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Personnel



**PREPARATION AND USE OF THE USAFA
FORM 9, CLEARANCE RECORD FOR
EMPLOYEES LEAVING THE ACADEMY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

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This instruction implements AFPD 36-1, *General Civilian Personnel Provisions and Authorities*. It identifies procedures in completing USAFA Form 9, **Clearance Record for Employees Leaving the Academy**. It applies to all appropriated fund civilians employed on the Academy.

SUMMARY OF REVISIONS

Added applies to all “appropriated fund” civilians employed on the Academy (purpose statement).

1. Procedures. Employee should obtain a copy of the USAFA Form 9 from the supervisor. The employee is responsible for coordinating telephonic and/or written coordination from various offices. The Civilian Personnel Office (10 MSS/DPCE) will be the last stop. The employee will turn in their civilian identification card and sign and date USAFA Form 9 for completion of out-processing.

2. Form Prescribed. USAFA Form 9.

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