

**BY ORDER OF THE
39TH AIR BASE WING COMMANDER
(USAFE)**

INCIRLIK AIR BASE INSTRUCTION

31-106

17 OCTOBER 2024



**AMERICAN PASS AND REGISTRATION
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publication and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 39 SFS/S5

Certified by: 39 SFS/CC
(Lt Col Paul D. Dinkins)

Pages: 26

This instruction implements and references Department of the Air Force Instruction (DAFI) 31-101, *Integrated Defense*, and establishes policies and procedures for obtaining installation entry mediums and vehicle registration/de-registration procedures for Incirlik Air Base (IAB). This instruction applies to all United States nationals assigned or attached to the 39th Air Base Wing (39 ABW). This publication applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units only upon mobilization. Commanders and supervisors are responsible for ensuring personnel are familiar and comply with the provisions of this instruction. This Incirlik Air Base Instruction (IABI) may not be supplemented at any level. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statements. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternatively, to the Publication OPR for non-tiered compliance terms. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFM) 33-363, *Management of Records*, and disposed IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC) 8013 and Executive Order (E.O.) 9397. Forms affected by personal identification have an appropriate personal identification statement.

SUMMARY OF CHANGES

This publication has been substantially revised and needs to be completely reviewed. This revision of IABI 31-106 reflects and mirrors the process with our TurAF (TurAF) allies. Major changes and additions include: the entire **Chapter 3** process of Gate Passes tailored by TurAF; **Chapter 4** process of Vehicle, and Scooter Requirements; **Chapter 7** Out-processing procedures; and **para 8.2**. Rotator Arrivals.

Chapter 1

IDENTIFICATION MEDIA

1.1. Identification Media: The Primary and Alternate Issuing Officials who are appointed by the Defense Force Commander are responsible for strict accountability of all controlled identification (ID) media issued to American Pass and Registration by the Publication Distribution Office. Immediately upon hiring or removing personnel, the Noncommissioned Officer in Charge (NCOIC) of Pass and Registration will route a new appointment letter for Defense Force Commander signature.

1.2. Primary Issuing Official: The Primary Issuing Official or in their absence, the Alternate Issuing Official, will ensure compliance of controlled documents in accordance with (IAW) AFI 36- 3026V1_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*.

Chapter 2

TURKISH RESIDENCY PERMITS

2.1. Turkish Residency Permits: Turkish Law #6458 and the North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) require all United States (US) DoD Civilian employees to obtain a Turkish residency permit. This permit authorizes the bearer to live in Türkiye. The American Pass and Registration Section at Bldg. 833, room 175 is the designated OPR for the processing of these permits. American Pass and Registration will review all US DoD civilian employees' paperwork for accuracy and stamp their application.

2.1.1. **American Pass and Registration processes all permit requests submitted except for permits required for employees of USAFE-AFAFRICA Base Operating Support (UABOS) contractors and U. S. DoD Civilians.** The UABOS site manager processes permit's for UABOS personnel and U.S. DoD Civilians. Procedures for the processing of the permits are directed by the local immigration authority. This is subject to change without notice.

2.1.2. The appointed Residency Permit Program Manager (RPPM) ensures all American Pass and Registration personnel are familiar with and comply with established guidelines for receiving applications for permits. The base populace must keep their permit current by ensuring the expiration date on the back page of the Residency Permit Card is valid.

2.2. Documents Required from the Applicant.

2.2.1. Online application will be completed by RPPM at <https://e-ikamet.goc.gov.tr>.

2.2.2. Official Passport. Receive and review the applicant's passport. All passports must have the Turkish passport police entry stamp from Turkish Customs stamped in it. Individuals can apply for renewal one year prior to expiration. **NOTE:** extensions are not authorized/issued. Refer them to the 39th Force Support Squadron Military Personnel Section (39 FSS/FSMPS). If the application is for a U.S. civilian employee who holds a U.S. passport, the passport surrendered to American Pass and Registration must be an "OFFICIAL" passport. To determine if the passport is an "OFFICIAL" passport, look for the following statement stamped in the rear of the passport: **The bearer is abroad on an "OFFICIAL" assignment for the United States government. This passport expires on (DATE). It may be extended on presentation of appropriate duty orders.** The wording may change but the concept will be the same. If words to this effect are not present, then it is not the correct passport. Inform the applicant the residency permit cannot be processed until they produce an "OFFICIAL" passport with the appropriate stamps. Refer them to the Military Personnel Flight (MPF).

2.2.3. Obtain one copy of AF Form 899, *Request and Authorization for Permanent Change of Station (PCS) - Military* and AF IMT 973, *Request and Authorization of Change of Administrative Orders*, if applicable, for each individual application package.

2.2.4. If the applicant is a civilian, they must submit a copy of the job declaration letter, DD Form 1617, *Transportation Agreement Transfer of Civilian Employees Outside CONUS*, and a job status letter which shows the applicant's Date Expected to Return from Overseas (DEROS) along with their orders DEROS verification letter.

2.2.5. Gather all documents presented with the application, copy of entry stamped passport, biometric photographs, copy of PCS orders, DEROS verification letter, copy of Common Access Card (CAC) (front and back), old residency permit (if applicable), and change of residency book/card fee then submit the package to the RPPM.

2.3. Residency Permit Program Manager Procedures.

2.3.1. The RPPM reviews each application submitted with the applicants. Any errors identified with the Residency Permit application requires immediate attention to correct by the applicant. The RPPM then logs the application in the residency permit log.

2.3.2. The permit consists of the following documents prepared by the RPPM:

2.3.2.1. One copy of the initial Residency Permit application or one copy of the renewal application. There will be four photographs attached to each copy of the initial application and two photographs attached to the top of the renewal application.

2.3.2.2. One Turkish and one English cover letter.

2.3.3. The Turkish Pass and ID office endorses the applications, and they are returned to American Pass and Registration. RPPM will schedule an appoint with the Immigration Provincial Directorate in Adana. Next, only the RPPM will take a trip to Adana to complete the process, at the Tax office to pay the residency book fees. Then the RPPM and the applicant will go to the Immigration Provincial Directorate in Adana for processing by the Turkish Immigration Officials on the scheduled date. The RPPM will transport applications as needed. The RPPM will coordinate transportation with Incirlik Air Base (AB) motor pool for applicants from Incirlik AB to Immigration Provincial Directorate in Adana on the scheduled date for each applicant. The RPPM will be present at Immigration Provincial Directorate in Adana as liaison on those scheduled dates and provide a mailing address to receive the residency permit card.

2.3.4. When residency permit cards are completed at the General Directorate of Security in Adana, the RPPM will be notified, and the log will be annotated to show which applications are complete. The residency permit card will be mailed to the American Pass and Registration office directed to the RPPM. When it is received via mail the RPPM contacts the applicant and sponsor (if applicable) and informs both members the permit is complete and ready for pick up. The RPPM is responsible for maintaining the tracking system which accounts for the location of all permit requests in American Pass and Registration's possession.

Chapter 3

GATE PASSES

3.1. Gate Passes: The process for all Gate Passes is managed and developed by 10th Tanker Base Command (10 TBC) and Turkish Pass and Registration. The 39th Security Forces Squadron's (39 SFS) American Pass and Registration, the American Liaison of Turkish Pass and Registration and Reports and Analysis only acts as the initial processing point and as the liaison to the Gate Pass process for U.S. DoD sponsors/personnel to the TurAF. All personnel must obtain a Gate Pass to enter and exit Incirlik AB. All Gate Pass approvals/disapprovals are completed only by either Office of Defense Coordination Türkiye (ODC-T), Turkish General Staff (TGS), 10 TBC and Turkish Pass and Registration. 39 SFS does not approve or deny TurAF Gate Passes. Personnel with an active DoD number will not require a background check. The procedures outlined throughout chapter three are subject to change without notice by the TurAF. Contact the Turkish Pass and Registration, American Liaison Office, at Bldg. 2730, DSN: 314-676-3075 or American Pass and Registration at DSN: 676-3875, for required paperwork needed and guidance.

3.2. Permanent Gate Passes: Personnel assigned to Incirlik AB for over 6 months are issued a Permanent Gate Pass.

3.2.1. The following paperwork must be collected to process a gate pass:

3.2.1.1. Military Personnel must provide a completed Turkish Form *Permanent Gate Pass Application*, AF Form 899, or Defense Travel System (DTS) Orders, AF IMT 1631, *North Atlantic Treaty Organization Travel Orders/Orde de Mission Otan*, showing to Incirlik AB with the Turkish passport police entry stamp, and military ID card.

3.2.1.2. Civilian Personnel must provide a completed Turkish Form *Permanent Gate Pass Application*, DD Form 1614, *Request/Authorization for DoD Civilian Duty*, or *Temporary Change of Station Travel*, or Temporary Duty (TDY) Orders, DEROS Letter showing to Incirlik AB with the Turkish passport police entry stamp, passport, and military ID card, see Figure 3.4.

3.2.2. Once Turkish Pass and Registration has obtained all the appropriate paperwork, the paperwork will be reviewed for accuracy by either the American Liaison or TurAF Pass and Registration. Ensure the AF IMT 1631 showing to Incirlik AB with Turkish passport police stamp has the correct location and the expected departure date. If the applicant remains past their DEROS, they will need to provide a copy of their DEROS verification letter from the MPF and new AF IMT 1631, showing to Incirlik AB with Turkish passport police entry stamp or equivalent.

3.2.3. For personnel applying for permanent gate passes the Turkish Pass and Registration clerk will photograph the applicant.

3.2.4. Permanent gate passes will be ready for pick up from Turkish Pass and Registration from the American Liaison after approximately one week of arrival to Incirlik AB.

3.2.5. Turning in a Permanent Gate Pass for out-processing, see para., 8.2.

3.2.6. Loss of a Permanent Gate Pass, see para., 3.7.

3.3. American Visitor Sponsorship Gate Pass: IAW the 39 ABW Visitor Policy Memorandum, American visitors who do not possess a CAC and/or not official travel orders to Incirlik AB may be sponsored on base using the American Visitor Sponsorship Gate Pass memorandum, provided by the American Liaison of Turkish Pass and Registration. This gate pass is issued for personnel sponsoring American visitors such as a relatives or friends visiting Incirlik AB for unofficial business. Personnel with an active DoD number will not require a background check. Sponsors must complete a Security Forces Squadron (SFS) Clearance Spreadsheet for a completion of background check, provided by the American Liaison of Turkish Pass and Registration. After visitors successfully passed their National Crime Information Center background check, the sponsor will complete an American Visitor Sponsorship Gate Pass memorandum and include a photocopy of the visitor's passport, sponsor's military ID card, sponsor's AF Form 899 and AF IMT, and sponsor's AF IMT 1631, showing to Incirlik AB with Turkish passport police entry stamp. The memorandum must be signed by the sponsor's owning Commander. The memorandum must be reviewed and stamped by the American Liaison of Turkish Pass and Registration.

3.3.1. The sponsor is responsible to ensure this gate pass request is prepared to the 10 TBC 45 days prior to the visit to complete the gate pass. 10 TBC is the final approving authority for the American Visitor Gate Pass request. The sponsor will be responsible for following up with Turkish Pass and Registration for approval.

3.3.2. If a group commander is requesting an American Visitor Sponsorship Gate Pass, they may sign as the group commander.

3.4. Turkish Visitor Sponsorship Gate Pass. This gate pass is issued for personnel sponsoring Turkish National visitors such as a nanny, maid, or gardener performing unofficial business.

3.4.1. The following must be turned in before the pass can be sent to Turkish Pass and Registration:

3.4.1.1. A Turkish Visitor Sponsorship Gate Pass request memorandum and an application, obtained from the American Liaison at Turkish Pass and Registration. This is signed by both the sponsoring member and the sponsor's owning Commander (Example: if a member is assigned to a Group their owning commander will be their Group Commander).

3.4.1.2. A copy of the sponsor's AF Form 899 and AF IMT 973, if applicable.

3.4.1.3. A Turkish Visitor Sponsorship Gate Pass Application will detail the sponsor's name, house number, contact information, and unit information.

3.4.2. Turn in all required paperwork to Turkish Pass and Registration, American Liaison Office. The American Liaison will sign and stamp the paperwork before the sponsor submits the package.

3.4.3. If a commander is requesting a Turkish Visitor Sponsorship Gate Pass, they may sign as the owning commander.

3.5. Other Country National Visitor Sponsorship Gate Pass: Other Country National (OCN) Gate Passes are submitted when anyone assigned to Incirlik AB who has a friend or relative who would like to visit Incirlik AB and is from another country other than America or Türkiye. The American Liaison will provide a SFS Clearance Spreadsheet and a OCN Visitor Spreadsheet for a

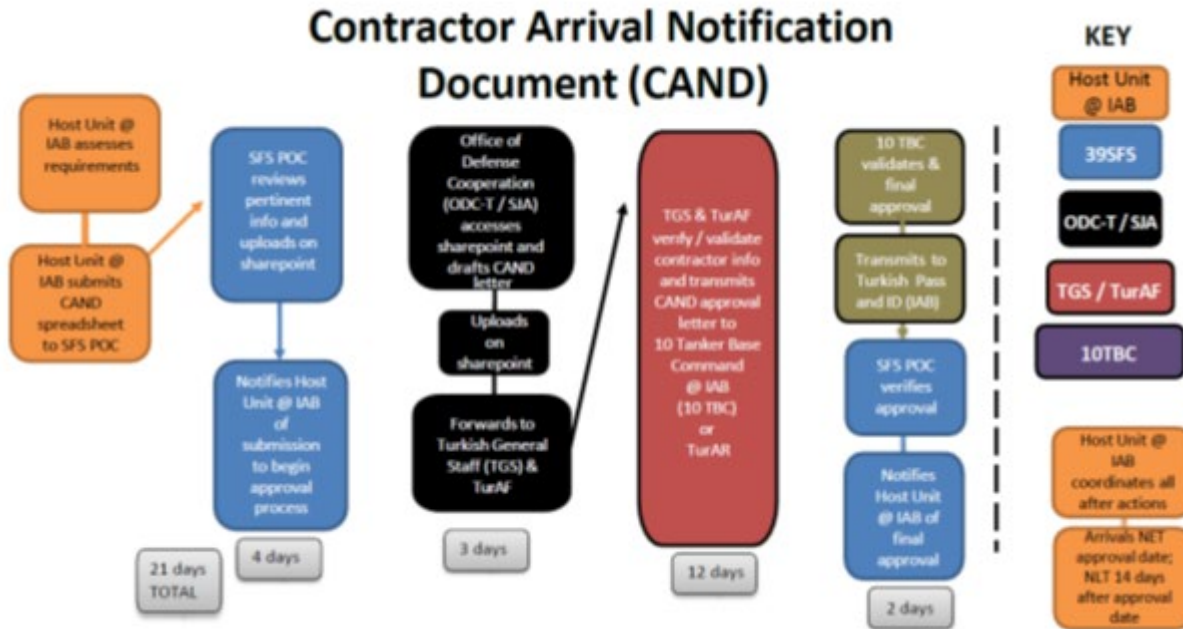
background check to the sponsors. Sponsors will complete both spreadsheet and email it to the American Liaison at least 90 days prior of OCN visitor arrival. After visitors successfully passed their background check, The American Liaison will provide the sponsor an OCN Visitor Sponsorship Gate Pass memorandum. Sponsor will route this memorandum through their owning Commander, their respective Group Commander, and 39 ABW/CV or 39 ABW/CC along with the following attachments and provide to the American Liaison at least 90 days prior of the OCN visitor arrival:

- 3.5.1. The OCN visitor spreadsheet will be sent to the ODC-T in Ankara for approval. Sponsors will only provide this to the American Liaison.
- 3.5.2. A copy of the USAFE Base Form 102, Third Country National Base Entry Request.
- 3.5.3. A copy of the sponsor's AF Form 899 and AF IMT 973, if applicable.
- 3.5.4. A copy of the sponsor's AF IMT 1631, showing to Incirlik AB with Turkish passport police entry stamp upon entry to the country.
- 3.5.5. A copy of the sponsor's military ID/CAC front and back.
- 3.5.6. A copy of the sponsor's NATO Smart Card.
- 3.5.7. A copy of the OCN visitor's passport picture page.
- 3.5.8. Proof of relationship to the sponsor (i.e., birth certificate, marriage license, adoption papers, divorce decrees, emergency data card etc.) or a memorandum detailing the relationship signed by the sponsor and their owning Commander.
- 3.5.9. If an OCN visitor is 17 years of age or younger, they are not allowed to be sponsored onto Incirlik AB alone. The minor must be accompanied by an adult 18 years of age or older. The accompanied adult will not be the Incirlik AB sponsoring member.
- 3.5.10. The sponsor will provide the package, para [3.4.1–3.4.7](#). to Turkish Pass and Registration, American Liaison for process through ODC-T. It may take 60 days or longer for ODC-T, TGS and 10 TBC validation and approval. Sponsors are encouraged to contact the American Liaison for a follow up with Turkish Pass and Registration personnel.

3.6. Temporary Gate Pass. All personnel must obtain a Gate Pass to obtain entry and exit on Incirlik AB. This gate pass is for US Military members, Contractors, US DoD Civilians, and Turkish Contractors performing official business such as TDY, deployment, visiting or working on Incirlik AB for six months or less. The NCOIC of Reports and Analysis located in American Pass and Registration will process only the initial phase to generate a Temporary Gate Pass request, see para [3.5.1.1–3.5.1.3](#). US Military members will complete a Temporary Gate Pass memorandum, see [para 3.1](#) for required documents needed to apply.

- 3.6.1. Contractors Gate Passes are for non-DoD affiliated personnel (without a CAC) that are requesting access to Incirlik AB for official business. This process will be routed through five agencies for approval taking 21-30 days. See [Figure 3.1](#).

Figure 3.1. Contractor Arrival Notification Document Workflow.



3.6.1.1. A sponsor stationed at Incirlik is required to initiate the process for installation access. Sponsors are required to provide Reports and Analysis, and SFS Clearance Spreadsheet and a Contractor Arrival Notification Document (CAN-D) Spreadsheet with all required fields on the spreadsheets properly filled out.

3.6.1.2. Reports and Analysis will use the information on the spreadsheets and conduct a background check through National Crime Information Center and Interstate Identification Index (III). Sponsors will be notified of background check approval or denial and will be provided an electronic signed SFS Spreadsheet identifying background checks were conducted.

3.6.1.3. The CAN-D Spreadsheet will remain with Reports and Analysis for information use only, then deleted after a year for continuity. The information on the CAN-D Spreadsheet (the contractors': name, company's name, Passport country and number, dates of visit, sponsor's contact information) will be transcribed to ODC-T SharePoint for their vetting and validation process.

3.6.1.4. After ODC-T approval, the same information will be provided to TGS and 10 TBC for their vetting and validation process. ODC-T, TGS, and 10 TBC transmit all information through their Turkish Air Force and Turkish Government transmitting systems.

3.6.1.5. After TGS and 10 TBC approval, the same information will be provided to Turkish Pass and Registration by 10 TBC. TGS and 10 TBC will transmit all information through their Turkish Air Force transmitting systems.

3.6.1.6. Sponsors will route the SFS Clearance Spreadsheet.

3.6.1.7. The sponsor may request an update during or after the 21-30 day wait window by contacting the American Liaison at Turkish Pass and Registration.

3.6.1.8. Sponsors are responsible for ensuring Contractors have completed and possess requirements see [Figure 3.4](#) prior to arrival.

3.6.1.9. Temporary Gate Pass required paperwork for Contractors: Temporary Gate Pass request memorandum application, Letter of Authorization, Passport with customs entry stamp, and copy of their military ID.

3.6.2. US DoD Civilian Gate Pass are GS employees for requesting access to Incirlik AB, that will either be visiting or assigned to Incirlik AB for 6 months or less for official business.

3.6.2.1. Sponsors will route the SFS Clearance Spreadsheet.

3.6.2.2. Sponsors are responsible for ensuring US DoD Civilians have completed or possess Temporary Gate Pass requirements prior to arrival, see [Figure 3.4](#).

3.6.2.3. Temporary Gate Pass required paperwork for US DoD Civilians: Temporary Gate Pass memorandum application, a copy of DD Form 1614, Request/Authorization for DoD Civilian Duty or Temporary Change of Station Travel, or TDY Orders, DEROS Letter (generated by the sponsoring Incirlik AB unit) showing to Incirlik AB with the Turkish passport police entry stamp, passport, and military ID card.



3.6.3. Turkish Contractor Gate Passes are for personnel assigned to Incirlik requesting to sponsor local nationals access to Incirlik AB. Turkish Contractors are authorized Temporary Gate Passes for official business such as a visit, to work, or to complete a construction project for 6 months or less duration.

3.6.3.1. A sponsor stationed at Incirlik AB is required to initiate the process for installation access. Sponsors are required to provide Reports and Analysis, an SFS Clearance Spreadsheet.

3.6.3.2. Reports and Analysis will use the information (name, date of birth and KIMLIK number) on the spreadsheets and conduct a background check through National Crime Information Center and III. Sponsors will be notified of background check approval or denial and will be provided an electronic signed SFS Clearance Spreadsheet identifying that background checks were conducted.

3.6.3.3. Sponsors will route the SFS Clearance Spreadsheet.

Figure 3.2. Civilian Base Entry Requirements.

Civilian Base Entry Requirements for Official Business

Actions	All US DoD Civilians Non-US Citizen	All US DoD Civilians US Citizen	Non-US DoD Contractors (Excluding Turkish Contractors)
Country Travel Clearance Through USAFE Portal (Commercial Travel Only)	X	X	X
TDY Order or DD Form 1614 Temp Change of Station (TCS) or CED Orders	X	X	
Passport + Visa + ID Card	X CAC/Government ID	X CAC/Government ID	X State/Country ID
DEROS Letter generated by sponsoring IAB Unit / Signed by Unit/CC / US DoD Civilian provides to Turkish Pass & ID when applying for a Gate Pass	X	X	
Letter of Authorization (LOA) generated by sponsoring IAB Unit / Signed by Unit/CC / Contractor provides to Turkish Pass & ID when applying for a Gate Pass			X
Contractor Arrival Notification - Document (CAN-D) routed through SFS/ODC-T/TGS/10 TBC			X
Security Forces Squadron Clearance Spreadsheet			X

***CAN-D Process - DoD Personnel that have a DoD ID number are not required to be vetted by SFS/ODC-T/TGS/10 TBC**

3.7. Material Gate Pass: If any personnel elects to have goods (i.e., furniture) delivered to Incirlik AB, personnel must report to Bldg. 2700, Turkish Air Force. American Pass and Registration has no responsibility or authority for Material Gate Passes. Travel Management Office (TMO) shipments do not require a Material Gate Pass. Personnel will provide the Turkish Air Force in Bldg 2700, your Gate Pass, the date of goods arrive, what type of goods, and the company delivering the goods. The information provided will be translated in Turkish. The company may provide the translated information, translators are also available and located through the 39 SFS in American Pass and Registration and in Bldg 3850, 39 SFS. Additionally, personnel will meet the delivery company at the main gate to sponsor the delivery personnel and goods.

3.8. Lost Gate Pass: If any member losses their Gate Pass, they must report it to the American Liaison to Turkish Pass and Registration immediately. Personnel will be given directions on the required procedures for Turkish Headquarters to review.

3.8.1. Personnel will submit a Lost Gate Pass Memorandum, obtained from Turkish Pass and Registration, American Liaison Office. The responsible personnel are required to complete an AF IMT 1168, Statement of Suspect/Witness/Complaint, obtained at Base Defense Operations Center, Bldg. 548, submitted in English and Turkish. The AF IMT 1168 will be accomplished to ascertain the circumstances in which the member lost control of their Permanent Gate Pass.

This must be translated by the 39 SFS Turkish Translator at American Pass and Registration or at 39 SFS.

3.8.2. The Lost Gate Pass Memorandum, the AF IMT 1168 and translated Statement will be routed through the respective chain of command for 39 ABW/CC or 39 ABW/CV for signature and approval.

3.8.3. After 39 ABW/CC or 39 ABW/CV approval, the 39 ABW/CCS will ensure documents are provided to 10 TBC for their validation and approval.

3.8.4. After 10 TBC approval, the 39 ABW/CCS will email all documents through the responsible member's chain of command to provide to the member.

3.8.5. Once the member receives the documents, they will deliver all paperwork to the American Liaison, to provide to the Turkish Pass and Registration personnel.

3.8.6. This process may take 90 calendar days and will affect members to depart Incirlik AB for PCS or leave.

3.9. Vehicle Gate Pass: All vehicles are required to have a vehicle pass completed at Turkish Pass and Registration. The following is required to apply for a Vehicle Pass:

3.9.1. Turkish Vehicle Pass Application.

3.9.2. One photocopy of all driver's license along with USAFE IMT 181, Vehicle Operator's Permit for Türkiye, outlined in [para 4.1](#).

3.9.3. One passport size photograph of each authorized driver.

3.9.4. One photocopy of all traffic registration cards.

3.9.5. One copy of Turkish insurance.

3.9.6. One copy of International/State Driver's License or Turkish Driver's License.

3.10. Scooter Gate Pass: To apply for a Scooter Gate Pass the member must report to the American Liaison at Turkish Pass and Registration. Personnel will complete and provide the following documents at Turkish Pass and Registration:

3.10.1. A Scooter Gate Pass application signed by the member, their supervisor, and stamped by the American Liaison at Turkish Pass and Registration.

3.10.2. One copy of International/State Driver's License or Turkish Driver's License.

3.10.3. A Bill of Sale is required for all purchased scooters. This can be a receipt to the customer from the vendor. The receipt or the bill of sale can be validated and routed through the Legal Office or a scan of a digital receipt. Screenshots of a bill of sale is not accepted by Turkish Pass and Registration.

3.10.4. Purchased scooters are authorized to enter and exit Incirlik AB once they have a valid Scooter Gate Pass.

3.10.5. Personnel with rented scooters need to coordinate with their rental scooter vendor. The vendor is the owner of the scooter and are only personnel that can apply for a Scooter Gate Pass with the American Liaison at Turkish Pass and Registration.

Chapter 4

VEHICLE AND SCOOTER REQUIREMENTS

4.1. Vehicle and Scooter Requirements. American Pass and Registration and the American Liaison at Turkish Pass and Registration will provide guidance for conducting vehicle registrations, de-registration, and vehicle transfer actions for privately owned vehicles (POVs) operated on the installation.

4.2. Driver's Permit: All personnel assigned to Incirlik AB require a USAFE IMT 181, to operate any vehicle and scooters while in country. When operating a vehicle, the operator must have both the USAFE IMT 181 and the valid stateside driver's license in their possession. The following procedures will apply for the issuance of the USAFE IMT 181:

4.2.1. Personnel must present their stateside license (it must be current, as Türkiye does not recognize state military clauses) or an international license to the clerk. State driver's licenses which say "Military, or "00-00-0000" in lieu of an expiration date or have no expiration date will not be accepted. The expiration date on the USAFE Form 181 will be the individual's license expiration date.

4.2.2. All DoD civilians must have a valid stateside driver's license or an International Driver's license to operate a vehicle in Türkiye. Their stateside license must be translated and notarized in Turkish to operate a vehicle in Türkiye. This service is available at Turkish Pass and Registration.

4.2.3. If any personnel's state driver's license is expired while in country visit the Base Legal office in Bldg. 833. Personnel may receive an extension to their state driver's license expiration date, depending on the state.

4.3. Vehicle Safety Inspections: All POVs must pass a required vehicle safety inspection every two years (Exception: Pick-ups and mini vans are required yearly). This inspection is part of the registration validation process. Inform personnel upon application for registration of the requirement for a safety inspection. Vehicles going through initial registration must pass the safety inspection prior to registration validation. Re-inspection of a vehicle upon expiration of the current safety inspection is mandatory. Re-inspection is completed at the Adana Inspection Station. Upon customer inquiry, provide the customer with directions on how to get to the inspection station and the current fee for a re-inspection.

4.4. Privately Owned Vehicle Registration: American Pass and Registration is the American personnel base focal point for registration of POVs. American Pass and Registration and the American Liaison to Turkish Pass and Registration may act as a traffic liaison, applies for, purchase, and process all required registration documents on behalf of the applicant. Applicants must possess a NATO Smart Card prior to registering their POV, see [para 5.1](#). The following steps apply when registering a vehicle:

4.4.1. Once the beyanname is issued, the personnel are required to visit American Pass and Registration with the beyanname, the table attached to beyanname and temporary traffic registration letter, original Turkish Insurance policy, applicable amount of Turkish Lira (TL) based on the current Traffic Bureau prices, typed Turkish form called Advanced Privately Owned Vehicle Registration and two pictures (can be obtained at American Pass and Registration), picture of POV, weight information, plate (it is a small plate metal or plastic and

there is a car weight as a unit of Pound or Kg), copy of NATO Smart Card which has 11 digit Kimlik foreign national ID number starts with 99 on the back. It is provided by TGS through American Pass and Registration office, a copy of the applicant's AF IMT 1631 showing to Incirlik AB with Turkish passport police stamp, original letter of power of attorney. Power of attorney provided by public notary is acceptable only (base power of attorney is not acceptable), certified translator fee (it is applicable if SFS has no certified translator) and public notary registration fee. All paperwork and TL will be sent to the following offices: the Public Notary, TÜVTÜRK inspection station, Engineering Bureau, Adana Driver's Association Office, Tax office (Public Finance office), the broker, vehicle insurance, Traffic Bureau, and Incirlik Hobby Shop for a tow truck rental.

4.4.2. All documents associated with the registration of a vehicle must be issued in the same name as the auto beyanname. Personnel must complete initial registrations within 30 days of the date on the beyanname form. TMO accepts the memorandum to extend the beyanname date only when it is provided prior to 30 days. Fines are charged to personnel who do not comply. Turkish traffic bureau will charge the individual the traffic fee which is separate from the custom fee. Fines are charged to personnel who do not comply.

4.4.3. Each vehicle owner completes an USAFE Base Form 92, Military/Civilian Registration and Certification of Title of Motor Vehicle. The vehicle owner must sign and date the USAFE Base Form 92 acknowledging the statements on the back. All copies of USAFE Form 92 will be filed and maintained on the Pass and Registration SharePoint until a member separates, retires or PCS's from Incirlik AB. Members are responsible to notify Pass and Registration to update the POV tracker as changes occur.

4.4.4. The American Pass and Registration will ensure:

4.4.4.1. Personnel completing the registration of the POV on their own, ensure they are aware of the requirement to complete a USAFE Base Form 92, with American Pass and Registration.

4.4.4.2. Inform personnel of the location of the inspection station and registration office.

4.4.5. Upon receipt of a request for vehicle registration, the American Pass and Registration will:

4.4.5.1. Review all documents for completeness and resolve any discrepancies.

4.4.5.2. Transfer the appropriate amount of TL to the Traffic Bureau to purchase the necessary vehicle registration documents.

4.5. Turkish Tax Exemption.

4.5.1. All personnel shipping a POV to Türkiye must file for Tax Exemption Request during vehicle registration. Locally developed procedures do not require the return of the Turkish Form Tax Exemption Request prior to registering the vehicle off base. American Pass and Registration will be provided the Tax Exemption Request to ODC-T for approval processing.

4.5.2. Personnel applying for a Tax Exemption Request requires their POV's Vehicle Identification Number and three copies of their AF Form 899.

4.5.3. An American Pass and Registration Clerk will assist personnel completing their Tax Exemption Request.

4.5.4. Personnel are required to apply for or possess a NATO Smart Card to finalize the Tax Exemption Request. See [para 5.1](#) to apply for a NATO Smart Card.

4.5.5. Personnel may complete the Tax Exemption Request and NATO Smart Card application at the same time.

4.5.6. After the personnel completes their Tax Exemption Request, American Pass and Registration will send their package to ODC-T for approval. Once approved, ODC-T will send back the approved Tax Exemption Requests to American Pass and Registration office. American Pass and Registration will provide the Tax Exemption Requests to the Public Notary. The Public Notary will finalize the registration book and the Tax Exemption Request, delivering it to the tax office for their record.

4.6. Privately Owned Vehicle De-Registration: All vehicle owners who are shipping or not shipping and decided to turn in their vehicle to Turkish Customs, selling or driving out of the country, must de-register their vehicle prior to implementing such procedures. POV lemon lots and leaving POV's abandon when PCS'ing out is unauthorized. Vehicle de-registration is necessary to clear any outstanding traffic tickets from the owner's record. American Pass and Registration assists the vehicle owner with this process. De-registration of vehicles in Adana can only be accomplished if that vehicle was registered in Adana. Example: A traffic record cannot be cleared in Adana for a vehicle registered in Izmir.

4.6.1. For the first step of the vehicle de-registration process the applicant must provide the following:

4.6.1.1. A USAFE Base Form 99, Vehicle De-registration Form used by the traffic liaison to prepare the de-registration documents.

4.6.1.2. The applicant's auto beyanname (ensure the beyanname provided is for the car being de-registered).

4.6.1.3. The registration cards (found in the traffic book issued at the time of registration).

4.6.1.4. Valid Turkish Liability insurance policy.

4.6.1.5. Obtain the appropriate amount of TL.

4.6.2. De-registration is conducted the day of shipment, transfer of the vehicle to the Turkish government, or when officially sold. Ensure the customer fully understands this step of the de-registration process. NOTE: When driving out of the country, this step must be done a minimum of five duty days prior to departing Incirlik AB to obtain a temporary road permit from the Turkish Pass and ID.

4.6.2.1. On the day of the actual vehicle de-registration, the following will be done by American Pass and Registration:

4.6.2.1.1. Collect the traffic cards and license plates.

4.6.2.1.2. Have the customer sign the appropriate blocks on the de-registration documents.

4.6.2.1.3. Issue the U.S. Forces Türkiye plates (if purchased) and validate the USAFE Base Form 92.

4.6.2.1.4. Ensure the Vehicle Identification Number matches the number typed on the form.

4.6.2.1.5. Record issuance by retaining one copy of the USAFE Base Form 92 recording the plate number issued in the license plate logbook.

4.6.2.1.6. File the one copy of the USAFE Base Form 92 on the American Pass and Registration SharePoint and maintain it one year. Destroy one year after being filed.

4.6.2.1.7. Place all documents on the traffic liaison's desk for processing. Inform the customer to check with the Turkish customs liaison in five to seven business days to ensure auto beyanname clearance. De-registration is complete when the clearance document is stamped by the traffic authorities in Adana and the document is provided to the Customs Liaison Office in the Traffic Management Office.

4.6.2.1.8. Once de-registration is completed, the associated USAFE Base Form 92, and its record(s), will be destroyed in a shredder by American Pass and Registration.

4.7. Vehicle Transfer: A transfer occurs when one person buys a vehicle from another person and initiates action to transfer the vehicle to the buyer's beyanname. The owner of the vehicle must fully de-register the vehicle prior to selling it to another individual. Brief the buyer on their responsibility to initiate registration of the vehicle. The buyer cannot register the vehicle until they obtain the auto beyanname. POV owner and the buyer must contact TMO. Coordination with Turkish Customs is required to transfer the beyanname. TMO completes the coordination with Turkish Custom in building 728.

4.8. Rental Vehicle: Personnel are authorized to rent vehicles from vendors.

4.8.1. Personnel will provide their state driver's license to the vender for photocopying.

4.8.2. Vendors will register the rental vehicle with Turkish Pass and Registration, providing a vehicle gate pass to the member.

4.8.3. Personnel will ensure their vehicle gate pass is always valid, see [para 3.9](#).

4.8.4. Personnel assigned to Incirlik AB require a USAFE IMT 181 to operate rented vehicle while in country, outlined in [para 4.2](#). An American Pass and Registration clerk will assist personnel with a USAFE IMT 181.

4.8.5. Personnel are not required to register their rental vehicle with American Pass and Registration. The rental company will be the focal point to gather any information if any situation arises.

4.9. Rental Scooter and Registration: Personnel are authorized to rent scooters from vendors. If an individual elects to rent a scooter, it is highly encouraged they rent from an on base vendor.

4.9.1. Personnel will provide their state driver's license to the vender for photocopying and any additional information the vendor request.

4.9.2. A Scooter Gate Pass is not required for rental scooters. Do not exit Incirlik AB with your rental scooter. If personnel desire a Scooter Gate Pass for a rented scooter, see [para 3.9](#).

4.9.3. Personnel are required to register their rental scooter with American Pass and Registration. American Pass and Registration will be the focal point for scooter information.

4.9.4. To register rented scooters: personnel will bring their scooter rental agreement, a copy of the member's AF Form 899, AF IMT 1631, showing to Incirlik AB with the Turkish passport police entry stamp on it, their state driver license, and AF IMT 973, if applicable.

4.9.5. Personnel will visit American Pass and Registration with all documents outlined in [para 4.8](#), and complete two copies of USAFE Base Form 91, Scooter Registration with a clerk. American Pass and Registration will assist and provide the USAFE Base Form 91 to personnel.

4.9.6. Upon receipt of USAFE Base Form 91, an American Pass and Registration clerk will issue a registration sticker and annotate the registration sticker number on the USAFE Base Form 91.

4.9.7. Applicant will affix the registration sticker to the scooter in a way it is easily identified.

4.9.8. American Pass and Registration will enter the applicant's information and the scooter's information into the scooter registration records.

4.10. Purchased Scooter Registration: American Pass and Registration is the base focal point for registration of scooters. Personnel are authorized to purchase scooters from vendors. If an individual elects to purchase a scooter, it is highly encouraged they purchase from an on base vendor.

4.10.1. Personnel will visit American Pass and Registration to register their scooter and bring their AF Form 899, AF IMT 1631, showing to Incirlik AB with the Turkish passport police entry stamp on it, their state driver license, and AF IMT 973 if applicable. Personnel will complete two copies of USAFE Base Form 91, Scooter Registration with an American Pass and Registration clerk.

4.10.2. Upon receipt of USAFE Base Form 91, an American Pass and Registration clerk will issue a registration sticker and annotate the registration sticker number on the USAFE Base Form 91.

4.10.3. Applicant will affix the registration sticker to the scooter in a way it is easily identified.

4.10.4. American Pass and Registration will enter the applicant's information and the scooter's information into the scooter registration records.

4.11. Purchased Scooter De-Registration. Prior to departing Incirlik AB all scooter owners who are shipping or selling their scooter at any point during their tenure must de-register their property with an American Pass and Registration clerk.

4.11.1. If shipping, owners will bring their original USAFE Base Form 91 and an American Pass and Registration clerk will update the tracker.

4.11.2. If selling/returning your rental scooter, bring a copy of the bill of sale/rental scooter agreement, and the original USAFE Base Form 91. The scooter registration records will be updated by an American Pass and Registration clerk.

4.11.3. It is prohibited to abandon your scooter upon PCSing out of Incirlik AB.

Chapter 5

TURKISH NORTH ATLANTIC TREAT ORGANIZATION ARMED FORCES IDENTIFICATION CARD

5.1. Turkish North Atlantic Treaty Organization Armed Forces Identification Card: IAW Annex #5 to Supplementary Agreement #3 on Installations, 1980 Defense and Economic Cooperation Agreement (DECA), NATO SOFA ratified by Turkish Law #6375, the North Atlantic Treaty Organization Armed Forces Identification Card (NATO Smart Card) is issued to all Armed Forces or civilian personnel permanently assigned in Türkiye. American Pass and Registration processes all NATO Smart Card requests for Incirlik AB. The designated program manager and the NCOIC ensure the forms are prepared and sent to Ankara for approval.

5.2. North Atlantic Treaty Organization Smart Card Application: The American Pass and Registration clerk will complete and review the electronic NATO Smart Card application for completeness with the applicant. The clerk will make every effort to resolve any discrepancies prior to the applicant's departure. Emailing NATO Smart Card Applications is prohibited, personnel are required to complete the application at the American Pass and Registration. Personnel are required to bring copies of all the required documents, American Pass and Registration will not make copies.

5.2.1. The applicant will provide the clerk a copy of their AF Form 899, a copy of the applicants AF IMT 1631, showing to Incirlik AB with Turkish passport police entry stamp, military ID, and their AF IMT 973, if applicable.

5.2.2. One photo is taken of the applicant for the NATO Smart Card by the clerk. The applicant is required to be in uniform for the NATO Smart Card picture.

5.2.3. The American Pass and Registration program manager will forward all completed NATO Smart Card applications to the ODC-T in Ankara once a week.

5.2.4. ODC-T will mail completed NATO Smart Cards to American Pass and Registration, on average there is a 4 month wait.

5.3. Problems when Processing North Atlantic Treaty Organization Smart Applications:

5.3.1. Individuals who change their name after obtaining their TGS issued NATO Smart Card must apply for a new NATO Smart Card with their changed name. To submit this type of application you will need:

5.3.2. One copy of the NATO Smart Card application.

5.3.3. One copy of AF Form 899, one copy of AF IMT 1631, showing to Incirlik AB with Turkish passport police entry stamp, and one copy of the AF IMT 973, if applicable.

5.3.4. One copy of the changed military ID.

5.3.5. One copy of the changed state driver's license.

5.3.6. The original issued NATO Smart Card.

5.4. Lost North Atlantic Treaty Organization Smart Card. If any member losses their NATO Smart Card report it to the American Pass and Registration immediately. Personnel will be given

directions on the required procedures. Personnel are required to complete and turn in the following to American Pass and Registration:

5.4.1. One copy of the NATO Smart Card application.

5.4.2. One copy of AF Form 899, one copy of AF IMT, and one copy of the AF IMT 973, if applicable.

5.4.3. AF IMT 1168, obtained from Base Defense Operations Center, to ascertain the circumstances in which the member lost control of their NATO Smart Card.

5.4.4. Personnel will provide American Pass and Registration a Lost NATO Smart Card memorandum signed by their owning commander.

5.5. North Atlantic Treaty Organization Smart Card Outprocessing. All issued NATO Smart Cards must be surrendered to American Pass and Registration when the holder PCS's. The card can be turned in no earlier than 30 calendar days prior to the (sponsor's) final out- processing date. Outprocessing procedures are outlined in [para 8](#). Turned in NATO Smart Cards will be returned to ODC-T Ankara.

Chapter 6

RESTRICTED AREA BADGES

6.1. NOT USED

6.2. NOT USED

6.2.1. The Unit Security Manager (USM) will ensure all security and training requirements have been met by the individual to receive a RAB. The USM will prepare an AF Form 2586, Unescorted Entry Authorization Certificate, and route it through the appropriate approval authority. Once the AF Form 2586 has been approved, the USM will send the applicant to American Pass and Registration for review and confirmation. Military applicants must be in their military uniform and have their CAC with them. Civilian applicants, and Air Force Office of Special Investigation (AFOSI) Special Agents must be in appropriate civilian attire and have their military ID with them. If digitally signed, the date in section II and IV must match the corresponding digital stamp date. The USM must sign the AF Form 2586 before the approving official. Changing the date in either section II or IV for convenience is strictly prohibited.

6.2.2. After the applicant arrives to American Pass and Registration, a clerk will receive and review the applicant's military ID card and the AF Form 2586. The information on the AF Form 2586 must match the information on the military ID card and must match the physical features of the applicant.

6.2.3. If there are any discrepancies on sections I-III of the AF Form 2586, the USM will re-accomplish the AF Form 2586 with the correct information. Edited forms will not be accepted. Signatures will be verified via USM DD Form 577, Appointment/Termination Record—Authorized Signature.

6.2.4. Any corrections in Section IV of the AF Form 2586 may only be corrected by the approving authority who signed in Section IV. The initials of the commander will be verified via DD Form 577.

6.2.5. An American Pass and Registration clerk will ensure there are no discrepancies and issue the RAB to the assigned member.

6.2.6. Personnel identified as being Interim Certified in the Personal Reliability Program (PRP) in section III of the AF Form 2586 will receive a badge with a yellow background.

6.2.7. Personnel identified as being non-PRP in section III of the AF Form 2586 will receive a badge with a red background.

6.2.8. Personnel identified as being PRP in section III of the AF Form 2586 will receive a badge with a green background.

6.2.9. If a discrepancy is found on the badge during issuance, a new badge will be printed. Ensure the new badge number is annotated on the AF Form 2586.

6.3. Destroying Restricted Area Badges. American Pass and Registration will destroy all turned-in RABs IAW DAFI 31-101. After destruction of the RAB, an American Pass and Registration clerk will sign off on the member's Virtual Military Personnel Flight (vMPF) out processing checklist, label the RAB destroyed in Vindicator, and sign, date, and stamp the member's AF Form 2586 - destroyed.

6.4. Lost, Stolen, Annual Inventories and Audits for Restricted Area Badges. This process will be conducted IAW DAFI 31-101. Any lost or stolen RAB must be reported to American Pass and Registration immediately. American Pass and Registration will provide the member and the owning USM with the procedures. Mutilated badges will be replaced as deemed necessary by the American Pass and Registration Clerk.

6.5. Restricted Area Badges Re-Issue. If a RAB needs to be re-issued it will be done IAW DAFI 31-101. The American Pass and Registration will ensure to receive the old badge before creating a new badge. Badges turned in for a re-issue will be destroyed in the same manner as all other RABs turned into American Pass and Registration. All other procedures will be the same as outlined in DAFI 31-101.

Chapter 7

OUTPROCESSING

7.1. Outprocessing. All personnel assigned to Incirlik AB must outprocess through American Pass and Registration prior to their final outprocessing appointment with MPF. Once all items are accounted for, the American Pass and Registration clerk will sign off the member in vMPF outprocessing. For POV outprocessing, see [para 4.5](#). For Scooter outprocessing, see [para 4.11](#).

7.2. Restricted Area Badges. Personnel must bring their AF Form 1199 and AF Form 2586 to American Pass and Registration. A Pass and Registration clerk will take and destroy the AF Form 1199 and mark on the AF Form 2586 destroyed, their name, and the date. Personnel must return their marked destroyed AF Form 2586 to their USM.

7.3. Permanent and Temporary Gate Passes. Personnel must surrender gate pass prior to PCSing from Incirlik AB.

7.3.1. Any member PCSing from Incirlik AB via the Rotator will surrender their Permanent Gate Pass to Turkish Customs at the Passenger Terminal during checking in for the Rotator to PCS from Incirlik AB.

7.3.2. If PCSing from Incirlik AB via a commercial flight, members will follow the direction of the outbound lane Turkish Air Force Security Forces to surrender their Permanent or Temporary Gate Pass.

7.4. North Atlantic Treaty Organization Smart Card. Personnel will surrender NATO Smart Cards to the American Pass and Registration Clerk 30 days prior to their DEROS.

Chapter 8

EXTRA DUTIES

8.1. Noncombatant Evacuation Operations Processing Line Procedures: During any Noncombatant Evacuation Operation, contingency or exercise, American Pass and Registration will aid those being evacuated from the installation. American Pass and Registration will:

8.1.1. Plan arrangements with the local immigration office and residency permit office to retrieve all passports which may be in their possession.

8.1.2. Report to the Noncombatant Evacuation Operation processing center and establish the American Pass and Registration processing station.

8.2. Rotator Arrival: The American Liaison to Turkish Pass and Registration, will assist Turkish Pass and Registration when welcoming new US DoD personnel arrivals through Customs and applying for a Permanent Gate Pass or Temporary Gate Pass. The American Liaison will arrive at the Passenger Terminal at the posted incoming flight arrival time, informing newcomers of necessary documents to present to Turkish Customs Police and disseminating Permanent and Temporary Gate Pass Applications.

BRANDON L. MCBRAYER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DAFI 31-101, *Integrated Defense*, 23 March 2022

AFI 36-3026V1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*, 14 Jul 2021

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 10 Mar 2020

DoD 5400.7-R_AFMAN 33-302, *Freedom of Information Act Program*, 26 Apr 2018 NATO Status of Forces Agreement

Turkish Law # 6458 Turkish Law # 6375

Annex #5 to Supplementary Agreement #3 on Installations 1980 DECA

Prescribed Forms

USAFE Base Form 91, *Scooter Registration*

USAFE Base Form 92, *Military/Civilian Registration and Certification of Title of Motor Vehicle*

USAFE Base Form 99, *Vehicle De-registration Form*

USAFE Base Form 102, *Third Country National Base Entry Request*

USAFE IMT 181, *Vehicle Operator's Permit for Türkiye*

Adopted Forms

DD Form 577, *Appointment/Termination Record-Authorized Signature*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 899, *Request and Authorization for Permanent Change of Station-Military*

AF IMT 973, *Request and Authorization for Change of Administrative Orders*

AF IMT 1168, *Statement of Suspect/Witness/Complainant*

DD Form 1614, *Request/Authorization for DoD Civilian Duty or Temporary Change of Station Travel*

DD Form 1617, *Transportation Agreement*

AF IMT 1631, *NATO Travel Orders/Orde De Mission Otan*

AF Form 2586, *Unescorted Entry Authorization Certificate*

Abbreviations and Acronyms

AB—Air Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CAC—Common Access Card

CAN-D—Contractor Arrival Notification Document

DECA—Defense and Economic Cooperation Agreement

DEROS—Date Expected to Return from Overseas

DoD—Department of Defense

DTS—Defense Travel System

IAB—Incirlik Air Base

IAW—In Accordance With

ID—Identification

III—Interstate Identification Index

MPF—Military Personnel Flight

NATO—North Atlantic Treaty Organization

NATO Smart Card—Smart Card North Atlantic Treaty Organization Armed Forces Identification Card

NCOIC—Noncommissioned Officer in Charge

OCN—Other Country National

ODC-T—Office of Defense Corporation Türkiye

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

PRP—Personal Reliability Program

RAB—Restricted Area Badge

RPPM—Residency Permit Program Manager

SFS—Security Forces Squadron

SOFA—Status of Forces Agreement

TDY—Temporary Duty

TGS—Turkish General Staff

TL—Turkish Lira

TMO—Traffic Management Office

UABOS—USAFE-AFAFRICA Base Operating Support

US—United States

USAFE—United States Air Forces Europe

USM—Unit Security Manager

vMPF—Virtual Military Personnel Flight

Office Symbols

10 TBC—10th Tanker Base Command

39 ABW—39th Air Base Wing

39 FSS/FSMPS—39th Force Support Squadron, Military Personnel Section

39 SFS—39th Security Forces Squadron

AFOSI—Air Force Office of Special Investigations