




# Base Clearance Instructions for US Civilian Employees

## -SELF SPONSORED-

(Current as of 18 Oct 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.
- 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!”*

		 <b>COUNTDOWN PLAN FOR DEPARTING RAMSTEIN</b> <i>(US APPROPRIATED FUND (APF) EMPLOYEES ONLY)</i>
	<b>40-45 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ Pick up your out-processing checklist from the Civilian Personnel Office/HR Staffer (Bldg 2120, room 221 DSN 480-5850).</li> <li>➤ If you are departing for retirement, please ensure your retirement application is submitted to AFPC 60 days before your departure date (EBIS)</li> <li>➤ Contact TMO to arrange flight reservation, Bldg 2108, Official Passenger Services, DSN 480-5373</li> </ul> <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>
	<b>40 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ For TQSA (Temporary Quarters Subsistence Allowance) and to receive a TQSA out-processing package set an appointment, DSN 480-5774 (Bldg 2120, room 206 or 208)</li> <li>➤ Contact TMO after you have your orders to arrange transportation, household goods pick up and vehicle shipment. (Bldg 2106, room 211, DSN 480-2163)</li> <li>➤ Housing Management Office-Turn in AF Form 333A; must be signed by landlord</li> <li>➤ <b>If applicable</b>, contact your veterinarian regarding pet health clearance certificate(s) required by the airlines &amp; military rotator service.</li> </ul>
	<b>30 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ To clear Living Quarters Allowance/Post Allowance call DSN 480-5774 for an appointment or send an email to <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a> (on checklist)</li> <li>➤ Contact your Post Office (North or South side) to close PSC Box and provide forwarding address. DSN: 480-7857/COMM:06371-47-7857</li> <li>➤ Government Purchase Card (GPC) Program (<b>If you are</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> </ul>
	<b>7 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ Take passports for you and your family members to Bldg 2106, room 110 for SOFA cancellation stamp (on checklist)</li> <li>➤ 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)</li> </ul>
	<b>3 DAYS- LAST WORK DAY</b>	<ul style="list-style-type: none"> <li>➤ Hand carry/screen shot of “<b>concur</b>”/”<b>certified</b>” final timesheet from ATAAPS to Civilian Pay to be removed from system for Ramstein AB (on checklist)</li> <li>➤ If you’re leaving Federal Service (<b>separating or retiring</b>) turn in your CAC/ID cards to the MPF or CPO office.</li> </ul> <p><b>**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.</b></p> <p><b>POC at Security Forces is the Installation Access section, Mr. Norbert Peterson at DSN: 478-2157)**</b> <b>TURN IN YOUR COMPLETED CLEARANCE CHECKLIST</b> to your HRSpecialist/Staffer, Bldg 2120</p>

# CIVILIAN PERSONNEL CLEARANCE CHECKLIST

## -SELF SPONSORED-

(CURRENT AS OF 18 Oct 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.

<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>
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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
1. <b>Overseas Allowances/Benefits/Post Allowance</b> -If you receive LQA/Post Allowance entitlements, call/email 30 days prior to your last duty day to reconcile/outprocess <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a> ; Bldg 2120, RM 206 or 208, DSN: 480-5774		“MANDATORY CHECKOUT”
2. <b>Vehicle Registration</b> - 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. <b>CLOSED</b> Federal Holidays & Family Days. To shorten your wait time, call to make an appointment. <a href="https://booknow.appointment-plus.com/9rm3mcns">https://booknow.appointment-plus.com/9rm3mcns</a>		“MANDATORY CHECKOUT”
3. <b>VAT Office</b> - You <b>must</b> turn in any VAT forms you have, used/unused. <b>Utility Tax Relief</b> -You <b>must</b> bring a copy of your orders w/a copy of the final utility bill. Bldg 2118, DSN: 480-5309		“MANDATORY CHECKOUT”
4. <b>Accounting/Finance</b> - Provide screen shot of “concur/certified” final timesheet from AATAPS to Civilian Pay Bldg 2108 DSN: 480-9810		“MANDATORY CHECKOUT”
5. <b>Time/Attendance</b> - Please see your AATAPS Timekeeper to close out your timecard		“MANDATORY CHECKOUT”
6. <b>Military Personnel Flight</b> - Separating/Retiring Federal Service turn CAC ID to Bldg 2106, RM 117, DSN: 480-6599 <b>Ration Card</b> - Turn in used/unused (if issued) by 786 FSS/FSPS, Bldg 2106, RM 117, DSN: 478-7419 <b>Passports</b> - Cancellation of <b>SOFA stamp/card</b> - Bldg 2106, RM 110; <a href="mailto:786fss.passports@us.af.mil">786fss.passports@us.af.mil</a>		“MANDATORY CHECKOUT”
7. <b>AIR FORCE 971 Employee Folder</b> - <b>*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)</b>		“MANDATORY CHECKOUT” (Supervisor’s signature/acknowledge)
8. <b>Civilian Personnel Office/HR Specialist (Staffer)</b> - Discuss TSP/Health/Life insurance or/if transferring to private company; etc. Additional info call BEST 1800.525.0102		“MANDATORY CHECKOUT”
9. <b>TMO (Traffic Management Office): HHGs Pick up</b> -Bldg 2106, RM 212, DSN: 480-2163(have PCS orders to make an appointment) <b>FMO (Furnishings Management Office)</b> -Return/Transfer FMO furniture/appliances, located at Einsiedlerhof, Bldg 720, DSN:489-6153/6157/6018/6017 <b>Official Passenger Services</b> - Arrange Flight Reservation, Bldg 2108, DSN: 480-5373		“MANDATORY CHECKOUT”
10. <b>Unit Systems Administrator</b> (Contact your unit Information Assurance Officer (IAO) to request 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”
11. <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		“MANDATORY CHECKOUT/IF APPLICABLE”
12. <b>Unit Agency Program Coordinator</b> clear your GTC (government travel card) Visit your Unit CSS: 86 FSS- DSN: 480-1712		“MANDATORY CHECKOUT/IF APPLICABLE”

13. <b>Housing Management Office-</b> 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, <b>Walk-in Only:</b> M-F 0800-1100 and M-Th 1300-1530.		<b>“MANDATORY CHECKOUT”</b>
14. <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) Bldg 2120, RM 324</b>		
15. <b>Defense Travel System ***** REPORT TO YOUR UNIT DTS MANAGER***** (86<sup>th</sup> FSS EMPLOYEES come to Bldg 2118)</b>		
16. <b>Hospital/Clinic (Is your account paid?) Ramstein Clinic Bldg 2182, DSN: 479-2320. Landstuhl Regional Medical Center Bldg 3700, RM 420, DSN: 486-7301</b>		
17. <b>Post Office Contact/Cancel mailbox and provide forwarding address</b>		
18. <b>Credit Union and/or Banking Facility Close or transfer accounts to new facility</b>		
19. <b>AAFES/DPP Customer Service; close out account/arrange payments</b>		
20. <b>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)</b>		
21. <b>Equipment Custodian 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</b>		
22. <b>Dependent Schools De-register children and pick up school records</b>		
23. <b>Education Office Cancel or transfer enrollment; Bldg 2120 DSN: 480-2032</b>		
24. <b>Security Forces Take a copy of orders to Security Forces, Bldg 2402. Open M-W 0730-1500 on Tues. &amp; Thurs. 0730-1600 and Fri. 07:30 to 1200</b>		
<p><b><i>I certify, that I have properly cleared all of the activities on this checklist.</i></b>  <b>Employee Signature/Date:</b></p>		