

# Base Clearance Instructions for US Civilian Employees




## -SELF SPONSORED-

(Current as of July 2025)

1. **PLEASE** complete all **“mandatory”** activities on the checklist.  
For those that do not apply/are not affiliated with you, please enter **N/A** and initial.
2. Prior to your last duty day, please contact your HR Specialist/Staffer. Keep us informed about your departure date, requests for leave enroute, etc., in order for your new CPF to be informed of your duty status.
3. 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> (US APPROPRIATED FUND (APF) EMPLOYEES ONLY)
	<b>40-45 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ Obtain an out-processing checklist from the Civilian Personnel Office, Customer Service/HR Staffer (Bldg. 2120, room 221 DSN 480-5850).</li> <li>➤ If you are <b>departing for retirement</b>, please ensure your retirement application is <b>submitted to AFPC 60 days before your departure date (EBIS)</b></li> <li>➤ Contact TMO to arrange flight reservation, Passenger Travel (PAX) bldg. 2108 Rm. 1. <b>DSN: 314-480-5373/5374.</b> Org Box: <a href="mailto:435lrs.lgrtp@us.af.mil">435lrs.lgrtp@us.af.mil</a>. All travel will be coordinated via the Org Box (no walk- ins or appointments)</li> </ul> <p><b>NOTE:</b> If you are transferring to another base, please see your Servicing Human Resources Specialist to arrange transfer effective date. If you don't know your servicing HR Specialist contact: <a href="mailto:86fss.fseciviliancustomerservice@us.af.mil">86fss.fseciviliancustomerservice@us.af.mil</a></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 send email to: 86 FSS/Civ-Allowances, <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a></li> <li>➤ Contact TMO after you have your orders to arrange transportation. See <b>Item 10</b> on checklist</li> <li>➤ Housing Management Office -Turn in AF Form 333A; must be signed by landlord, see <b>Item 14</b> on checklist</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 <b>Living Quarters Allowance/Post Allowance</b> 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 <b>Post Office (North or South side)</b> to close PSC Box fill out page 5 and email to:</li> <li>➤ <b>NSPO:</b> <a href="mailto:786FSS.postal.service.1@us.af.mil">786FSS.postal.service.1@us.af.mil</a> <b>DSN:</b> 480-7857/COMM: 06371-47-7857</li> <li>➤ <b>SSPO:</b> <a href="mailto:southside.postal@us.af.mil">southside.postal@us.af.mil</a> <b>DSN:</b> 480-8748/8719/COM: 06371-47-8748/8719</li> <li>➤ <b>Government Purchase Card (GPC)</b> 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, <b>DSN:</b> 489-7212</li> </ul>
	<b>7 DAYS PRIOR</b>	<ul style="list-style-type: none"> <li>➤ Take passports for you and your family members to <b>Bldg. 2106, room 110</b> 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 <b>Item 3</b> on checklist</li> </ul>
	<b>3 DAYS- LAST WORK DAY</b>	<ul style="list-style-type: none"> <li>➤ Accounting/Finance: 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.</li> <li>➤ If you're leaving Federal Service (<b>separating or retiring</b>) <b>turn in your CAC/ID cards to the ID Card Office or CPO Customer Service in Building 2120, room 221.</b></li> </ul> <p><b>**ID cards issued as military dependent ID cards are not returned to CPO.</b> (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><b>TURN IN YOUR COMPLETED AND SIGNED CLEARANCE CHECKLIST</b> to your HR Specialist/Staffer If you don't know your servicing HR Specialist contact: <a href="mailto:86fss.fseciviliancustomerservice@us.af.mil">86fss.fseciviliancustomerservice@us.af.mil</a></p>



## CIVILIAN PERSONNEL CLEARANCE CHECKLIST

### -SELF SPONSORED-

(Current as of Jul 2025)

**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.

\*\*\*\*PLEASE PRINT\*\*\*\*

NAME OF EMPLOYEE (Last, First & MI)	LAST 4 OF SSN:
FORWARDING ADDRESS:	PP-SRS-GR:
LAST DUTY DAY:	ORG/OFC SYMBOL:
<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	CLEARED	OFFICIAL
<b>1. Accounting/Finance (Civilian Pay) -</b> Please submit a screenshot of your last certified pay period to the CSP: <a href="https://csp.cce.af.mil/">https://csp.cce.af.mil/</a> > Specify your last duty date. > Civ Pay will send the employee an official out-processing document as their proof		<b>“MANDATORY CHECKOUT”</b> Please include the CIV-Pay Ticket Number
<b>2. Vehicle -</b> <b>Deregistering/Shipping of POV, Kapaun Bldg. 2806,</b> <b>DSN: 489-7542/7729 (Mon – Fri 0700 -1515pm)</b> On the last duty day of every month, hours are: 0700-1100am. <b>CLOSED</b> Federal Holidays & Family Days. Show up during open hours and scan the BarCode on the door, wait 5 - 15 min. You will receive a text when it is your turn. Vehicle registration will provide you temporary US plates to pick up your vehicle within the states, whether you shipped your car through Kapaun Air Station or not.		<b>“MANDATORY CHECKOUT”</b>
<b>3. V AT Office -</b> You <b>must</b> bring a copy of orders, final bills, receipts of payment, and customer change forms to the office located in <b>BLDG 2140</b> between 8-4 Monday to Friday. <b>NO VIRTUAL OUT PROCESSING.</b> For questions, please email <a href="mailto:86fss.utap@us.af.mil">86fss.utap@us.af.mil</a> or call <b>DSN: 480-2477</b> . More information located at <a href="https://www.86fss.com/utap-office/">https://www.86fss.com/utap-office/</a>		<b>“MANDATORY CHECKOUT”</b>
<b>4. Utility Tax Relief -</b> You <b>must</b> bring a copy of orders, final bills, receipts of payment, and customer change forms to the office located in <b>BLDG 2140</b> between 8-4 Monday to Friday. <b>NO VIRTUAL OUT PROCESSING.</b> For questions, please email <a href="mailto:86fss.utap@us.af.mil">86fss.utap@us.af.mil</a> or call <b>DSN: 480-2477</b> . More information located at <a href="https://www.86fss.com/utap-office/">https://www.86fss.com/utap-office/</a>		
<b>5. Unit Timekeeper -</b> Employee must rout all time and attendance (i.e. ATAAPS) issues & questions through their unit's timekeeper first.(Appointments at Civilian Pay are designated for timekeepers, certifiers and travel voucher customers only. If their timekeeper cannot assist then their timekeeper can reach out to: <a href="mailto:86CPTS.CIV.PAY@us.af.mil">86CPTS.CIV.PAY@us.af.mil</a>		<b>“MANDATORY CHECKOUT”</b>
<b>6. Overseas Allowances/Benefits/Post Allowance -</b> If you receive LQA/Post Allowance entitlements, Email 30 days prior to your last duty day to reconcile/out-process: send Email to: <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a>		<b>“MANDATORY CHECKOUT”</b>
<b>7. Military Personnel Flight -</b> <b>a. Separating/Retiring -</b> Turn CAC/ID to Bldg. 2106, RM 117, DSN: 480-6599 <b>b. Ration Card -</b> Turn in used/unused (if issued) by 786 FSS/ FSPS, <b>Bldg. 2106, RM 117, DSN: 478-7419</b> <b>c. Passports -</b> Cancellation of SOFA stamp/card- <b>Bldg. 2106, RM 110, E-Mail: <a href="mailto:786fss.passports@us.af.mil">786fss.passports@us.af.mil</a></b>	<b>a.</b>  <b>b.</b>  <b>c.</b>	<b>“MANDATORY CHECKOUT”</b>
<b>8. Supervisory/Employee Work Folder (AF 971) -</b> If employee is transferring to another DOD Agency/Separating/LWOP, your Supervisor must destroy 971 folder 60days after departure. If employee requests a copy, please provide to them (per AFP 36-106)		<b>“MANDATORY CHECKOUT”</b> (Supervisor's signature/acknowledge)
<b>9. Employee Benefits -</b> For all benefit related questions, contact the Benefits and Entitlements Services Team (BEST) at 1-800-525-0102		<b>“MANDATORY CHECKOUT”</b>

<p><b>10. Traffic Management Office (TMO) -</b>  In order to start the process to schedule the Transportation of Household Goods, employees should visit the Military One Source <a href="https://www.militaryonesource.mil/resources/milife-guides/preparing-to-move-or-pcs/">https://www.militaryonesource.mil/resources/milife-guides/preparing-to-move-or-pcs/</a> and follow the steps to arrange the shipment(s) via the Defense Personal Property System (DSP).  For further information please also visit the link below:  <a href="https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/774938/household-goods-outbound/">https://www.ramstein.af.mil/About/Fact-Sheets/Display/Article/774938/household-goods-outbound/</a> .  Once the shipment application via DPS has been created, E-Mail the work center <b>Org Box</b> at <a href="mailto:86lrs.lgrdppo@us.af.mil">86lrs.lgrdppo@us.af.mil</a> with a copy of your orders and DD Form per each shipment(s); or bring those to their office during walk-in hours: Monday – Friday from 0730hrs – 1630hrs.  <b>Bldg. 2106, Room 211.</b>  <b>TMO does not know about your shipment(s) in DPS until you notify their office.</b>  In case of any questions/concerns, TMO can be contacted at  <b>DSN: 480-2163 or Commercial: 06371-47-2163</b>  HHG will be arranged before travel with TMO PAX. Passenger Travel (PAX) <b>Bldg. 2108 Room 1, DSN: 314-480-5373/5374.</b>  <b>Org Box: <a href="mailto:435lrs.lgrtp@us.af.mil">435lrs.lgrtp@us.af.mil</a></b></p>		<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>11. Furnishings Management Section</b>  Bldg. 720, Einsiedlerhof Air Station (E-Hof)  DSN: 489-6018 Comm: 0631-536-6018  FMS Customer Service e-mail: <a href="mailto:86ces.fms@us.af.mil">86ces.fms@us.af.mil</a>  Customer Service hours: Mon – Fri: 0800-1530</p> <p>Due to limited appointment availability, members need to schedule appointments as early as possible. In-person visit is not required to schedule outgoing loaner and final pick-up. Orders are not required to schedule an appointment.</p>		<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>12. Unit Systems Administrator -</b>  <b>a.</b> Information Assurance Officer (IAO) - Contact your unit to request Email account be disabled. IAO sends digital E-Mail to notify ESD.  <b>b.</b> Unit Property Account/ADPE Work Center - Check with your Equipment Custodian about returning/signing over computer equipment.</p>	<p><b>a.</b></p> <p><b>b.</b></p>	<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>13. Unit Security Manager -</b>  Complete AF Form 2587, Security Termination Statement, Debrief from NATO access (if applicable), Out-process member in JPAS 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 &amp; ID, <b>Bldg. 2402, DSN: 480-5429</b></p>		<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>14. Housing Management Office-</b>  <b>Employees living on Base:</b> Vogelweh, <b>Bldg. 1001, DSN: 489- 6672, Commercial: 0631- 536-6672.</b> Turn in AF Form 333A, <i>Premises Condition/Inventory</i>, must be signed by landlord in block 20 and orders. Outgoing civilians will be out processed virtually. Please send all documents to <a href="mailto:KMCHousing@us.af.mil">KMCHousing@us.af.mil</a>. Departing member will receive an email from Housing stating they are cleared from housing.  <b>Employees living off base or on the economy:</b>  Beginning 1 February 2021, the KMC Housing Office is opening a Satellite Office on Ramstein AB!  The Office is located in <b>Bldg. 2108 (former DRC)</b> on Ramstein AB. The Satellite Office will be for Economy/Off-Base Out-processing ONLY and will be BY APPOINTMENT ONLY. Appointments must be made using Appointment Plus <a href="https://booknow.appointment-plus.com">https://booknow.appointment-plus.com</a>  <b>The hours of operation will be:</b>  <b>Mon/Tue/Thu:</b> 0800-1130 and 1300-1530  <b>Wed:</b> 0800-100  <b>Fri:</b> 0800-1130 and 1300-1430  Please contact the KMC Housing Office at: <a href="mailto:KMCHousing@us.af.mil">KMCHousing@us.af.mil</a> or <b>DSN: 489-6672</b> for more information.</p>		<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>15. Civilian Personnel (FSCA-E) -</b>  <b>a.</b> For 86 FSS members only - Remove Employee from Security/ Distribution Groups.  <b>b.</b> For RPA initiators - Close your DCODS Oracle 11i account, send E-Mail to: <a href="mailto:86fss.fsec-d@us.af.mil">86fss.fsec-d@us.af.mil</a></p>	<p><b>a.</b></p> <p><b>b.</b></p>	
<p><b>16. Unit Agency Program Coordinator -</b>  clear your Government Travel Card. Visit your Unit CSS to either transfer or close your account.</p>		<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>17. Defense Travel System -</b>  Report to your Unit DTS Manager to either transfer or close account</p>		<p><b>“MANDATORY CHECKOUT”</b></p>
<p><b>18. Hospital/Clinic -</b>  (Is your account paid?) email: <a href="mailto:dha.landstuhl.Landstuhl-RMC.mbx.ermc-eubo@health.mil">dha.landstuhl.Landstuhl-RMC.mbx.ermc-eubo@health.mil</a>  Ramstein Clinic <b>Bldg. 2121, RM 234, DSN: 479-2112.</b>  Landstuhl, Regional Medical Center <b>Bldg. 3700, RM 420, DSN: 590-7400EUBO</b></p>		<p><b>“MANDATORY CHECKOUT”</b></p>

<b>19. Post Office -</b> Close PSC Box fill out page 5 and email to: NSPO - <a href="mailto:786FSS.postal.service.1@us.af.mil">786FSS.postal.service.1@us.af.mil</a> <b>DSN:</b> 480-7857 <b>COMM:</b> 06371-47-7857 <b>SSPO -</b> <a href="mailto:southside.postal@us.af.mil">southside.postal@us.af.mil</a> <b>DSN:</b> 480-8748/8719 <b>COMM:</b> 06371-47-8748/8719 <b>Website:</b> <a href="https://86fss.com/post-offices/">https://86fss.com/post-offices/</a>		<b>"MANDATORY CHECKOUT"</b>
<b>20. Credit Union and/or Banking Facility -</b> Close or transfer accounts to new facility.		
<b>21. AAFES/DPP Customer Service -</b> Close out account/arrange payments.		
<b>22. Mobility -</b> If you have Chem. Gear, return it to Mobility, <b>Bldg.</b> 3450. Open for walk-ins 0900-1500; Open M, T, Th, F (closed on Wed).		
<b>23. Equipment Custodian (EC) -</b> If you are an EC, you must outprocess through your base ECO, <b>Bldg.</b> 2126, <b>DSN:</b> 480-5848 (IAW AFI 33-112, Para 11.9, 10 & 12) or send <b>E-mail</b> to: <a href="mailto:86fss.eao@us.af.mil">86fss.eao@us.af.mil</a> .		
<b>24. Dependent Schools -</b> De-register children and pick up school records.		
<b>25. Education Office -</b> Cancel or transfer enrollment; <b>Bldg.</b> 2120 <b>DSN:</b> 480-2032		
<b>26. Security Forces -</b> Provide a copy of PCS orders to Security Forces, <b>Bldg.</b> 2371. Open hours: Mon & Wed - 0730-1500; Tues & Thurs -0730-1600; Fri - 0730-1200		
<b>27. Human Resources/Staffer (FSCA-S) -</b> On your last duty day, provide completed out-processing checklist, and obtain a copy for your files.		<b>"MANDATORY CHECKOUT"</b>
<b>28. Retirement/Separation from Federal Service -</b> Separated employees may contact Total Force Service Center at (800) 525-0102 up to 90 days after separation to obtain a copy of their separation SF-50. Once the e-OPF is transferred to the National Personnel Records Center the employee may get a copy of the separation SF-50 by requesting it from the National Archives and Records Administration at National Personnel Records Center, 1411 Boulder Boulevard, Valmeyer, IL 62295 or fax 618-935-3014 or 618-935-3019. Please ensure to provide the following information when contacting the NPRC for their SF-50: ➤ Full Name. ➤ Date of birth. ➤ Social security number ➤ Last employing agency (include duty station) and approximate date(s) of the employment. ➤ Signature Policy related questions can be submitted to AFPC Civilian Force Management Branch inbox at AFPC/DP3CM Civilian Force Management Branch.		
<b>I certify, that I have properly cleared all of the activities on this checklist. Employee Signature/Date:</b>		



# POST OFFICE OUTPROCESSING FORM

Revised: 19 JULY 2023



**\*Please complete & return within 1 week of base departure. Due to limited boxes we're unable to outprocess in VMPF then input a far out forward date in the system. Please "Save As" or download to unlock digital features.**

BOX# \_\_\_\_\_

RANK \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

SSN (Required for VMPF outprocessing):

FORWARDING ADDRESS:

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_

DATE TO START FORWARDING MAIL:

**(cannot be more than 1 week from the date signed):**

SIGNATURE:

\*Please note to change your address for any letter mail (bills, bank statements, USAA, etc.) you receive and subscriptions (magazines, IPSY, dollar shave club, etc). It greatly reduces the amount of mail we receive and ensures it makes it to your correct address in a timely manner.

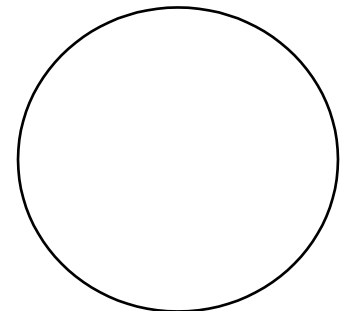
For Postal Personnel:

Postal Clerk: \_\_\_\_\_

Address Updated in AMPS: ☐ 2262: ☐ VMPF: ☐ Disabled in SC Logic: ☐ Close box on floor: ☐

Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in

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# Help shape our voice with yours!



***We care about what you think.***

Please take a few minutes to let us know what matters to you and how the Department of the Air Force can serve our civilian federal workforce better.

Please use the link below to access the survey:

[https://usafsurveyofficefr.gov1.qualtrics.com/jfe/form/SV\\_2hj4YogMTLlavwG](https://usafsurveyofficefr.gov1.qualtrics.com/jfe/form/SV_2hj4YogMTLlavwG)

OR

