

**BY ORDER OF THE COMMANDER
MOUNTAIN HOME AFB**

MOUNTAIN HOME AFB INSTRUCTION

36-3201



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Personnel

**ESCORT POLICY FOR INVOLUNTARY
ADMINISTRATIVE SEPARATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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SUMMARY OF CHANGES

Updated organizations and office symbols to fall in line with the reorganization of the 366th Mission Support Squadron and the 366th Services Squadron to the 366th Force Support Squadron (366 FSS).

1. General:

1.1. A member of the unit will escort personnel being processed for involuntary separation (general discharge or below) to all processing agencies. As a minimum, a responsible person in the grade of Staff Sergeant, or higher than the person being separated, will escort that member.

1.2. Unit escort will ensure the person completes all actions before reporting to the Military Personnel Section for out processing and, in those cases involving barment, will facilitate their immediate removal from the base.

RONALD D. BUCKLEY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms:

No forms are prescribed in this publication.

Abbreviations and Acronyms

AFMAN—Air Force Manual

FSS—Force Support Squadron (366 FSS)

IAW—In Accordance With