

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

**INCIRLIK AIR BASE INSTRUCTION 31-106**

**13 JULY 2016**



**Security**

**AMERICAN PASS AND REGISTRATION  
PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense* and references Air Force Instruction (AFI) 31-101, *Integrated Defense (FOUO)*, and establishes policies and procedures for obtaining installation entry mediums and vehicle registration/de-registration procedures for Incirlik Air Base (AB). 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 instruction requires collecting and maintaining information protected by the Privacy Act (PA) of 1974 authorized by 10 USC 8013 and E.O. 9397. Forms affected by the PA have an appropriate PA statement. System of Record Notice F205 AF, Personnel Security Access Record applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>, AFI 33-332, *Privacy Act Program* and Department of Defense (DoD) 5400.7-R, *Freedom of Information Act Program*.

## ***SUMMARY OF CHANGES***

This instruction has been revised to reflect the following: removal of the TrenTech badge issuing system, updated residency permit/funds handling procedures, and the removal of conflicting Restricted Area Badge (RAB) procedures IAW AFI 31-101, *Integrated Defense*.

### **1. Identification (ID) Media.**

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

1.1.1. The Primary Issuing Official (PIO), or in the absence of the PIO, the Alternate Issuing Official (AIO), will ensure compliance of controlled documents IAW AFI 36-3026V1\_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*.

1.2. Preparation and Issuance of the Department of Defense (DD) Form 1934, *Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces*: Service all personnel who are applying for the Geneva Conventions Card in accordance with AFI 36-3026V1\_IP.

### **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 civilian family members, who are not Turkish citizens, of United States (US) military personnel and Department of Defense (DoD) civilian employees and their family members to obtain a Turkish residency permit. This permit will authorize the bearer to live in Turkey. The American Pass and Registration Section is the designated office of primary responsibility (OPR) for the processing of these permits. American Pass and Registration will review all DoD civilian employees' and dependents' paperwork for accuracy and stamp their application.

2.1.1. American Pass and Registration processes all permit requests submitted with the exception of permits required for employees of VECTRUS contractors. The VECTRUS site manager processes permits for VECTRUS personnel. 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 (RPM) 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 page four in the Residency Permit is valid.

2.2. Documents required from the applicant:

2.2.1. Online application is completed by RPM at <https://e-ikamet.goc.gov.tr>

2.2.2. No-Fee or Official Passport. Receive and review the applicant's passport. All passports must have the red ink entry "GIRIS" from Turkish Customs stamped in it. Individuals can apply for renewal 1 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 family member of a US military individual who holds a US passport, the passport is surrendered to American Pass and Registration must be an official "NO FEE" passport. To determine if the passport is a NO FEE passport, look for the following statement stamped in the rear of the passport: **This passport is valid for use in connection with the bearer's residence abroad as a family member of a member of the American military or Naval forces on active duty outside the Continental limits of the United States.** If the passport is not a "NO FEE" passport it is considered a tourist passport. If the application is for a US civilian employee who holds a US 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. The key to remember is that if the stamp or words are not there then this 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 MPS.

2.2.3. If the application is for a "third country national" all they need is a valid tourist passport issued by their home country.

2.2.4. Obtain one copy of AF Form 899, *Request and Authorization for Permanent Change of Station (PCS) - Military* and AF Form 973, *Request and Authorization of Change of Administrative Orders*, if applicable, for each individual application package. Check to make sure all the family members applying for permits are on the AF Form 899. If not, the applicants must have their orders amended to ensure all family members are on their orders. In the event the family members were born in Turkey or Germany after the initial assignment to Incirlik AB, the command sponsorship letter must be provided.

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

2.2.6. If the applicant was born in Turkey, an original certificate of live birth given to the parents by hospital personnel must be included along with the AF Form 4007, *Request and Authorization of Reassignment Orders*. It must be the original hospital letter in Turkish. Children born in Turkey must start the residency permit application immediately upon return to Incirlik AB, up to 15 days within arrival. For babies born in Turkey the passport is not required to start the process, but it is required to finish it. When the passport arrives, return to American Pass and Registration to complete the process. If the baby was born in Germany a copy of the original birth certificate must be included. Children born in Germany can not apply for a residency permit until they

receive the official “NO FEE” passport. If a visa is not purchased upon return, the application will be subject to late fees and or fines.

2.2.7. All applicants with a Turkish parent must have a copy of the parent’s Nufus (Turkish Identification Card). If the child has been placed on the parent’s Nufus, they cannot receive a residency permit, since Turkish Customs identifies them as dual nationals. If the child is not listed, continue processing the application.

2.2.8. Gather all documents presented with the application, the photographs, old residency permit (if applicable) and the passport (old passport if applicable) then submit the package to the RPM.

### 2.3. Residency Permit Program Manager (RPM) Procedures

2.3.1. The RPM reviews each application submitted as soon as possible. Any errors discovered with the Residency Permit application requires immediate attention to correct. The RPM then logs the application in the residency permit log.

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

2.3.2.1. Two copies of the initial Residency Permit application or one copy of the renewal application. There will be five photographs attached to each copy of the initial application and three photographs attached to the top of the renewal application.

2.3.2.2. One Turkish and English cover letter.

2.3.2.3. If the applicant is a newborn, born in Turkey, the RPM will also complete one copy of the Turkish hospital letter to be attached to the hospital letter brought in by the parents.

2.3.2.4. If the applicant is a third country national, the RPM will prepare a third country national consulate Turkish form. The applicant will take the paperwork to 39 FSS/FSMPS who will forward it to the consulate for approval. After the letter returns, all items will be turned in to the RPM for residency permit processing.

2.3.3. If the applicant requires the passport returned before the application is completed, the passport can be retrieved from the Central Police Station in Adana.

2.3.4. After typing the forms, the RPM places the applications in order. The Turkish Pass and ID office endorses the applications and they are returned to American Pass and Registration. The RPM then schedules a trip to Adana to complete the process, first going to the Vilayet for review and signature and then to the central police station in Adana for processing by the Turkish Immigration Officials. The RPM will transport applications as needed.

2.3.5. The RPM will pay for the permit books at the immigration office when permits are dropped off and only purchase books for the permits being dropped off that day. For example: The RPM will transport completed applications. At no time will the RPM possess an uncompleted permit book.

2.3.6. When the RPM receives notifications the passports and residency permits are completed at the Adana Emniyet, the log is annotated to show which applications are complete. The RPM then contacts the applicant and informs them the permit is complete

and ready for pick up. The RPM will notify the sponsor when the permits are ready to be picked up. The RPM is responsible for maintaining the tracking system which accounts for the location of all permit requests and passports in American Pass and Registration's possession.

### 3. Gate Passes.

3.1. To obtain entry and exit on Incirlik AB. There are many different types of gate passes that American Pass and Registration process through Turkish Pass and Registration. All gate pass approvals/disapprovals are done by Turkish Pass and Registration. American Pass and Registration has no influence on the gate pass process. American Pass and Registration acts as a liaison and processing point between personnel stationed at Incirlik Air Base and Turkish Pass and Registration. The procedures outlined are subject to change without notice. Contact the American Pass and Registration section for required paperwork needed.

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

3.1.1.1. Sponsors need to provide a completed Turkish Form *Permanent Gate Pass Application*, valid copy of AF Form 899, valid copy of AF Form 1631, *North Atlantic Treaty Organization (NATO) Travel Orders/Orde de Mission Otan* with the "GIRIS" entry stamp on it and a copy of both sides of their military ID card.

3.1.1.2. Children 12 and older need a valid Residency Permit in conjunction with the following: Sponsor's valid copy of AF Form 899, sponsor's valid copy of AF Form 1631 with red entry "GIRIS" stamp on it, a copy of the front and back of the sponsor's and the family members military ID cards, a copy of their passport picture page, a copy of the page with the red "GIRIS" stamp on it, and a copy of the picture page and the page with the expiration date on it in the Residency Permit.

3.1.1.3. Personnel awaiting residency permits may obtain a temporary gate pass through Turkish Pass and Registration by filling out a Turkish *Temporary Gate Pass Application*., which expires 21 days from date of issue.

3.1.1.4. Once American Pass and Registration has obtained all of the appropriate paperwork, the paperwork will be reviewed for accuracy. Ensure the AF Form 1631 with red "GIRIS" 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 a their DEROs verification letter from the MPS and new AF Form 1631 with red "GIRIS" stamp.

3.1.1.5. For personnel applying for permanent gate passes the clerk will photograph the applicant.

3.1.1.6. Turkish Pass and Registration processes permanent gate passes within 21 calendar days. The temporary gate pass must be renewed if the permanent gate pass is not issued prior to expiration of current pass.

3.1.1.7. When passes are ready to be picked up from Turkish Pass and Registration the American Pass and Registration Clerk will go to the Turkish Pass and Registration office and retrieve the completed passes. American Pass and Registration will notify the gate pass recipient via e-mail to have them to pick up their gate pass.

3.2. Relative Gate Passes: The Turkish Form Relative Gate Passes are used for visiting relatives of permanently assigned and temporary duty (TDY) personnel. Mothers, fathers, mothers-in-law and fathers-in-law are allowed passes in 30-day increments. Visiting husbands and wives are also eligible for the Relative Gate Pass with proof of marriage (ie. Marriage certificate, orders listing the spouse, or dependent ID card with the spouse named). Brothers and sisters are eligible, but proof of relationship will have to be provided and routed through 10th Tanker Turkish Headquarters, Bldg 820 for approval. If proof of relationship is not available, process request with a Turkish Form Friend Gate Pass. Any other American or Turkish relative (cousin, aunt, uncle, etc.) who wants to visit must be sponsored on base with a Turkish Form Friend Pass or Turkish Form Turkish Friend Pass. If the relative is not American or Turkish, a Turkish Form Third Country National (TCN) Gate Pass must be requested. To obtain the Relative Gate Pass the following will be submitted to Turkish Pass and Registration:

- 3.2.1. A copy of the sponsor's AF Form 899 and, if applicable, AF Form 973
- 3.2.2. A copy of the sponsor's AF Form 1631, to Incirlik AB, with the red "GIRIS" stamped upon entry to the country.
- 3.2.3. A copy of the sponsor's military ID front and back.
- 3.2.4. A copy of the relative's passport picture page or the Turkish Nufus card.
- 3.2.5. Proof of relationship to the sponsor (i.e. birth certificate, marriage license, adoption papers, divorce decrees, emergency data card, etc.).
- 3.2.6. Once American Pass and Registration has obtained all of the paperwork it will be reviewed for errors. If the applicant is still here after the tour length and report no later than date, they will need to provide a copy of a DEROS verification letter from the 39 FSS/FSMPS. Ensure the copies of the ID cards are legible. If there has been a name change, they have to provide documentation showing the name change, before it can be accepted.
- 3.2.7. The Turkish Form Relative Gate Pass must be signed by the 39th Air Base Wing Vice Commander (39 ABW/CV), 39th Mission Support Group Commander (39 MSG/CC) or the 39th Medical Group Commander (39 MDG/CC). The package is then hand-carried, by the sponsor, to 10th Tanker Turkish Headquarters, Bldg 820.

3.3. Friend Gate Pass: American visitors who do not possess a Common Access Card or official travel orders to Incirlik AB may be sponsored on base using the Friend Gate Pass. Any visitor who is not American or Turkish must use the TCN Gate Pass. The sponsor will complete the request letter and include a photocopy of the visitor's passport, sponsor's military ID card, sponsors AF Form 899 and AF Form 1631 with red "GIRIS" stamp. The request letter must be reviewed and stamped by American Pass and Registration. The application must be signed by the 39 ABW/CV, 39 MSG/CC the 39 MDG/CC.

- 3.3.1. The letter is taken by the applicant to Turkish Headquarters at least seven duty days prior to the visit to complete the gate pass. Turkish Headquarters is the final approving authority for the Friend Pass. The sponsor will pick up the pass from Turkish Pass and Registration.

3.4. Turkish Visitor Passes are another type of pass issued for military or civilians sponsoring Turkish visitors. The following must be turned in before the pass can be sent to Turkish Pass and Registration:

3.4.1. A Turkish Form Visitor Request stating who is visiting, where they will be going on base, the reason they are coming on base, the date and time of the visit.

3.4.2. If the Turkish friend is under 18 years of age they will need an "under 18 permission letter" signed by the visitor's parents. This letter will be submitted with the Turkish visitor pass package.

3.4.3. A copy of the sponsor's AF Form 899, AF Form 1631 with a red "GIRIS" entry stamp on it and military ID card (front and back).

3.4.4. Once the package is complete, American Pass and Registration will sign and stamp the paperwork before the sponsor submits the package. The application must be signed by the 39 ABW/CV, 39 MSG/CC or the 39 MDG/CC. The letter is taken by the applicant to Turkish Headquarters at least seven duty days prior to the visit to complete the gate pass. Turkish Headquarters is the final approving authority for the Turkish Friend Pass. The sponsor will pick up the pass from Turkish Pass and Registration.

3.5. Third Country National (TCN) Gate Passes: Turkish Form TCN Gate Passes are submitted when anyone assigned to Incirlik AB has a friend or relative who would like to visit and is from another country other than America or Turkey. The applicant must first process request through the appropriate group or vice wing commander. The following is then sent electronically to the Office of Defense Corporation (ODC) in Ankara for approval:

3.5.1. A copy of the USAFE Base Form 102, *Third Country National Base Entry Request*, consisting of the signed approval letters in addition to the TCN Base Access Clearance Letter.

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

3.5.3. A copy of the sponsor's AF Form 1631, to Incirlik AB, with the red "GIRIS" stamped upon entry to the country.

3.5.4. A copy of the sponsor's military ID front and back.

3.5.5. A copy of the relative's or friend's passport picture page.

3.5.6. Proof of relationship to the sponsor (i.e. birth certificate, marriage license, adoption papers, divorce decrees, emergency data card etc.) or the friend letter.

3.5.7. A copy of the sponsor's Blue Book picture page.

3.5.8. The applicant will provide the package to American Pass and Registration to be emailed to the ODC. When Turkish General Staff (TGS) has approved the application, an approval notification is emailed to the applicant, 10th Tanker and American Pass and Registration. The requestor retrieves the TCN pass from Turkish Pass and Registration. They must have all documentation listed in para 3.5.1-3.5.7 affix to the relative or friend gate pass along with the appropriate paperwork and turn it into Turkish Pass and Registration. The approval will take approximately 4 to 6 weeks to process with the Ankara office the applicant there will not be enough time to obtain approval from the

TGS in Ankara if less than 60 days from dates of request. After approval from TGS is received, the sponsor will follow temporary gate pass issuance procedures.

3.6. Lost Gate Pass: If any sponsor or family member loses a gate pass they need to turn in a lost gate pass letter, which can be obtained from the Pass and Registration section. This letter must be filled out and routed to the 39 ABW/CV for signature and approval. After approval, the letter and an AF Form 1168, *Statement of Suspect/Witness/Complaint*, obtained from the Base Defense Operations Center (BDOC), submitted in English and Turkish, will be taken to Turkish Headquarters for review. The lost letter will be maintained at Turkish Pass and ID Registration. The applicant will then go to American Pass and Registration to obtain a new gate pass with the requirements outlined in paragraphs ( 3.1.1 and 3.1.1.7)

3.7. Vehicle Pass: All vehicles are required to have a vehicle pass issued by Turkish Pass and Registration. The following is required to apply for a Vehicle Pass:

3.7.1. Turkish Vehicle Pass Application.

3.7.2. One photocopy of all driver's license (USAFE Form 181, *Vehicle Operator's Permit for Turkey*).

3.7.3. Passport size photograph of each authorized driver.

3.7.4. One photocopy of all traffic registration cards.

3.7.5. One copy of Turkish insurance.

3.7.6. One copy of International Driver's License or Turkish Driver's License

3.8. Traffic Administration.

3.8.1. American Pass and Registration provides guidance for conducting vehicle registrations, de-registration and vehicle transfer actions for privately owned vehicles operated on the installation.

#### 4. Vehicle Requirements.

4.1. 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.

4.2. Privately Owned Vehicle (POV) Registration: American Pass and Registration is the American base focal point for registration of POVs. American Pass and Registration may act as a traffic liaison, applies for, purchases and processes all required registration documents on behalf of the applicant. The following steps apply when registering a vehicle:

4.2.1. Once the beyanname is issued the customer will proceed to American Pass and Registration with the beyanname, original Turkish Insurance policy, applicable amount of TL based on the current Traffic Bureau prices, typed Turkish form *Advanced Privately Owned Vehicle (POV) Registration* and two pictures (can be obtained at American



Pass and Registration). At this time all paperwork and TL will be sent to the Adana Traffic Bureau to purchase all applicable registration paperwork and the license plates.

4.2.2. 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 90 days of the date on the beyanname form. Fines are charged to personnel who do not comply.

4.2.3. Each vehicle owner completes an AF Form 533, *Certification of Compliance-Private Motor Vehicle Registration*. The vehicle owner must sign and date the AF Form 533 acknowledging the statements on the back. All copies of AF Form 533 will be filed and maintained by the Pass and Registration until a member separates, retires or PCS from Incirlik AB. Pass and Registration updates the POV tracker as changes occur. The Privately Owned Vehicle (POV) tracker which is located on the R drive.

4.2.4. The American Pass and Registration Liaison will ensure:

4.2.4.1. If personnel are completing the registration of the POV on their own, ensure they are aware of the requirement to complete an AF Form 533 with American Pass and Registration. Inform personnel of the location of the inspection station and registration office.

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

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

4.2.5.2. Transfer the appropriate amount of TL to the Traffic Bureau in order to purchase the necessary vehicle registration documents.

4.2.5.3. Prepare all documents related to the vehicle's registration.

4.3. De-registration of POV: All vehicle owners who are shipping, selling, "junking", or driving their POV out of the country must de-register their vehicle prior to implementing such procedures. The vehicle de-registration is necessary in order 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.

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

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

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

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

4.3.1.4. Valid Turkish Liability insurance policy.

4.3.1.5. Obtain the appropriate amount of TL and provide a receipt to the customer.

- 4.3.1.6. Offer the customer the opportunity to purchase a “United States Forces-Turkey” transient license plate. This plate and registration are used in the United States to travel from the port to the state where the vehicle will be registered. Use USAFE Base Form 92, *Military/Civilian Registration and Certification of Title of Motor Vehicle*, to prepare a request for such plates and collect the appropriate fees. Allow no less than 10 duty days for the purchase and preparation of de-registration documents.
- 4.3.2. 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 5 duty days prior to departing Incirlik AB in order to obtain a temporary road permit from the Turkish Pass and ID.
- 4.3.2.1. On the day of the actual vehicle de-registration, the following will be done:
- 4.3.2.1.1. Collect the traffic cards and license plates.
  - 4.3.2.1.2. Have the customer sign the appropriate blocks on the de-registration documents.
  - 4.3.2.1.3. Issue the U.S. Forces Turkey plates (if purchased) and validate the USAFE Base Form 92.
  - 4.3.2.1.4. Ensure the vehicle ID number matches the number typed on the form.
  - 4.3.2.1.5. Record issuance by retaining one copy of the USAFE Base Form 92 recording the plate number issued in the license plate logbook.
  - 4.3.2.1.6. The USAFE Base Form 92 is valid for 30 days from the date the vehicle is picked-up.
  - 4.3.2.1.7. File the one copy of the USAFE Base Form 92 and maintain it one year. Destroy one year after being filed.
  - 4.3.2.1.8. Place all documents on the traffic liaison’s desk for processing. Inform the customer to check with the Turkish customs liaison in 5 to 7 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.
  - 4.3.2.1.9. Once de-registration is complete, update SFMIS and pull the associated AF Form 533 from the record and shred it.
- 4.4. 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 see paragraph ( 4.1). The buyer cannot register the vehicle until they obtain the auto beyanname. Coordination with Turkish Customs is required to transfer the beyanname.
- 4.5. Driver’s Permits: All active duty personnel assigned to Incirlik AB require a USAFE Form 181, in order to operate any motor vehicle while in country. When operating a vehicle, the operator must have both the USAFE Form 181 and the valid stateside driver’s license in

their possession. The following procedures will apply for the issuance of the USAFE Form 181:

4.5.1. They will present their stateside license (it must be current, as Turkey does not recognize state military clauses) or an international license to the clerk. Stateside 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.

4.5.2. All DoD civilians, Department of Defense Dependent Schools (DoDDs) employees and all family members must have a valid stateside drivers license or an International Driver's license to operate a vehicle in Turkey. Their stateside license must be translated and notarized in Turkish in order to operate a vehicle in Turkey. This service is not available at American Pass and Registration.

## **5. Blue Book and Tax Exemption.**

5.1. Armed Forces Identification Card (Blue Book): IAW European Command (EUCOM) Directive 56-9, *European Command Relationships and U.S. Defense Representatives*, Annex #5 to Supplementary Agreement #3 on Installations, 1980 DECA, NATO SOFA ratified by Turkish Law #6375, the "Blue Book" is issued to all Armed Forces or civilian personnel permanently assigned in Turkey. American Pass and Registration processes all Blue Book requests for Incirlik AB. The designated program administrator and the NCOIC ensure the books are prepared and sent to Ankara for approval.

5.1.1. The Pass and Registration clerk will review the Turkish Blue Book application(s) for completeness, making every effort to resolve any discrepancies prior to the requester's departure. Any Blue Book application submitted 15 days after the applicant's arrival in country must have a "late" letter submitted with the application being submitted late.

5.1.2. Receive one copy of the Turkish Blue Book application and one copy of the applicant's AF Form 899.

5.1.3. Two photos are taken of the applicant for the Blue Book. The applicant is not required to be in uniform for the Blue Book picture.

5.1.4. The application is placed in the "Blue Book and Tax Exemption" bin for the program manager to process. Turkish Blue Book applications are forwarded to the 717 ABS Pass & Registration in Ankara once a week.

5.1.5. Problems which may arise when processing Blue Book applications:

5.1.5.1. Individuals who change their name after obtaining their TGS issued Blue Book ~~they~~ must apply for a new Blue Book with their changed name. To submit this type of application you will need:

5.1.5.1.1. One copy of the Turkish Blue Book application.

5.1.5.1.2. One copy of AF Form 899 and, if applicable, AF Form 973.

5.1.5.1.3. One copy of the changed DoD common access card

5.1.5.1.4. One copy of the changed Driver's License

5.1.5.1.5. The original issued Blue Book.

5.1.5.2. If an individual loses their Turkish Blue Book, the following is required:

5.1.5.2.1. One copy of the Turkish Blue Book application.

5.1.5.2.2. One copy of AF Form 899 and, if applicable, AF Form 973.

5.1.5.2.3. One copy of a letter from the individual stating what happened to it. This letter must be signed by American Pass and Registration.

5.1.5.3. If an individual never obtained a NATO Blue Book and is ready to Permanent Change Station (PCS), they must have a letter signed by American Pass and Registration which states why they never received one.

5.1.5.4. Issued Blue Books must be surrendered to American Pass and Registration when the holder PCSs. The book is turned in no more than 3 duty days prior to the final out-processing date. Upon receipt of a surrendered Blue Book, complete the following actions:

5.1.5.4.1. Give the books to the program manager pending return to Ankara. Books will be returned to the 717 ABS Pass & Registration in Ankara in a timely manner.

5.1.5.4.2. If an individual cannot locate the Blue Book to turn in, then obtain a "lost letter."

## 5.2. Tax Exemption.

5.2.1. All personnel shipping a vehicle to Turkey must file the Turkish Form, Tax Exemption Request, for their privately owned vehicle accomplished 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.

5.2.1.1. The Turkish Form Tax Exemption Request is completed in triplicate by the applicant and three copies of AF Form 899 are required. The program manager for the Blue Books also manages the Tax Exemption program.

5.2.1.2. The Turkish Form Tax Exemption Request must be filled out completely to include the listing of the Vehicle Identification Number (VIN). If the military member's Blue Book has not been returned and the applicant is attempting to file for tax exemption, instruct the applicant the request cannot be forwarded until the Blue Book returns.

5.3. When the Turkish Form Tax Exemption Request is returned, it will remain on file until the owner deregisters the vehicle.

## 6. Restricted Area Badges (RABs).

6.1. American Pass and Registration is the issuing office for RABs on Incirlik AB. RABs will be issued IAW AFI 31-101.

6.1.1. 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. Military applicants must be in their military uniform and have their Common Access Card (CAC) with them. Civilian applicants must be in appropriate attire. The badge must be issued within 30 calendar days from the date the USM initiated the AF Form 2586. Any AF Form 2586 which is older than 30 calendar days must be re-accomplished. Changing of the date in either section II or IV for convenience is strictly prohibited.

6.1.2. American Pass and Registration will ensure there are two personnel who are designated as issuers by the DFC available during the hours of issuance. One individual will make the badge and one will validate the information.

6.1.3. American Pass and Registration will receive 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 meet the physical features of the applicant.

6.1.3.1. If there are any discrepancies on sections I-III of the AF Form 2586, the USM who initiated the form may pen and ink corrections and initial next to the corrections. The initials of the USM will be verified via the USMs DD Form 577, *Appointment/Termination Record – Authorized Signature*.

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

6.1.4. If there are no discrepancies, the RAB will be issued utilizing the RAB checklist.

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

6.1.5. If a discrepancy is found on the badge during issuance, a new badge will need to be printed. This will require deletion of the badge with the discrepancy. Ensure the new badge number is annotated on the AF Form 2586 and on SFMIS.

6.1.6. Pass and Registration will destroy all turned-in badges at the earliest convenience. Prior to destruction, the badge must be deleted from Virtual Military Personnel Flight (vMPF) out processing checklist, and SFMIS. In the event SFMIS is unavailable, the badge and the AF Form 2586 will be secured in the safe until it can be deleted from SFMIS.

6.1.7. Lost, Stolen, Annual Inventories and Audits will be conducted IAW AFI 31-101, Mutilated badges will be replaced as deemed necessary by the Approving Official.

## **7. Inprocessing.**

7.1. All personnel assigned to Incirlik AB must in process through American Pass and Registration within 5 calendar days of arrival.

7.1.1. American Pass and Registration will ensure all gate passes, Blue Books and tax identification and exemptions are applied for during the in processing period. All customers will receive information on processing residency permits and vehicle registration procedures as required.

**8. Outprocessing.**

8.1. All personnel assigned to Incirlik AB must out process through American Pass and Registration no later than 3 duty days prior to their final out processing appointment with Military Personnel Flight.

8.1.1. Restricted Area Badges, AF Form 2586, Blue Book and all permanent gate passes must be turned in to American Pass and Registration. If the individual sponsors a Nanny, Maid or Gardener a termination letter must be completed and turned in to Turkish Pass and Registration. All bicycles, scooters and will also be de-registered. Once all items are accounted for, the individual will be cleared out of vMPF outprocessing.

**9. Extra Duties.**

9.1. Noncombatant Evacuation Operations Processing Line Procedures: During any Noncombatant Evacuation Operation (NEO), contingency or exercise, American Pass and Registration provides assistance to those being evacuated from the installation. American Pass and Registration will:

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

9.1.2. Report to the NEO processing center and establish the American Pass and Registration processing station.

**10. Handicapped Parking.**

10.1. Personnel must have a letter requesting handicapped parking privileges from their medical provider. The letter must specify the effective dates handicapped parking is needed. American Pass and Registration will issue a handicapped parking decal. AF general purpose form or 335 is used to annotate issuance.

JOHN C. WALKER, Colonel, USAF  
Commander

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

AFI 31-101, *Integrated Defense (FOUO)*, 08 October 2009

AFI 36-3026V1\_IP, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*, 20 December 2002

USAFEI 51-707, *Regulations on Personal Property, Local Currency, and Motor Vehicles for US Personnel in Turkey*, 11 March 2004

AFI 33-332, *Privacy Act Program*, 29 January 2004

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 31-1, *Integrated Defense*, 07 July 2007

DoD 5400.7-R, *Freedom of Information Act*, 04 September 1998

NATO Status of Forces Agreement

Republic of Turkey Minister of Interior Central Security Management Law of 5683

Turkish Motor Vehicle Law

***Prescribed Forms***

USAFE Base Form 91, *Scooter/Bike 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 100, *Residency Permit Application*

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

***Adopted Forms***

AF Form 310, *Document Receipt and Destruction Certificate*

AF Form 335, *Issuance Record—Accountability Identification Card*

AF Form 533, *Certificate of Compliance Vehicle Registration*

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

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

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

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

AF Form 1314, *Weapons Registrations Card*

DD Form 1617, *Transportation Agreement*

AF Form 1631, *NATO Travel Orders/Orde de mission otan*

AF Form 1934, *Geneva Conventions Identity Card for Medical and Religious Personnel who Serve in or Accompany the Armed Forces*

AF Form 2586, *Unescorted Entry Authorization Certificate*

DD Form 2760, *Qualification to Possess Firearms and Ammunition*

USAFE Form 181, *Vehicle Operator's Permit for Turkey*

### ***Abbreviations and Acronyms***

**39 ABW**—39th Air Base Wing

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

**39 MDG**—39th Medical Group

**39 MSG**—39th Mission Support Group

**AB**—Air Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**AIO**—Alternate Issuing Official

**ANG**—Air National Guard

**CAC**—Common Access Card

**DECA**—Defense and Economic Cooperation Agreement

**DEROS**—Date Expected to Return from Overseas

**DFC**—Defense Force Commander

**DoD**—Department of Defense

**DoDDs**—Department of Defense Defender schools

**EUCOM**—European Command

**IAW**—In Accordance With

**ID**—Identification

**NATO**—North Atlantic Treaty Organization

**NCOIC**—Noncommissioned Officer In Charge

**NEO**—Noncombatant Evacuation Operation

**ODC**—Office of Defense Corporation

**OPR**—Office of Primary Responsibility

**PA**—Privacy Act



**PCS**—Permanent Change of Station  
**PDO**—Publication Distribution Office  
**PIO**—Primary Issuing Official  
**POV**—Privately Owned Vehicle  
**POW**—Privately Owned Weapon  
**PRP**—Personnel Reliability Program  
**RAB**—Restricted Area Badge  
**RDS**—Records Disposition Schedule  
**RPM**—Residency Permit Program Manager  
**SFMIS**—Security Forces Management Information System  
**SOFA**—Status of Forces Agreement  
**TCN**—Third Country National  
**TL**—Turkish Lira  
**TGS**—Turkish General Staff  
**TMO**—Traffic Management Office  
**USM**—Unit Security Manager  
**VIN**—Vehicle Identification Number  
**vMPF**—Virtual Military Personnel Flight