

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 36-101**

**19 APRIL 2013**

**Personnel**



**PREPARATION AND USE OF THE USAFA  
FORM 9, CLEARANCE RECORD FOR  
EMPLOYEES LEAVING THE ACADEMY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Mr. Michael Beeson)

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This instruction implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, 7 March 1995. This instruction applies to all appropriated fund civilians employed on the Academy. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using 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 AFMAN 33-363, *Management of Records*, and are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

**SUMMARY OF CHANGES**

This revision updates the publication with mandatory publishing statements/format and office symbols. Paragraph 2 added requiring the appropriate supervisor to complete out processing for employees who depart without completing USAFA Form 9, *Out Processing Checklist for USAFA Federal Employees*.

**1. Procedures.** Employee will obtain a copy of the USAFA Form 9 from the supervisor or organizational liaison. The employee is responsible for coordinating telephonically and/or by written coordination with various offices. The Civilian Personnel Office (10 FSS/FSMC) will be the last stop where the employee will turn in his/her civilian identification card, proximity card,

and sign and date USAFA Form 9 for completion of out processing. If the employee is transferring within Air Force, he/she will keep the civilian identification card.

2. If an employee departs USAFA without completing USAFA Form 9, the Civilian Personnel Office will contact the appropriate supervisor who will complete all necessary out processing actions.

LOUIS L. VAN DE MARK, GS-14  
Director, 10th Force Support Squadron

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*.  
7 March 1995

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

***Prescribed Forms***

USAFA Form 9, *Out Processing Checklist for USAFA Federal Employees*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy