

# Base Clearance Instructions for US Civilian Employees

## -FAMILY MEMBER-

(Current as of 26 JUNE 2018)

- 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.
- 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.
- 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</b> <i>US APPROPRIATED FUND (APF) FAMILY MEMBER EMPLOYEES ONLY</i> 
	<b>30 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ Pick up your out-processing checklist from the Civilian Personnel Office/HR Specialist/Staffer (Bldg 2120, room 221 DSN 480-5850)</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) <u>** Your HR Specialist/Staffer will provide the following documents: SF-8 (Unemployment form), Civilian Career Brief, 75-Information, &amp; latest SF-50; (if applicable)**</u> <i>(on checklist)</i></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>➤ Cancel/Stop Post Allowance, Bldg 2120, RM 208. M-F <b>0800-1500pm</b> <i>(on checklist)</i></li> <li>➤ Government Purchase Card (GPC) Program (<b><i>If you are</i></b> 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, <a href="mailto:700cons.gpc@ramstein.af.mil">700cons.gpc@ramstein.af.mil</a>)</li> <li>➤ Hand carry/screen shot of <b>“concur”/“certified”</b> final timesheet from ATAAPS to Civilian Pay to be removed from system for Ramstein AB <i>(on checklist)</i></li> </ul> <p style="text-align: center;"><b>TURN IN YOUR COMPLETED CLEARANCE CHECKLIST and CAC ID to your HRSpecialist/Staffer, before COB on your last duty day (Bldg 2120)</b></p>

# CIVILIAN PERSONNEL CLEARANCE CHECKLIST

## -FAMILY MEMBER-

(CURRENT AS OF 26 JUNE 2018)

**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:
FORWARDING ADDRESS (Please Print):	GRADE:
LAST DUTY DAY:	ORG/OFC SYMBOL:
PLEASE CHECK: <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>Civilian Personnel</b> - Post Allowance, Bldg 2120, RM 208 <i>Mon-Fri, 0800-1500pm (Cancel/Stop Post Allowance)</i>		“MANDATORY CHECKOUT”
2. <b>Accounting/Finance &amp;</b> - Provide screen shot of “concur/certified” final timesheet from AATAPS to Civilian Pay Bldg 2108 DSN: 480-9810 (Due to NO access for CAC, reset/initiate password for myPay)		“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)</b> - 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 324		“MANDATORY CHECKOUT”
5. <b>AIR FORCE 971 Employee Folder</b> - <b><u>*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)</u></b>		“MANDATORY CHECKOUT” (Supervisor’s signature/acknowledge)
6. <b>Defense Travel System ***** REPORT TO YOUR UNIT DTS MANAGER*****</b> (86 <sup>th</sup> FSS EMPLOYEES go to Bldg 2118)		“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) <b>Unit Property Account/ADPE Workcenter</b> 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 (Bldg 2120) <b><u>** Your HR Specialist/Staffer will provide the following documents: SF-8 (Unemployment form), Civilian Career Brief, 75-Information, &amp; latest SF-50; (if applicable)**</u></b>		“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@ramstein.af.mil">86aw.ipp@ramstein.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> <i>If you are an EC, you must out process through your base ECO IAW AFI 33-112, Para 11.9, 10 &amp; 12; Bldg 2126, DSN: 480-5848</i>		
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*I certify, that I have properly cleared all of the activities on this checklist.*

**Employee Signature/Date:**