




# Base Clearance Instructions for US Civilian Employees -FAMILY MEMBER-

*(Current as of October 20)*

1. 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/Customer Service, in Bldg. 2120, room 221, DSN 480-5850.  
 Email: [86fss.fseciviliancustomerservice@us.af.mil](mailto:86fss.fseciviliancustomerservice@us.af.mil),  
 Website: <http://www.ramstein.af.mil/Home/Civilian-Personnel-Flight/>
2. **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.
3. It is **extremely important** that you notify your HR Specialist/Staffer in order to receive important documents; *ie: SF-8 (Unemployment form), Civilian Career Brief, 75-Information, & latest SF-50; (if applicable)*. These are documents that you may need to apply for federal employment at your next location.
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 CPO Staff wishes you success in all your future endeavors and bid you... “AUF WIEDERSEHEN!”*

		<b>COUNTDOWN PLAN FOR DEPARTING RAMSTEIN US APPROPRIATED FUND (APF) FAMILY MEMBER EMPLOYEES ONLY</b>
<b>30 DAYS PRIOR</b>		<ul style="list-style-type: none"> <li>➤ To obtain your out-processing checklist from the Civilian Personnel Office/HR Specialist/Staffer send email to: <a href="mailto:86fss.fseciviliancustomerservice@us.af.mil">86fss.fseciviliancustomerservice@us.af.mil</a></li> <li>➤ Upon departing, please provide a “signed” copy of the SF52 &amp; copy of sponsor’s orders to your HR Specialist/Staffer (Bldg. 2120) <b>** Your HR Specialist/Staffer will provide the following documents: SF-8 (Unemployment form), Civilian Career Brief, 75-Information, &amp; latest SF-50; (if applicable)**</b> “if you don’t know who your HR Specialist is contact: <a href="mailto:86fss.fseciviliancustomerservice@us.af.mil">86fss.fseciviliancustomerservice@us.af.mil</a></li> </ul>
<b>15 DAYS- LAST WORK DAY</b>		<ul style="list-style-type: none"> <li>➤ Contact your Unit Systems Administrator towards your last duty day to have your e-mail account disabled (<i>on checklist</i>)</li> <li>➤ <b>Cancel/Stop Post Allowance</b>, send Email to: <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a></li> <li>➤ Government Purchase Card (GPC) Program (<b>If you are an Approving Official or Cardholder, you must out process through the 700 CONS GPC Office LAW AF1 64-117, Kapaun Air Station, Bldg. 2767, DSN 489-7212, <a href="mailto:700cons.gpc@ramstein.af.mil">700cons.gpc@ramstein.af.mil</a></b>)</li> <li>➤ <b>Accounting/Finance:</b> Please submit a screenshot of your last certified pay period to the CSP <a href="https://usaf.dps.mil/teams/SAFFMCSP/portal">https://usaf.dps.mil/teams/SAFFMCSP/portal</a>. Specify your last duty date. Civ Pay will send the employee an official out-processing document as their proof. <b>TURN IN YOUR COMPLETED CLEARANCE CHECKLIST and CAC ID</b> to your HR Specialist/Staffer</li> </ul>

**CIVILIAN PERSONNEL CLEARANCE CHECKLIST**

**-FAMILY MEMBER-  
(CURRENT AS OF OCTOBER 2020)**

*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.*

<b>NAME OF EMPLOYEE (Print Last, First &amp; MI)</b>	<b>SSN:</b>
<b>FORWARDING ADDRESS (Please Print):</b>	<b>GRADE:</b>
<b>LAST DUTY DAY:</b>	<b>ORG/OFC SYMBOL:</b>
<b>PLEASE CHECK:</b> <input type="checkbox"/> PCS <input type="checkbox"/> LWOP <input type="checkbox"/> RESIGN <input type="checkbox"/> 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
1. <b>Overseas Allowances/Post Allowance</b> -If you receive Post Allowance send Email to: <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a> to stop Post Allowances		"MANDATORY CHECKOUT"
2. <b>Accounting/Finance &amp;</b> - Please submit a screenshot of your last certified pay Period to the CSP: <a href="https://usaf.dps.mil/teams/SAFFMCSP/portal">https://usaf.dps.mil/teams/SAFFMCSP/portal</a> a. Specify your last duty date. Civ Pay will send the employee an official out- processing document as their proof. <b>(Due to NO access for CAC, reset/initiate password for myPay)</b>		"MANDATORY CHECKOUT"
3. <b>Time/Attendance-</b> Please see your AATAPS Timekeeper to close out your timecard		"MANDATORY CHECKOUT"
4. <b>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) send Email to: 86fss.fsec-d@us.af.mil</b>		"MANDATORY CHECKOUT"
5. <b>AIR FORCE 971 Employee Folder</b> - * If Employee is transferring to another AF Agency/DOD Agency/Separated/LWOP, Your Supervisor must destroy 971 Folder after 60 days. Or if Employee wants copies, they can request copies from the Supervisor. (Per AFP 36-106)		
6. <b>Defense Travel System ***** REPORT TO YOUR UNIT DTS MANAGER***** (86 FSS EMPLOYEES go to Bldg. 2118)</b>		"MANDATORY CHECKOUT"
7. <b>Unit Systems Administrator</b> Contact your Unit Information Assurance Officer (IAO) to request your e-mail account be disabled. (IAO sends digital e-mail to notify ESD) Unit Property Account/ADPE Work-center Check with your Equipment Custodian about returning/signing over computer equipment		"MANDATORY CHECKOUT"
8. <b>Unit Agency Program Coordinator</b> clear your GTC (government Travel-card) Visit your Unit CSS: 86 FSS- DSN: 480-1712		"MANDATORY CHECKOUT"
9. <b>Civilian Personnel Office/HR Specialist (Staffer)</b> – Please Provide a "signed" copy of the SF52 & copy of sponsor's orders to your HR Specialist/Staffer **Your HR Specialist/Staffer will provide the following documents: SF8 (Unemployment form), Civilian Career Brief, 75 Information & latest SF50; (if applicable)**		"MANDATORY CHECKOUT"
10. <b>Unit Security Manager</b> Complete AF Form 2587, Security Termination Statement, Debrief from NATO access (if applicable), Out-process member in JPAS and send email to <a href="mailto:86aw.ipp@us.af.mil">86aw.ipp@us.af.mil</a> 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		
11. <b>Equipment Custodian</b> 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 or send Email to: <a href="mailto:86lrs.eao@us.af.mil">86lrs.eao@us.af.mil</a>		

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

**Employee Signature/Date:**