

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

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



14 JULY 2017

Personnel

**SCOTT AFB CLEARANCE
REQUIREMENTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Col Jeff E Elliott)

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This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, and provides guidance on outprocessing procedures for civilian personnel on Scott AFB. This guidance applies to all appropriated fund (APF) civilian employees serviced by the 375th Force Support Squadron (FSS) Civilian Personnel Office (CPO). Ensure all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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*; route AF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

This instruction requires the collection and/or maintenance of information protected by the Privacy Act Statement of 1974. The authority to collect this information is 10 U.S.C. 8013. The primary use of this information is to facilitate employee out-processing and ensure delivery of pertinent documents and forms to separating employees. Personal information provided on this form is given on a voluntary basis.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include: Changes clearance process to out-processing process and clarifies out-processing procedures.

1. Overview. This instruction explains the procedures for civilian personnel who separate, transfer, and/or enter a leave without pay (LWOP) status in conjunction with a resignation.

2. Responsibilities.

2.1. The CPO will provide a listing of the offices from which to obtain out-processing requirements to assist the employee in making arrangements to satisfy his or her personal and official obligations.

2.1.1. The Scott AFB Form 13, *Civilian Employee Out-Processing Checklist*, will be used for this purpose.

2.2. Supervisors will ensure employee completes an SF 52, *Request for Personnel Action*, prior to submitting to the organizational personnel liaison to be input into the Defense Civilian Personnel Data System (DCPDS). Prior to signing the Supervisor Coordination section on the Scott AFB Form 13, supervisors will verify all internal organizational out-processing requirements have been met. Supervisors will inform employees to report to the CPO for out-processing.

3. Process. Employees separating, transferring, or entering an LWOP status in conjunction with a resignation will report to the servicing CPO for final out-processing and to obtain information on benefits, entitlements, and responsibilities appropriate to the type of separation. All employees who are separating, transferring, or entering an extended LWOP status must out process through the CPO.

LAURA L. LENDERMAN, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, 23 July 2013

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

Prescribed Form

Scott AFB Form 13, *Civilian Employee Out-Processing Checklist*

Adopted Form

SF 52, *Request for Personnel Action*

Abbreviations and Acronyms

CPO—Civilian Personnel Office

DCPDS—Defense Civilian Personnel Data System

FSS—Force Support Squadron

LWOP—Leave Without Pay

OPR—Office of Primary Responsibility

Terms

Leave Without Pay (LWOP)—An absence from duty in a non pay status. Leave without pay may be taken only for those hours of duty comprising an employee's basic workweek. A temporary status and absence from duty granted upon the employee's request. Except where specifically authorized by law or instruction, as a matter of right, granting of leave without pay is a matter of administrative discretion. The fact that it is a scheduled absence requiring approval distinguishes it from Absence Without Leave (AWOL), which is an absence without permission that may serve as the basis for disciplinary action.