managers should contact CES Customer Service to address all unsatisfactory climate control issues.

f. Open windows and doors for free cooling and fresh air as applicable. Open blinds/curtains on sunny, cooler days for free heat.

g. Reduce unnecessary household-type appliances in the workplace, use common appliances in general area.

h. Run your washers/dishwashers only when they're full.

i. Landscape irrigation and grass watering is allowed only on Mondays, Wednesdays and Fridays and is prohibited between 9am and 6pm.

3. Your efforts are making a big difference! I'm proud of your efforts and look forward to our continued success in meeting energy goals!

WALKER.JOHN
.C.1092434814
JOHN C. WALKER, Colonel, USAF
Commander

Digitally signed by
WALKER.JOHN.C.1092434814
DN: cn=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=USAF,
cn=WALKER.JOHN.C.1092434814
Date: 2017.03.29 08:09:11 +03'00'



ATTACHMENT 3

ENERGY CONSERVATION MEMO (TURKISH)

İNCİRLİK, ANKARA, İZMİR KULLANICILARINA VE DİĞER BİRİMLER'E

GÖNDEREN: 39 ABW/CC

KONU: Enerji Tasarrufu

1. 19 Mart 15 tarih ve imzalı “Önümüzdeki On Sene için Federal Sürdürülebilirlik Planlaması” Beyaz Saray kararnamesi enerji tüketimini 2025 senesine kadar %25 (2015 senesi baz alınarak) ve su tüketimini %36 (2007 senesi baz alınarak) azaltmayı amaçlayan federal üsler için enerji yönetim hedeflerini belirlemektedir. 2016 mali yılı itibarı ile komutanlığımız su tüketimini %26 azaltarak (hedef: %20) iyi bir sonuç almış fakat enerji tüketimi %15 artmıştır (hedef: %2,5). Ancak, federal hedeflere ulaşmak için önümüzde uzun bir yol var. Basit bir şekilde ifade edersek; elektrik ve su tasarrufu ile ilgili çabalarımızı geliştirmeye devam etmeliyiz.

2. Komutanlarımızdan ve yönetici kadromuzdan örnek teşkil ederek öncülük etmelerini bekliyorum, çalışkan ve disiplinli olma hususunda birbirinize yardımcı olduğunuz için herkese şimdiden teşekkür ediyorum. Enerji tüketimini azaltma hedeflerini yerine getirmeyi beraber başaracağız. Enerji ve su tasarrufu için lütfen aşağıdaki tavsiyelere uyunuz.

a. En başta, eğer kullanmıyorsanız kapatınız! *Enerji tüketiminde elde edilen her %1'lik azalma ile üs \$80,000 tasarruf edebilir.*

b. Aşağıda yazılı olan termostat ayarları kullanılacaktır:

(1) İdari binalar ve hobi/sosyal faaliyet binaları.

Isıtma: 68°F/20°C, Soğutma: 78°F/26°C

(2) Geçici binalar (yatakhaneler, okullar, oteller).

Isıtma: 68°F/20°C, Soğutma: 78°F/26°C

c. Sonbahar ve ilkbahar dönemlerinde 39 CES hava sıcaklığını takip edecek ve HVAC sistemlerini aşağıdaki kurallara göre açıp kapatacaktır.

(1) “Soğutma dönemi” dışarının 24 saatlik ortalama sıcaklığı birbirini izleyen üç gün süresince 70°F/21°C'yi bulduğunda başlayacaktır.

(2) “Isıtma dönemi” dışarının 24 saatlik ortalama sıcaklığı birbirini izleyen beş gün süresince 55°F/13°C’ye düştüğünde başlayacaktır.

Not: Vazifenin gereklerini yerine getirmek amacıyla komutanlar yukarıda belirtilen standartların dışına çıkılması için onay verebilirler.

d. USAFEI 32-7040 uyarınca taşınabilir tip klima kullanımına izin yoktur. Acil soğutma için talep olması halinde 39 CES/CC geçici kullanım için taşınabilir tip klima satın alma ya da kiralama yetkisine sahiptir. Organizasyonların binalarında kullanmak üzere portatif klima tedarik etme ve taktırma izni yoktur. Split tip sistemler ya da duvar tipi klima sistemleri 39 CES tarafından takılmaktadır ve taşınabilir sistemler değildir, bununla beraber sözü geçen üniteler “soğutma ve ısıtma dönemleri” haricinde kapatılacak, açıldıklarında ise yukarıda maddeler halinde sıralanmış olan belirli termostat ayarlarına göre çalışacaktır. Bina sorumluları hoşnutsuzluk yaratan tüm sıcaklık ayarı sorunlarını iletmek için CES Müşteri Hizmetleri’ni aramalıdır.

e. Portatif ısıtıcı kullanmak yasaktır. Geçerli güvenlik ve sağlık sorunlarının söz konusu olması halinde 39 CES/CC bu kurala istisna teşkil eden durumları inceleyip onaylayacaktır, tüm istisnalar için her yıl yeniden inceleme ve onaylama mecburiyeti vardır. Kullanımda oldukları takdirde bu cihazlar yukarıda maddeler halinde sıralanmış olan belirli termostat ayarlarına göre çalışacaktır. Bina sorumluları hoşnutsuzluk yaratan tüm sıcaklık ayarı sorunlarını iletmek için CES Müşteri Hizmetleri’ni aramalıdır.

f. Ücretsiz serinlemek ve temiz hava almak için mümkünse pencere ve kapıları açınız. Güneşli ve serin günlerde ise ücretsiz ısınmak için perde ve jaluzileri açınız.

g. İş yerinizde gereksiz ev tipi eşyaları azaltarak ortak alandaki umuma ait eşyaları kullanınız.

h. Çamaşır makinelerinizi ve bulaşık makinelerinizi sadece dolu iken çalıştırınız.

i. Bahçe ve çim sulama günleri sadece Pazartesi, Çarşamba ve Cuma olup sabah saat 0900 ve akşam 1800 arasındır.

3. Çabalarınız büyük fark yaratıyor! Çabalarınızla iftihar ediyor ve enerji tasarrufu ile ilgili hedeflerimize ulaşmada sürekli bir muvaffakiyet göstereceğimizi umuyorum.

JOHN C. WALKER, Alb. ABD. Hv. Kuv.
Komutan