

As you are getting ready to leave Ramstein and PCS to your next base, there are a few things to remember.

1. Complete the Family Member out-processing checklist
2. Here are the forms the stateside personnel office will need:
  - a. A resume (OF 612, resume - whatever format you have. Make sure the resume includes the information listed in the OF510 Applying for a Federal Job)
  - b. A copy of the PCS orders
  - c. The overseas appointment SF-50 or the SF-50 that shows career or career-conditional status. Please see fact sheet on Executive Order 12721.
  - d. If applicable, the LWOP SF-50 (if you have it when you depart Ramstein) This SF50 will process after the LWOP date. If you are still here after the LWOP start date you can pick up a copy, if you has already departed, you can access the electronic SF50 on the AFPC Secure website.
  - e. A copy of the last performance appraisal. The supervisor keeps these records and the employee should have a copy of the last appraisal.
  - f. SF-75 information from the Civilian Personnel Office.
  - g. Career Brief - you can download this from the AFPC Employment website.
  - h. If you have any questions, please contact your staffing specialist. If the stateside personnel office needs to contact our office here is our contact information:

Address:  
435 MSS/DPCS  
Unit 3220 Box 365  
APO AE 09094

Telephone:  
DSN 314-480-7092  
Commercial 011-49-6371-47-7092

Fax:  
DSN 314-480-9991  
Commercial 011-49-6371-47-9991

Website:  
<http://www.ramstein.af.mil/435mss/cpo>

3. Please remember that as a Family Member, hired in the oversea area, with no previous federal service experience, you cannot apply as an internal candidate for stateside jobs. It would result in an illegal appointment. You will need to wait until you arrive in the United States and contact your local personnel office. Show the stateside personnel office your documentation for Leave Without Pay, PCS orders, and the appointment SF50 to prove your E.O. 12721 eligibility.

4. Contact your local staffing specialist and complete the forms for Military Spouse Preference Priority Placement Program. You can take these forms with you to your stateside personnel office.