

**BY ORDER OF THE  
SUPERINTENDENT**



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

**13 MAY 2019**

**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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This instruction implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*. The purpose of this publication is to provide an Out Processing Checklist to United States Air Force Academy (USAFA) Federal Employees. This instruction applies to all appropriated fund civilians employed on the Air Force 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*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the United States Air Force Academy, Directorate of Manpower and Personnel (USAFA/A1). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW AFRIMS RDS.

***SUMMARY OF CHANGES***

This revision makes minor administrative changes to this instruction to include removing the publication date of the implemented AFPD, provides mandatory tier waiver authorities and updates office symbols.

**1. Procedures.** Employee will obtain a copy of the USAFA Form 9, *Out Processing Checklist for USAFA Federal Employees*, 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/FSCA) 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.**

DALE A. HOGUE, GS-14, DAF  
Director, Manpower and Personnel

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

Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, 23 July 2013

Air Force Manual (AFMAN) 33-363, *Management of Records*, 1 March 2008

Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, 1 December 2015

***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

**AFI**—Air Force Instruction

**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

**IAW**—In Accordance With

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USAFA**—United States Air Force Academy