CLEARANCE RECORD FOR EMPLOYEES LEAVING THE ACADEMY

NAME (Last, First, MI)	ORGANIZATION	LAST DAY OF DUTY
NAME OF SUPERVISOR (Print or Type)	REASON FOR CLEARANCE	
SUPERVISOR'S SIGNATURE	OFFICE	PHONE

NOTE: Attention Supervisors - Please send last four original appraisals to 10 MSS/DPCE.

ACTIVITY	BUILDING	SIGNATURE OF RESPONSIBLE OFFICIAL
1. CEOP Key Holder (3-2432)	8116	
2. Communications/Computers		
a. ADPE Account Holders (3-3695)	Community Center 5136	
b. Audiovisual/Presentation (3-2390)	Fairchild Hall (Room 2J7)	
3. Health Record - 10 AMDS/SGPF (3-6640/6225) (FAX 3-6351)	Fairchild Annex Cadet Clinic	
4. Unit Security Officer		
5. Unit Work Group Manager (Delete e-mail account)		
6. If issued a Government Drivers (3-2584 or 3-3607)	8122	
7. Customer Service Base Supply (3-3433 or 3-3418)	8110 Door 18	
8. Government Purchase Card Holders (3-4683)	8110 Main Entrance	
9. Government Travel Charge Card (Unit Program Coordinator)		
10. Security Forces Pass & ID (3-3327)	Visitor Control Center South Gate	
11. Library (3-4664)	Fairchild Hall	
12. Civilian Payroll (3-2510 or 3-4298)	Harmon Hall (Room 220)	

13. Employee Benefits to Consider Before Separation:

A. Are you separating or transferring to an agency other than Air Force and have a Time-Off Award (TOA) on record? If YES, make arrangements with your supervisor to use it before you leave the Academy. TOAs will only transfer within Air Force.

B. Are you considering converting your life insurance to a private company? If YES, you should contact the BEST at 1-800-616-3775 and request SF 2821 (Agency Certification of Insurance Status), before your separation date. After separation, call 1-800-540-4047.

C. Are you interested in Temporary Continuation of Coverage (TCC) {Form RI 79-27} under the Federal Employee Health Benefits (FEHB) Program? If YES, you should contact the BEST at 1-800-616-3775, obtain Form RI 79-27 at http://www.opm.gov/insure/health/tc/index.asp, or contact the Employee Relation Section, 10 MSS/DPCE at 3-4363.

14. Employee Benefits if on Leave without Pay (LWOP) status:

A. Have you received, signed, and dated the "Benefits Summary for Employees on Leave Without Pay (LWOP) Handout? If NO, contact your organization Civilian Personnel Liaison or the Employee Relations Section, 10 MSS/DPCE at 3-4363.

15. Civilian Personnel Bldg 8034, (Room 221)

☐ Transferring ☐ Separating ☐ ID Card ☐ Proximity Card ☐ Separation Package ☐ FERS ☐ CSRS ☐ Performance Appraisals ☐ Exit Interview

SUPERVISOR NOTES / REMARKS

CIVILIAN PERSONNEL NOTES / REMARKS

I certify that I have discharged and adjusted all indebtedness to the Government.

SIGNATURE (Individual clearing)	DATE

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