



DEPARTMENT OF THE AIR FORCE
435TH AIRLIFT WING (USAFE)

15 Jan 04

MEMORANDUM FOR US CIVILIAN EMPLOYEES DEPARTING RAMSTEIN AB –
APPROPRIATED FUND

FROM: 435 MSS/DPCE
UNIT 3220 BOX 365
APO AE 09094

SUBJECT: Benefits and Employment Information for Employees Departing Ramstein
AB

1. Whether you are departing Ramstein by entering leave without pay (LWOP) as a family member or by resigning, it is important to understand the options available to you regarding benefits such as health and life insurance, Thrift Saving Plan (TSP), unemployment compensation if appropriate, and your retirement fund. If you are transferring to accept a new job at another base, your benefits also transfer to your new duty station.
2. The *Benefits for Employees While on "Leave Without Pay" and Benefits for Separating Employees* booklet consolidates all information into one source. It is easily obtained from anywhere in the world by visiting our Civilian Personnel Web Site. Print your personal copy from this web address: <http://www.ramstein.af.mil/435mss/cpo>. Please take time to read and comply with the instructions provided so that you may take care of any necessary benefit actions such as continuing TSP, life insurance, health insurance, adjusting TSP loan payments, withdrawing TSP or retirement contributions, any benefit terminations, or starting family member unemployment compensation while on LWOP.
3. Employment information about getting your next job specifically relates to family members entering LWOP. Our Affirmative Employment Section provides guidance on registering in the Priority Placement Program (PPP) as a Military Spouse Preference candidate. Civilian and military spouses entering LWOP also are supplied with their work history career brief and the Notification of Personnel Action starting the LWOP. You may contact our Affirmative Employment Section, 435 MSS/DPCS, by calling 480-7055 to set up an appointment for PPP counseling.
4. Should you have any questions concerning departing our base, please call us at 480-2008.

/s/

Linda E. Mohan
Chief, Employee Management and
Services Section