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Personnel



SCOTT AFB CLEARANCE REQUIREMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction explains the outprocessing procedures to employees separating and/or entering a Leave Without Pay (LWOP) status in conjunction with a resignation. 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 outprocessing and ensure delivery of pertinent documents and forms to separating employees. Personal information provided on this form is given on a voluntary basis.

1. Employees separating and entering a LWOP status in conjunction with a resignation will report to the servicing Civilian Personnel Flight (CPF) for clearance procedures and information on benefits, entitlements, and responsibilities appropriate to the type of separation. All employees who are separating or entering a LWOP status must outprocess through the CPF.
2. The CPF will provide a listing of the offices from which to obtain clearances to assist the employee in making arrangements to satisfy his or her personal and official obligations. The SAFB Form 13, **Civilian Employee Clearance Checklist**, will be used for this purpose.
3. Supervisors will brief employees to report to the CPF for outprocessing.
4. **Form Prescribed:** SAFB Form 13, **Civilian Employee Clearance Checklist**.

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