

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

**INCIRLIK AIR BASE INSTRUCTION
36-2901**

27 SEPTEMBER 2016

Personnel

**INCIRLIK AIR BASE COMMUNITY
STANDARDS**



COMPLIANCE WITH THIS PUBLICATION IS MADATORY

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This instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities*. It prescribes standards and procedures for managing the base Escort Program. Additionally, it provides guidelines for escort manning requirements and the responsibilities for escorting contracted employees and off-base Turkish local nationals on Incirlik Air Base for the following restricted loop areas: Golf, Hotel, and India Loops. This instruction applies to all Air Force military, civilian and contracted personnel permanently assigned to the 39th Air Base Wing (39 Air Base Wing (ABW)), Incirlik Air Base, Turkey. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Requests for waivers must be submitted to the OPR listed above, or as otherwise stipulated within this publication, for consideration and approval. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by [set forth the legal authority such as the federal statute, executive order, or regulation (i.e. 10 U.S.C. 8013 and E.O. 9397)].

SUMMARY OF CHANGES

Changes made to INCIRLIKABI36-2901 are effective immediately. Minor administrative corrections.

1. Wing Mission, Commander's Intent and Responsibility.

1.1. The mission of the 39 ABW is to seamlessly link with Turkish Air Force (TurAF), North Atlantic Treaty Organization (NATO), and other government partners in order to provide immediate and sustained surety and air operations capabilities in the execution of United States (U.S.) and allied nation wartime and peacetime missions.

1.2. Commanders will ensure all newly assigned members review the Community Standards within five days of arrival. Where appropriate, this instruction makes reference to other instructions where more detailed standards may be found.

2. Commander's Interest Items.

2.1. **Customs and Courtesies.** All personnel are guests in the country of Turkey. Conduct on and off-duty is extremely important to Turkish-American relations. All Airmen, and guests are expected to behave in a manner that positively represents the United States Air Force (USAF) and the U.S.

2.2. IAW AFI 1-1, *Air Force Standards*, during the playing of the national anthems of friendly nations, render the same customs and courtesies as those given during the playing of the U.S. National Anthem.

2.2.1. Reveille and retreat ceremonies, when performed, are held at the 39 ABW flag pole. If in uniform, render a salute. If not in uniform, pay proper respect by either saluting or placing your right hand over your heart.

2.2.2. All Airmen and sister service members must render proper respects for both U.S. and TurAF staff cars while in uniform.

Table 2.1. National Anthems (US and Turkish)

	*In Uniform	Not in Uniform	In a Vehicle
National Anthems:	Salute	** Attention	Stop
*Note: PTU/IPTU is an official uniform.			
**Note: Place your right hand over your heart during the U.S. anthem.			
***Note: Bicyclist will stop and follow guidance above as a pedestrian.			

2.3. **Prohibited Activities.** All U.S. personnel, and guests are prohibited from the following:

2.3.1. Acting in a manner that reflects poorly or unfavorably upon the U.S. government.

2.3.2. Using disrespectful/derogatory conduct or speech directed towards a Turkish National or any armed forces member, to include civilian employees.

2.3.3. Running, walking, or biking along the outer perimeter road. The “triangle” area may only be used for these activities during daylight hours (See Attachment 2).

2.3.4. Negative comments, biases, or actions directed towards an individual’s race, color, religion, sex, national origin, age, or disability are strictly prohibited.

2.3.5. The TurAF Mosque is off limits to all U.S. personnel without approval from TurAF. Members desiring to worship at the Mosque are required to coordinate with the 39 ABW Chaplain.

2.3.6. Tobacco use, to include cigars, cigarettes, e-cigarettes, stem pipes, water pipes, hookahs, vaporizers, smokeless products that are chewed, dipped, sniffed, or “vaped” across the installation, may only be used at approved Designated Tobacco Areas (See Attachment 3). Tobacco use outside of DTAs is strictly prohibited. Tobacco users are responsible for keeping DTAs clean and free of cigarette butts and debris.

2.4. **Operational Security (OPSEC).** All members assigned to Incirlik AB must be mindful of operational security when using any form of communication, especially social media. Force Protection Conditions may change with little notice. Revealing security measures or personnel restrictions could compromise the safety of the mission, personnel, or the base.

2.5. **Off-Base Restrictions.** Off-base restrictions apply to all assigned, attached, deployed, and TDY personnel at Incirlik AB. All personnel must receive a briefing from the unit Anti-Terrorism/Force Protection (AT/FP) representative before traveling off-base. Contact the unit AT/FP representative for the current off-base restrictions.

3. Alcoholic Beverage Policies.

3.1. The following 39 ABW policies supplement AFI 34-219. *Alcoholic Beverage Program:*

3.1.1. Drinking Age/Alcohol Sales. The legal drinking age on base for U.S. military personnel is 18 years of age. All establishments that sell, supply, or allow alcohol to be consumed will verify all individuals are 18 years of age or older.

3.1.2. Only individuals who present a valid identification to a server may receive alcoholic beverages from the establishment. Individuals may purchase alcoholic beverages for other people; however, all parties must present a valid identification card for verification before drinks are served.

3.1.3. Pitchers of alcoholic beverages may be purchased at authorized 39th Force Support Squadron facilities; each person partaking in the pitcher must present valid identification.

3.1.4. Deployed forces will abide by their parent MAJCOM’s policy or as directed by the deployment order or deployed Commander. If no guidance is provided, deployed forces will abide by the policies herein.

3.1.5. Open containers are prohibited in vehicles, on streets, and on sidewalks. Exceptions may be granted during specifically designated MWR events.

3.1.6. Individuals serving alcoholic beverages will refuse to serve alcohol to anyone who is visibly intoxicated (those who have trouble walking or standing, have slurred speech, have vomited, have become combative, etc.).

3.1.7. Alcoholic beverages may not be:

3.1.7.1. Re-sold.

3.1.7.2. Brought to MWR functions where alcoholic beverages are being sold, including, but not limited to, the Base Theater, Golf Course, Base Pool and Bowling Alley.

3.1.7.3. Purchased for personnel who do not have permission to purchase alcohol from the Exchange concessionaires (i.e., personnel who do not have a ration card).

4. Wear of Duty Uniforms.

4.1. In addition to AFI 36-2903, the following guidelines will be adhered to:

4.1.1. Personnel will wear the appropriate duty uniform as prescribed by their unit Commander. Permanently assigned members will have blue service uniforms available.

4.1.2. Personnel will not wear uniforms off-base at any time. Unit Commanders may grant exceptions for official off-base ceremonies or functions.

4.1.3. Headgear must be worn unless in a No-Hat/No-Salute Area, in a vehicle, or when riding a bicycle, scooter, or motorcycle. When in uniform on a bicycle, scooter, or motorcycle, a safety helmet must be worn and properly fastened. When dismounting, appropriate headgear will be immediately donned.

4.1.3.1. The ABU boonie hat is authorized for wear while actively performing escort duties (must have orange vest on). Escorts will doff their boonie hats and don patrol caps when not actively escorting (i.e. transiting to the job site and breaking for lunch). The boonie hat will be 50% nylon and 50% cotton, with an Air Force digitized tiger stripe print. The boonie hat will rest squarely on the head with the bottom of the hat parallel with the ground. The hat may not be pushed, rolled, folded or tucked in, and the string fastener will either be secured under the chin or tucked inside the hat.

4.1.3.2. No Hat/No Salute areas. The following areas are approved "No Hat/No Salute" areas on Incirlik AB: All fenced flight line areas, Patriot Village, Incirlik chapel courtyard, 39 OSS pavilion (immediately adjacent to Building 526), 39 CS compound Bldg 477, outdoor eating areas adjacent to Starbucks, the Bowling Center, Onbasilar/IZA (Main Gate Turkish Restaurant), Golf Course, American Eatery, MSA (Munition Storage Area B), and the hangar 4/5 alley way on the north side of Bldgs 332-354.

4.1.4. Physical Training Uniforms will be worn IAW with AFI 36-2903. Members may wear any combination of the physical training uniform during wing events; specific combinations may be directed by unit Commanders.

4.1.5. It is the member's responsibility to properly dispose of uniforms. Personnel should ask their unit OPSEC Coordinator for additional guidance if required. Unserviceable uniforms will not be thrown into the trash. Proper disposal methods include:

4.1.5.1. Remove all nametapes and rank.

4.1.5.2. Destroy by cutting/tearing into shreds, completely burning, or completely bleaching.

- 4.1.5.3. Donate to the Airmen's Attic after removing all nametapes and rank.
- 4.2. **Deployed Uniforms.** Deployed uniform combinations (desert flight suits, boonie hats, etc.) may only be worn by contingency personnel and transient travelers deployed to Incirlik AB or deploying to/from an Area of Responsibility (AOR) where deployed uniform combinations are authorized.
- 4.3. **Civilian Clothing.** All personnel will dress in a manner as to positively represent U.S. military at all times. The following outlines the minimum standards of dress and personal appearance both on and off-base:
- 4.3.1. Turkey is a predominantly Muslim country with standards of dress that differ significantly from American standards. All personnel will dress in a manner as not to offend host nation residents or fellow Airmen.
- 4.3.2. In keeping with host nation sensitivities, clothing with any offensive language or pictures will not be worn on or off-base. This includes but is not limited to clothing with nudity, lewd or obscene depictions, profanity, or drug-related pictures or language. It also includes clothing that depicts any type of discriminatory message or is associated with gang activities.
- 4.3.3. Articles of clothing that are altered, transparent, or excessively tight that boldly focuses attention on the sexual characteristics of the wearer are prohibited. This does not prohibit reasonable tight clothing worn during appropriate activities at swimming pools, sunbathing, beauty pageants, body-building competitions, fashion shows, and athletic activities/physical training.
- 4.3.4. With the exception of women's earrings, all members are prohibited from attaching, affixing and/or displaying objects, articles, jewelry or ornamentation to and/or through the ear, nose, tongue, eyebrows, lips, or any exposed body part (includes visible see through clothing) while on base except while off duty in civilian attire where dwelling areas exist i.e. Military Housing, Turkish dormitories, and lodging as specified in AFI 36-2903.
- 4.3.5. Swimming attire and bathing suits will only be worn at the base pool, housing areas, and the immediate areas around dormitories.
- 4.3.6. Personnel are required at a minimum to wear a shirt, shorts and footwear when outdoors (EXCEPTION: base pool, in housing areas, or the immediate area around dormitories). This includes participation in all types of physical activities.
- 4.3.7. The wear of sweat-soaked, stained or soiled civilian attire, ABUs, FDUs, PTUs or IPTUs into the Base Exchange, the Commissary, or any food outlet is not authorized.
- 4.3.8. All military personnel must meet standards of dress whether using dining-in or carry-out service at any Incirlik DFAC.
- 4.3.8.1. Any military uniform is appropriate for wear. Military uniforms will comply with the standards outlined in AFI 36-2903, or applicable service directives. Physical Training uniforms are authorized, provided they are not soiled, sweat-soaked or otherwise present an unclean image. Coveralls are not authorized in the Dining Facility. The complete ABU ensemble is required if ABUs are worn.

4.3.8.2. Civilian attire may be worn provided that it supports these Community Standards as well as Air Force values and promotes a respectful environment for all. Sleeveless tops and any sort of sweaty or soiled clothing is prohibited.

5. Leave/Travel Policy.

5.1. In order to ensure that sufficient personnel are available to meet mission requirements, 39 ABW personnel are not allowed more than 38 cumulative days of leave/permissive TDY during a 15-month tour. Exceptions may be granted by the first O-6 in the chain of command.

5.2. Mid-Tour Leave. All personnel should plan a single mid-tour leave. Exceptions may be granted by the unit Commander. Personnel may not take mid-tour leave during the first or last month of their assignment. This restriction applies to assignments of any length. Electing not to take mid-tour leave does not change an Airman's DEROS.

5.3. Members must be on a pass or on leave to travel outside the local area.

5.4. All personnel not on leave must be able to physically report for duty within 6 hours of notification.

5.5. Leave to destinations in Asia, Africa, or the Middle East must be approved by the first O-6 in the chain of command. Personnel are prohibited from traveling to destinations where the U.S. State Department has issued a travel restriction.

5.6. All personnel will contact the unit's AT/FP representative prior to taking leave to any destination that is not in the U.S.

6. Gate Pass Registration Procedures and Policies.

6.1. Access to Incirlik AB is limited and closely monitored. All personnel must comply with requirements and follow guidelines in accordance with IABI 31-106, *American Pass and Registration Procedures*.

6.2. All personnel will have the following documents in their possession when exiting or entering Incirlik AB:

6.2.1. Incirlik AB gate pass issued by 10th Tanker Base Command.

6.2.2. Turkish ID (kimlik, "blue book").

6.2.3. Driver's license (including the Turkish translation) if driving a vehicle off-base.

6.2.4. Vehicle Registration ("black book") and insurance policy documentation if driving a vehicle off-base.

6.3. Gate Access procedures.

6.3.1. All vehicles and personnel are subject to search upon entering the installation. Make no sudden movements and obey all of the instructions given to you by base security personnel.

6.3.2. Roll down the driver's side window and present TurAF-issued ID card. Roll down the passenger's side window if the windows are tinted. If a dog is present, disembark the vehicle. Open all doors and trunk or rear hatch and wait until vehicle has been inspected, gate passes are scanned, and security personnel have given instructions to return to the vehicle.

7. Motor Vehicle Safety.

7.1. All personnel must have proof of insurance that is valid in Turkey before operating a POV.

7.2. Speed Limits. Unless otherwise posted, the base speed limit is 30 KPH and 25 KPH in housing areas.

7.3. Seat Belts. Seatbelt use by drivers and passengers is mandatory in GOVs, POVs, and while riding buses equipped with seatbelts. Drivers and passengers will use safety harnesses (if they are installed instead of seatbelts) when operating Government Owned Recreational Motor Vehicles (GORMV) such as Gator-type vehicles.

8. Motorized Bicycles (Electric Scooters)/Mopeds.

8.1. Operators of any two or three wheeled vehicle with **50cc engine displacement or greater** or electric bikes rated at **more than 2250 watts** output will:

8.1.1. Ensure the vehicle is registered on base with SFS Pass & Registration. All vehicles meeting these criteria must also be registered off base with local area Vehicle Registration office. Proof of registration must be carried at all times. All vehicles meeting these criteria must also be insured and proof of insurance must be carried at all times.

8.1.2. Wear a Department of Transportation (DOT) approved helmet. The straps of the helmet will be secured at all times when riding the vehicle. Riders will also wear closed-toed shoes at all times when riding the vehicle. Wearing of long sleeved shirt or jacket, long trousers and full fingered gloves or mittens is required. During hours of darkness riders will also wear PPE that incorporates fluorescent colors and retro-reflective material.

8.1.3. Not wear headphones while riding.

8.1.4. Provide the Squadron Motorcycle Safety Representative (MSR) all information required for tracking in the Motorcycle Unit Safety Tracking Tool (MUSTT) database IAW AFI 91-207.

8.2. Operators of any two or three wheeled vehicle with **49cc engine displacement or less** or electric bikes rated at **2249 watts output or less** will:

8.2.1. Possess a valid state-issued, military, or international driver's license.

8.2.2. Obey all motor vehicle traffic laws.

8.2.3. Not ride the vehicle on sidewalks or bicycle paths.

8.2.4. Not wear headphones while riding.

8.2.5. Wear a DOT approved helmet. The straps of the helmet will be secured at all times when riding the vehicle. Riders will also wear closed-toed shoes at all times when riding the vehicle. Wearing of long sleeved shirt or jacket, long trousers and full fingered gloves or mittens is highly encouraged. During hours of darkness riders will also wear a vest or belt which incorporates fluorescent colors and retro-reflective material.

8.2.6. Coordinate with the squadron MSR to receive a safety briefing and to fill out the required documentation.

8.2.7. Be briefed by squadron commander and tracked on a squadron roster.

8.3. Riders of any two or three wheeled vehicle (regardless of engine size) with less than one year of experience are prohibited from carrying passengers.

8.4. Riders of any two or three wheeled vehicle (regardless of engine size) who are wearing a backpack during hours of darkness will ensure that the back pack is marked with retro-reflective material to ensure 360-degree visibility.

9. Bicycle and Pedestrian Safety.

9.1. **Use of headphones.** The use of portable headphones, earphones, cellular phones, iPods, or other listening and entertainment devices (other than hearing aids) while walking, jogging, running, bicycling, skating, or skateboarding on Incirlik AB roadways is prohibited. The wear of these devices is authorized while using the Incirlik Unit School running track and on sidewalks.

9.2. Personnel using non-motorized transportation devices must wear a properly secured and approved helmet with chin strap fastened at all times. Bicycle helmets must be approved by the American National Standards Institute, Snell Foundation or the DOT and be specifically designed for cycling. The wear of knee, wrist and elbow pads is highly encouraged.

9.3. Bicyclists will obey all motor vehicle traffic laws. Bicycles used during hours of dusk, darkness, or limited visibility must be equipped with a white front light visible for 500 feet and red light clearly visible from the rear for 300 feet. Whether in uniform or civilian dress, reflective material, vests or belts must be worn when riding during hours of darkness.

9.4. Bicycles are prohibited on sidewalks and pedestrian walkways unless marked as a bike route.

9.5. It is strongly recommended that members register all bicycles at the 39 SFS Pass & Registration office within five business days. Bicycle registration should be permanently affixed to the bicycle and prominently displayed.

9.6. Skateboards, roller-blades, and non-motorized scooters are prohibited on the flightline, streets, and high-traffic foot areas. Skateboards, roller-blades, and non-motorized scooters may be used on sidewalks.

9.7. When in civilian attire, pedestrians/joggers exercising outside during the hours of darkness will wear reflective material while on streets or bicycle paths.

9.8. Refer to AFI 91-207 for additional Pedestrian and Bicycle Safety Guidelines.

10. Home Business Policy.

10.1. AFI 32-6001, *Housing Management*, governs operating a private business out of government housing. Operating a home business is restricted to certain parameters and may be further limited or denied if the activity has the potential to jeopardize community tranquility, safety, host-nation relations, the installation's mission, or is otherwise deemed to be inappropriate for Military Housing.

10.2. The use of government resources or government facilities for personal gain, including a home business, is prohibited. While it is appropriate and acceptable to use one's own residence in a manner that is not disruptive to the community, the use of government

property, such as a conference room, hangar, or the Auto Hobby Shop is not permitted for business use.

10.3. All U.S. Armed Forces personnel and civilian employees must request permission in writing to operate a home business. Submissions will be routed through the sponsor's unit Commander to the Housing Office. Written approval must be obtained before home business activities begin.

10.4. The Air Force limits home businesses to the sale of products, minor repair services on small items, limited manufacturing of items, and tutoring. Home businesses may not resell items (or items made from components) obtained through the Commissary or the Exchange. Home business items may not be shipped via the APO mail system. Similarly, home businesses may not grant access to U.S. facilities and the activities within them (e.g., Fitness Centers, Arts & Crafts, Auto Hobby, etc.) to individuals not otherwise entitled to their use.

11. Incirlik Consolidated Club.

11.1. Officers are not allowed in the enlisted lounge. Unit Commanders and O-6s may visit the enlisted lounge for special occasions or to increase unit morale. Enlisted are not allowed in Piper's Lounge unless invited for a special occasion or to increase unit morale.

12. Patriot Village.

12.1. Patriot Village is a 24-hour quiet area.

12.2. Patriot Village is a no hat/no salute area.

12.3. Members of the opposite gender are prohibited in the occupant's room.

12.4. Off-duty permanent party personnel are prohibited in Patriot Village dormitories.

13. Unaccompanied/Accompanied Housing.

13.1. Quiet hours in all unaccompanied housing including Phantom, Falcon and Eagle areas are 2200 to 0500 hours Sun-Thur and 2400 to 0500 hours Fri-Sat. Weekend quiet hours will apply to the night before any holiday, family day, or wing down day; all dormitories will observe 24/7 quiet hours.

14. Incirlik Photo and Video Policy.

14.1. Photographing/videotaping TurAF personnel, equipment, and facilities from on or off the installation is strictly prohibited. Any photographing or videotaping North of A Street is prohibited, with the exception of the golf course. Photography equipment may be confiscated if members are found violating this policy.

15. Social Media

15.1. All Airmen must adhere to social media guidance per AFI 1-1.

15.2. Additionally, all US Government employees and contractors must adhere to the following Incirlik AB policies:

15.2.1. No social media post referring to TurAF personnel, deployed personnel, equipment, and facilities should be posted without prior written consent from 39 ABW/PA.

15.2.2. Posting images or information of foreign nation personnel and/or their assets is strictly prohibited.

15.2.3. When using social media apps to include, but not limited to, Snapchat, Twitter, Vine, Facebook, and Instagram, always keep OPSEC in mind. Members should never post information about base security measures or postures.

15.2.4. For further guidance or questions please contact 39 ABW/PA at ext. 6060.

16. Arkadas Park

16.1. Arkadas Park is open to U.S. military personnel from 0500 to 2200 hours Sun-Thur and 0500 to 2400 hours Fri-Sat.

16.2. Members who host a function at Arkadas Park will sign a responsibility and agreement form from 39 FSS prior to start of the function. This includes: cleaning and upkeep of the grounds during and after the function.

17. Pets. All pets must be registered by the base veterinarian.

17.1. Petting, feeding or otherwise adopting stray animals is prohibited.

17.2. The Veterinary Clinic is the authority on determining whether an animal is a stray.

17.3. All pets must be on a leash while outside of their registered home.

17.4. Pet owners are responsible for picking up their pet's feces.

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