

**RAMSTEIN AIRBASE
CIVILIAN PERSONNEL IN-PROCESSING CHECKLIST**

INSTRUCTIONS

New personnel must complete all applicable in-processing requirements within 10 days of arrival, including required in-person appointments.
Provide a completed copy to your Supervisor by *(once completed)* to place in your 971 file.

SECTION 1 – CIVILIAN PERSONNEL INFORMATION

1. EMPLOYEE NAME (Last, First, Middle Initial)		2. ARRIVAL DATE (YYYY/MM/DD)	
3. GRADE/ SERIES	4. TITLE	5. STATUS (X one) Conus Hire Local Hire MSP FMP	

SECTION 2 – ORGANIZATION INFORMATION

1. SQUADRON/OFFICE SYMBOL	2. SUPERVISOR'S NAME (Last & First)
3. DSN TELEPHONE NUMBER	

SECTION 3 – IN-PROCESSING REQUIREMENTS

Responsible action officers should initial and date when their action is completed. For inapplicable action items, enter "N/A" & initial under "Date Completed"

ACTION ITEM	INITIAL/DATE COMPLETED
1. ID Cards – Please take signed DD1172/DD1172-2 to 786 FSS/Military Personnel Flight (MPF) ID card section Bldg 2106, Rm 117. To set up an appointment call DSN: 480-6599. <i>(MPF is not able to process the ID card until action is processed by AFPC, which usually is 72hrs after the EOD). MPF will process and provide the ID card.</i>	MANDATORY
2. Overseas Allowances and Benefits: (Bldg 2120, Room 206 & 208 (Self-Sponsored Employees)->>>Living Quarters Allowance (LQA) & Post Allowance-“BY APPOINTMENT ONLY” DSN: 480-5774 Email: 86fss.civ-allowances@us.af.mil	SELF SPONSORED EMPLOYEES
3. Passports – SOFA Stamp/Card (sponsor/family members) - Request AE 600-77A from CPO (Bldg 2120, Rm 221, 480-5850); once completed, take form to Bldg 2106, Rm 101, 480-2240.	OPTIONAL/IF APPLICABLE
4. Ration Card - Visit your servicing CSS or the 786 FSS/FSPS Customer Service Office (Note: Please accomplish when obtaining CAC/ID Card) (Bldg 2106, Rm 117)	SELF SPONSORED EMPLOYEES
5. Civilian Pay – Mass In-processing is conducted every Thursday at 0800 in Bldg 2108 (Finance) Conference Room . Contact 86cpts.civilianpay@us.af.mil for any questions/concerns. <i>Please note: Civilian Pay is not open to customers on Wednesdays.</i>	MANDATORY
6. Time & Attendance – (Advise your Unit Timekeeper of your effective date, ensure ATAAPS account is set up)	MANDATORY
7. BASE INTRO- ALL SELF SPONSORED CIVILIANS are required to attend. Wednesdays from 0730-12pm in Bldg 2140 (Enlisted Club)	SELF SPONSORED EMPLOYEES
8. EEO OFFICE – All NEW US CIVILIANS are required to take EEO Training (IAW AFI 36-2706)	OPTIONAL/IF APPLICABLE
9. Unit Security Manager – Gain employee in JPAS, review status of security clearance & investigation	OPTIONAL/IF APPLICABLE
10. Unit Systems Administrator – contact for Network Access	OPTIONAL/IF APPLICABLE
11. Orderly Room - Government Travel Card Manager (GTC) (to transfer/activate account)	OPTIONAL/IF APPLICABLE
12. Ramstein Civ ALL e-mail List —send e-mail to 86fss.fsec-d@us.af.mil to add Employee name to distro listing	MANDATORY
13. Drivers Testing – Contact the Local Base Driver's Licensing Office at 480-5534 (Ramstein) for questions concerning testing/scheduling. (Bldg 2106, Second Floor)	OPTIONAL/IF APPLICABLE
14. Vehicle Registration – Registering 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	SELF SPONSORED EMPLOYEES
15. Housing Management Office – Vogelweh Base housing, Bldg 1001, 489-6671, Briefing Thursdays 1330pm	SELF SPONSORED EMPLOYEES
16. Furnishings Management Office (FMO) – Einsiedlerhof, Bldg 720, 489-6153	SELF SPONSORED EMPLOYEES
17. Value Added Tax (VAT) / UTAP (Utility Tax Avoidance Program) Office – To register in UTAP and obtain VAT Forms (Bldg 2118, 480-5309, opening hours: Mon-Fri from 0730 to 1630/ 1700 on Fridays.)	SELF SPONSORED EMPLOYEES

