

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

Available on Ramstein Civilian Personnel Website at <https://www.ramstein.af.mil/Contact/Civilian-Personnel-Flight/>

**INSTRUCTIONS**

- New personnel must complete all applicable in-processing requirements as soon as possible after arrival.
- Responsible action officers should initial and date action item when complete or enter "N/A" if not applicable
- **Prior to scheduling any appointments employees should ensure their personnel action (SF50) has processed (usually occurring 72 hours after the Entrance on Duty date) and keep the following forms and items on hand:**
  - PCS Orders or if a local hire, a copy of your appointment SF50
  - DD1172-2 (Request from Civilian Personnel Customer Service at [86fss.fseciviliancustomerservice@us.af.mil](mailto:86fss.fseciviliancustomerservice@us.af.mil))
  - AE 600-77A (Request from Civilian Personnel Customer Service at [86fss.fseciviliancustomerservice@us.af.mil](mailto:86fss.fseciviliancustomerservice@us.af.mil))
  - Applicable identification of Employee and Dependents (current CAC, driver's license, passports, birth certificates, social security cards, and marriage license)
- **Upon completion, provide to your supervisor to place in your Supervisor's Employee Work Folder**

**Notes:** -DSN/Civilian Telephone Number Conversions can be found in The Find-It Guide, either hard copy or [online](#).  
 -If you have any problems with the hyperlinks, copy and paste the hyperlink into your browser

**SECTION 1 – CIVILIAN PERSONNEL INFORMATION**

1. EMPLOYEE NAME (Last, First, Middle Initial)		2. ARRIVAL DATE (YYYY/MM/DD)	
3. TITLE		4. PAY PLAN/SERIES/GRADE	
5. STATUS (Select one)	<input type="checkbox"/> Self-Sponsor: CONUS/OCONUS Hire	<input type="checkbox"/> Dependent Hire: Military Spouse Preference (MSP)	
	<input type="checkbox"/> Self-Sponsor: Local Hire	<input type="checkbox"/> Dependent Hire: Family Member (FMB)	
6. ORGANIZATION/OFFICE SYMBOL		7. EMPLOYEE DSN	
8. SUPERVISORS NAME (Last, First)		9. SUPERVISOR DSN	

**SECTION 2 – IN-PROCESSING REQUIREMENTS-EMPLOYEE INITIATED**

ACTION ITEM	REQUIREMENT & OFFICE/CONTACT INFORMATION	INITIAL & DATE
1. Common Access Card (CAC) and Applicable Dependent ID Cards <b>MANDATORY</b>	<ul style="list-style-type: none"> <li>• To obtain your CAC, schedule appointment with the ID Card office via email at <a href="mailto:786fss.fspsidcards@us.af.mil">786fss.fspsidcards@us.af.mil</a> or phone call at DSN 480-6599</li> <li>• For dependent IDs go to: <a href="https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS">https://usaf.dps.mil/sites/86msg/786FSS/MPF_OSS</a> and under the Self Help Documents section, scroll down to and open the ID Cards folder, then select the Dependent Id Online Information, for instructions</li> </ul> <p><b>Notes:</b> Be sure to bring all the documentation listed in instructions. If you have dependents who will need ID cards, ensure during your CAC appointment their information is placed in DEERS. When obtaining your CAC, also request info regarding obtaining your ration card through your servicing Commanders Support Staff (CSS).</p>	
2. Civilian Pay <b>MANDATORY</b>	Please read attached "Finance Civilian Inprocessing" info sheet and sign up for the inprocessing briefing if you are need to file a travel voucher. All new employees will receive a Civilian Pay Office "Welcome to Ramstein" email with info on ATAAPS/timekeeping, filing a travel voucher, transfer of leave data, etc.	
3. Passports/Sofa Stamp/Cards <b>IF APPLICABLE</b>	To obtain SOFA Stamp/Cards, email forms AE 600-77A, and DD1172-2 (see info above) to the Passport Office at <a href="mailto:786fss.passports@us.af.mil">786fss.passports@us.af.mil</a> . POC: Passport Office, Ramstein AB, Bldg. 2106, Rm 110, <b>by appointment only</b>	
4. Email Distribution List <b>MANDATORY</b>	Once your email account is established, email <a href="mailto:86fss.fsec-d@us.af.mil">86fss.fsec-d@us.af.mil</a> to be added to the Ramstein/US Civ Employees distribution list.	

5. Government Travel Card (GTC) Transfer	Transfer or activate a GTC account. Your organization's GTC Manager will also be able to provide additional information. Contact your supervisor for POC information	
6. Driver Testing/Licenses <b>IF APPLICABLE</b>	To obtain your license, schedule via the <a href="#">Appointment Scheduling Program</a> . From the drop-down menus select: <b>Location:</b> Ramstein AB <b>Base Agency:</b> USAREUR Licensing <b>Base Service:</b> Initial USAEUR License <b>POC:</b> Licensing Office, Ramstein AB, Bldg. 2106, Rm 201, DSN: 480-2394/5534 <b>by appointment only</b>	
7. Pet Registration <b>IF APPLICABLE</b>	If you have pets, you are required to register them with the Veterinary Medical Center Europe. in-processing personnel that they need to click on both the "pet registration" and "veterinary treatment facility policies". The link is not connected on the website but the information runs hand and hand. Registration can be completed <a href="#">online</a> <b>POC:</b> Pulaski Barracks, Bldg. 2928, DSN: 590-1900, <b>by appointment only:</b> Mon-Fri 0700-1600 <a href="https://www.facebook.com/vmceur">https://www.facebook.com/vmceur</a>	
8. Base Supply <b>EMERGENCY ESSENTIAL (EE) EMPLOYEES ONLY</b>	EE employees must pick up chemical gear. <b>POC:</b> Equip/Base Svc Store/Chem Gear, Ramstein AB, Bldg. 3450, DSN: 480-5569 *Closed every Wednesday for training	

### SECTION 3-IN-PROCESSING TRAINING REQUIREMENTS

*Note: your supervisor and/or an appropriate POC should be notifying you of any additional training requirements*

ACTION ITEM	REQUIREMENT & OFFICE/CONTACT INFORMATION	INITIAL & DATE
1. Civilian Personnel In-Processing Briefing	If Applicable: This briefing is scheduled for the employee during the inprocessing appointment with the Civilian Personnel Office.	
2. Equal Employment Opportunity (EEO)	Mandatory for All NEW US FEDERAL CIVILIANS. A memorandum is provided to the employee at in-processing, if required IAW AFI 36-2710. <b>POC:</b> <a href="mailto:86aw.meo@us.af.mil">86aw.meo@us.af.mil</a> or DSN: 489-8534	
3. New Employee Training Requirements	Mandatory for all US federal civilians. Complete the New Employee Orientation and ancillary training as explained in the following link (CAC and initial registration required): <a href="https://mypers.af.mil/app/answers/detail/a_id/25296/p/2/c/646">https://mypers.af.mil/app/answers/detail/a_id/25296/p/2/c/646</a> <b>POC:</b> <a href="mailto:86fss.civ-training@us.af.mil">86fss.civ-training@us.af.mil</a>	
4. DPMAP Training	Mandatory DPMAP computer-based training is required for covered employees, and supervisors and managers of covered employees, upon initial assignment to the position. Refresher training is required once every five years thereafter for non-supervisors and once every three years thereafter for supervisors. Located on AF myLearning ( <a href="https://lms-jets.cce.af.mil/moodle/course/view.php?id=9150">https://lms-jets.cce.af.mil/moodle/course/view.php?id=9150</a> ), the training course consists of four modules, takes approximately 1.5 hours to complete, and serves to meet both the initial and refresher requirements. Completion certificates should be emailed to <a href="mailto:86fss.civ-training@us.af.mil">86fss.civ-training@us.af.mil</a>	
5. Mandatory Supervisor Training	Supervisors of civilian employees are required to complete the courses as explained in the following link: <a href="#">Ramstein Civilian Personnel Website</a> <b>POC:</b> <a href="mailto:86FSS.Civ.-Supervisor-Training@us.af.mil">86FSS.Civ.-Supervisor-Training@us.af.mil</a>	

### SECTION 4- IN-PROCESSING REQUIREMENTS-SUPERVISOR INITIATED

*Get with your first-level supervisor for these items. The supervisor should initial and date when complete*

ACTION ITEM	REQUIREMENT & OFFICE/CONTACT INFORMATION	INITIAL & DATE
1. Timekeeping-Work Schedule	Supervisor contacts your unit's timekeeper to create your ATAAPS account, informs you of your established work schedule and proper leave request procedures. Leave rules/guidance found in <a href="#">DoDI1400.25V630 AFI 36-815</a>	
2. Supervisor's Employee Work Folder (SEWF)	Supervisor creates your SEWF. A fact sheet on establishing these folders is found on the Ramstein <a href="#">Civilian Personnel Website</a>	
3. Performance Management	Supervisor provides a copy of your position description and communicates your performance plan (or equivalent if not a DPMAP employee) <b>within the first 30 days of your assignment.</b>	

4. Security Management	Supervisor contacts Unit Security Manager to gain employee in JPAS (Joint Personnel Adjudication System) & DISS (Defense Information Security System); to review and determine current security clearance or investigation requirements/status.	
5. Systems Access	Supervisor contacts the Unit Systems Administrator for the employee's access	

**SECTION 5- ADDITIONAL IN-PROCESSING FOR SELF-SPONSORED EMPLOYEES ONLY***(Dependent hires input N/A and skip this section)*

<b>ACTION ITEM</b>	<b>REQUIREMENT &amp; OFFICE/CONTACT INFORMATION</b>	<b>INITIAL &amp; DATE</b>
1. Overseas Allowances and Benefits <b>MANDATORY CONUS/OCONUS Hires Only</b>	Within approximately one week of arrival, Overseas Allowances will contact you via email to provide a virtual briefing and provide forms for you to complete for any applicable allowances (TQSA, LQA, FTA, Post Allowance, Temporary Storage, and Advances) POC: Civilian Personnel Flight, DSN: 480-5774, <a href="mailto:86fss.civ-allowances@us.af.mil">86fss.civ-allowances@us.af.mil</a>	
2. Base Post Office <b>MANDATORY</b>	Requesting a P.O. box is accomplished by obtaining and completing a Post Office In-processing Form from <a href="http://86fss.com/post-offices/">http://86fss.com/post-offices/</a> (scroll to the bottom left of the screen). Boxes cannot be assigned more than 90 days prior to your arrival. Download, complete, and e-sign the .pdf form and email it along with your PCS orders to <a href="mailto:786fss.postal.service.1@us.af.mil">786fss.postal.service.1@us.af.mil</a> . POC: Ramstein Northside Post Office, Ramstein AB, Bldg. 426, DSN: 480-7857 Ramstein Southside Post Office, Ramstein AB, Bldg. 2110, DSN: 480-2490	
3. Vehicle Registration (Registering of POVs) <b>IF APPLICABLE</b>	To register your vehicle and obtain plates you can either walk-in or schedule an appointment via the <a href="#">Appointment Scheduling Program</a> . From the drop-down menus select: <b>Location:</b> Ramstein AB <b>Base Agency:</b> Vehicle Registration <b>Base Service:</b> Select appropriate item POC: Kapaun Vehicle Registration, Kapaun AB, Bldg. 2806, DSN: 489-7542 Hours are generally Mon-Fri 0700-1500, with walk-ins in the morning and appointments in the afternoon. For the most current info listen to the recording at the number listed above. CLOSED Federal Holidays & Family Days. <b>Note:</b> <i>Esso fuel-ration card information can be found in the Esso Card <a href="#">fact sheet</a> and by stopping at any base Esso station. This provides tax relief.</i>	
4. Air Force Housing Office <b>IF ENTITLED TO LQA</b>	View the Housing Briefing and review the Briefing Documents and We Care Brochure at <a href="https://www.ramstein.af.mil/ramstein-housing-office/">https://www.ramstein.af.mil/ramstein-housing-office/</a> . Once completed, email the Housing Office with all required documents to <a href="mailto:KMChousing@us.af.mil">KMChousing@us.af.mil</a> POC: Vogelweh Housing Office, Vogelweh AB, Bldg. 1001, DSN: 489-6671	
5. Furnishings Management Office (FMO) <b>OPTIONAL</b>	When permanent housing is secured, the FMO can provide a loaner kit of basic living, dining, and bedroom furniture for up to 90 days pending the arrival of your household goods. FMO also provides major appliances, such as refrigerators, stoves, washers, dryers, wardrobes, kitchen cabinets and transformers for the entire tour. Additional information can be found in the <a href="#">Temporary Furnishings Fact Sheet</a> . POC: Einsiedlerhof Air Station, Bldg. 720, DSN: 489-6153/6157/6018/6017 Walk-ins: Mon-Thu 0800-16.00 and Fri 0800-14.30, no appointments.	
6. Household Goods (HHG) Postal Reimbursement <b>IF APPLICABLE</b>	If you shipped HHGs separate from your HHGs shipment, you may be authorized reimbursement for the amount of postage not to exceed the Government cost to/from your authorized duty station. For additional info, please review the <a href="#">Postal Reimbursements Form</a> . Afterward, email the form to <a href="mailto:86LRS.lrgdppo@us.af.mil">86LRS.lrgdppo@us.af.mil</a> . POC: Ramstein AB, Bldg. 2106, Rm 212, DSN 480-5509/2163	

<p>7. Value-Added Tax (VAT) <b>OPTIONAL</b> -and- Utility Tax Avoidance Plan (UTAP) <b>MANDATORY</b></p>	<p><b>a.</b> Establish a VAT account by filling out a registration form, then you may purchase VAT forms in order to be granted sales tax-relief (7-19% tax)</p> <p><b>b.</b> Once your permanent housing is secured, establish a UTAP account which provides tax relief for electricity, gas, and water. Additional information regarding VAT and UTAP can be found <a href="#">here</a>. POC: Ramstein AB, Bldg. 2118, Rm 136, DSN: 480-5309, Office hours: Mon-Fri 0730-1630 for VAT and 0800-1600 for UTAP <b>BY APPOINTMENT ONLY</b>, please send email to: <a href="mailto:86svs.vatoffice@us.af.mil">86svs.vatoffice@us.af.mil</a></p>	<p><b>a.</b></p> <p><b>b.</b></p>
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**SECTION 6- PERSONAL ITEMS and USEFUL INFORMATION***For your situational awareness*

**MyPers New Hire Information.** Highly recommend you visit the following MyPers article (CAC and initial registration required) for very helpful information regarding your benefits and entitlements, personnel records, and other resources to assist you in managing your career: <https://mypers.af.mil/app/categories/c/646/p/2>

POC: Benefits and Entitlements Service Team (BEST) DSN: 312-665-0102; US Toll-free: 1-800-525-0102

**Time and Attendance for Permanent Change of Station (PCS) and In-Processing.** Time involved in complying with PCS requirements such as obtaining passports and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods is considered to be an official duty. Coded in the timecard as RG.

- Note that time spent completing these requirement that are performed outside of the employee's duty hours is not considered hours of work for premium pay entitlements such as overtime or holiday pay. Therefore, employees should avoid scheduling appointments to complete these items on non-work days (i.e., weekends or holidays), if possible. Additionally, any hours spent traveling for a PCS that are outside of an employee's work schedule are not compensated. Travel comp cannot under any circumstance be claimed for a PCS.
- Cleaning/organizing before and after the packing and receiving household goods is not an official duty, but a personal matter, and should be performed on the employees own time (outside of duty hours or while on leave)
- For accountability purposes, employees are responsible for notifying/coordinating with their supervisor on the dates/times they will be performing these PCS requirements.

Employees authorized PCS may be granted reasonable excused absence before departing the old duty station and following arrival at the new duty station to accomplish personal tasks resulting from the move (e.g., to close or open personal bank accounts or to obtain driver's licenses or car tags). As with all forms of leave, employees must first request and obtain permission from their supervisor and document the leave in ATAAPS. The employee documents the leave request in ATAAPS coded as "LN-Administrative" with the purpose of "Other" with an explanation of the reason in the request. Also coded in the timecard as LN.

**Federal Voting Assistance Program (FVAP).** For voting information, go to [www.fvap.gov](http://www.fvap.gov)

POC: DSN: 480-8683 or email: [kmcvote@us.af.mil](mailto:kmcvote@us.af.mil)

**Employee Assistance Program (EAP).** EAP provides civilian employees and their household members a variety of support services like one-on-one counseling sessions who can address more significant challenges such as financial and legal issues. It also offers a variety of services to meet the needs of everyone - including online tips, checklists, in-depth articles, live and on-demand webinars, discussion groups, a health encyclopedia, and more. All support is provided on a confidential basis and can be done via telephone, website or face-to-face (with a local provider once identified). View the EAP article on [MyPers](#)

POC: Website: [www.afpc.af.mil/EAP](http://www.afpc.af.mil/EAP) or Call US toll-free at 1-866-580-9078

**Library.** Visit the [USAFE Libraries website](#) to submit library card registrations

POC: Ramstein Library, Ramstein AB, Bldg. 409, DSN 480-6667 or Vogelweh Library, Vogelweh AB, Bldg. 2059, DSN: 489-7665

**Education Center.** The Ramstein Education Center can provide information regarding local colleges and universities and the programs offered. If you wish to have a counseling session, you may schedule an appointment via the [Appointment Scheduling Program](#). From the drop the drop-down menus select: **Location:** Ramstein AB **Base Agency:** Ramstein Education Center

**Base Service:** Education Center Counseling

POC: Ramstein Education Center, Bldg. 2120, 4<sup>th</sup> floor, DSN: 480-2032, [86fss.ramsteineducationcenter@us.af.mil](mailto:86fss.ramsteineducationcenter@us.af.mil)

**Note:** the Ramstein Education Center office does NOT provide information to civilians regarding the Tuition Assistance program.

**Banking.** For your information only. Establishing an account at a banking institution that does business within Germany may be necessary for you to make certain local payments and deposits (e.g., housing, vendors, traffic fines, etc.)

POC: Services Credit Union, Ramstein AB, Bldg. 2410, DSN: 480-5556; Community Bank, Ramstein AB, Bldg. 2163, DSN: 480-2390

**School Liaison Office (SLO).** If you have school-age children, the School Liaison Office can help provide general information on Department of Defense Education Activity (DoDEA) Schools, including school feeder zone maps, registration checklists and contact information. School Liaisons can also provide general information on alternative schooling options, as well as information on Child and Youth Programs throughout the community.

POC: Ramstein AB, Bldg. 2203, Rm. 111 **By Appointment Only**, DSN: 480-9374, [86msg.slo@us.af.mil](mailto:86msg.slo@us.af.mil), Website:

[www.ramstein.af.mil/86MSGSL0](http://www.ramstein.af.mil/86MSGSL0)

**Hospital/Clinic.** For military affiliated members: To transfer/enroll TRICARE POC: DSN: 479-2557, Bldg. 2114, Room 122.

For non-military affiliated members: POC: DSN: 479-2554

## ***Finance Civilian Inprocessing***

1. Your HR staffer will forward all pay affecting documents to Finance. (AF3821, EFT, W-4)
2. All new employees should use the link or the QR code below to sign up for the travel inprocessing briefing, which will happen every Thursday from 0830-1000 in the CPTS conference room. This briefing is for assistance with PCS or RAT travel vouchers and RITA vouchers only.

Documents required:

**PCS Travel Voucher:** Orders, airfare receipts, port lodging receipt, any receipts for reimbursable expenses, bank account info OR completed Direct Deposit Form.

**RAT Travel Voucher:** RAT Travel Order (with home of record and actual travel location indicated in Section 8 and 18b. The verbiage "HOR: \_\_\_\_\_" must be listed on your orders), airfare receipts, bank account info OR completed Direct Deposit Form.

**RITA Voucher:** Orders, IRS 1040, bank account info or completed Direct Deposit Form.

<https://www.signupgenius.com/go/8050D45ABAC2FA7F49-86cpts1>



3. PMS and PPM claims can be submitted through the Comptroller Services Portal:  
<https://usaf.dps.mil/teams/SAFFMCSP/portal>

**Documents Required:**

**PMS:** PCS Orders, DD 1351-2 (Travel voucher), PMS Fee Receipts, Property Management Agreement, AFPC Approval Memorandum, WTA Statement, completed Direct Deposit Form.

**PPM:** Orders, DD 2278 (from TMO), completed 1351-2, PPM Checklist (from TMO), any shipping receipts

Important Information:

1. If you are unable to attend a scheduled travel briefing within 2 weeks of arrival, please email [86cpts.civ.pay@us.af.mil](mailto:86cpts.civ.pay@us.af.mil) requesting an appointment with a Civilian Travel Technician.
2. 86 CPTS Civ Pay walk-in customer service hours are M, T, TH, and F from 0900-1200 for any other urgent civ pay issues with the exception of travel vouchers.
3. Please utilize CSP <https://usaf.dps.mil/teams/SAFFMCSP/portal> for any non-emergency Civ Pay inquiries or to upload any documentation.
4. **Please provide us with a copy of your last LES either in person at the briefing or via CSP so that we may verify that your leave has transferred properly if applicable.**