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Personnel

CIVILIAN PERSONNEL BASE CLEARANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFR 36-1, *General Civilian Personnel Provisions and Authorities*, and prescribes the clearance procedures for all civilian personnel serviced by the Elmendorf Civilian Personnel Flight (CPF), which includes the Eielson Civilian Personnel Branch. It applies to all appropriated fund employees, the supervisors of these employees, and all organizations having responsibilities as outlined in this publication. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Responsibility. Employees, their supervisors, and the CPF are jointly responsible for ensuring the out-processing employee satisfactory settles all obligations and accounts in accordance with Air Force Instructions.

1.1. CPF Responsibilities:

- 1.1.1. Provide clearance form (11 AF Form 4, Civilian Personnel Clearance Record).
- 1.1.2. Review completed form.
- 1.1.3. Conduct employee exit interview, as appropriate.
- 1.1.4. Explain applicable benefits, restrictions, and so forth.
- 1.1.5. Prepare and distribute personnel documents.

1.2. Supervisor Responsibilities:

- 1.2.1. Determine which organizations the employee must clear, in person, and ensure the employee clears all appropriate organizations.

1.2.2. Call individual equipment unit/arctic issue if employee is **NOT** charged with supply accounts, equipment, or arctic issue.

1.2.3. Schedule audiometric examination or physical exam, if required.

1.2.4. Schedule exit security briefing, if required, with unit security monitor as required by AFI 31-401, *Managing the Information Security Program*.

1.2.5. Certify time and attendance (T&A) form.

1.2.6. Complete clearance for employee unavailable to clear in person.

1.3. Employee Responsibilities:

1.3.1. Clear through all appropriate organizations.

1.3.2. Clear the individual equipment unit/arctic issue management office, in person, if charged with supply accounts, equipment, or arctic issue.

1.3.3. Obtain audiometric examination or physical exam, if required, as determined by the position held.

1.3.4. Surrender identification cards, badges, and vehicle stickers to Security Police.

1.3.5. Turn in T&A form to squadron timekeeper.

1.3.6. Settle any personal obligations with service organizations.

1.3.7. Eielson Only. Clear through Fleet Management, Transportation Squadron, if employee issued a military drivers license.

2. Outprocessing. The 11 AF Form 4 will be used (one copy) for all employees separating from or transferring between Elmendorf AFB, Eielson AFB, and Clear AB. Normally the employee clears on the last duty day. The employee will be allowed 4 hours to clear the base without being charged leave; time in excess of 4 hours will be charged as annual leave or leave without pay. Completed 11 AF Forms 4 are filled in by the CPF and destroyed 90 days after date of clearance.

3. Separation Physicals. Elmendorf and Eielson employees subject to specific medical requirements will be administered an audiometric physical examination or physical exam, as applicable. The supervisor is responsible for scheduling the physical with the hospital/clinic and ensuring employee receives the physical examination by his/her scheduled date of separation. Every effort should be made to schedule needed examinations as far in advance as possible. The hospital representative administering the exam will sign the clearance form.

4. Time and Attendance Form. The employee will submit his/her T&A form to their official timekeeper. Disposition instructions for final checks and questions concerning leave balance should be discussed with the respective Civilian Pay Customer Service Representative (CSR). The clearance form **MUST** be signed by the CSR.

5. Forms Prescribed. 11 AF Form 4, *Civilian Personnel Clearance Record*.

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Commander