

# Base Clearance Instructions for US Civilian Employees – Family Member

(Current as 19 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. It is extremely important that you notify your servicing Staffing Specialist or Assistant at least 30 days prior to your last duty day. If you do not do this, you may leave without the important documents you may need to apply for federal employment at your next location. Additionally, you may not be fully informed about any special placement programs that may be available to you.

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

✓			<b>COUNTDOWN PLAN FOR DEPARTING RAMSTEIN</b> <b>US APPROPRIATED FUND (APF) FAMILY MEMBER EMPLOYEES ONLY</b>
	45 Days		<ul style="list-style-type: none"> <li>- Pick up your out-processing checklist from the Customer Service Office (Bldg 2120, Rm 123, 480-7092)</li> <li>- If you are departing on LWOP, resignation, or retirement, please ensure you have submitted all required paperwork before your departure date (Bldg 2120, Rm 213, DP# 480-2008) (#5 on checklist)</li> </ul> <p><b>NOTE:</b> If you are transferring to another base please <b>contact the Staffing section</b> to coordinate the transfer date</p>
	30 Days		<ul style="list-style-type: none"> <li>- Contact your servicing Staffing Specialist/Assistant to discuss special placement programs available to you when you return to the U.S.</li> </ul>
	7 Days		<ul style="list-style-type: none"> <li>- Contact your Unit Systems Administrator with information on last duty day to have your your e-mail account disabled (#1 on checklist)</li> <li>- Close out benefits such as life and health insurance (#4 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 best@afpc.randolph.af.mil</li> <li>- Contact the Education Center and cancel or transfer any enrollments (#14 on checklist)</li> </ul>
	3 Days		<ul style="list-style-type: none"> <li>- Take your Supervisor's Employee Work Folder to include current and prior year appraisals (employee performance file) to Bldg 2120, Rm 219, DP# 480-4212 (#4 on Checklist)</li> <li>- To stop Post Allowance, go to Bldg 2120, Rm 217, DP# 480-2196 (#6 on checklist)</li> </ul>
	Last Work Day		<ul style="list-style-type: none"> <li>- Advise your unit timekeeper of your last duty day (#7 on checklist)</li> <li>- Handcarry your last Time &amp; Attendance sheet to the Accounting and Finance Civilian Pay booth (#8 on checklist)</li> <li>- Turn in the completed clearance checklist to your Staffing Specialist or the Customer Service Office (#9 on checklist)</li> </ul>

# CIVILIAN PERSONNEL CLEARANCE – FAMILY MEMBER

Current as of 20 August 2004)

**Instructions:** Clear all activities. If a clearance item does not apply to you, simply enter N/A and certify by signing at the bottom of the page. Turn in completed form to the Civilian Personnel Flight before the 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>Unit Systems Administrator</b> (Administrator notifies Ramstein Network Help Desk to disable your account)		
2. <b>Unit Agency Program Coordinator</b> to clear your government travel card (Visit your Unit Orderly Room) <b>**MANDATORY CLEARANCE ITEM**</b> <b>DECA Employees</b> - contact DeCA-EU/RMC, 489-7180, ext 232, to turn in Government Travel Card.		
3. <b>Pass &amp; Identification</b> (If you have a line badge, take it to Bldg 2111, Rm 117 DP#: 480-5429)		
4. <b>Civilian Personnel (EMR)</b> (Action on your TSP, Health & Life Insurance may be required before your last duty 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 or health insurance to a private company? If yes, you should notify your servicing Employee Relations Assistant at 480-4212. The EMR Assistant will in turn submit your life insurance request for a SF 2821, Agency Certification of Insurance Status, from 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.		
5. <b>Civilian Personnel (EMR)</b> (Take a copy of your LWOP and Resignation SF 52/ Request for Personnel Action (RPA) to Bldg. 2120, Rm 213 DP # 480-2008)		
6. <b>Civilian Personnel (EMR)</b> (Stop Post Allowance, Bldg 2120, Rm 217 DP# 480-2196)		
7. <b>Time &amp; Attendance (T&amp;A)</b> (Obtain last T&A sheet from your unit timekeeper)		
8. <b>Accounting &amp; Finance</b> (Hand carry your last T&A sheet to the Civilian Pay Booth - Bldg 2108, DP#: 480-2437) (DeCA excluded)		
9. <b>Civilian Personnel (Staffing)</b> - (Notify your Staffing Specialist/Assistant at least 30 days in advance of your departure) Bldg 2120, DP#: 480-7055		
10. <b>Civilian Personnel (Customer Service)</b> – (Turn CAC card into room 123)		

<u>ADDITIONAL ACTIVITIES TO CLEAR OR SELF-CERTIFY</u>	DATE CLEARED	SIGNATURE OF RESPONSIBLE OFFICIAL
11. <b>Unit Security Manager</b> (Complete AF Form 2587)		
12. <b>Unit Property Account</b> (Turn in equipment that was issued to you)		
13. <b>Equipment Custodian</b> (If you are an EC, you must outprocess through your base ECO, IAW AFI 33-112, para 11.9 -- Bldg 2126, DP#: 480-5848)		
14. <b>Mobility</b> (If you have Chem Gear, return it to Mobility -- Bldg 2494 at the end of the warehouse, DP#: 480-5569/2283)		
15. <b>Education Office</b> (Cancel or transfer enrollment -- Bldg 2120 DP#: 480-2032)		
16. <b>Credit Union and/or Banking Facility</b> (Close or transfer accounts to new facility)		

**FORWARDING ADDRESS:**

CERTIFICATION

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

DATE	EMPLOYEE SIGNATURE
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