

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 36-3202

**PACIFIC AIR FORCES COMMAND
Supplement 1**

17 MARCH 1999

Personnel

SEPARATION DOCUMENTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ PACAF/DPPFEQ
(TSgt John A. Dougherty)
Supersedes AFI 36-3202/PACAF Sup1,
27 February 1995

Certified by: HQ PACAF/DPP
(Col George J. Nixon)
Pages: 2
Distribution: F

This publication supplements AFI 36-3202, 20 May 1994, concerning procedures and guidance as it pertains to distributing separation documents for Air Force members who are separated, retired, dismissed, transferred or released from active duty. This publication does not apply to the Air National Guard (ANG) or U.S. Air Force Reserve (USAFR) units and members. This publication may be supplemented by lower organizational elements.

SUMMARY OF REVISIONS

Establishes paragraph 15.2.1 referencing the Joint Federal Travel Regulation for defining final residence and paragraph 15.2.1.2 defining notification requirements to be included in the overseas notification of pending separation to CONUS military personnel flights. New or revised material is indicated by a (|).

AFI 36-3202, 20 May 1994, is supplemented as follows:

15.2.1. Refer to the **Joint Federal Travel Regulation** to determine appropriate final residence separating or retiring members may travel to prior to determining the base nearest or directly en route to the final residence destination.

15.2.1.2. Overseas MPFs must include the name, grade, SSAN, date of separation, type of separation (voluntary/involuntary), expected arrival date of separating member, TTI992 transaction data, and the name, phone, and SSAN of the losing MPF POC in correspondence to the CONUS MPF.

16.2.1. Authority to approve/disapprove separations in the overseas area is delegated to commanders exercising special court-martial authority. The special court-martial authority may further delegate approval authority to the Mission Support Squadron Commander. However, disapproval remains with the special court-martial authority and may not be delegated. Decision authorities should consider the member's service record, type of separation and service characterization when considering requests to separate in the overseas area.

16.3. Numbered Air Force supplements must stipulate which documents are needed to legally separate in their respective foreign countries complying with applicable laws. Submit proposed supplements to HQ PACAF/DPP for review and approval prior to publication.

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