

**BY ORDER OF THE COMMANDER  
EGLIN AIR FORCE BASE**

**EGLIN AIR FORCE BASE  
INSTRUCTION 36-101**



**25 MAY 2017**

**Personnel**

**CIVILIAN CLEARANCE RECORD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col David M. Willcox)

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This instruction implements AFPD 36-1, General Civilian Personnel Provisions and Authorities, and applies to all civilian personnel assigned, attached or associated with the Eglin AFB complex. The purpose is to ensure that departing employees properly turn in all materials and equipment, settle accounts and provide certification for clearance of administrative and security responsibilities. Disclosure is voluntary; however, failure to provide the information could result in delayed final clearance processing. Send recommended changes or comments for 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).

**SUMMARY OF CHANGES**

This publication has been revised to update the Eglin AFB Form 16.

1. **The Eglin AFB Form 16** , *Civilian Clearance Record*, is required for civilians terminating employment from Eglin AFB.

CHRISTOPHER P. AZZANO, Brigadier General, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

**AFPD 36-1**, *General Civilian Personnel Provisions and Authorities*, 7 March 1995

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

***Prescribed Forms***

EGLIN AFB Form 16, *Civilian Clearance Record*.

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*