

Administrative Changes to LAUGHLINAFBI36-102 *Civilian Employee Clearance Record*

Approving authority signature block is being updated to new 47 Flying Training Wing

Commander. TYLER J. ELLISON, Colonel, USAF

Commander

29 April 2025

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

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



**3 NOVEMBER 2021**

*Certified Current 18 June 2025*

**CIVILIAN EMPLOYEE CLEARANCE  
RECORD**

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY**

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**RELEASABILITY:** There are no releasability restrictions on this publication

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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 Instruction (AFI) 33-322, Records Management and Information Governance Program, 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/>.

**PROGRAM OVERVIEW AND OTHER COMPLAINE AREAS**

**1.1. Overview** 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.

## **1 Prescribed Forms**

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

CRAIG D. PRATHER, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*References*

**AFI 33-322**, *Records Management and Information Governance Program*, 27 July 2021.

*Prescribed Forms*

**AF Form 673**, *Air Force Publication/Form Action Request*

**AF Form 399**, *Air Force Publication/Form Status Request*

*Abbreviations and Acronyms*

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

**LAFB**—Laughlin Air Force Base

**RDS**—Records Disposition Schedule

*Terms*

**Accountable Forms**—Forms that the Air Force stringently controls and which cannot be released to unauthorized personnel, since their misuse could jeopardize DoD security or result in fraudulent financial gain or claims against the government.