

Base Clearance Instructions for US Civilian Employees – Family Member

(Current as 17 February 2016)



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 Civilian Personnel Customer Service in Bldg 2120, room 221 DSN 480-5850.

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. Please complete **all mandatory** items on the checklist

3. It is **extremely important** that you notify your Servicing Specialist 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 wishes you success in all your future endeavors and bid you
"Auf Wiedersehen"**

✓		 <h2>COUNTDOWN PLAN FOR DEPARTING RAMSTEIN</h2> <h3>US APPROPRIATED FUND (APF) FAMILY MEMBER EMPLOYEES ONLY</h3>
	45 Days	<p>- Pick up your out-processing checklist from the Civilian Personnel Office building 2120, room 221 DSN 480-5850.</p> <p>- If you are departing on LWOP, resignation, your organization needs to establish a SF52 (request for personnel action) on you through the DCPDS system, please ensure you have submitted all required Paperwork (signed SF52 as hardcopy & a copy of sponsor's orders if you are going on LWOP) before your departure date to building 2120, room 221 DSN 480-5850. (#4 on checklist)</p> <p>NOTE: If you are transferring to another base please contact the servicing staffing specialist/Assistant to coordinate the transfer date</p>
	30 Days	<p>- Contact your Servicing Specialist/Assistant to discuss special placement programs available to you when you return to the U.S. at DSN 480-5850. (#8 on checklist)</p>
	7 Days	<p>- Contact your Unit Systems Administrator with information on last duty day to have your your e-mail account disabled (#1 on checklist)</p> <p>- Contact BEST – http://ask.afpc.randolph.af.mil (click on Civilian Employee/Benefits & Entitlements)</p> <p>- Contact the Education Center and cancel or transfer any enrollments (#16 on checklist)</p> <p>- Government Purchase Card (GPC) Program (If you are an Approving Official or Cardholder, you must out process through the 700 CONS GPC Office IAW AFI 64-117, Kapaun Air Station, Bldg 2767, DP#: 489-7212, 700cons.gpc@ramstein.af.mil.</p>
	3 Days	<p>-Supervisors must mail AF 971 Folders directly to employee's new supervisor. Do not give the 971 folder to the employee. If employee is going on LWOP, and therefore, new supervisor is not known, losing supervisors should turn in the 971 Folder to Civilian Personnel's First Stop Office, Building 2120, room 221.</p> <p>- To stop Post Allowance, go to Bldg 2120, RM 215. Between the hours of 0800-1200 (#5 on checklist)</p>
	Last Work Day	<p>- Remove from ATTAAPS system if leaving Federal Service (#6 on checklist)</p> <p>- Hand carry screen shot of "concur"/"certified" final timesheet from ATAAPS to Civilian Pay Bldg 2108 (#7 on checklist)</p> <p>- Turn in the completed clearance checklist & CAC card to your Ramstein Civilian Personnel's First Stop Office Bldg 2120 room 221 (#4 on checklist)</p>

CIVILIAN PERSONNEL CLEARANCE CHECKLIST – FAMILY MEMBER

Current as of 17 Feb 2016

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 during your scheduled out processing appointment.

NAME OF EMPLOYEE (Last, First & MI)			SSN#
Grade:	Last Duty Day:	Org/Ofc Symbol:	Reason for Separation

<u>COMMON ACTIVITIES TO CLEAR</u>	DATE CLEARED	SIGNATURE OF RESPONSIBLE OFFICIAL
1. Unit Systems Administrator (Contact your unit Information Assurance Officer (IAO) to request your e-mail account be disabled). IAO sends digital e-mail to notify ESD.		"MANDATORY CHECKOUT"
2. Unit Agency Program Coordinator to clear your government travel card (Visit your Unit CSS)		"MANDATORY CHECKOUT"
3. Supervisors must mail AF 971 Folders directly to employee's new supervisor. Do not give the 971 folder to the employee. If employee is going on LWOP, and therefore, new supervisor is not known, losing supervisors should turn in the 971 Folder to Civilian Personnel's First Stop Office, Bldg 2120, Rm 221.		"MANDATORY CHECKOUT"
Are you considering converting your life insurance to a private company? If yes, you should review the myPers website for instructions on requesting an SF2821, Agency Certification of Insurance Status		
4. Civilian Personnel - Take a signed copy of your LWOP and Resignation SF 52/ Request for Personnel Action & copy of sponsor's order to Bldg. 2120, room 221 DSN 480-5850 TURN IN YOUR CAC ON YOUR LAST DUTY DAY		"MANDATORY CHECKOUT"
5. Civilian Personnel (FSPC-R) (Stop Post Allowance, Bldg 2120, RM 215) ***** BETWEEN THE HOURS OF 0800-1200 *****		"MANDATORY CHECKOUT"
6. Time & Attendance (T&A) Remove from ATAAPS system if leaving Federal Service		"MANDATORY CHECKOUT"
7. Accounting & Finance Hand carry screen shot of "concur"/"certified" final timesheet from ATAAPS to Civilian Pay Bldg 2108		"MANDATORY CHECKOUT"
8. Civilian Personnel (Staffing) - (Notify your servicing Specialist/Assistant at least 30 days in advance of your departure) Bldg 2120, DSN 480-5850		"MANDATORY CHECKOUT"
9. DTS – Defense Travel System ***** REPORT TO YOUR UNIT DTS MANAGER *****		MANDATORY CHECKOUT
10. DCPDS Oracle11i *** BETWEEN THE HOURS OF 0800 & 1500 HRS, BLDG 2120, RM 204 ***.		MANDATORY CHECKOUT"
11. Reset Your Password so you can access the system without your CAC. (BEST, TSP, EMPLOYMENT)		MANDATORY CHECKOUT
12. Unit Telephone Control Office. You must clear your telephone PIN		MANDATORY CHECKOUT

ADDITIONAL ACTIVITIES TO CLEAR OR SELF-CERTIFY	DATE CLEARED	SIGNATURE OF RESPONSIBLE OFFICIAL
13. Unit Security Manager (Complete AF Form AF 2587, Security Termination Statement (as applicable), Debrief from NATO access (if applicable), Out-process member in JPAS and send email to "86aw.ipp@ramstein.af.mil" to out-process in JPAS as well, and provide member AF Form 2586 for Restricted Area Badge (RAB) turn-in (if applicable) to 86 SFS Pass & ID.)		
14. Unit Property Account/ADPE Work center Bring a copy of the hand receipt of any returned/signed over computer equipment to your EC (PC, printer, IT equipment, etc.)		
15. Equipment Custodian (If you are an EC, you must out-process through your base ECO, IAW AFI 33-112, Para 11.9 -- Bldg 2126, DSN 480-5848)		
16. Mobility (If you have Chem Gear, return it to Mobility -- Bldg 3450, DSN 480-5569)		
17. Education Office (Cancel or transfer enrollment - Bldg 2120, 4 th floor, DSN 480-2032)		
18. Credit Union and/or Banking Facility (Close or transfer accounts to new facility)		
19. Clear your restricted area badges – Bldg 2402 room 109		

FORWARDING ADDRESS: MANDATORY

CERTIFICATION

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

DATE	EMPLOYEE SIGNATURE
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