

DOS ARRANGED MOVES Effective 1 October 2013, Department of Defense (DoD) and U.S. Coast Guard (USCG) personnel assigned official duty to a Diplomatic assignment under Chief of Missions and classified as Permanent personnel or Temporary Duty personnel in excess of 90 days, are authorized shipment of Household Goods TDY weight allowance using Department of State (DoS) transportation service IAW Defense Transportation Regulation, Part IV, Appendix F. ;Upon completion of the following actions, member employee must be advised to coordinate pickup and delivery directly with DoS Transportation. For shipments, picking up 1 October 2013 or after, DoD and USCG PPPO PPSOs shall follow these instructions: a. Ensure member employee are counseled within the Defense Personal Property System (DPS) IAW JTR entitlements and Service regulations. Counseling must be documented using DD Form 1797. b. Ensure DD Form 1299s are accomplished for each shipment and contains the following statement in the REMARKS Block Department of State Managed Shipment NOTE: this can be accomplished by using the additional information field (See DPS Smartbook on WWW.MOVE.MIL (PPSO TAB)). c. Submit DD Form 1299, DD Form 1797 and a copy of service member employee orders via e-mail fax to U.S. Department of State Transportation and Travel Management Division, Phone: 1-800-424-2947 or 202-663-0891 0892, FAX: (202) 663-3209, E-mail: DODPP@STATE.GOV. After submission of required documents to DOS, place DPS shipment(s) in a CANCELLED status. <br>DOD MEMBERS: Military and DoD Civilians should not relocate dependents to Turkey for a follow-on location assignment until they have PCS NATO orders. dependents will not be covered under the NATO-SOFA agreement and will not be able to receive a NATO Beyanname to clear Turkish Customs. Members who send their dependents to Turkey without being assigned to Turkey and do not have NATO orders will be responsible for HHG Vehicle shipment, customs broker, customs fees, and duties even if their dependents are Turkish citizens. Personal property offices should not process a DD Form 1299 for members unless the member has PCS NATO orders to Turkey.

#### Weight Restrictions

1. DOD Personnel Assigned to American Embassy, Ankara: (a) Inbound shipments will be assigned to the member, American Embassy, Ankara, Turkey. The responsible destination installation is the TMO, Attn: LGRT, 39LRS, Incirlik AB, Unit 7085 Box 128, APO 09824-0128. (b) Outbound shipments will be processed at the Personal Property Processing Office (PPPO), Ankara, Turkey. ;Address is Turkocagi Cad., Amerikan Destek Tesisleri, EDOK Ici, Traffic Management Office, Balgat Ankara, comm: (312)287-9966. Army Personnel: Prior to reporting to the duty station and or applying for a shipment of household goods (HHG), all inbound personnel must contact their gaining commands servicing housing office to determine if their HHG will fit into assigned Government or privatized quarters and unaccompanied personnel housing (UPH). ;Excess HHG that cannot be stored in the quarters or UPH are the member employee responsibility. Commercial storage facilities are unavailable. The member employee incurs all costs to ship the excess HHG back to CONUS for storage. (a) Accompanied tour: Full JFTR weight allowance (b) Unaccompanied tour: 25 percent of full JFTR weight allowance or 2,500 pounds, whichever is greater. (c) UB shipments via expedited mode (commercial air), maximum of 1,000 net pounds including PBP and E is authorized (see JFTR U5320B). (d) ODC and Technical Liaison Office (JTLO), Ankara, Turkey; 25 percent of full JFTR weight allowance or 2,500 pounds, whichever is greater. POV Shipment: (1) Shipment of POVs are only authorized for DoD personnel with tour lengths greater than 15 months. Refer to Section 8. PRIVATELY OWNED VEHICLES (POVs) for additional information and restrictions. (2) Personnel assigned to Eskisehir, Turkey ARE NOT authorized shipment of a POV. Air Force personnel: (a) For ODC and Technical Liaison Office (JTLO), Ankara, Turkey only: Limited to 2,500 lbs net or 25 percent of JFTR plus unaccompanied baggage (UB). Government quarters are provided. Quarters are fully furnished with exception of linens, flatware, china, etc. Electrical systems have built in transformers for 220V 50HZ outlet power. Major appliances (washer dryer, refrigerator, freezer, range) are provided. Carpet (less bedroom) installed and drapes are provided throughout. ODC personnel must have sufficient funds available upon arrival to defray initial expense (recommend \$500.00). For those individuals assigned to or living on an Air Force Installation, please refer to AFI 32-6001 for additional pet restrictions. (b) 717 ABS (USAFE) AFOSI, APO, DODDS and DECA personnel: Full JFTR JTR weight allowance is authorized for accompanied and unaccompanied tour.

Government quarters are not provided. Major appliances (washer dryer, refrigerator, freezer and range) are provided. All personnel must have sufficient funds available upon arrival, to defray initial expenses for hotel, meals and moving costs (recommend \$3,000.00). (c) Eskisehir personnel: Authorized unaccompanied baggage (UB) only. Household goods (HHG) are NOT authorized. ;Izmir personnel are authorized 2,000 pounds or 25% of their full JFTR allowance, whichever is greater. All other AF Personnel: Accompanied Tour: Full JFTR allowance authorized Major appliances provided.

#### Container/Crating Requirements

No restrictions identified.

#### Hard Lift Area

Hard lift area for Army (UB only). Air clearance, when required, will be obtained from the appropriate Air Clearance Authority (ACA).

#### Unaccompanied Baggage

No Restrictions Identified.

#### Customs Clearance Procedures, Requirements, and Restrictions

a. TDY Personnel: Turkish customs law does not allow customs clearance for members not permanently assigned to Turkey. Do not ship via ITGBL or DPM. TDY personnel are allowed to receive personal property only via mail. Use this paragraph as authorization for reimbursement of postage fees if member mails property to Turkey. Personnel must ensure the following items with serial numbers as appropriate, are listed on carrier inventory at origin. Color Television (Screen size 26 inches and over) (CH) Stereos (as sets or pieces - receiver, cassette deck, CD player, amplifier and speakers) Video Cassette Recorder Unit DVD Unit <br>Computer Set (as sets and pieces - CPU, monitor, printer) Air Conditioner >Washers and Dryers Dishwasher Refrigerator Deep Freezer Microwave Oven These items are customs-controlled and require recording on the USAFE Form 554 official NATO Beyanname. Recommend member obtain a current list of Beyanname items from their sponsor or gaining unit. Personal property must be accurately identified and complete documentation provided including transshipment manifests furnished by processing activities. Insufficient or erroneous documentation will delay customs clearance. (CH) Property must arrive in Turkey not earlier than 2 months prior or 6 months after the arrival of the DoD member. Personal property arriving after 6 months requires permission from the Turkish Ministry of Customs. Obtaining this permission may take an additional 6 to 8 weeks after the property arrives. Turkish Ministry of Customs will not accept any request for permission to allow delivery of personal property that arrives after the 6-month period until after the property has physically arrived in country. In accordance with Turkish Customs regulations, individuals will be authorized to import their HHGs if such shipments arrive within 6 months of the special occurrences (like marriage or divorce) after arrival to Turkey. (CH) It is very important that TMOs use extreme prudence when determining shipment RDD. Any shipment that will arrive based on constructive RDDs either more than 2 months prior or later than 6 months after the member arrives should be afforded the opportunity to be placed in SIT at origin. Household goods or unaccompanied baggage are stored in customs bonded warehouses. Turkish Customs laws allow unchallenged storage for the first 90 days. If any shipment needs to be extended, TMO will submit an Extenuation Request letter to the Customs Office to obtain permission from HQ Customs (for another 90 days) which can take a few months to receive approval. Therefore, shipments must be placed into SIT at origin if members reporting dates will be delayed because of TDY enroute or other extenuating circumstances, in order to avoid excessive waiting time for permission from Customs and even possible seizure of the property. (CH) Joint Spouse Assignments: Combine household goods as one shipment and combine baggage shipments also as the same shipment under the ranking members name due to Beyanname problems with Turkish Laws. f. Turkish customs law states shipment must arrive not later than 6 months after the arrival of the DoD member. If dependents do not travel concurrently with the member, any personal property shipments transported, whether under dependent travel orders or member PCS orders, must be shipped in the DoD members name. Strict compliance will prevent customs clearance problems, avoid possible shipment seizure, and eliminate unnecessary delays and hardship on the family.



### Privately Owned Firearms (POFs)

Prohibited from shipping or hand carrying any firearms into the country due to Turkish Beyanname Law.

Hand Guns

No Restrictions Identified.

Rifles/Shot Guns

No Restrictions Identified.

Toy-Related Guns

No Restrictions Identified.

Other (i.e., Ammo, Explosives, etc.)

No Restrictions Identified.

### Privately Owned Vehicles (POVs)

NOTE #1: Effective immediately, the stop movement of Privately Owned Vehicles (POV) to Incirlik is implemented until further notice. DO NOT ship POVs to Incirlik. All other locations in Turkey where US forces are assigned and authorized a POV shipment are unaffected by this stop movement.

NOTE #2: Personnel assigned to any US Forces activity in Izmir, Turkey (including NATO) regardless of tour length, in an unaccompanied or accompanied status, ARE authorized shipment of a POV. Accordingly, they ARE NOT authorized POV storage during their tour. Personnel assigned to Eskisehir, Turkey ARE NOT authorized shipment of a POV.

POVs (Includes data on prohibited vehicles, color, etc.)

(1) Single unaccompanied members assigned to Turkey under NATO-SOFA (Status of Forces Agreement) are only authorized to have one POV on their Turkish Customs records (USAFE Form 554-NATO Beyanname) for the duration of their tours in Turkey. Motorcycles and mopeds are considered as a vehicle for Turkish Customs, but those can be shipped as HHG. Accompanied members assigned to Turkey under NATO-SOFA are allowed to have a second POV on active duty member. Turkish Customs records (USAFE Form 554-NATO Beyanname) for use by spouses or dependents during the active members tour length in Turkey. Dependents must be over 18 years old to benefit from this privilege. According to Turkish Customs rules of the unity of family, joint spouse assignments to Turkey are considered one family unit and each family unit is only allowed a maximum two vehicles on their Turkish Customs records (USAFE Form 554-NATO Beyanname). Joint spouses may have the vehicles put on their separate Turkish Customs records (USAFE Form 554-NATO Beyanname) and use their separate entitlements to ship their vehicles in and out of Turkey at government expense. Except motorcycles mopeds shipped as HHG, second POV shipments of all other accompanied members are not entitled at government expense. Individuals who ship second vehicles to from Turkey are required to comply with all Turkish Customs requirements concerning shipment of a POV at their own expense (such as hiring a commercial customs representative, paying transit, storage and port fees, etc). Any additional POVs including motorcycles and 4-wheelers will have to be reshipped to the place of origin at the members expense. (2) Selling POVs in Turkey: Turkish Customs Beyanname laws state the Turkish Government retains the right to approve or disapprove the sale and or transfer of POV. Members anticipating doing so while assigned to Turkey are required to submit a request to the Turkish Ministry of Customs. The decision process takes approximately 6-8 weeks at a minimum. For this reason, members must start the process a minimum of 3 months prior to their departure, otherwise, the member can anticipate delays when clearing Beyanname (3) Members shipping a vehicle that does not meet US Environmental Protection Agency (EPA) and the Department of Transportation (DOT) standards in addition to the above requirements are informed of the following options to consider when members are unable to sell and or transfer their vehicles: dispose of their vehicle by obtaining a Customs Broker who fees can be very expensive or ship the vehicle back to CONUS, and pay the cost of conforming the vehicle back to US EPA DOT standards which is also very expensive.

### Motorcycles/Mopeds

Motorcycles and mopeds are considered POVs and are NOT permitted to be shipped in HHGs for military personnel and DOD Civilians destined for Incirlik AB, Turkey (see 8., Note #1) (1)Motorcycle Moped Safety Requirements: At least one mirror is mandatory. (b)Brakes must work. (c)Lights: Any installed light system must work. (2) Motorcycles: Headlight, brake light, and license plate light are required. (3) Mopeds: Small (under 50 cc) mopeds are only required to meet bicycle standards (headlight and rear reflector); larger mopeds must meet motorcycle standards. (a) Body: Free of rust, dents, scratches, etc. (b) Windshield: Not required, but if installed it must be free of cracks, etc. (c) Horn: Must work. (d) Safety Items: Motorcycles require first aid kit. Mopeds no requirements. (e) Motor and chassis number: Same as automobiles. (f) Motorcyclist drivers license and Safety foundation course (specialty state equivalent) is required.

### Gasoline/Catalytic Converters

Removal of catalytic converters is no longer recommended since unleaded gas is available throughout Turkey.

### Insurance and Safety Requirements

POV inspection requirements: A safety inspection is part of the initial vehicle registration process in Turkey. Re-inspections are conducted every 2 years for automobiles and every year for vans and trucks. If any deficiencies are noted during the initial inspection, inspection will start all-over. In addition to automobile requirements, trucks and vans must have mud-flaps on both rear wheels. (1) Exterior: Must be free of rust, holes, dents, and scratches, and must be in good condition and clean. (2) Windshield: Free of cracks, holes, etc. (3) Lights: (a) Headlights must be identical in size and color. High beams must be capable of illuminating a distance of 20 meters. Low beams must be in working condition. (b) Safety lights must be in working order. (c) Turn indicators, parking lights, brake lights, and a license plate light are required. (4) Exhaust System: The muffler must be free of holes and must be noiseless. The exhaust pipe should be pointing back or to the left side, not the right side (not bent down or up), and must extend to the edge of the rear bumper. (5) Trailer Hitch: Must be removed from the vehicle, unless you actually have trailer in Turkey, then you must register the trailer at the same time you register the vehicle. (6) A horn is required; however, air horns, musical horns, and excessively loud horns are prohibited. (7) Wheel Alignment: (8) Brakes: The brakes on all wheels must engage when the brake pedal is applied. (b) Hand Brakes: Must be strong enough to hold car in place when low gear is engaged and gas is lightly applied. (9) ;Safety items required at inspection point: (a) Two warning reflectors. (b) First aid kit. (c) Flashlight. (d) Towing wire. (e) Snow chains for tires (unavailability acceptable at non-snow areas). (f) Spare tire. (g) Extra bulbs for headlight, parking, signal and stop lights. (h) Fire extinguisher. (10) Side and rearview windows: Must be free of cracks and in working condition. All windows glass must be transparent from inside and outside. (11) Windshield wipers: Must work. (12) Doors: Must work. (13) Motor and chassis identification numbers: Must have both numbers on vehicle, number must be readable, and vehicle owner must know where numbers are to show the inspectors at the inspection station. Indication of location of motor number on engine block on the DD 788 Form is advised Non-availability of motor number on DD 788 may delay customs clearance at the entry ports. **TURKISH CUSTOMS REQUIRES ACCURATE VIN AND MOTOR NUMBERS IN ADVANCE OF VEHICLE ARRIVAL - PLEASE HAVE THIS INFORMATION WITH YOU AT TURN-IN AND PICK-UP PROCESSING. FAILURE TO PROVIDE AN ACCURATE MOTOR NUMBER WILL SIGNIFICANTLY DELAY THE CUSTOMS CLEARANCE OF YOUR VEHICLE - TURKISH CUSTOMS WILL SEND YOUR VEHICLE TO AN OFFICIAL MECHANICAL ENGINEER FOR MOTOR NUMBER VERIFICATION. YOU WILL INCUR ALL ASSOCIATED COSTS FOR THIS SERVICE (APPROXIMATELY 120-150 TL).** (14) Windows should not be filmed. Factory tint(smoke or light tone) is permitted.

### Sexually Explicit/Pornographic Material

Special considerations and appeals are not permitted under Turkish Customs laws. Turkish Customs law prohibits pictures, engravings, publications, advertisements, photographs, movie pictures, or

other obscene documentation against decency and shame. Personnel should be counseled on this prohibition. Turkish customs may seize pornographic material, if shipped.

#### Stuff Wild Life/Animals and Plant Restrictions

Importation of stuffed wildlife, animals and plants are subject to Certificate of Health; of appropriate official agencies of the sending State.

#### Transmitting Equipment

No Restrictions Identified.

CBs

Subject to advance permission of Turkish Authorities.

Amateur/Ham Radios

Subject to advance permission of Turkish Authorities.

MARS Equipment

Subject to advance permission of Turkish Authorities.

Dish Antennas

Importation is prohibited. Item(s) will be recorded on the personal customs file.

Cordless Phones

GSM-cellular phone (with SIM cards) are approved.

#### Separatees/Retirees Entitlements/Limitations

a. Transportation Officers must ensure the GBL states Retirement Shipment Separation Shipment or Early Return of Dependent (ERD) as applicable. DoD personnel who are shipping under ERD, retirement or separation orders and ship their personal property on a GBL, are exempt from the customs agreement between the United States Government and Foreign countries. ERD, separatees, or retirees will clear HHG thru Turkish Customs on their own. Members in these categories must contact the nearest Turkish Consulate or Embassy, or call destination TMO in Turkey to verify the updated responsibilities and restrictions. c. If the separatee retiree has a spouse or dependent who holds a Turkish Passport and wants to use special privileges of importing household goods into Turkey duty-free; they should have the Turkish Consulate approval stamped on the residence and or work permission documents (of two years or over permanent residency stationing out of Turkey) before arriving in Turkey. Turkish passport holder name should be indicated in block 18 on the GBL and final manifest, and the origin port agent should indicate Turkish passport holder name on ocean bill of lading and final manifest, in order to clear customs. d. Members are to check with Turkish Consulate or Embassy for updated importing procedures on HHG and POV.

#### Other

Intratheater household goods shipments destined to Turkey must be containerized. There are no commercial storage in transit facilities suitable for storage of loose lot household goods within Turkey. ITGBL HHG, intratheater HHG via rail and truck, and intratheater and CONUS retrograde TP4 HHG consignment instructions are the same as for DPM HHG.