

Base Clearance Instructions for US Civilian Employees – Sponsor

(Current as of 13 November 2012)




1. In conjunction with your departure from Ramstein Air Base, you must clear the base. On the reverse side is a checklist to assist you. Below you'll find a suggested timeline to help you plan your Out-Processing activities. We want your move to be as smooth as possible. If you have questions or comments regarding these forms, please contact our Civilian Personnel Office in Bldg 2120, room 221 DSN 480-5850. Website: www.ramstein.af.mil (look on the right hand side and click on Ramstein Civilian Personnel).

2. You must clear all activities. For those activities that do not apply, or for which you do not have an account, you may self-certify by entering N/A and signing at the bottom of the page. Clearance sheets remain on file for future reference. Please complete **all mandatory** items on the checklist.

3. The last activity you must clear is with your servicing Specialist prior to your last duty day (item 13). Please keep us informed about your departure date, requests for leave enroute, etc., so we can keep your new CPF informed of your status. If we are kept in the loop we can help make your departure smoother.

4. 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".**

			COUNTDOWN PLAN FOR DEPARTING RAMSTEIN US APPROPRIATED FUND (APF) EMPLOYEES ONLY
45 Days			<ul style="list-style-type: none"> - Pick up your out-processing checklist from the Civilian Personnel Office (Bldg 2120, room 221 DSN 480-5850). - If you are departing for retirement, please ensure your retirement application is submitted to AFPC 60 days before your departure date. <p>NOTE: If you are transferring to another base, please see your Servicing Human Resources Specialist to arrange transfer effective date. Building 2120, DP# 480-5850.</p> <ul style="list-style-type: none"> - Contact the Airmen & Family Readiness Center at 480-5900 for information regarding your new duty station.
40-45 days			<ul style="list-style-type: none"> - Contact TMO to arrange flight reservation, building 2406, Official Passenger Services, DP# 480-5373
40 Days			<ul style="list-style-type: none"> - Call 480-5774 for an appointment to receive information on process of Temporary Quarters Subsistence Allowance and to receive a TQSA out-processing package (Bldg 2120, RM 215). - If applicable, turn in chem-gear at mobility supply (#18 on checklist) - Unit Security Manager/Unit Property Account/AAFES-DPP/DoDDs (#s 14, 15 & 16 on checklist)
40 Days			<ul style="list-style-type: none"> - Contact TMO after you have your orders to arrange transportation, household goods pick up and vehicle shipment. (Bldg 2106, room 211, DP#: 480-2163) - Contact FMO and schedule an appointment for pick up or transfer all temporary furniture. (#3 on checklist)
14 Days			<ul style="list-style-type: none"> - Visit the Drivers Testing Office 14 days prior to departure to out process the licensing system and pick up your AF Form 2296. The office is open Monday – Friday from 0730-1500, on Wednesday the office closes at 1300, building 2106 room 201 DSN 480-2394. (#24 on checklist)
7 Days			<ul style="list-style-type: none"> - Contact your Unit Systems Administrator to have your e-mail account disabled (#5 on checklist) - Close out benefits such as life and health insurance (Refer to #9 on checklist) - Contact BEST – http://www.afpc.randolph.af.mil/dpc/BEST_BRB/EBIS.htm or call 00800-19972378, or e-mail best@afpc.randolph.af.mil - Supervisors must mail AF 971 Folders directly to employee's new supervisor. Do not give the 971 folder to the employee. If employee is going on LWOP, and therefore, new supervisor is not known, losing supervisors should turn in the 971 Folder to Civilian Personnel's First Stop Office at Bldg 2120, Rm 221. - To clear Living Quarters Allowance/Post Allowance call 480-5774 for an appointment. (#10 on checklist) - Contact the Education Center and cancel or transfer any enrollments (#20 on checklist) - Contact your Post Office (North or South side) to close PSC Box and provide forwarding address (#4 on checklist). May be done by e-mail: www.mil.usafe.af.mil/bases/ramstein/86cg/786cs/postal/scripts/sponsor/close_box.htm <p>Government Purchase Card (GPC) 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, DP#: 489-7212, 700cons.gpc@ramstein.af.mil.)</p>
3 Days			<ul style="list-style-type: none"> - Take passports for you and your family members to Bldg 2106, RM 123 for SOFA cancellation stamp (#7 on checklist) - Turn your ration card in to your orderly room (#8 on checklist) - Go to VAT office and sign a termination notice for the Utility Tax Relief Program and turn in any VAT forms (used or unused) (#21 on checklist)
Last Work Day			<ul style="list-style-type: none"> - Remove from ATAAPS system if leaving Federal Service (#11 on checklist) - Hand carry screen shot of "concur"/"certified" final timesheet from ATAAPS to Civilian Pay in Bldg 2108 (#12 on checklist) - Take your CAC and ID cards to you CPO Bldg 2120, 480-5850 (#13 on checklist) -- ID cards issued as military dependent ID cards are not returned to CPO. Pursuant to the Ramstein Integrated Defense Plan, outbound PCS orders are not a means of unescorted access to the installation. If the civilian member and family is flying out on a chartered flight, Security Forces has procedures in place to grant one time access to facilitate the family getting to scheduled flight. At the point the sponsor departs Germany, his/her family is no longer protected under Germany Status of Forces agreement. The family is now visitors in Germany. POC at Security Forces is the Installation Access section, Mr. Norbert Peterson at DSN: 478-2157. - TURN IN YOUR COMPLETED CLEARANCE CHECKLIST to Bldg 2120 room 221.

CIVILIAN PERSONNEL CLEARANCE CHECKLIST – SPONSOR

Current as of 13 November 2012

Instructions: Clear all activities. If a clearance item does not apply to you, simply enter N/A and certify by signing at the bottom of the page. Turn in completed checklist to the Civilian Personnel Flight before close of business on your last duty day.

NAME OF EMPLOYEE (Last, First & MI)			SSN
Grade:	Last Duty Day:	Org/OFC Symbol:	Reason for Separation (If transferring to another agency; attach SF52 to reflect Term-APPT IN):

<u>COMMON ACTIVITIES TO CLEAR</u>	DATE CLEARED	SIGNATURE OF RESPONSIBLE OFFICIAL
1. Vehicle Registration (De-registering/Shipping of POV). Kapaun Bldg 2806, DP#: 489-7542/7729 Mon – Fri 0700 -1545		“MANDATORY CHECKOUT”
2. Hospital/Clinic (Is your account paid?) Ramstein Clinic Bldg 2182, DP# 479-2320. Landstuhl Regional Medical Center Bldg 3700, RM 420, DP# 486-7301		
3. Furnishings Management Office (FMO) (Return or transfer any FMO furniture or appliances) Einsiedlerhof, Bldg 720, DP#: 489-6153/6157/6018/6017		
4. Post Office (Go to assigned post office to cancel mailbox and provide forwarding address, or by e-mail (see e-mail address on attached cover sheet)		
5. Unit Systems Administrator (Administrator notifies Ramstein Network Help Desk to disable your account)****86 MSG employees only - please contact the Knowledge Operations Cell at 480-4131, bldg 2106 rm 303****		“MANDATORY CHECKOUT”
6. Pass & Identification (If you have a line badge get AF2586 from your security manager and take to Bldg 2402, DP#: 480-5429)		
7. Passports (Take passports for you and your family members to Bldg 2106, RM 123, for cancellation of SOFA stamp, DP#: 480-2240)		
8. Customer Service (Military Personnel Flight, Bldg 2106, Rm 407, DSN 478-7419) – Turn in your ration card		“MANDATORY CHECKOUT”
9. Civilian Personnel (FSEC) (Action on your TSP, Health & Life Insurance may be required before your last duty day--READ INFO BELOW). Supervisors must mail AF 971 folders directly to employee's new supervisor. Do not give the 971 folder to the employee. If employee is going on LWOP, and therefore, new supervisor is not known, losing supervisors should turn in the 971 Folder to Civilian Personnel's First Stop Office , Building 2120, room 221.		“MANDATORY CHECKOUT”
Are you considering converting your life or health insurance to a private company? If yes, you should contact the Benefits and Entitlements Service Team (BEST) and request a SF 2821 (Agency Certification of Insurance Status)		
10. Civilian Personnel (FSEC-R) Overseas Allowances and Benefits (If you receive LQA, call for an out-processing appointment 30 days prior to your last duty day to reconcile your entitlement) Bldg 2120, RM 215, DP#: 480-5774		“MANDATORY CHECKOUT”
11. Time & Attendance (T&A) Remove from ATAAPS system if leaving Federal Service		“MANDATORY CHECKOUT”
12. Accounting & Finance Hand carry screen shot of “concur”/”certified” final timesheet from ATAAPS to Civilian Pay in Bldg 2108		“MADATORY CHECKOUT”
13. Civilian Personnel Office to turn in ID cards for you and family members. (You will still be afforded entry on base, DeCA & AAFES using your passport & orders) Bldg 2120, room 221, DSN: 480-5850 (Please see instructions on the back) 13A – Defense Travel System (86” FSS EMPLOYEES come to BLDG 2120 ROOM 204) **** REPORT TO YOUR UNIT DTS MANAGER**** 13B - DCPDS Oracle11i *** BETWEEN THE HOURS OF 0800 & 1500 HRS, BLDG 2120, RM 204****.		“MANDATORY CHECKOUT”
14. Unit Security Manager (Complete AF Form AF 2587, Security Termination Statement (as applicable), Debrief from NATO access (if applicable), Out-process member in JPAS and send email to "86aw.ipp@ramstein.af.mil" to out-process in JPAS as well, and provide member AF Form 2586 for Restricted Area Badge (RAB) turn-in (if applicable) to 86 SFS Pass & ID.)		
15. Unit Property Account/ADPE Workcenter Check with your Equipment Custodian about returning/signing over computer equipment (PC, printer, IT equipment, etc).		“MANDATORY CHECKOUT”
16. AAFES/DPP (Customer Service; close out account/arrange payments)		
17. Equipment Custodian (If you are an EC, you must out process through your base ECO IAW AFI 33-112, Para 11.9, 10 & 12) Bldg 2126, DP#: 480-5848		
18. Mobility (If you have Chem Gear, return it to Mobility) Bldg 2494 at the end of the warehouse DP#: 480-5569/2283		
19. Dependent Schools (De-register children and pick up school records)		
20. Education Office (Cancel or transfer enrollment) Bldg 2120 DP#: 480-2032		
21. VAT Office (You must turn in any VAT forms you have, used or unused. If you participated in the utility tax relief program you must bring a copy of your orders and a copy of the final utility bill) Bldg 2122, DP#: 480-5309		
22. Credit Union and/or Banking Facility (Close or transfer accounts to new facility)		
23. Security Forces take a copy of orders to Security Forces, Bldg 2402. Open M-W 0730-1500 on Tues. & Thurs. 0730-1600 and Fri. 07:30 to 1200		
24. Drivers Testing Office 14 days prior to departure you must out process the drivers licensing system and pick up AF Form 2296. *		“MANDATORY CHECKOUT”

FORWARDING ADDRESS:

	CERTIFICATION
	I certify that I have properly cleared all of the activities on this checklist.
Date:	Employee Signature