

Ramstein AB Out-Processing Guide PCS Only



Click the appropriate timeline below to get started







Start with **90 Days Out** if you just received your orders.

Already started? Jump to **60** or **30 Days Out** taskers.

Looking for a specific item? **Click here**

NOTE: Only use this button after navigating through the timeline above.

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90 Days Out Actions

Home





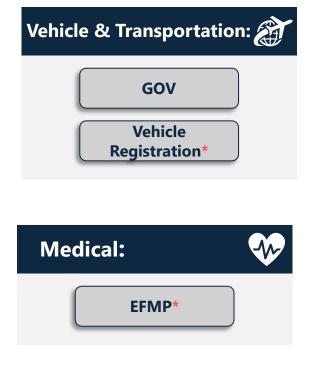


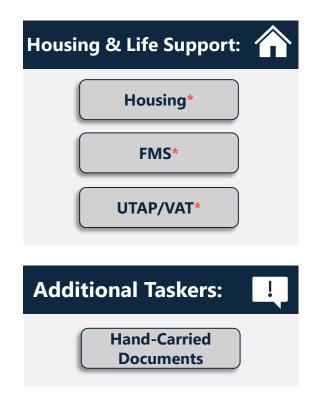


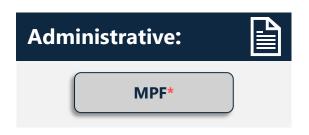
Items with (*) have 2 or more timeframe actions.

60 Days Out Actions

Home



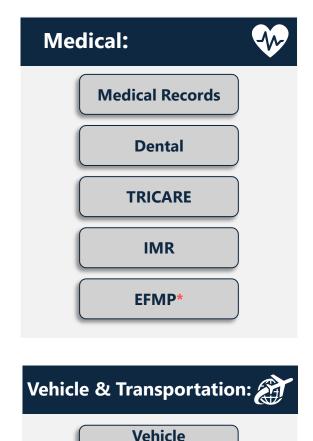




Items with (*) have 2 or more timeframe actions.

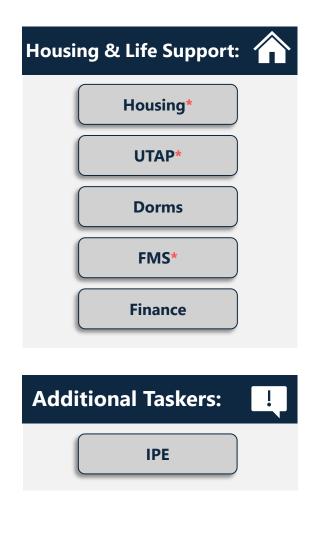
30 Days Out Actions

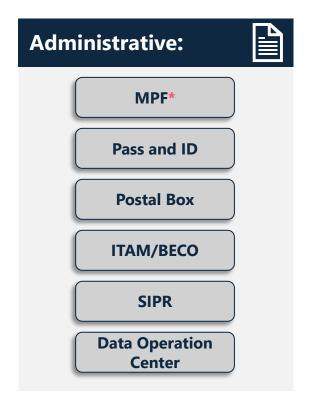
Home



Registration*

Passports*

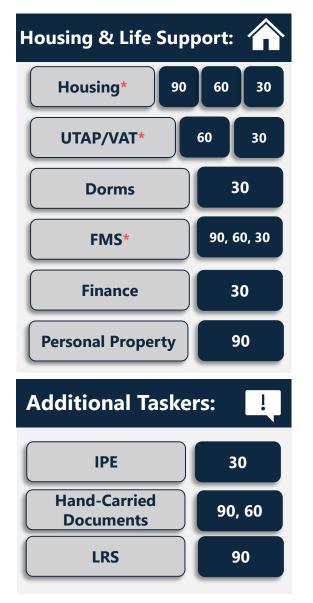




Items with (*) have 2 or more timeframe actions.

W) **Medical: Medical Records** 30 30 **Dental TRICARE** 30 30 **IMR EFMP*** 90 60 30 **Medical** 90 Vehicle & Transportation: **PAX** 90 Vehicle 90 60 30 Registration* Passports* 90 30 **GOV** 60

All Actions



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Click the Blue Button to access the corresponding Action Timeframe



LRS 90 Days Out Actions



The 86 LRS Equipment Accountability Element (EAE) manages custodian turnover and ensures all equipment responsibilities are properly reassigned before members out-process.



Bldg 2126, Room 20

Ramstein AB, Germany



Mon-Fri: 0900-1500

Wed: Closed

Contact:

Email: 86lrs.eao@us.af.mil

DSN: 314-480-4425/4426/4427

If you are an Equipment Custodian:

- A new appointment letter is required for the incoming Equipment Custodians.
- The letter must be signed by the Unit Commander
- You will be signed off once you send the appointment letter to 86lrs.eao@us.af.mil

If you are *not* an Equipment Custodian:

- Please contact us and we will verify then sign you off.



SIPR

30 Days Out Actions



Members must return SIPR token or formally declare non-possession to be cleared for out-processing

Q Location:

Bldg 2126, Room 2



Tue-Thu: 0900-1500

Fri: 0900-1100

Closed every 2nd Thursday for training

Contact:

DSN: 480-5700

Email: 86CS.SIPR.TOKENS

@us.af.mil

If you do not have a SIPR token/account:

 Within 30 Days of your DEROS, send a digitally signed email stating that to: 86CS.SIPR.TOKENS@us.af.mil

If you do have a SIPR token/account:

- Drop off token at Bldg 2126, Room 2
- Notify the office via email or knock on the door



ITAM/BECO30 Days Out Actions



IT Asset Management (ITAM/BECO) manages custodial accounts assigned by unit commanders. Members not assigned as custodians or who have already transferred responsibility are cleared automatically.

Q Location:

Bldg 2126, Warehouse Door 4

Ramstein AB, Germany 66877

Coordinates: 49.4487 N, 7.60445 E



Mon: 0900-1530

Tue: 0730-1530

Wed: 0900-1530

Thu: 0730-1530

Fri: 0730-1530



DSN: 480-4826

Email: 86CS.SCOSA.ITAM@us.af.mil

If you're currently a custodian, coordinate a transfer with:

- A commander-signed appointment letter identifying the new custodian
- An annual/turnover inventory to complete the handoff

Note: Reach out as early as possible to ensure a smooth transition

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Vehicle Registration

Home

90 Days Out Actions

Vehicle registration involves shipping, selling or junking a vehicle before out-processing. Members **must** deregister all vehicles prior to final clearance.



Main: Bldg 2806, Kapaun AS

Kapaun Substation: Bldg 2807

Ramstein KMCC: 2nd Floor near

theater



Mon-Fri: 0700-1500 (KMCC closes

Fri at 1400)

Closed on holidays, down days, and last duty say of the month



Email:

569USFPS.S5BV.VehicleRegistration

<u>@us.af.mil</u>

Note: 72-hour response time based on volume

Vehicle Shipping (If Applicable):

If you plan to ship a vehicle, start making appointments now! Use the PCSMYPOV link: https://www.pcsmypov.com/ Book as far in advance as possible as they fill up quickly.

Preliminary Vehicle Inspection:

To avoid surprises later, get a preliminary inspection from the Shipping Office. This can be done via walk-in or by appointment. This inspection will highlight any cleaning or repairs needed to meet shipping standards. This is a great step to take to prevent issues down the road.

POA (Spouse Only):

Start obtaining a Power of Attorney (if applicable) for your vehicle(s) as needed. These are useful if your spouse is not listed on the registration as a Joint Owner.

Vehicle Registration Flowchart:

Start looking over the flowchart for documentation that may be required for deregistering your vehicle(s).

https://www.ramstein.af.mil/Portals/6/Vehicle%20Registration%20Flowchart_1.pdf

Go to **60 Days Out** Actions

Go to **30 Days Out** Actions

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Vehicle Registration

Home

60 Days Out Actions

Vehicle registration involves shipping, selling or junking a vehicle before out-processing. Members **must** deregister all vehicles prior to final clearance.



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Email:

569USFPS.S5BV.VehicleRegistration

<u>@us.af.mil</u>

Note: 72-hour response time based

on volume

Determine Final Vehicle Disposition:

Decide whether you will be shipping selling or junking your vehicle.

Gather Documentation:

Regardless of your decision (shipping, selling, or junking), you'll need specific documents.

- Shipping: Once you POV has shipped, you'll need to complete the deregistration process.
- Selling: Begin gathering the required paperwork for selling to a local national/dealership, or DOD Member.
- Junking: Coordinate with MWR (or an off-base location) for the junking of your vehicle.

Vehicle Registration Flowchart:

https://www.ramstein.af.mil/Portals/6/Vehicle%20Registration%20Flowchart 1.pdf

Return to **90 Days Out** Actions

Go to **30 Days Out** Actions

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Vehicle Registration

Home

30 Days Out Actions

Vehicle registration involves shipping, selling or junking a vehicle before out-processing. Members **must** deregister all vehicles prior to final clearance.



Main: Bldg 2806, Kapaun AS

Kapaun Substation: Bldg 2807

Ramstein KMCC: 2nd Floor near

theater



Mon-Fri: 0700-1500 (KMCC closes

Fri at 1400)

Closed on holidays, down days, and last duty say of the month



Email:

<u> 569 USFPS. S5BV. Vehicle Registratior</u>

<u>@us.af.mil</u>

Note: 72-hour response time based on volume

Deregister Your Vehicle:

You must ship/sell/junk the vehicle first before you can deregister it. You can visit our Main Office or Ramstein Substation to deregister your vehicle. Once you deregister your last vehicle, we can then out-process you!

Staying within Germany:

We only need your orders to out-process you. Keep in mind, if you are due for an inspection within a year you will be required to pay \$45 for the new set of license plates at your next base. To avoid this, you can go through inspection before changing plates and pay for 1 or 2 years at the new RMV location where you will receive the new set of license plates.

Remember:

If you are driving to your next duty location, transit plates can only be issued within 7 calendar days prior to leaving Germany.

Vehicle Registration Flowchart:

https://www.ramstein.af.mil/Portals/6/Vehicle%20Registration%20Flowchart_1.pdf

Return to **90 Days Out** Actions

Return to **60 Days Out** Actions



Housing 90 Days Out Actions



The Housing Office oversees Military Family Housing (MFH) AND Economy housing outprocessing. Follow the timeline to ensure timely clearance.



Bldg 2020, 5th Avenue, Kapaun https://maps.app.goo.gl/KrQp6nkm BiHepsERA?g st=ic

(I) Hours:

Mon-Thu: 0800-1100 & 1300-1500 Fri: 0800-1100 & 1300-1430 (No Walk-Ins between 1100-1300)

Contact:

Email: KMCHousing@us.af.mil

MFH:

Schedule Pre & Final Inspections with KMC Housing Office.

- Required Documents: Out-bound Orders required for scheduling Final Inspection
- Note: Pre-Inspection can be scheduled without firm orders

MFH + Economy:

Schedule temporary furniture & pickup of loaned appliances

Go to **60 Days Out** Actions

Go to **30 Days Out** Actions



Housing 60 Days Out Actions



The Housing Office oversees Military Family Housing (MFH) AND Economy housing outprocessing. Follow the timeline to ensure timely clearance.



Bldg 2020, 5th Avenue, Kapaun
https://maps.app.goo.gl/KrQp6nkm
BiHepsERA?g_st=ic

Hours:

Mon-Thu: 0800-1100 & 1300-1500 Fri: 0800-1100 & 1300-1430 (No Walk-Ins between 1100-1300)

Contact:

Email: KMCHousing@us.af.mil

MFH:

If Final Inspection was not scheduled, schedule it with the Housing Office.

Economy:

Notify Landlord of intent to vacate property. SM should not vacate more than 10 days prior to departure date.

Return to **90 Days Out** Actions

Go to **30 Days Out** Actions



Housing30 Days Out Actions



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Bldg 2020, 5th Avenue, Kapaun https://maps.app.goo.gl/KrQp6nkm BiHepsERA?g st=ic

() Hours:

Mon-Thu: 0800-1100 & 1300-1500 Fri: 0800-1100 & 1300-1430 (No Walk-Ins between 1100-1300)

Contact:

Email: KMCHousing@us.af.mil

Economy:

- <u>30 Days Out</u>: Schedule final walk-through date with landlord no more than 10 days prior to departure. Obtain signed Notification of Lease Termination.
- 10 Days Out: Complete final walk-through with Landlord
 - Have Landlord sign Premise Condition Form (333A)
 - Visit Housing Office to Out-Process / Stop OHA / Brief on TLA Entitlements.
 - Required Documents: Out-bound Orders, Signed Termination Notice, Signed
 Premises Condition Form

MFH:

- 3 Days Out: Complete Final Inspection and signed out of Virtual by Inspector.

Note: MFH residents do not need to visit the housing office once cleared from home.

Return to **90 Days Out** Actions

Return to **60 Days Out** Actions

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EFMP

90 Days Out Actions



The EFMP Medical Office manages Family Member Travel Screenings (FMTS) and ensures sponsors, and their dependents meet eligibility for CONUS/OCONUS assignments.

Q Location:

86TH Medical Group Ramstein Clinic Building 2114, Lawn Ave, Rm 155



Mon-Fri: 0800-1600

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month

Contact:

DSN: 314-479-2375

COMM: +49 06371-46-2375

ORG BOX: usaf.ramstein.86-

mdg.mbx.efmpm@health.mil

Actions:

- Upon assignment notification and completion of the Initial Assignment Brief in VMPF
- Download MyVector Member Guide and use My Vector Troubleshooting Aid.





- Log onto MyVector to complete FMTS Initial Screener
- If "yes" to questions on initial screener or OCONUS Family Travel or EFMP-enrolled Family, you will be required to complete the FMTS Application
- Ensure sponsor and dependents annual well exams are up to date

EFMP Websites:

- https://www.ramstein.af.mil/Medical/EFMP/
- https://daffamilyvector.us.af.mil
- https://efmpandme.militaryonesource.mil

Go to **60 Days Out** Actions

Go to **30 Days Out** Actions

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EFMP

60 Days Out Actions



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Q Location:

86TH Medical Group Ramstein Clinic Building 2114, Lawn Ave, Rm 155



Mon-Fri: 0800-1600

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month

Contact:

DSN: 314-479-2375

COMM: +49 06371-46-2375

ORG BOX: usaf.ramstein.86-

mdg.mbx.efmpm@health.mil

Actions:

- If not completed, ensure sponsor and dependents annual well exams are up to date
- If completed, member and family sign records release and submit completed FTMS Application

EFMP Websites:

- https://www.ramstein.af.mil/Medical/EFMP/
- https://daffamilyvector.us.af.mil
- https://efmpandme.militaryonesource.mil

Return to **90 Days Out** Actions

Go to **30 Days Out** Actions

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EFMP

Home

30 Days Out Actions

The EFMP Medical Office manages Family Member Travel Screenings (FMTS) and ensures sponsors, and their dependents meet eligibility for CONUS/OCONUS assignments.

Q Location:

86TH Medical Group Ramstein Clinic Building 2114, Lawn Ave, Rm 155



Mon-Fri: 0800-1600

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month

Contact:

DSN: 314-479-2375

COMM: +49 06371-46-2375

ORG BOX: usaf.ramstein.86-

<u>mdg.mbx.efmpm@health.mil</u>

Actions:

 Ensure dependent travel approval, if applicable for OCONUS travel command sponsorship approval, and orders are amended to reflect FMTS completion.

EFMP Websites:

- https://www.ramstein.af.mil/Medical/EFMP/
- https://daffamilyvector.us.af.mil
- https://efmpandme.militaryonesource.mil

Return to **90 Days Out** Actions

Return to **60 Days Out** Actions

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Medical

90 Days Out Actions



The Medical Group oversees PCS clearance, ensuring members meet health requirements for reassignment



86TH Medical Group Ramstein Clinic Building 2114



Mon-Fri: 0730-1630

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month

Contact:

DSN: 314-479-2061

COMM: +49 06371-46-2061

ORG BOX: usaf.ramstein.86-

<u>mdg.mbx.omrs-msme@health.mil</u>

PCS Clearance:

- If previously identified as requirement to have PCS approval from medical, please call +49 06371-46-2273 to schedule an appointment with your PCM.

If Medical Clearance is required to be initiated:

- Please email the request to the org box AND submit your request through https://imr.afms.mil/imr/myIMR.aspx
 - Overseas PCS (include memo & PPC codes)
 - PCS w/ PPC code (include code and DEROS)

Note: Approximate processing times vary, but on average 10-15 duty days unless further evaluations are required. PCS clearances are process by DEROS dates.

Tricare

Home

30 Days Out Actions

TRICARE ensures health care coverage is transitioned properly to the next duty station. Members must submit portability forms for themselves and dependents before leaving.

Q Location:

86TH Medical Group Ramstein Clinic Building 2114, Rm 112



Mon-Fri: 0730-1630

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month

Walk-ins ONLY



DSN: 314-479-2554

COMM: +49 06371-46-2554

ORG BOX: usaf.ramstein.86-

mdq.list.mdss-tricare-online-

<u>all@health.mil</u>

Up to 10 days prior to departure date:

- Provide submit patient portability form for sponsor and all dependents to Tricare org box or in person.
- https://www.ramstein.af.mil/Portals/6/documents/Outprocessing/PORTABILITY%20FORM-JULY%202017.pdf?ver=2017-07-17-092553-097

Tricare Website:

https://ramstein.tricare.mil/Health-Services/Other/TRICARE



Medical Records

Home

30 Days Out Actions

The Outpatient Records Office ensures your medical documentation is available for continuity of care. Members must submit orders to initiate the transfer of records.



86TH Medical Group Ramstein Clinic Building 2114, Rm 112



Mon-Fri: 0730-1630

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month

Walk-ins ONLY



DSN: 314-479-2554

COMM: +49 06371-46-2554

ORG BOX: usaf.ramstein.86-

mdg.list.mdss-outpatient-records-

all@health.mil

Up to 10 days prior to departure date:

Provide copy of orders and DoD ID number for sponsor and all dependents to the
 Outpatient Records org box or in person.

To request a copy of medical records:

Visit Outpatient Records and complete a DD Form 2870.

Medical Records Website:

- https://ramstein.tricare.mil/Health-Services/Medical-Records

IMR 30 Days Out Actions



The Immunizations Clinic ensures members are medically cleared and vaccinated for PCS. Clearance letters and required immunizations must be completed before departure.

Q Location:

86TH Medical Group Ramstein Clinic Building 2114



Mon-Fri: 0730-1630

Closed on federal holidays, USAFE family days, and for training until 1 p.m. on the second and fourth Wednesday of each month Walk-ins ONLY

Contact:

DSN: 314-479-2533

COMM: +49 06371-46-2533

Org Box: usaf.ramstein.86-

mdg.mbx.immunization-

<u>clinic@health.mil</u>

Log into myIMR to verify all categories are "green":

- If member is yellow or red in any category contact the appropriate agency to schedule an appointment as soon as possible.
- https://imr.afms.mil/imr/myIMR.aspx

Immunization Clearance:

- If you have been identified as needing an immunizations clearance letter, email a copy of your orders to the immunizations org box or can be completed in person.

If vaccines are required for PCS:

- Vaccine administration must be completed before clearance memorandum is signed.

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Dental

30 Days Out Actions



The Ramstein Dental Clinic provides clearance documentation for members and dependents PCSing OCONUS. It also ensures records are transferred properly and physical copies are issued if needed.

• Location:

New York Avenue, Bldg. 301, 66877

Ramstein AFB

Hours:

Mon-Fri: 0715-1600

Closed federal holidays and family days

Contact:

DSN: 314-479-2210 **Comm**:

+49 06371 46-2210

5 Days Before Departure:

 Please provide 2 copies of orders, departure date information, and list all dependents in person. If submitting through Dental org box, only 1 copy of orders needs, departure date information, and list all dependents.

FLYER/PRP only:

- Members must come **in person**, provide 2 copies of orders to receive physical copies of their dental records.

OCONUS only:

- Provide 1 copy of orders for Dental Clearance Letter can be submitted up to 30 days prior to departure date in person or through the Dental org box.



GOV 60 Days Out Actions



GOV Licensing ensures your driver's record are properly transferred and provide you with a copy so you can properly be accepted and issued new license at your next base.



Bldg. 2106 Room 201

(Hours:

Mon-Fri: 0800-1100 & 1300-1500

Contact:

Email:

86vrs.lgrgt.licensing@us.af.mil

Email Org Box:

- Send us the following information:
 - NAME
 - DODID#
 - Projected Departure Date
 - AF Form 2293 DL Nbr (if applicable)

FMS

90, 60, and 30 Days Out Actions



The Furnishings Management Section can only clear your account after your final pick up of all Furniture and Appliances.

Q Location:

Bldg 720, Einsiedlerhof AS & Bldg 2020, 5th Avenue, Kapaun



Mon-Thu: 0730-1200 & 1300-1530

Fri: 0730-1200 & 1230-1500

Contact:

DSN: 489-6001

Civ: 0631-563-6001

Email: 86ces.fms@us.af.mil

Note: 24-hour response time based

on volume

Outgoing Loaner Furniture:

- You are authorized outgoing loaner items from FMS up to 90 days prior to your PCS. You may send us an email, call us or walk into our office to schedule an appointment.
- You do NOT need your orders to schedule your delivery appointment.

Complete Pick up (CPU):

- 90-day notification is required for scheduling a pickup, to meet your HHG pick up date. If you do not have your orders yet, you may still schedule your appointment with us.
- You will be cleared from our office once custody & condition of all furnishings is returned and settled. This happens usually within 24 working hours. If you need to be signed off on paper, you may come to out office.

Please Note:

- Orders need to be sent in PDF to our office at least 1 day prior to your final pick.
- We can not deliver/ pick up the same day as HHG due to safety & liability reasons.
- We can not clear you, if you are residing in the Dorms. Please contact your Dorm Manager



UTAP/VAT60 Days Out Actions



UTAP involves collecting & paying all final bills prior to out-processing. Members **must** submit all final documents for utilities prior to final clearance.



Bldg 2140 (E'Club)

Ramstein Air Base



Mon-Fri: 0800-1600

Closed Family Days and Federal

Holidays



UTAP DSN: 480-2477

UTAP Comm: 06371 47-2477

Email: 86fss.utap@us.af.mil

VAT DSN: 480-1680

VAT Comm: 06371 47-1680

Email: 86svs.vatoffice@us.af.mil

OFF BASE HOUSING RESIDENTS:

- Go to https://www.86fss.com/utap-office/ print all needed Customer Change Forms & read termination packet.
- Contact the UTAP office for clarification and/or questions concerning processing of final bill actions to avoid processing delays.

VAT:

- Return all VAT forms to office or drop boxes

Note: All VAT required out-processing actions have been integrated with Squadron Checklist. Any questions pertaining to VAT can be sent via email.

Go to **30 Days Out** Actions

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UTAP30 Days Out Actions



UTAP involves collecting & paying all final bills prior to out-processing. Members **must** submit all final documents for utilities prior to final clearance.



Bldg 2140 (E'Club)

Ramstein Air Base



Mon-Fri: 0800-1600

Closed Family Days and Federal Holidays

Contact:

UTAP DSN: 480-2477

UTAP Comm: 06371 47-2477

Email: 86fss.utap@us.af.mil

OFF BASE HOUSING RESIDENTS:

- Go to https://www.86fss.com/utap-office/ print all needed Customer Change Forms & read termination packet.
- Conduct Final walk-through with Landlord & complete Change Forms. Provide to respective utility company (Pfalzwere, SWK, etc.)
- 5 DAYS PRIOR TO TURNING IN CHANGE FORMS: Contact respective utility company to receive & pay final bill(s).
- After Step 3 is completed, provide all required documents to UTAP Office (Listed in the Termination Packet) via in-person visit or via email at 86FSS.UTAP@US.AF.MIL *NOTE: If sending via email, all correspondence must be sent from official email address of the sponsor.

VAT:

- 14 DAYS From Final Out: Email a copy of PCS orders and DOD ID # to 86FSS.UTAP@US.AF.MIL to request VOP Checklist task completion.

Note: All correspondence must be sent from official email address.

Return to **60 Days Out** Actions



86 CPTS (Finance)

30 Days Out Actions



We require outbound members to create a CSP Ticket for out-processing



Bldg 2108, Ramstein AB, Germany 66877



Mon-Fri: 0900-1200

Closed on Holidays and Down Days



Contact via CSP Ticket

Create a CSP Case:

- All outbound members are required to create a CSP case within 30 days of their outprocessing date to be signed off in virtual
- CSP Ticket case: https://csp.cce.af.mil/

Required Documents:

- PCS Orders and Amendments
- Finalized Flight Itinerary

IPE 30 Days Out Actions



IPE office requires all Service Members to turn in any professional equipment gear that has been issued to them to avoid financial charges. Members are required to have an IPE stamped memorandum for their MPF Final Out.



JMPC, Bldg 3450

Ramstein Air Base



Walk-Ins: 0800-0900 Mon, Tues,

Thurs

0800-1000 Fri

Out-Processing: 1330-1430 Mon,

Tues, Thurs

Closed on Wednesdays



DSN: 480-5569

Comm: 06371 475569

Email: 86lrs.lgrmsp-ipe@us.af.mil

Mandatory Items:

- PCS Orders
- All IPE Gear issued
- Go AF Portal, Search for ILSS, locate "ILS-S (Integrated Logistics System-Supply) & complete self-registration with a 6-digit pin

Actions:

- Create appointment on https://waitwhile.com/locations/86lrsramstienipe/services
- Attend scheduled appt with all requirements identified above
- Upon IPE turn in, ensure you receive a copy of the IPE Completion Memo for your final out appointment with the MPF

Note: All members must have 6-digit pin at appointment, or you will be turned away

PAX 90 Days Out Actions



Passenger Travel requires all outbound members to have official orders and amendments (if applicable) before requesting a Port Call Reservation.



Bldg. 2108, Ramstein AB (Same bldg. as Finance)



Mon-Fri: 0800-1500

Closed on Holidays and Down Days

After hours: For Emergency Leave

only First Sergeant must contact

Command Post



DSN: 480-5373/5374

Comm: +49 06371 47-5373/5374

Email: 86lrs.lgrda@us.af.mil

Schedule a Port Call Request:

- You can access our Port Call Request form by visiting the link below or reaching out to our office to request an official copy.
- Once form is completed, email to <u>86LRS.LGRDA@US.AF.MIL</u> along with orders/amendments.

Emailing our Org Box:

- Given the high volume of requests, please use the following <u>specified subject line</u> in your emails to help expedite the reservation process efficiently:

DATE OF TRAVEL / TYPE OF TRAVEL (PCS, SEP, RET) / LAST, FIRST NAME

EX: 30 JUN / SEP / SMITH, JOE

Pets:

- Pet slots through AMC are **extremely** limited. To secure a spot for your pet, be sure to submit your request at least 90 days before travel or as soon as you receive your orders.
- For additional information such as retirements, circuitous travel, and pets, please visit the following link: https://www.grcodechimp.com/page/squm703wvkpx?v=chk1747901388

Data Operation Center



30 Days Out Actions

The Knowledge Management Center oversees program turnover for Unit Records Managers (URMs), Privacy Act (PA) Monitors, Publications Monitors (PM), and Unit Content Managers (UCM). Members in these roles must complete accountability verification prior to final out-processing



Bldg. 2108, Ramstein AB



Mon-Fri: 0800-1600

Response time based on volume

Contact:

DSN: 480- 0991

VIPER:

https://usaf.dps.mil/sites/86ittools/ VIPER/SitePages/KM/KM.aspx

30 Days Out (as it appears in vMPF):

- The system will automatically check if you are assigned as a:
 - Unit Records Manager (URM)
 - Privacy Act Monitor (PA)
 - Publications Monitor (PM)
 - Unit Content Manager (UCM)

vMPF Status Actions:

- If the status of your VMPF checklist item is set to "**Visit Required**", then you have been identified as a POC for one of the above programs.
 - You will need to submit an out-processing request to us at https://usaf.dps.mil/sites/86ittools/VIPER/SitePages/KM/KM.aspx
 - Attach an updated appointment letter to this request for the program(s) that you are in charge of for your unit.
 - If you believe that our system flagged you in error, choose the '**N/A**' option when selecting your role, and our team will check you manually.

If this is not marked as "Completed" within 10 days of your final out date, please contact our office.

Hand-Carried Documents



90 and 60 Days Out Actions

Ensure the following items are completed and **physically printed** (if applicable) prior to your final out. These are **mandatory** requirements.

CAC Expiration:

- Your Common Access Card (CAC) must be valid past your RNLTD (Report No Later Than Date).
 - If you CAC expires before your RNLTD, you must renew it before final out.

Fitness Test:

- Your fitness assessment must be valid through your RNLTD.
 - If your current test expires before then, complete a new PT test prior to final out.
 - You must bring a printed copy of your current PT results from the myFSS website.

SGLI Certification:

- You must provide a certified printout of your SGLI Election Certificate.
 - Must be completed and printed no later than 60 days before your PDD (Projected Departure Date).

PPC Code Requirements:

- Visit the link below to review all PPC requirements based on your orders.
 - You can find your PPC codes on the back page of your orders.
- https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0830000001YGCAY

Dorms30 Days Out Actions



Dorm Management oversees all E-4 and below currently residing in on-base dormitories. Service Members are required to complete an inspection with the ADL prior to being cleared.

Q Location:

Bldg 2103 / 2416 / 2112 - Ramstein Bldg 2771 - Kapaun Air Station



Mon, Wed, Fri: 0930 – 1630

Tues & Thurs: 0800 – 1630

Closed on all Federal Holidays &

Goal Days



DSN: 480-3676

Comm: +49 06371 47-3676

86CES.CEH.DormOHASubmission@

us.af.mil

Non-Dorm Resident:

Request CSS to clear task on out-processing checklist

Dorm Resident:

- Contact the ADL office immediately upon notification of PCS
- Send all required information below to email listed under contact information

Required PCS Information:

- PCS Orders
- Base Final Out Date
- Fly Out Date

*Note: DO NOT schedule TLA. Dorm residents are not authorized any TLA days.



MPF 60 Days Out Actions



All Service Members must have the proper retainability & documentation for any assignment, regardless of CONUS or OCONUS prior to departure.



Bldg 2106, 3rd Floor



Walk-In: 0800-1500

Closed on Wednesdays until 1200



Assignments:

786FSS.dpmar@us.af.mil

Retentions:

<u> 786FSS.fspd.retentions@us.af.mil</u>

DEROS Management:

786FSS.fspd.derosmanagement@us

Assignment Retainability:

- Confirm with CSS you have enough retainability for your next assignment. If not, CSS will help with getting required paperwork to obtain retainability
- Note: All members must have minimum 12 months retainability from their DEROS for CONUS assignments **OR** minimum of the tour length for OCONUS assignments, plus any follow-on assignment (retainability calculated from the RNTLD for OCONUS)

Outbound Assignments:

- Notify the assignment team of any critical changes to your PCS orders (DEROS, Date of Separation, Dependent Information, TDYs, etc)
- Send any circuitous travel requests to the Assignments Org Box for order amendments

Note: You cannot purchase commercial tickets unless circuitous travel is listed on PCS orders

Go to **30 Days Out** Actions



MPF 30 Days Out Actions



All Service Members must have the proper retainability & documentation for any assignment, regardless of CONUS or OCONUS prior to departure.



Bldg 2106, 3rd Floor



Walk-In: 0800-1500

Closed on Wednesdays until 1200



Assignments:

786FSS.dpmar@us.af.mil

Retentions:

786FSS.fspd.retentions@us.af.mil

DEROS Management:

786FSS.fspd.derosmanagement@us

Assignment Retainability:

- Send DoD ID # and copy of orders to Retentions Email
- Note: All members must have minimum 12 months retainability from their DEROS for CONUS assignments **OR** minimum of the tour length for OCONUS assignments, plus any follow-on assignment (retainability calculated from the RNTLD for OCONUS

Outbound Assignments:

- Schedule Final Out Appointment via Welcome to Ramstein Military Personnel Flight | Waitwhile
- Conduct pre-final out with CSS & ensure all required documents are in-hand for MPF Final Out

Return to **60 Days Out** Actions

Postal Box

30 Days Out Actions



All Post Boxes must be closed prior to departure. A forwarding mail address is mandatory to be signed off in Virtual Out-Processing.

Q Location:

(Non-Dorm Residents): Northside Post

Office, Bldg 426

(Dorm Residents): Southside Post Office, Bldg 2110 / Kapaun Post Office, Bldg 2763

U Hours:

Mon-Fri: 0900-1800 & 1300-1500 (Closed Wednesdays until 1200)

Contact:

NSPO: 314-480-7857 / +49 06371 477857

786FSS.postal.service.1@us.af.mil

SSPO: 314-480-8719 / +49 06371 478719

786FSS.southside.postal@us.af.mil

Kapuan: 314-489-7866 / +49 0631

5367866

786FSS.fsxkn.kapauncustomersvc@us.af.mil

CHOOSE OPTION 1 OR 2 BELOW TO BE OUT-PROCESSED

BOTH NOT REQUIRED

OPTION 1. Post Box Clearance (Form with Email Submission):

Complete out-processing form located on <u>POST OFFICES | 86 FSS | Ramstein Air Base</u>
 with your respective servicing postal location

OPTION 2. Post Box Clearance (VIPER Submission):

Complete out-processing located on <u>Welcome to the Ramstein AB Virtual In/Out</u>
 <u>Processing Essential Resources (VIPER) System!</u> - Agency VIPER Admin Hubs – Postal
 Admin Center - *servicing postal location* - Add new item

Back

Pass and Identification



30 Days Out Actions

Any Service Member issued a Restricted Area Badge must complete required forms below with their Unit Security Manager to be cleared. All members regardless of issuance require clearance from the Pass & ID office.



Bldg 2402, Room 105

Ramstein Air Base



Mon-Fri: 0730 - 1600

Close on Wednesdays at 1500

Close on Fridays at 1200



DSN: 480-5429

Comm: +49 06371 47-5429

Badge Not Issued:

- Call Pass & ID office with DoD ID #
- Visit Pass & ID office with CAC

RAB Issued

- Visit your respective Security Manager to obtain AF IMT 2586 & RAB Turn-In Letter
- Hand Carry both forms (if USM did not send via Microsoft Teams Group) to Pass & ID office
 with CAC/DoD ID # for processing



Passport

90 Days Out Actions



Service Members must initiate all PCS requirements or contact the Passport Office to validate entry requirements. *Recommended at 120 days in advance



Bldg 2106, 1st Floor



Mon – Fri: 0800-1100 & 1300-1500 Closed on Wednesdays



786FSS.Passports@us.af.mil

CONUS:

- No action required at 90-days out

OCONUS:

- Contact the Passport Office for guidance on entry requirements for specific countries and review the Foreign Clearance Guide for additional Guidance
- *Do not complete any paperwork or schedule any appointment until the Passport

 Office has confirmed entry requirements for you and/or your family

Note: Bring all PCS Orders, Passports, VISA, SOFA Certificates with you

Go to **30 Days Out** Actions



Passport



30 Days Out Actions

Service Members must out-process dependents with the Passport Office to invalidate SOFA certificates prior to departure.



Bldg 2106, 1st Floor



Mon – Fri: 0800-1100 & 1300-1500 Closed on Wednesdays



<u> 786 FSS. Passports@us.af.mil</u>

CONUS:

- Walk-in to Passport Office to have dependent(s)' SOFA certificate(s) invalidated. MPF needs to verify foreign dependent(s)' immigrant visa or permanent residence card.

OCONUS:

- Walk-in to Passport Office to have dependent(s)' SOFA certificate(s) invalidated. MPF needs to verify member and dependent(s) have the required entry documents (e.g. passports and visas) if applicable for the destination.
- Note: Bring inbound (to Ramstein) and outbound (next assignment) PCS orders,
 passports, visas and SOFA cards (if applicable) with you.

Return to **90 Days Out** Actions



Personal Property



90 Days Out Actions

Personal Property Office involves coordinating Service Member's Household Shipments. Members **must** complete shipment or notify our office with any significant changes prior to final clearance.



Bldg. 2106, Room: 211



Walk-In: 0800 - 1200

Appointments: 1300 – 1500

Contact:

DSN: 480-2163

COMM: +49-6371-472163

Email: 86LRS.LGRDPPO@us.af.mil

Outbound Shipment Requirements:

- PCS Orders
- PCS Order Amendments *If applicable

Personal Property Shipment Scheduling:

- Create shipment type in the DPS, located at www.dps.move.mil
- Member <u>MUST</u> send DD Form 1299 (created in DPS) with a copy of PCS Orders to the Personal Property Org at <u>86LRS.LGRDPPO@us.af.mil</u>
- PPPO Counselor will contact all members within 3 -5 business days to schedule Personal
 Property Briefing
- Upon completion of the briefing, the counselor completes shipment actions within DPS