

# Base Clearance Instructions for US Civilian Employees




## -SELF SPONSORED-

(Current as of November 2021)

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> <b>(US APPROPRIATED FUND (APF) EMPLOYEES ONLY)</b>
	<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 <b>is 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. DSN: 314-480-5373/5374.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>➤ NSPO: <a href="mailto:786FSS.postal.service.1@us.af.mil">786FSS.postal.service.1@us.af.mil</a> DSN: 480-7857/COMM: 06371-47-7857 SSPO: <a href="mailto:southside.postal@us.af.mil">southside.postal@us.af.mil</a> DSN: 480-8748/8719/COM: 06371-47-8748/8719</li><li>➤ <b>Government Purchase Card (GPC) Program</b> (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, 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 Item 3 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 MPF or CPO office.</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>POC at Security Forces is the Installation Access section, Mr. Norbert Peterson at DSN: 478-2157**</b></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 AUGUST 2021)

**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:
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>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>		“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, final bills, and receipt of payments to Bldg. 2118, DSN: 480-5309. By Appointment Only, please email, <a href="mailto:86svs.vatoffice@us.af.mil">86svs.vatoffice@us.af.mil</a>		“MANDATORY CHECKOUT”
4. <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 also accepts virtually sending the information to group box: <a href="mailto:86svs.vatoffice@us.af.mil">86svs.vatoffice@us.af.mil</a>		
5. <b>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>		“MANDATORY CHECKOUT”
6. <b>Accounting/Finance (Civilian Pay)</b> 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. Accounting/Finance will send the employee an official out-processing document as their proof.		“MANDATORY CHECKOUT”
7. <b>Military Personnel Flight:</b> a. <b>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, Bldg. 2106, RM 117, DSN: 478-7419 c. <b>Passports</b> - Cancellation of SOFA stamp/card- Bldg. 2106, RM 110, <a href="mailto:786fss.passports@us.af.mil">786fss.passports@us.af.mil</a> .	a.	“MANDATORY CHECKOUT”
	b.	
8. <b>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)		“MANDATORY CHECKOUT” (Supervisor’s signature/acknowledge)
9. <b>Employee Benefits</b> – For all benefit related questions, contact the Benefits and Entitlements Services Team (BEST) at 1-800-525-0102		“MANDATORY CHECKOUT”
10. <b>Traffic Management Office (TMO)</b> – Due to the current COVID 19 situation, the Personal Property Processing Office located in Bldg. 2106 RM 211 Ramstein AB has suspended their walk-in service until further notice. In order to start the process to schedule household goods pick up, customers should follow the guidance in their virtual out-processing checklist or visit our HHG factsheet link: <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> After completing the self-counseling in <a href="http://www.move.mil">www.move.mil</a> , customers should e-mail DD1299 and orders to the PPPO org box: <a href="mailto:86lrs.lgrdppo@us.af.mil">86lrs.lgrdppo@us.af.mil</a>		“MANDATORY CHECKOUT”

<p>A counselor will contact them within 3-5 business days.  In order to avoid any delays, customers should include a good phone contact (work or personal cell phone) and personal e-mail if possible.  In case of any questions/concerns, they can be contacted at DSN 480-2163/5509 or commercial: 06371-47-2163/5509  Monday – Friday from 0730hrs – 1630hrs. <b>HHG will be arranged before travel with TMO PAX.</b> Passenger Travel (PAX) bldg. 2108 Rm. 1. DSN: 314-480-5373/5374. 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). Official Orders and Port Call request can be emailed to the org box. <b>HHG will be arranged before travel with TMO PAX.</b></p>		
<p><b>11. Unit Systems Administrator:</b>  a. <b>Information Assurance Officer (IAO)</b> - Contact your unit to request Email account be disabled. IAO sends digital e-mail to notify ESD.  b. <b>Unit Property Account/ADPE Work Center</b> - Check with your Equipment Custodian about returning/signing over computer equipment.</p>	<p>a. b.</p>	<p>“MANDATORY CHECKOUT”</p>
<p><b>12. 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, Bldg. 2402, DSN: 480-5429</p>		<p>“MANDATORY CHECKOUT”</p>
<p><b>13. Unit Agency Program Coordinator</b> clear your Government Travel Card. Visit your Unit CSS to either transfer or close your account.</p>		<p>“MANDATORY CHECKOUT”</p>
<p><b>14. Housing Management Office- Employees living on Base:</b>  Vogelweh, Bldg. 1001, DSN 489- 6672, Commercial: 0631-536-6672.  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 Building 2108 (former DRC) 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 DSN: 489-6672 for more information.</p>		<p>“MANDATORY CHECKOUT”</p>
<p><b>15. Civilian Personnel (FSCA-E):</b>  a. <b>For 86 FSS members only</b> - Remove Employee from Security/Distribution Groups.  b. <b>For RPA initiators</b> – Close your DCPDS Oracle 11i account, send Email to: <a href="mailto:86fss.fsec-d@us.af.mil">86fss.fsec-d@us.af.mil</a></p>	<p>a. b.</p>	
<p><b>16. Defense Travel System</b> – Report to your Unit DTS Manager to either transfer or close account</p>		<p>“MANDATORY CHECKOUT”</p>
<p><b>17. Hospital/Clinic</b> (Is your account paid?) Ramstein Clinic Bldg. 2182, DSN: 479-2320. Landstuhl, Regional Medical Center Bldg. 3700, RM 420, DSN: 590-7400</p>		<p>“MANDATORY CHECKOUT”</p>
<p><b>18. 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>  DSN: 480-7857 COMM:06371-47-7857  SSPO – <a href="mailto:southside.postal@us.af.mil">southside.postal@us.af.mil</a>  DSN: 480-8748/8719 COMM:06371-47-8748/8719  Website: <a href="https://86fss.com/post-offices/">https://86fss.com/post-offices/</a></p>		<p>“MANDATORY CHECKOUT”</p>
<p><b>19. Credit Union and/or Banking Facility</b> - Close or transfer accounts to new facility</p>		
<p><b>20. AAFES/DPP Customer Service</b> - Close out account/arrange payments</p>		
<p><b>21. Mobility</b> - 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)</p>		

22. <b>Equipment Custodian (EC)</b> - If you are an EC, you must outprocess through your base ECO, Bldg. 2126, DSN: 480-5848 (IAW AFI 33-112, Para 11.9, 10 & 12) or send Email to: <a href="mailto:86lrs.eao@us.af.mil">86lrs.eao@us.af.mil</a>		
23. <b>Dependent Schools</b> - De-register children and pick up school records		
24. <b>Education Office</b> - Cancel or transfer enrollment; Bldg. 2120 DSN: 480-2032		
25. <b>Security Forces</b> - Provide a copy of PCS orders to Security Forces, Bldg. 2371. Open Mon & Wed - 0730-1500; Tues & Thurs - 0730-1600; Fri - 0730-1200		
26. <b>Human Resources/Staffer (FSCA-S)</b> – On your last duty day, provide completed out-processing checklist, obtain a copy, and turn in CAC Card (if applicable).		<b>"MANDATORY CHECKOUT"</b>
<b>27. Preparing to retire/separate from Federal Service:</b> Air Force serviced employees, who are preparing to retire/separate or have retired/separate from Federal service, may secure a temporary password to maintain access to their last Standard Form 50 up to 60 days from date of retirement/separation. You must obtain a UserID and password prior to retirement/separation, or within 60 days after retirement/separation from Federal service. To find out how to obtain a UserID and password login to myPers and keyword search 13669 or at the following link <a href="http://myPers.af.mil">myPers (af.mil)</a> . If you do not create a UserID and password prior to retirement/separation you must contact the A1 Service desk within 60 days of retirement/separation at <a href="mailto:afpoa.a1.sd@us.af.mil">afpoa.a1.sd@us.af.mil</a> to secure.		
<b>I certify, that I have properly cleared all of the activities on this checklist.</b> <b>Employee Signature/Date:</b>		



# POST OFFICE OUTPROCESSING FORM

Revised: 17 Nov 20



**\*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: ☐

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