

**BY ORDER OF THE COMMANDER
47TH FLYING TRAINING WING**

**LAUGHLIN AIR FORCE BASE
INSTRUCTION 36-102**



17 JUNE 2010

Certified Current on 5 December 2013

Personnel

**CIVILIAN EMPLOYEE CLEARANCE
RECORD**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

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(Lt Col Van Dalen)

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This instruction implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, and prescribes the Civilian Employee Clearance Record. This instruction applies to all Air Force appropriated fund civilian employees on or attached to Laughlin AFB. It implements and extends the guidance of the civilian employee clearance process. This instruction prescribes and explains the process for civilian employees clearing the installation and to whom it applies. It applies to all Laughlin Air Force Base appropriated fund civilian personnel who are separating from the installation due to resignation, retirement, removal, termination, transfer, permanent change of station, or death. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

1. Purpose

1.1. The purpose of this form is to provide civilian personnel the proper procedures for clearing the installation when they are separating due to resignation, retirement, removal, termination, transfer, permanent change of station, or death.

1.2. Upon notice of separation, the Civilian Personnel Section (CPS) prepares the LAFB Form 51 for pick up by the separating employee. The employee picks up the completed form

on the last duty day and visits all listed sections for proper clearance. Upon completion, the form is returned to the Civilian Personnel Section (CPS) for filing.

1.3. When the civilian employee is not available to complete the form by their last duty day, the supervisor is required to pick up the form with the CPS and clear the installation on behalf of the employee.

2. Prescribed and Adopted Forms

2.1. Prescribed Forms: LAFB Form 51, Civilian Employee Clearance Record, is prescribed by this publication.

2.2. Adopted Forms: AF Form 847, Recommendation for Change of Publication.

JEFFREY R. MCDANIELS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AFRIMS— Air Force Records Information Management System

LAFB— Laughlin Air Force Base

RDS— Records Disposition Schedule