

**10 October 2003**



**Personnel**

**MAFB INFORMATION MANAGEMENT TOOL (IMT) 147,  
CIVILIAN EMPLOYEE CLEARANCE RECORD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Distribution: F

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This document outlines instructions for completing MAFB Information Management Tool (IMT) 147, **Civilian Employee Clearance Record**. It applies to all Maxwell-Gunter appropriated fund employees. This instruction directs collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice F033 AF CIC C, Privacy Act Request File, applies. Maintain and dispose of records created as a result of processes prescribed by this instruction in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFI 33-338).

1. Policy. MAFB IMT 147, **Civilian Employee Clearance Record**, is given to all employees separating from Maxwell/Gunter.
2. Description. MAFB IMT 147 is printed on white bond paper, 8 1/2" x 11". Employees use this clearance sheet to provide a forwarding address in order for them to continue to receive any future pay related documents or other personnel items. Employees should clear organizations listed on the clearance sheet either by phone or in person.
3. Procedures. Separating employees terminating employment from Maxwell/Gunter must clear through the Civilian Personnel Flight for clearance procedures and information on benefits, entitlements, and responsibilities appropriate to the type of separation. All separating employees must use the MAFB IMT 147. The separating employee should clear all organizations listed on the MAFB IMT 147. The supervisor may clear some organizations by telephone if there is no outstanding account. Supervisors remove the original appraisals from the employee's 971 file and forward to 42 MSS/DPCE in a sealed envelope. Supervisors maintain the 971 file for 60 days and then destroy.
4. IMT Prescribed: MAFB IMT 147, **Civilian Employee Clearance Record**.

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