




Base Clearance Instructions for US Civilian Employees

-SELF SPONSORED-

(Current as of 19 OCTOBER 2017)

- In conjunction with your departure from Ramstein Air Base, attached is a checklist to assist you. Below you will find an “estimated” timeline to help you plan your schedule for out-processing. If you have questions/concerns regarding the checklist, please contact your HR Specialist/Staffer OR our Civilian Personnel Office in Bldg 2120, room 221, DSN 480-5850.
Website: <http://www.ramstein.af.mil/Home/Civilian-Personnel-Flight/>
- PLEASE** clear all “**mandatory**” activities on the checklist. For those that do not apply/are not affiliated with you, please enter *N/A* and initial. Please complete **All Mandatory** items on the checklist.
- Prior to your last duty day, please clear with your HR Specialist/Staffer (*item #7*). Keep us informed about your departure date, requests for leave enroute, etc., in order for your new CPF informed of your status/in the loop.
- 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 CPO Staff wishes you success in all your future endeavors and bid you...“AUF WIEDERSEHEN!”

			COUNTDOWN PLAN FOR DEPARTING RAMSTEIN <i>(US APPROPRIATED FUND (APF) EMPLOYEES ONLY)</i>
	40-45 DAYS PRIOR		<ul style="list-style-type: none"> ➤ Pick up your out-processing checklist from the Civilian Personnel Office/HR Staffer (Bldg 2120, room 221 DSN 480-5850). ➤ If you are departing for retirement, please ensure your retirement application is submitted to AFPC 60 days before your departure date (EBIS) ➤ Contact TMO to arrange flight reservation, Bldg 2108, Official Passenger Services, DSN 480-5373 <p><i>NOTE: If you are transferring to another base, please see your Servicing Human Resources Specialist to arrange transfer effective date. Building 2120, DSN 480-5850.</i></p>
	40 DAYS PRIOR		<ul style="list-style-type: none"> ➤ For TQSA (Temporary Quarters Subsistence Allowance) and to receive a TQSA out-processing package set an appointment, DSN 480-5774 (Bldg 2120, room 215) ➤ Contact TMO after you have your orders to arrange transportation, household goods pick up and vehicle shipment. (Bldg 2106, room 211, DSN 480-2163) ➤ Housing Management Office-Turn in AF Form 333A; must be signed by landlord ➤ If applicable, contact your veterinarian regarding pet health clearance certificate(s) required by the airlines & military rotator service.
	30 DAYS PRIOR		<ul style="list-style-type: none"> ➤ To clear Living Quarters Allowance/Post Allowance call DSN 480-5774 for an appointment or send an email to 86fss.civ-allowances@us.af.mil (on checklist) ➤ Contact your Post Office (North or South side) to close PSC Box and provide forwarding address. DSN: 480-7857/COMM:06371-47-7857 ➤ 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, DSN 489-7212, 700cons.gpc@ramstein.af.mil)
	7 DAYS PRIOR		<ul style="list-style-type: none"> ➤ Take passports for you and your family members to Bldg 2106, room 110 for SOFA cancellation stamp (on checklist) ➤ Go to VAT office and sign a termination notice for the Utility Tax Relief Program and turn in any VAT forms used/ unused (on checklist)
	3 DAYS- LAST WORK DAY		<ul style="list-style-type: none"> ➤ Hand carry/screen shot of “concur”/”certified” final timesheet from ATAAPS to Civilian Pay to be removed from system for Ramstein AB (on checklist) ➤ If you’re leaving Federal Service (separating or retiring) turn in your CAC/ID cards to the MPF or CPO office. <p>**ID cards issued as military dependent ID cards are not returned to CPO. (Pursuant to the Ramstein Integrated Defense Plan, outbound PCS orders are not a means of unescorted access to the installation. At the point the sponsor departs Germany, his/her family are no longer protected under Germany Status of Forces agreement. The family is now visitors in Germany.</p> <p>POC at Security Forces is the Installation Access section, Mr. Norbert Peterson at DSN: 478-2157)** TURN IN YOUR COMPLETED CLEARANCE CHECKLIST to your HRSpecialist/Staffer, Bldg 2120</p>

CIVILIAN PERSONNEL CLEARANCE CHECKLIST

-SELF SPONSORED-

(CURRENT AS OF 19 OCTOBER 2017)

Instructions: Please clear all “mandatory” activities. If item does not apply to you, please enter N/A & initial. Turn in completed checklist to your Civilian Personnel Flight Specialist before close of business on your last duty day.

NAME OF EMPLOYEE (Print Last, First & MI)	SSN:
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FORWARDING ADDRESS (Please Print):	GRADE:
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LAST DUTY DAY:	ORG/OFC SYMBOL:
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PLEASE CHECK: PCS LWOP RESIGN Transfer to other Agency (If transferring to another agency; attach SF52 to reflect Term-APPT IN)

COMMON ACTIVITIES TO CLEAR	DATE CLEARED	SIGNATURE OF RESPONSIBLE OFFICIAL
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1. Overseas Allowances/Benefits/Post Allowance -If you receive LQA/Post Allowance entitlements, call/email 30 days prior to your last duty day to reconcile/outprocess 86fss.civ-allowances@us.af.mil ; Bldg 2120, RM 215, DSN: 480-5774		“MANDATORY CHECKOUT”
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2. Vehicle Registration - De-registering/Shipping of POV, Kapaun Bldg 2806, DSN: 489-7542/7729 (Mon – Fri 0700 - 1515pm) On the last duty day of every month, hours are: 0700-1100am. CLOSED Federal Holidays & Family Days. To shorten your wait time, call to make an appointment. www.eur.army.mil/rmb		“MANDATORY CHECKOUT”
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3. VAT Office - You must turn in any VAT forms you have, used/unused. Utility Tax Relief - You must bring a copy of your orders w/a copy of the final utility bill. Bldg 2118, DSN: 480-5309		“MANDATORY CHECKOUT”
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4. Accounting/Finance - Provide screen shot of “concur/certified” final timesheet from AATAPS to Civilian Pay Bldg 2108 DSN: 480-9810		“MANDATORY CHECKOUT”
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5. Time/Attendance - Please see your AATAPS Timekeeper to close out your timecard		“MANDATORY CHECKOUT”
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6. Military Personnel Flight - Separating/Retiring Federal Service turn CAC ID to Bldg 2106, RM 117, DSN: 480-6599 Ration Card - Turn in used/unused (if issued) by 786 FSS/FSPS, Bldg 2106, RM 117, DSN: 478-7419 Passports - Cancellation of SOFA stamp/card - Bldg 2106, RM 110;786fss.passports@us.af.mil		“MANDATORY CHECKOUT”
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7. AIR FORCE 971 Employee Folder - *If Employee is transferring to another AF Agency/DOD Agency/Separated/LWOP, YOUR Supervisor must destroy 971 Folder after 60days. OR IF EMPLOYEE WANTS COPIES, they CAN REQUEST COPIES from SUPERVISOR.(Per AFP 36-106)		“MANDATORY CHECKOUT” (Supervisor’s signature/acknowledge)
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8. Civilian Personnel Office/HR Specialist (Staffer) - Discuss TSP/Health/Life insurance or/if transferring to private company; etc. Additional info call BEST 1800.525.0102		“MANDATORY CHECKOUT”
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9. TMO (Traffic Management Office): HHGs Pick up -Bldg 2106, RM 212, DSN: 480-2163(have PCS orders to make an appointment) FMO (Furnishings Management Office) -Return/Transfer FMO furniture/appliances, located at Einsiedlerhof, Bldg 720, DSN:489-6153/6157/6018/6017 Official Passenger Services - Arrange Flight Reservation, Bldg 2108, DSN: 480-5373		“MANDATORY CHECKOUT”
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10. Unit Systems Administrator (Contact your unit Information Assurance Officer (IAO) to request e-mail account be disabled). IAO sends digital e-mail to notify ESD. Unit Property Account/ADPE Workcenter Check with your Equipment Custodian about returning/signing over computer equipment		“MANDATORY CHECKOUT”
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11. Unit Security Manager Complete AF Form 2587, Security Termination Statement, 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; For Restricted Area/Line Badge (RAB), provide AF Form 2586, turn-in to 86 SFS Pass & ID, Bldg 2402, DSN: 480-5429		“MANDATORY CHECKOUT/IF APPLICABLE”
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12. Unit Agency Program Coordinator clear your GTC (government travel card) Visit your Unit CSS: 86 FSS- DSN: 480-1712		“MANDATORY CHECKOUT/IF APPLICABLE”
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13. Housing Management Office - Vogelweh, Bldg 1001, DSN 489-6672, Comm 0631-536-6672. Turn in AF Form 333A, <i>Premises Condition/Inventory</i> , must be signed by landlord. No appointment needed, Walk-in Only : M-F 0800-1100 and M-Th 1300-1530.		“MANDATORY CHECKOUT”
14. Civilian Personnel (FSEC-D)- a) For 86FSS members -Remove Employee from Security/Distribution Groups b) For RPA initiators-DCPDS Oracle 11i –(to close your overseas account) Bldg 2120, RM 204/205		
15. Defense Travel System ***** REPORT TO YOUR UNIT DTS MANAGER***** (86th FSS EMPLOYEES come to Bldg 2118)		
16. Hospital/Clinic (Is your account paid?) Ramstein Clinic Bldg 2182, DSN: 479-2320. Landstuhl Regional Medical Center Bldg 3700, RM 420, DSN: 486-7301		
17. Post Office Contact/Cancel mailbox and provide forwarding address		
18. Credit Union and/or Banking Facility Close or transfer accounts to new facility		
19. AAFES/DPP Customer Service; close out account/arrange payments		
20. Mobility (If you have Chem Gear, return it to Mobility) Bldg 3450 Open for walk-ins 0900-1500; Open M, T, Th, F (closed on Wed)		
21. Equipment Custodian If you are an EC, you must out process through your base ECO IAW AFI 33-112, Para 11.9, 10 & 12; Bldg 2126, DSN: 480-5848		
22. Dependent Schools De-register children and pick up school records		
23. Education Office Cancel or transfer enrollment; Bldg 2120 DSN: 480-2032		
24. Security Forces Take a copy of orders to Security Forces, Bldg 2402. Open M-W 0730-1500 on Tues. & Thurs. 0730-1600 and Fri. 07:30 to 1200		
<p><i>I certify, that I have properly cleared all of the activities on this checklist.</i> Employee Signature/Date:</p>		