



Base Retirements and Separations



About Us:

786 FSS Base Retirements and Separations team is the base-level office of primary responsibility for the retirements and separations program at Ramstein Air Base. We service members that have been approved for either retirement or separation, including administrative separations.

- Retirement assistance/Final Out meeting
- Separations assistance/Final Out meeting
- Retirement certificates

Contact Information:

- Retirements & Separations: 786FSS.FSPD.Rets-Seps@us.af.mil

Frequently Asked Questions:

Q: I am approved for separation. When can I expect to receive my orders?

A: Prior to receiving orders, you must go into vMPF-> Self Service Actions-> Separation or Retirement-> and then click on "Pre-Separation Order Worksheet". Once submitted, this will go to AFPC to trigger orders. AFPC is the sole agency to work orders, they can be reached at 312-665-0102 or through a MyPers ticket at <https://mypers.af.mil/app/home> ->click "incidents and messages" -> "email us" -> type in your question and submit.

Q: Can I get my orders expedited?

A: Yes, if the member is taking over 60 days of terminal leave then the member can request expedited orders via MyPers. Upon navigating to MyPers, click on the separations tab and upload the commander approved AF988 (finance approval can be pending).

Q: How do I get my vOP Checklist loaded?

A: After you are approved for Retirement or Separation, email 786FSS.FSPD.Rets-Seps@us.af.mil requesting a vOP checklist. We will send you instructions for obtaining your checklist, our Retirements and Separations Guide, a remaining in Germany Package, and requirements needed for the Finance brief.

Q: Do I need to do the Remaining in Germany Package if I am taking a SOFA status job (i.e Contractor or GS position) or I am going to remain as a dependent due to spouse being active duty?

A: No, the Remaining in Germany Package is only required if you are going to remain in Germany but will not be accepting a SOFA Status job as listed above or becoming a dependent to a spouse.

Q: How long can I remain in Germany before I am required to fill out the Remain in Germany package?

A: You can remain in Germany for 90 days before being required to fill out the Remain in Germany package and must have a tourist passport to remain in Germany after your Date of Separation or Date of Retirement.