

# Base Clearance Instructions for US Civilian Employees – Sponsor

(Current as of 20 August 2004)

1. In conjunction with your departure from Ramstein Air Base, you must clear the base. On the reverse side is a checklist to assist you. Below you'll find a suggested timeline to help you plan your outprocessing activities. We want your move to be as smooth as possible. If you have questions or comments regarding these forms, please contact our Customer Service Office in Bldg 2120, Rm 123, 480-7092, or e-mail 435MSS.dpcs@ramstein.af.mil

2. You must clear all activities. For those activities that do not apply, or for which you do not have an account, you may self-certify by entering N/A and signing at the bottom of the page. Clearance sheets remain on file for future reference.

3. The last activity you must clear is with your Staffing Specialist or Assistant prior to your last duty day (item 13). Please keep us informed about your departure date, requests for leave enroute, etc., so we can keep your new CPF informed of your status. If we are kept in the loop we can help make your departure smoother.

4. Thank you for taking the time to clear all the required activities. This helps maintain accurate records and prevents the possibility of leaving behind unfinished business.

**The Ramstein CPF staff wish you success in all your future endeavors and bid you  
"Auf Wiedersehen".**

		<h2>COUNTDOWN PLAN FOR DEPARTING RAMSTEIN US APPROPRIATED FUND (APF) EMPLOYEES ONLY</h2>
45 Days	<ul style="list-style-type: none"> <li>- Pick up your out-processing checklist from the Customer Service Office (Bldg 2120, Rm 123, DP#: 480-7092)</li> <li>- If you are departing for retirement, please ensure you have submitted all required paperwork 45 days before your departure date. (Bldg 2120, Rm 213, DP# 480-2008)</li> <li>- To request travel orders or to arrange fax back/electronic orders request form, call 480-2196. (Bldg 2120, Rm 217)</li> <li><b>NOTE:</b> If you are transferring to another base, please see <b>our Staffing Office</b> to arrange transfer effective date. (Bldg 2120, Rm 123, DP# 480-7055).</li> <li>- Contact the Family Support Center at 480-5900 for information regarding your new duty station.</li> </ul>	
40 – 45 Days	<ul style="list-style-type: none"> <li>- Contact TMO to arrange flight reservation (may do before orders are published) Bldg 2406, Official Passenger Services, DP# 480-5373</li> </ul>	
40 Days	<ul style="list-style-type: none"> <li>- Contact TMO after you have your orders to arrange transportation, household goods pick up and vehicle shipment.. (Bldg 2106, Rm 211, DP#: 480-2163)</li> <li>- Contact FMO and schedule an appointment for pick up or transfer all temporary furniture. (#3 on checklist)</li> </ul>	
30 Days	<ul style="list-style-type: none"> <li>- Call 480-5774 for an appointment to start Temporary Quarters Subsistence Allowance and to receive a TQSA out-processing package. (Bldg 2120, Rm 215)</li> <li>- If applicable, turn in chem-gear at mobility supply (#18 on checklist)</li> <li>- Unit Security Manager/Unit Property Account/AAFES-DPP/DoDDs (#s 15, 16 &amp; 17 on checklist)</li> </ul>	
7 Days	<ul style="list-style-type: none"> <li>- Contact your Unit Systems Administrator to have your e-mail account disabled (#5 on checklist)</li> <li>- Close out benefits such as life and health insurance (Refer to #9 on checklist)</li> <li>- Contact BEST – <a href="http://www.afpc.randolph.af.mil/dpc/BEST_BRB/EBIS.htm">http://www.afpc.randolph.af.mil/dpc/BEST_BRB/EBIS.htm</a> or call 00800-19972378, or e-mail <a href="mailto:best@afpc.randolph.af.mil">best@afpc.randolph.af.mil</a></li> <li>- Take your Supervisor's Employee Work Folder to include current and prior appraisals (employee performance file) to the Employee Relations Section (#9 on checklist)</li> <li>- To stop Living Quarters Allowance/Post Allowance call 480-5774 for an appointment. (#10 on checklist)</li> <li>- Contact the Education Center and cancel or transfer any enrollments (#21 on checklist)</li> <li>- Contact your Post Office (North or South side) to close PSC Box and provide forwarding address (#4 on checklist). May be done by e-mail: <a href="http://www.mil.usafe.af.mil/bases/ramstein/86cg/786cs/postal/scripts/sponsor/close_box.htm">www.mil.usafe.af.mil/bases/ramstein/86cg/786cs/postal/scripts/sponsor/close_box.htm</a></li> </ul>	
3 Days	<ul style="list-style-type: none"> <li>- Take passports for you and your family members to Bldg 2106, Rm 101 for SOFA cancellation stamp (#7 on checklist)</li> <li>- Turn your ration card in to your orderly room (#8 on checklist)</li> <li>- Go to VAT office and sign a termination notice for the Utility Tax Relief Program and turn in any VAT forms (used or unused) (#22 on checklist)</li> </ul>	
Last Work Day	<ul style="list-style-type: none"> <li>- Advise your unit timekeeper of your last duty day (#11 on checklist)</li> <li>- Handcarry your last Time &amp; Attendance sheet to the Accounting and Finance Civilian Pay Booth (#12 on checklist)</li> <li>- Take your ID cards to your CPF Staffing Specialist or the Customer Service Office (Bldg 2120, Rm 123) (#13 on checklist)                             <ul style="list-style-type: none"> <li>-- Military family members do not need to turn in ID cards.</li> </ul> </li> <li>- <b>TURN IN YOUR COMPLETED CLEARANCE CHECKLIST</b> to your Staffing Specialist or the Customer Service Office (#13 on checklist).</li> </ul>	

# CIVILIAN PERSONNEL CLEARANCE – SPONSOR

Current as of 20 August 2004

**Instructions:** Clear all activities. If a clearance item does not apply to you, simple enter N/A and certify by signing at the bottom of the page. Turn in completed checklist to the Civilian Personnel Flight before close of business on your last duty day.

NAME OF EMPLOYEE (Last, First & MI)			SSN
Grade:	Last Duty Day:	Org/Ofc Symbol:	Reason for Separation (If transferring to another agency; attach SF52 to reflect Term-APPT IN):

<u>COMMON ACTIVITIES TO CLEAR OR SELF-CERTIFY</u>	DATE CLEARED	SIGNATURE OF RESPONSIBLE OFFICIAL
1. <b>Vehicle Registration</b> (De-registering/Shipping of POV). Kapaun Bldg 2806, DP#: 489-7750 <b>Call first for hours of appointments</b>		
2. <b>Hospital/Clinic</b> (Is your account paid?) Ramstein Clinic Bldg 2182, 2nd Floor, Room 43, DP# 479-2320. Landstuhl Regional Medical Center Bldg 3766, Rm 15B-101, DP# 486-7301		
3. <b>Furnishings Management Office</b> (Return or transfer any FMO furniture or appliances) Einsiedlerhof, Bldg 720, DP#: 489-6017		
4. <b>Post Office</b> (Go to assigned post office to cancel mailbox and provide forwarding address, or by e-mail (see e-mail address on attached cover sheet)		
5. <b>Unit Systems Administrator</b> (Administrator notifies Ramstein Network Help Desk to disable your account)		
6. <b>Pass &amp; Identification</b> (If you have a line badge, take it to Bldg 2111, Rm 117 DP#: 480-5429)		
7. <b>Passports</b> (Take passports for you and your family members to Bldg 2106, Rm 101, for cancellation of SOFA stamp, DP#: 480-2240)		
8. <b>Unit Orderly Room - Unit Agency Program Coordinator</b> Turn in Government Travel card and clear IMPAC Card with billing official. <b>**MANDATORY**</b> Turn in your <b>ration card</b> . <b>DECA Employees Item 14 below.</b>		
9. <b>Civilian Personnel (EMR)</b> (Action on your TSP, Health & Life insurance may be required before your last day -- READ INFO BELOW). Obtain Supervisor's Employee Work Folder to include current and prior year appraisals from your supervisor and take to Bldg 2120, Rm 219 DP#: 480-4212  - Are you considering converting your life insurance or health insurance to a private company? If yes, you should notify your servicing Employee Relations Assistant at DSN 480-4212 or com 06371-47-4212. The EMR Assistant will in turn submit your life insurance request for a SF 2821, Agency Certification of Insurance Status, to the Regional Personnel Office at Sembach. Please notify your EMR Assistant <u>before</u> your separation date. After separation, call 1-800-540-4047. For health insurance conversion notify us at 480-4212 several weeks before your separation.		
10. <b>Civilian Personnel (EMR)</b> Overseas Allowances and Benefits (If you receive LQA, call for an out-processing appointment 30 days prior to your last duty day to reconcile your entitlement) Bldg 2120, Rm 215, DP#: 480-5774		
11. <b>Time &amp; Attendance (T&amp;A)</b> (Obtain last T&A sheet from your timekeeper)		
12. <b>Accounting &amp; Finance</b> (Hand carry your last T&A sheet to the Civilian Pay booth - Bldg 2108, DP#: 480-2437) (DECA Excluded)		
13. <b>Civilian Personnel (Staffing)</b> Turn in ID cards for you and family members. (You will still be afforded entry on base, DeCA & AAFES using your passport & orders) Bldg 2120, Rm 123, DP#: 480-7092		
14. <b>DECA Employees</b> contact DeCA-EU/RMC, 489-7180, ext 232, to turn in Government Travel Card.		
15. <b>Unit Security Manager</b> Complete AF Form 2587		
16. <b>Unit Property Account</b> (Turn in equipment that was issued to you)		
17. <b>AAFES/DPP</b> (Customer Service; close out account/arrange payments)		
18. <b>Equipment Custodian</b> (If you are an EC, you must outprocess through your base ECO IAW AFI 33-112, para 11.9, 10 & 12) Bldg 2126, DP#: 480-5848		
19. <b>Mobility</b> (If you have Chem Gear, return it to Mobility) Bldg 2494 at the end of the warehouse DP#: 480-5569/2283		
20. <b>Dependent Schools</b> (De-register children and pick up school records)		
21. <b>Education Office</b> (Cancel or transfer enrollment) Bldg 2120 DP#: 480-2032		
22. <b>VAT Office</b> (You <b>must</b> turn in any VAT forms you have, used or unused. If you participated in the utility tax relief program you <b>must</b> bring a copy of your orders and sign a termination notice) Bldg 2122, DP#: 480-5309		
23. <b>Credit Union and/or Banking Facility</b> (Close or transfer accounts to new facility)		
24. <b>Security Forces</b> Take a copy of orders to Security Forces, Building 2111, Room 143 or 144.		

**FORWARDING ADDRESS:**

CERTIFICATION

I certify that I have properly cleared all of the activities on this checklist.

DATE	EMPLOYEE SIGNATURE
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