

**RAMSTEIN AIRBASE
CIVILIAN PERSONNEL IN-PROCESSING CHECKLIST**

INSTRUCTIONS

New personnel must complete all applicable in-processing requirements within **10 DAYS** of arrival, including required in-person appointments.
Provide a completed copy to the CPS Customer Service and your Supervisor by _____ to place in your 971 file.

SECTION 1 – CIVILIAN PERSONNEL INFORMATION

1. EMPLOYEE NAME (Last, First, Middle Initial)		2. ARRIVAL DATE (YYYY/MM/DD)	
3. GRADE/ SERIES	4. TITLE	5. STATUS (X one) <input type="checkbox"/> Conus Hire <input type="checkbox"/> Local Hire <input type="checkbox"/> MSP <input type="checkbox"/> FMP	

SECTION 2 – ORGANIZATION INFORMATION

1. SQUADRON/OFFICE SYMBOL	2. SUPERVISOR'S NAME (Last & First) / DSN TELEPHONE NUMBER
---------------------------	--

SECTION 3 – IN-PROCESSING REQUIREMENTS

Responsible action officers should initial and date when their action is completed. Enter "N/A" under "Date Completed" for inapplicable action items.

ACTION ITEM	INITIAL/DATE COMPLETED
1. ID Cards – Please take signed DD 1172-2 to Military Personnel Section (MPS) ID card section Bldg 2106, Rm 117. To schedule an appointment call DSN 480-6599. (MPS is not able to process the ID card until 3-5 days after EOD). **EMPLOYEES ON E-E POSITIONS ENSURE DD1172-2 AUTHORIZES GENEVA CONVENTION CAC; DD Form 489, Geneva Conventions Identity Card for Persons Who Accompany the Armed Forces; DD Form 1934 Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces.**	
2. Overseas Allowances and Benefits (Bldg 2120). Living Quarters Allowance (LQA) (stateside hires only) & Post Allowance "By appointment only" , DSN: 480-5774, Room 215	
3. Ramstein Civ ALL e-mail List —send e-mail to 86fss.fsec-d@us.af.mil to add Employee name to distro listing	
4. Time & Attendance – (Advise your unit timekeeper of your effective date, ensure ATAAPS account is set up)	
5. Unit Security Manager – Gain employee in JPAS, review status of security clearance & investigation	
6. EEO OFFICE – All US Civilians are required to take EEO Training IAW AFI 36-2706	
7. Base Supply - Ind Equip/Base Svc Store/Chem Gear for Emergency Essential (EE) Employees ONLY . (Bldg 2127, 480-5391) Chem Gear needs to be picked up at Bldg 3450	
8. Passports – SOFA (sponsor/family members) stamp - Request AE 600-77A from the CPO (Bldg 2120, Rm 221, 480-5850) and take form to Bldg 2106, Rm 101, 480-2240.	
9. Unit Systems Administrator – contact for Network Access	
10. Orderly Room - Government Travel Card Manager (GTC) (to transfer/activate account)	
11. Ration Card - Visit your servicing CSS or 786 FSS/FSPS Customer Service Office (Bldg 2106, Rm 117)	
12. Drivers Testing – Contact the Local Base Driver's Licensing Office at 480-5534 (Ramstein) for questions concerning testing/scheduling	
13. Housing Management Office – Vogelweh, Bldg 1001, 489-664	
14. Furnishings Management Office (FMO) – Einsiedlerhof, Bldg 720, 489-6153	
15. Value Added Tax (VAT) Office – To register in Utility Tax Avoidance Program and obtain VAT Forms (Bldg 2118, 480-5309, opening hours: Mon-Thurs from 0730 to 1630/ 0730-1700 on Fridays.)	
16. Vehicle Registration – Kapaun Air Station (located on Vogelweh), Bldg 2806, 489-7542	
17. Hospital/Clinic – Registration for care at military medical facilities (Bldg 2114, 479-2616)	
18. Library – Bldg 409, 480-6667	
19. Vet Clinic – Bldg 2928, DSN: 493-4505/4444 (located at Pulaski Barracks, Bldg 2928, Opening hours: Mon-Fri 0800-1600, by appointment only)	
20. Dependent Schools Liaison office – Ramstein: Bldg 2106, DSN: 480-9374/9375 Mon-Fri 0800-1600; Kapaun: Bldg 2787 Ste 300 489-6771, Mon-Fri 0730 to 1630	
21. Education Office – Bldg 2120, Rm 426, 4th Floor, 480-2032	
22. Credit Union – Ramstein, Bldg 2410, 480-2425 Community Bank – Northside Bldg 1101, 480-6538; Southside Bldg 2163, 480-2390	