

A Co., AFSOUTH BN, USANATO BDE

Center of Excellence - Defense Against Terrorism (COE-DAT)

Ankara, Turkey

Admin Agent and Newcomers' Support Guide

(Last Updated 2021)



Contact Information

Alpha Co Commander DSN: 314-675-6830 Cell: +90 532-311-0150
First Sergeant DSN: 314-675-6888 Cell: +90 532-680-8954
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Headquarters Address:

A Co, AFSOUTH BN
Allied Land Command
GVA Garrison
Sirinyer, Izmir, Turkey

Local Address:

Devlet Mahallesi Inonu Bulvari
Kirazlidee Caddesi No: 65
Cankaya - Ankara, Turkey

WELCOME!

I would like to take this opportunity to welcome you to Alpha Company, Allied Forces South Battalion (AFSOUTH), and United States Army North Atlantic Treaty Organization (USANATO) Brigade. Our company is headquartered in Izmir, Turkey, with duty locations in Izmir, Istanbul and Ankara. The Battalion Headquarters is in Naples, Italy and the Brigade Headquarters is in Sembach Kaserne, Germany.

Our mission is to support all NATO regional and worldwide objectives through the assurance of individual Soldier Deployability and Family Readiness. We provide training, logistics and human resources support to all assigned U.S. Army Soldiers while maintaining Joint, Interagency, Intergovernmental and Multinational partnerships.

Our vision is to be a ready and trained “team of teams” providing direct support and enabling the strategic objectives of both the United States and the NATO Allied Forces while supporting the National Support Element, the Peacetime Establishment, the NCIA (where applicable) and the Chief of Mission (LANDCOM CG).

You are further assigned to the Center of Excellence - Defense Against Terrorism in Ankara, Turkey. So we are better prepared to receive you, keep us abreast of changes to your arrival date. Your sponsor’s contact information is in your welcome letter. Your sponsor will be assisting you to make your transition as seamless as possible. Please inform him or her of any special requirements (i.e., pets, housing, or medical needs).

We highly encourage you to hand-carry your training records, obtain digital or paper copies of your medical and dental records, and documents required to in-process (PCS orders, NATO orders, DA Form 31, marriage and/or birth certificate(s) for children (to substantiate BAH/OHA payments), household goods, vehicle shipping documents, and travel expense receipts). Also, it is best to bring 180 days of prescribed medication(s) until you are enrolled in the TRICARE Overseas Program Prime Remote.

To financially prepare for this move, it will be important to allocate savings to cover initial PCS expenses upon arrival. These expenses will include housing security deposit, first month rent, realtor fee (where applicable), fuel ration deposit, immediate-use household goods, annual insurance premium payment, vehicle inspection, registration and repairs, utility and internet deposits and cellular phone contracts. These initial costs can be in excess of \$3,000. If you elect to not ship a vehicle, your initial costs will be less. It is not necessary to ship a vehicle due to the proximity of housing to your duty assignment and a robust public transportation system.

Advances for housing security deposit and first month rent are available through the finance office, located in Izmir. After in-processing is complete, submit vouchers for reimbursable expenses, Move-In Allowance and Dislocation Allowance can be submitted. Please note, these payments may take several weeks to process.

The information below is not all inclusive and may change over time. It is especially important to maintain contact with your sponsor as you execute your PCS movement. Typically, you will meet your COE-DAT predecessor in Izmir prior to your arrival in Ankara. During this visit, you will in-process while your predecessor out-processes while also having an opportunity to meet your company leadership and LANDCOM senior leaders.

WHAT IS COE-DAT?

COE-DAT is a NATO accredited multi-national sponsored entity located in Ankara, Turkey, whose membership is open to all NATO members. The Centre is composed of 62 multi-national billets with representatives from 8 nations focused on providing key decision-makers with realistic solutions to terrorism and Counterterrorism (CT) challenges. Like the other accredited COEs, COE-DAT is designed to complement NATO's current resources while also serving as NATO's Department Head in Education and Training for CT. As such, COE-DAT is charged with ensuring synergy, coordination, and collaboration across this discipline. Since COE-DAT's inauguration in 2005, the Centre has worked in partnership with over 2503 guest lecturers, conducted 217 educational and training activities on site or through Mobile Training Teams, and hosted over 12,456 participants from 108 countries on a myriad of terrorism and CT topics impacting NATO.

COE-DAT MISSION

COE-DAT's mission is to provide key decision-makers with a comprehensive understanding to terrorism and CT challenges, in order to transform NATO and Nations of interest to meet future security challenges. This transformation is embedded into NATO's three declared core task of collective defense, crisis management, and cooperative security.

COE-DAT VISION

An internationally recognized and respected resource for Defense Against Terrorism expertise for NATO, the hub of a wide network of international military, government, non-government, industry and academic communities of interest.

CHALLENGES ASSOCIATED WITH THIS REMOTE LOCATION

The most challenging aspect of this assignment is the distance between your duty location and the company, battalion and brigade headquarters. This said, we make every attempt to effectively utilize technology to ensure prompt and accurate communication between all echelons.

Force Protection is key to this assignment. This is an unaccompanied tour. Turkey is engaged in an internal conflict with the PKK, a terrorist organization that has conducted attacks in major cities of the country. In addition, ISIL is a threat within Turkey.

Since January 2016, there have been attacks against military in Ankara. Some recent local events include a suicide bomber in front of the Blue Mosque, a suicide bomber on Istiklal Street, a car bomb attack outside of a soccer stadium and shooting at a night club on New Year's 2017. There have been small arms attacks in Izmir and a shooting at an Izmir night club in March 2020. Political demonstrations can also turn violent.

Security requirements and AT/FP measures are constantly being reviewed and updated. This means that during your assignment, off limits areas and establishments may be declared or changed a number of times. Precautionary measures must be implemented to reduce our vulnerability.

ROUTINE ADMINISTRATIVE SUPPORT

All administrative support such as actions, awards, evaluations, DD Form 93, SGLV-SOES, leaves, passes, SRB updates, rating schemes, MEDPROS updates, Voting Assistance, and all other HR-related actions are handled by the National Support Element (NSE) at Izmir. The NSE supports their assigned company and battalion mission by ensuring individual Soldier and Family Readiness through administrative, HR, logistics, operations, and communications support.

NSE personnel will coordinate with the local Administrative Agent (U.S. Air Force 39th Mission Support Group/425th Air Base Squadron) and the supporting Company and BN headquarters for all national support requirements for Army personnel.

ARRIVAL AND IN-PROCESSING

You will arrive at the Ankara Airport, and depending on where your connections are made, you may arrive at either the domestic or international terminal. You will proceed to the Diplomatic Line at Passport Control and show your original NATO orders (stamped, or signed and dated in blue ink) and your U.S. Army CAC card. Your orders now become your VISA in and out of Turkey. Each time you depart and enter, you must show this order with the original blue ink stamp and signature, and red ink stamp emblem from the passport officials. Make sure authorization for passport, VISA, and excess baggage is authorized in your PCS orders.

Alpha Company, AFSOUTH BN National Support Element (NSE) will issue you an in or out-processing checklist. Please follow each of the steps in the checklist and work closely with your sponsor and Alpha Company NSE in submitting your required documents to start/stop your overseas entitlements, and establish your network access (in the USAREUR-AF domain).

Your NATO installation will also have their own in/out-processing requirements with each staff section (J1, J2, J6, etc). The NSE personnel will assist you in applying for and receiving their NATO identification cards, ration cards and any required finance support.

SHARP/EO Reporting Procedures

In the event of a SHARP or EO related incident, please contact the appropriate company or battalion representative directly. Their contact information is:

CO SHARP: 314-675-6801
BN SHARP: +39-331-685-0920

CO EOL: 314-675-6624
BN EOL: +39-347-498-2998

INSTALLATION IN-PROCESSING CHECKLIST						
Izmir, Turkey						
INTRODUCTION:						
This form will be initiated during in-processing and is applicable to all DOD servicemembers in Izmir, Turkey. Upon completion, the form must be return back to the respective personnel office (i.e. 425th Air Force Base Squadron (ASB) or Alpha Company Regional Command Support - Turkey).						
ALL	Inprocessing section applicable to all services					
ARMY	Inprocessing section applicable to the US Army only					
AU	Inprocessing section applicable to the US Air Force only					
NAME (Last, First, Middle Initial)		RANK/GRADE		ARRIVAL DATE:		
SPONSOR (Last, First, Middle Initial)		DUTY SECTION/OFFICE		PARALINE #:	PE#:	
NOTE: All sections will require a copy of a Soldier's PCS orders and amendments.						
SVC	SECTION	TIME	LOCATION	OSN PHONE	INITIALS	DATE
All	Newcomers' Orientation. (Scheduled at personnel office appointments only)	Monthly 0800-1800	Combined Club, 5th Floor, Hilton Hotel, Izmir	875-8830		
All	Medical and Dental Aid Station and Tricare. (Appointments only)	Mon-Fri 1400-1430	6th Floor, Hilton Hotel, Izmir, 425th AFS Medical Clinic	875-8792/8793		
All	TRICARE OCONUS Card	Mon-Fri 0830-1800	6th Floor (Mr. Orner), Hilton Hotel, Izmir	875-8794		
All	Housing/ Family Management Office (FMO)	Mon-Fri 0730-1800	6th Floor, Hilton Hotel, Izmir	875-8757		
All	Customs (Copy of NATO Orders and HHG shipping documents)	Mon-Fri 0830-1800	6th Floor, Hilton Hotel, Izmir	875-8725		
All	Transportation Management Office (TMO) (Copy of stamped NATO Orders, all HHG shipping documents)	Mon-Fri 0830-1800	6th Floor, Hilton Hotel, Izmir	875-8726		
All	DDOC (Register phone)	Mon-Fri 0730-1800	6th Floor, Hilton Hotel, Izmir	875-8771		
All	Family and Readiness Support Center	Mon-Fri 0830-1800	6th Floor, Hilton Hotel, Izmir	875-8830		
All	Motorcycle Registration	Mon-Fri 0830-1800	6th Floor (Mr. Zimmerman), Hilton Hotel, Izmir	875-8748		
All	Library	Mon-Fri 0830-1800	6th Floor, Hilton Hotel, Izmir	875-8814		
All	Chaplain	Mon-Fri 0830-1800	6th Floor, Hilton Hotel, Izmir			
All	MWR Club	Mon-Fri 0830-1800	5th Floor, Hilton Hotel, Izmir			
All	Mailroom/Post Office	Mon-Fri 0800-1800	Mailroom Office, NATO	423-2674		
All	Base Security Manager	Mon-Fri 0830-1800	Bldg 29, Room 104, NATO	423-1553		
All	Pass and ID	Mon-Fri 0830-1800	Bldg 29, Room 106, NATO			
All	Rations Card Issue	Mon-Fri 0830-1800	425th CSS, NSE Office, Bldg 1, NATO			
All	NATO Pass and ID, Drivers' License	Mon-Fri 0830-1800	Provost Marshal Office, Bldg 1, NATO	875-4122		
All	Communication Flight. (Set up LAN/Wireless. Must have current Information Assurance training certificate)	Mon-Fri 0830-1800	Room G-14, Bldg 1, NATO			
All	Supply (Copy of Orders, OIF Record & OCIE Order)	Mon-Fri 0800-1200	NSE Office, CSS, Bldg 1, NATO	875-8836		
All	Finance	Mon-Fri 0830-1800	FINANCE Office, CSS, Bldg 1, NATO	875-8837		
All	Unit Training Section (Mandatory AR 386-1 Training)	Mon-Fri 0830-1800	NSE Office, CSS, Bldg 1, NATO	875-8834		
All	Unit Personnel Section	Mon-Fri 0830-1800	NSE Office, CSS, Bldg 1, NATO	875-8834		
All	ADPAAG Brief	Mon-Fri 0830-1800	NSE Office, CSS, Bldg 1, NATO	875-8834		
All	Smart Travel Program (STEP)	Mon-Fri 0830-1800	NSE Office, CSS, Bldg 1, NATO	875-8834		
ARMY	Alpha Company, AFSOUTH First Sergeant	Mon-Fri 0830-1800	NSE Office, CSS, Bldg 1, NATO	875-8830		
ARMY	Alpha Company, AFSOUTH Commander	Mon-Fri 0830-1800	NSE Office, CSS, Bldg 1, NATO	875-8830		
By signing this form, both Soldier and his/her Sponsor validate that all in-out processing requirements have been met.						
Soldier's Signature and Date				Detachment NCO Signature and Date		

Figure 2 - Alpha Company In- and Out-Processing Sheet

RESOURCES

GARRISON SUPPORT

Your closest locations for garrison-type support is a significant distance. The nearest garrison for COE-DAT is USAG Italy. With the battalion and brigade located in Italy and Germany, respectively, it is important to bring everything you could possibly need during your tour either with you or shipped in your HHG/UB shipment. While there may be some locations in your local area for support, the nearest military installation is Incirlik Air Base, home of the 39th Air Base Wing. Within the company footprint are support assets including, but not limited to: DEERS/CAC office, Health Clinic / Aid Station, Dental Clinics (on economy), Passport Offices (U.S. Consulates in Istanbul, Izmir and Ankara), Finance, Housing Office, MWR, BX and Commissary (only in Izmir). Alpha Company HQ staff will be sending your in-processing documents to these respective offices during your transition.

MEDICAL / DENTAL

You are required to complete all PHA and dental requirements prior to arriving to the unit. Medical requirements include annual PHA, dental exam and cleaning, immunizations, hearing, vision screening and HIV testing. As your assignment is for 12 months, it is best to complete all medical readiness tasks immediately prior to leaving your losing installation. Dental care for the Soldiers must be done on the local economy through TRICARE International SOS (ISOS).

TRICARE Overseas Program Prime Remote provides health care through International SOS to Active duty Service Members (ADSMs) and command sponsored Family members residing with them in designated overseas locations.

Website: <http://www.tricare.mil/PLANS/HealthPlans/TPRO.aspx>

Phone number: +44-20-8762-8384

Soldiers will be referred to local health care providers by International SOS. International SOS maintains a list of local hospitals, clinics, and providers who speak English. However, once you arrive at your scheduled appointment, it will not be guaranteed that you will be speaking to an English-speaking receptionist or nurse. ISOS can provide live translations during your appointment, via telephone, if coordinated prior to your visit.

The Alpha Company medical NCOIC will provide you with the specific instructions on how to complete your PHA part 1 online and PHA part 2 over the phone. Our tele-health provider for PHAs is located at Landstuhl Regional Medical Center in Germany.

SCHOOLS

There are no DoDDs Schools in Ankara, and Turkey, as of March 2021, is still an unaccompanied duty station. Therefore, assignment to the COE-DAT in Ankara is a dependent-restricted tour. Should Turkey return to being an accompanied tour duty location, there may be an international school at your location that provides instruction in both Turkish and English.

HOUSING

There is no Government Quarters/Housing available in Ankara. Soldiers must reside in private housing (hotel or apartment). Many of the local quarters may be smaller than what some Americans are accustomed, however, there is suitable housing available. The Vectrus contractor for housing and the finance office in Izmir will process your request to reside on the economy, lease agreement, realtor fee, OHA payments and other finance transactions or documents.

You will find housing without closets, yet the overall living quarters are comfortable and accommodating. Having a positive outlook and considering ways to adapt to a completely different culture will enable you to overcome the cultural differences. Many electrical appliances you currently own cannot be used on the local 220 voltage systems. However, most smart devices like cellphones, laptops and tablets can be plugged in to the wall via an adapter. Additionally, other 120v appliances will require a step-down transformer, which you can purchase after you arrive. It will be possible to order transformers via Amazon and have them delivered to your new APO. Please see the mail information regarding timeliness and size restrictions. Other host nation online retailers may be a good option to obtain compatible electronic devices or transformers. Unfortunately, Furniture Management Office (FMO) lending is not available due to the distance from the Izmir-Vectrus Housing Office.

PASSPORT / VISA

Soldiers traveling overseas are required to have a tourist passport at a minimum. Official No-fee passports are only required if you are assigned to a NATO Rapid Deployable Corps (NRDC). For Alpha Company, our NRDC is in Istanbul. If your follow-on assignment requires an Official passport, you will be able to process this action through the U.S. Consulate in Ankara. The application process may take 8 weeks, so, you should begin the passport application process as soon as you receive your PCS orders.

MAIL

The mail flows from Istanbul to locations in Izmir and Ankara and is picked up from the Izmir Post Office (manned by USAF 425th ABS) or the U.S. Embassy in Ankara. Size restrictions apply for parcels, which is often 18" by 18".

You will pick-up / deliver your mail directly from the American Consulate. We use an APO address through the military postal system and mail is picked up two times per week.

As a "remote" location, we have very limited US postal support. It is recommended you bring several books of postage stamps for first class mail and \$1 postage stamps for packages you may want to mail out. It is also recommended you set up an account with an online postal service and buy postage online and print out a postage label you can put on your packages. Mail can take anywhere from 7-30 days, one-way, to and from the USA. As of March 2021, the only acceptable customs form is the typed and printed form. Handwritten forms are no longer accepted.

BANKING

Internet, cellular and TV providers require a host nation bank account for payment. The local currency is Turkish Lira (tL). The tL performs well against USD. Your sponsor may be able to recommend financial institutions that provide convenient branch and ATM locations. Please remember that conversion fees apply to your transactions when transferring dollars to the local currency or at point of sale (if paying in USD).

Many people make the mistake of calculating the equivalent currency when looking at the price of a good or service, but vendors and banks offer different conversion rates that is not equal to a simple conversion. Banks often provide more competitive conversion rates, so it may be best to transfer USD to local currency within your account to avoid excessive transaction fees or conversion rates at the point of sale.

VEHICLES

License: To legally operate your POV, you will need to apply for, and purchase an international driver's license. Many U.S. personnel in NATO accomplish this through AAA. Please reach out to your sponsor for alternatives if AAA is not available to you. Other licenses can be acquired, depending on agreements with the local government.

Registration: Registration is a complicated and expensive task. Before registration begins, you will need to have your vehicle inspected at a reputable mechanic shop or inspection station. The inspectors will ask for translated copies of your previous registration and a data sheet that outlines the technical specifications for your vehicle. Technicians will complete a bumper-to-bumper inspection that states any deficiencies. You will then have up to two weeks to correct the deficiencies, or you will need to pay for a whole new inspection at full-cost.

Be prepared to pay for repairs or parts replacement if your vehicle is not new or well-maintained. Once completed, you will need to have written permission from your finance company to register in your host nation (translated), a bill of sale (translated), previous registration, customs documents, local inspection and (in some cases) a drivers history from the past seven years (translated) for the insurance company. You will need assistance from a language specialist or local national to take your documents to the local DMV, pay the fees, and receive your temporary plates. After you are entered into the DMV database, permanent plates will be issued.

Fuel: There is a current agreement with the Turkish government to waive Value Added Tax and Excise Tax from your fuel purchases. Fuel in Europe can cost up to three times the cost in the U.S. It is important to plan trips according to authorized fuel stations. Please speak with your sponsor about the forms you will need to establish your account.

TRANSPORTATION

The Transportation office is located in the Izmir Collocated Center (ICC) in Izmir at the Hilton in Alsancak. The arrival of Household Goods (HHG) or Unaccompanied Baggage (UB) will be coordinated through this office. Your sponsor will assist you in working with transportation personnel to ensure the delivery of your HHGs after you find a place to live. Once your

housing contract is complete you can track your move at: <http://www.move.mil/> website. Upon notification of a shipment's arrival, you must schedule a delivery date and be at your quarters on that date to accept delivery. HHG shipments for newcomers to your location can not include Personally Owned Firearms (POF). Host nation laws make it illegal to transport a personally-owned firearm into Turkey.

IT SUPPORT

IT support is provided through phone services to the 425th ABS communications team in Izmir and through the U.S. Embassy in Ankara. The 425th will process NIPR account requests during your in-processing in Izmir. VPN access can also be requested from the Alpha Company HQ if needed. Most of your emails will be on NATO Secret servers; the VPN can be used to access your .mil emails.

REASSIGNMENTS

When a SM out-processes from Alpha Company their main POC is the Alpha Company HQs NSE in Izmir, Turkey. The Company coordinates issuance of PCS orders from the BN MPD/S1 at Naples, Italy and coordinates all out-processing requirements such as transportation and housing with the Vectrus contractors at the ICC in Izmir.

Request for replacement of PE and MOU personnel is coordinated between the Senior National Representative (SNR) / the Senior Army Officer (SAO) with ECJ1 Strength Management Division.

SECURITY CLEARANCE

The NATO Secret, SF86 renewals, and other clearances are process by the AFSOUTH Bn S2 through the NSE at Alpha Company HQ in Izmir. If fingerprints are required, the Service member must schedule an appointment with LANDCOM G2.

HAND RECEIPTS

The property books are controlled by the Company Commander at Alpha Company HQ Izmir, Turkey. You will sign sub-hand receipts for any company-owned communications equipment during your in-processing activities at Izmir. For your OCIE issue, you will be sent a fillable form that will help you request your OCIE issue. Once complete, return to the Commander and Supply Sergeant and they will coordinate with CIF-Vicenza, Italy to ship you your gear. Once you receive your shipment, inventory and submit your hand receipt to the Supply Sergeant.

UCMJ

UCMJ Company Grade - Company Commander at Alpha Company HQ in Izmir, Turkey. UCMJ Field Grade - AFSOUTH Battalion Commander at Naples, Italy.
SPCMCA for E1 through E6 - AFSOUTH Battalion Commander at Naples, Italy.
SPCMCA E7 and above - USA NATO Brigade.
GCMCA - 7th ATC at Grafenwoehr

REQUIRED DOCUMENTS TO CARRY WITH YOU

- PCS orders
- Medical, dental, and Immunization Records
- Marriage Certificates, Divorce Decrees, and Children Birth Certificates
- Passport (tourist or Official if issued)
- Social Security Card
- Copy of Last Will and Testament (if applicable)
- Education Records
- Car titles and shipping papers, car registrations, car insurance policies and driver's license.
- Household goods and shipping inventory.
- Proof of citizenship, if a naturalized citizen.

CASUALTY REPORTING

In case of casualty or serious injury contact the Company Commander of First Sergeant. They will provide instruction on how to properly report the casualty and all necessary information needed to submit a CCIR. See the Brigade and Battalion Casualty SOP for more detailed guidance.

Army Specific Information Must Be Completed Before Arrival To Ankara

SERE Caution-<https://jkodirect.jten.mil/html/> (Annually IAW NATO)

AT LV1 Caution-<http://jko.jten.mil/courses/at1/launch.html> < Caution-<http://jko.jten.mil/courses/at1/launch.html> > (Annually IAW NATO)

TARP Caution-<https://www.lms.army.mil> < Caution-<https://www.lms.army.mil> > (Threat Awareness & Reporting Program)

GAT Caution-<https://armyfit.army.mil/Protected/> < Caution-<https://armyfit.army.mil/Protected/> >

CYBER AWARENESS (this is the IA training) Cautionhttps://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm < Caution-https://iatraining.disa.mil/eta/disa_cac2018/launchPage.htm >

INFO SEC Caution-<https://www.lms.army.mil> < Caution-<https://www.lms.army.mil> > (Information Security Program Initial Orientation/Refresher Training)

PRIVACY ACT Caution-<https://www.lms.army.mil> < Caution-<https://www.lms.army.mil> > (Privacy Act Overview Overview Training)

SHARP Caution-<http://www.apd.army.mil> < Caution-[HTTP://WWW.APD.ARMY.MIL](http://WWW.APD.ARMY.MIL) > (AR 600-20)

OPSEC Caution-<https://www.lms.army.mil> < Caution-<https://www.lms.army.mil> > (OPSEC)