

CIVILIAN PERSONNEL INPROCESSING CHECKLIST

Instructions: This checklist is a guide to assist you in inprocessing at the various base activities.
Return to your Civilian Personnel Flight Staffer by _____

MANDATORY	COMPLETED	
<p>1. Civilian Personnel (Staffing) – Please ensure you have completed all required paperwork (Bldg 2120, Rm 221, DSN: 480-5850)</p> <p>- ID Cards – Please take signed DD1172/DD1172-2 to Military Personnel Flight (MPF) ID card section Bldg 2106, Rm 117. To set up an appointment call DSN: 480-6599. (MPF is not able to process the ID card until 4-6 duty days after the EOD). The MPF will process this request and provide the ID card.</p> <p>Are you new to the DEERS system? Please check with MPF to confirm what additional documents you will need to provide to have ID cards processed.**EMPLOYEES ON E-E POSITIONS ENSURE DD1172 AUTHORIZES GENEVA CONVENTION CAC: DD Form 489, Geneva Conventions Identity Card for Persons Who Accompany the Armed Forces; DD Form 1934 Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces.</p>		MANDATORY
2. Overseas Allowances and Benefits (Bldg 2120). Post Allowance only, Room 208. Living Quarters Allowance (LQA) (stateside hires only) & Post Allowance “ By appointment only ”, DSN: 480-5774, Room 215		MANDATORY
3. Ramstein Civ ALL e-mail List —Employee name added to e-mail distro listing (bldg 2120, room 204)		MANDATORY
4. Airmen & Family Readiness Center – Sign up for Base Intro (Bldg 2120, Rm 107, DSN:480-5100) (Spouses are encouraged to attend)		MANDATORY
5. Civilian Pay – Mass In-processing is conducted on Thursdays at 0800 in Bldg 2108 (Finance) Conference Room. Attend next mass in-processing appointment Contact 86cpts.civpay@ramstein.af.mil for other issues.		MANDATORY: Turn in AF 3821 , W-4, Payroll Deposit Form (signed) (SF1199A)
6. Time & Attendance – (Advise your unit timekeeper of your effective date, ensure ATAAPS account is set up)		MANDATORY
7. Unit Security Manager – Gain employee in JPAS, review status of security clearance & investigation		MANDATORY
8. EEO OFFICE – All US Civilians are required to take EEO Training IAW AFI 36-2706. Please call 478-3636/489-8534 to make an appointment (Bldg 2101, 1 st floor)		MANDATORY
9. Hierarchy (rating chain) submitted by supervisor to 86 FSS/FSE Hierarchy e-mail (contact 86 FSS/FSEC-D at DSN 478-6662)		MANDATORY
10 Supervisor must have performance plan (1003 or 860) on file within 30 days		MANDATORY
11. Base Supply - Ind Equip/Base Svc Store/Chem Gear for Emergency Essential (EE) Employees ONLY. (Bldg 2494, 480-5391)		Mandatory for EE
ADDITIONAL (as applicable)		
1. Passports – SOFA (sponsor/family members) stamp - request AE 600-77A from the CPO (Bldg 2120, Rm 221, 480-5850) and take form to Bldg 2106, Rm 101, 480-2240.		Optional
2. Unit Systems Administrator – contact for Network Access		
3. Orderly Room- GTC (Government credit card)		Optional
4. Military “First Stop” – to request items such as ration card, etc. (Bldg 2106, Military Personnel Flight, Rm 407, DSN: 480-5631)		Optional
5. Drivers Testing – Contact the Local Base Driver’s Licensing Office at 480-5534 (Ramstein) for questions concerning testing/scheduling		Optional
6. Housing Management Office – Vogelweh, Bldg 1001, 489-6643, Ramstein Satellite Housing Office, Bldg 2108; DSN 480-3140		Optional
7. Furnishings Management Office (FMO) – Einsiedlerhof, Bldg 720, 489-6153		Optional
8. Value Added Tax (VAT) Office – To register in Utility Tax Avoidance Program and obtain VAT Forms (Bldg 2118, 480-5309, opening hours: Mon-Fri from 0730 to 1630/ 1700 on Fridays.)		Optional
9. Vehicle Registration – Kapaun Air Station (located on Vogelweh), Bldg 2806, 489-7542		Optional
10. Hospital/Clinic – Registration for care at military medical facilities (Bldg 2114, 479-2616)		Optional
11. Library – Bldg 409, 480-6667or 493-4505/4444		As needed
12. Vet Clinic – Bldg 2928, DSN: 493-4505/4444 (located at Pulaski Barracks, Bldg 2928, Opening hours: Mon-Fri 0800-1600, by appointment only		As needed
13. Dependent Schools Liaison office – Ramstein: Bldg 2106, DSN: 480-9374/9375 Mon-Fri 0800-1600; Kapaun: Bldg 2787 Ste 300 489-6771, Mon-Fri 0730 to 1630		Optional
14. Education Office – Bldg 2120, Rm 426, 4th Floor, 480-2032		As needed
15. Credit Union – Ramstein, Bldg 2410, 480-2425 Community Bank – Northside Bldg 1101, 480-6538 Southside Bldg 2163, 480-2390		Optional