



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1920.1B
1/CMDT

APR 24 2008

USNA INSTRUCTION 1920.1B

Subj: ADMINISTRATIVE PROCESSING OF MIDSHIPMEN VOLUNTARILY SEPARATING

Ref: (a) MILPERSMAN 1531-020
(b) Record of Disenrollment from Officer Candidate-Type Training (DD Form 785)
(c) BUPERSINST 1900.8A

Encl: (1) Resignation Procedures and Responsibilities
(2) Instructions for Midshipmen Being Separated from the Naval Academy
(3) Midshipmen Summary Sheet for Resignation (USNA BBA 1920/60)
(4) Evaluation for Consideration for Other Future Officer Training (USNA BBA 1920/61)
(5) Voluntary Resignation Briefing Sheet
(6) Sample Midshipman Voluntary Resignation Letter
(7) Chaplain Interview Sheet (USNA BBA 1920/62)
(8) Separation Leave Request (USNA BBA 1050/3)

1. Purpose. To issue procedures for the administrative processing of midshipmen voluntarily separating.

2. Cancellation. USNAINST 1920.1A. This is a complete revision and should be reviewed in its entirety.

3. Action

a. The sensitive nature of midshipmen voluntarily separating dictates the need for thorough administrative processing. Resignation requests and performance records routed for review will be given priority handling and processed per enclosures (1) and (2). Enclosures (3) through (7) provide samples and briefing information on separations.

b. Resignations will be processed expeditiously at all levels. Approximately 5-9 working days are required to process a voluntary resignation and place the resignee in a leave-pending separation status. Eight to ten weeks are required to effect final Secretary of the Navy (SECNAV) action. Disposition of midshipmen disenrolled from the Naval Academy will be made per reference (a).

c. Midshipmen will be notified by the Midshipmen Personnel Office when they are officially placed in a leave-pending separation status and when they are authorized to depart the U.S. Naval Academy. Midshipmen will be specifically counseled that they are expected to comply with all regulations and routines until placed in a leave-pending separation status. Failure to do so will jeopardize the privilege of leave-pending separation.

d. The procedures and general information specified in enclosures (1) and (2) do not govern those midshipmen being processed for separation because of medical or disciplinary reasons, or pursuant to a qualified resignation.

e. Reference (b) is used in connection with subsequent application for an officer accession program and will be prepared by the Midshipmen Personnel Office. Reference (b) and enclosure (4) will be included in the resignation package when it is forwarded for the Superintendent's signature.

f. Once final approval is received from the separation authority concerning a resignation, the Midshipmen Personnel Officer will comply with reference (c) in making all entries on DD Form 214,

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Certificate of Release or Discharge from Active Duty. Once completed, a copy of the resignation file will be forwarded to the Office of the Registrar for retention.

4. Review Responsibility. The Midshipmen Personnel Officer is responsible for the annual review and updating of this instruction.

/s/
J. L. FOWLER

Distribution:
All non-Mids (electronically)

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RESIGNATION PROCEDURES AND RESPONSIBILITIESPRELIMINARY STEPS

	<u>WORKING PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>DAY</u>
1	Notify Company Officer of intent to resign	Resignee	1
2	Direct prospective resignee to report to Midshipmen Personnel Office to pick-up a resignation package and instructions	Company Officer	1
3	Brief resignee on contents of USNAINST 1920.1B	Midshipmen Personnel Office	1
4	Direct resignee to report to Midshipmen Disbursing Office to obtain Letter of Indebtedness and to Chaplain's Office for interview (If applicable)	Midshipmen Personnel Office	1
5	Direct resignee to deliver smooth resignation letter, completed Letter of Indebtedness and completed Chaplain's Interview Sheet to Company Officer	Midshipmen Personnel Office	2
6	Conduct first echelon interview and document comments on summary and evaluation sheets, enclosures (3) and (4). Deliver both sheets to Battalion Officer	Company Officer	2
7	Conduct second echelon interview and complete applicable portion of summary and evaluation sheets. Return resignation package to Company Officer.	Battalion Officer	2

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PROCESSING OF VOLUNTARY RESIGNATIONWORKING PROCEDURERESPONSIBILITYDAY

	<u>WORKING PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>DAY</u>
1	Review Performance Jacket to ensure all information is correct and filed chronologically under the appropriate tab. Additionally, file the following documents in the order indicated. Left: Letter of Resignation and Chaplain's Interview Sheet. Right: Midshipman Summary Sheet (TOP) and Evaluation sheet.	Company Officer	
2	Hand-deliver jacket to Midshipmen Personnel Office. Direct prospective resignee to report to Midshipmen Personnel Office to complete required forms and obtain check-out sheet.	Company Officer	1
3	Inform resignee to await notification from Midshipmen Personnel Office for further processing and to follow the normal academic routine. Leave-pending separation status will begin when the Superintendent has approved the resignation.	Company Officer	1
4	Schedule Physical Examination	Company Officer	2
5	Return to Midshipmen Personnel Office to receive check-out sheet. Midshipmen may start check-out procedures on a not-to-interfere basis with their academic routine and must continue going to classes. Prepare Superintendent's forwarding endorsement and hand-deliver to the Deputy Commandant via the Commandant Administrative Officer.	Midshipmen Personnel Office	2
6	Conduct Deputy Commandant review and interview, if desired. Deputy interview of resignee is not required but may be conducted and documented on enclosures (3) and (4) at the Deputy Commandant's discretion when considered appropriate. Forward resignation package to Commandant.	Deputy Commandant	3-4
7	Conduct Commandant review and interview, if desired, and document comments on enclosures (3) and (4).	Commandant	4-5
8	Return resignation package to Midshipmen Personnel Office.	Commandant Administrative Officer	4-5
9	Following the Commandant's signature/ interview, place resignee in a leave pending-separation status.	Midshipmen Personnel Office	6-9
10	After completion of check-out procedures, place resignee in a leave-pending separation status.	Midshipmen Personnel Office	6-9
11	Check-out with the Main Office, Bancroft Hall prior to departing on leave-pending separation.	Resignee	6-9

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**INSTRUCTIONS FOR MIDSHIPMEN BEING SEPARATED
FROM THE NAVAL ACADEMY**

1. General

a. Continue ALL classes and activities! You will muster, in uniform, with the Midshipmen Personnel Office each day, excluding weekends and holidays, at 0830, 1300, and 1500.

b. Individuals in the process of resigning are still midshipmen in the U.S. Navy and as such, must conform to Naval Academy regulations. Until such time as their separations are effected, their performance and appearance will continue to reflect upon the Brigade.

c. Leave-Pending Separation. The granting of leave to midshipmen who are in a leave-pending separation status will be handled on an individual case basis. After midshipmen have been placed in a leave-pending separation status and have completed their check-out sheet and resignation interviews, they may be placed in a leave-pending separation status upon approval by the Superintendent. Prior to being granted leave, midshipmen who have voluntarily resigned must sign enclosure (8), to waive pay and allowances while in a leave-pending separation status in consideration of the privilege of being granted leave-pending separation. These midshipmen will, upon final separation, receive the travel allowance normally due them plus the balance of funds accumulated in their account less any indebtedness to the government. Midshipmen who do not desire to sign a waiver agreement will not be granted leave and will be assigned to Transient Personnel Unit, Anacostia, Washington, DC until their resignation has been approved by the SECNAV. When midshipmen consider that special circumstances warrant the granting of leave prior to completion of the check-out, a request may be submitted to the Commandant of Midshipmen via the chain of command.

(1) No leave will be granted unless the following provisions are understood and met:

(a) Any debt to the government has been liquidated or payback arrangements made with the Midshipmen Disbursing Office.

(b) Adequate funds available to defray all travel expenses home (reimbursement for travel home is not made until effective date of final separation). Air transportation, if needed, will be provided at no-cost to the midshipmen. The Midshipmen Personnel Office will arrange such transportation with SATO.

(c) Possession of appropriate civilian or military traveling attire. Appropriate civilian attire is a civilian shirt (with collar) and slacks.

(2) Midshipmen are entitled only to emergency treatment at government expense while on leave, provided the treatment is not of an elective (non-emergency) nature. Should midshipmen become injured or ill while on leave, they will take the following action:

(a) Report to the nearest Naval Medical Activity if practical. If there is not a Naval Medical Activity in the immediate vicinity, report to any other Army, Air Force or U.S. Marine Corps medical facility in the area.

(b) If the facilities listed above are not available, obtain the services of a local physician who may direct admission to a civilian hospital.

(c) Whichever of the foregoing procedures is followed, notify the Officer of the Watch (OOW) Bancroft Hall at once by telephone or telegram, giving name, diagnosis, physician's name, and if hospitalized, the name of the hospital.

(3) Midshipmen on leave-pending separation will immediately advise the Midshipmen Personnel Office of any subsequent change of address.

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d. Midshipmen returning to or beginning an active enlisted status will be directed to report to either Naval Region Southwest Transient Personnel Unit San Diego, CA or Transient Personnel Unit Anacostia, Washington, DC for outfitting, classification, and further assignment by the Bureau of Naval Personnel. U.S. Marine Corps personnel will be processed at 8th and I Washington, DC.

2. Military Obligation. Per reference (a), the following policies are applicable to disenrolled midshipmen:

a. Midshipmen who enter the Naval Academy directly from civilian status assume a military service obligation for eight (8) years under the provisions of 10 U.S.C 651. Midshipmen who fail to fulfill their agreement to complete the course of instruction and accept a commission may be transferred to the Naval Reserve in an appropriate enlisted status and may be ordered to active duty for a period of time not to exceed four (4) years are provided in 10 U.S.C. 6959.

b. As provided in 10 U.S.C 516, enlisted and inducted members of the Armed Forces who accept appointments as midshipmen will not be discharged from that contract. Upon separation from the Naval Academy for reason other than the acceptance of a commission in a regular or reserve component of the naval service, midshipmen will have their appointment terminated and, unless otherwise directed by SECNAV, will resume their enlisted status. Time served as a midshipman will be counted in computing the unexpired portion of an enlistment contract or period of obligated service. Completion or partial completion of a service obligation acquired by prior enlistment in no way exempts disenrolled midshipmen from being transferred to a reserve component and ordered to active duty.

3. Assignment to Immediate Active Duty, Inactive Duty, or Separation from the Naval Service.

Disenrollment from the Naval Academy is authorized by SECNAV letter directing disposition as follows:

a. Return to enlisted status provided the midshipman entered the Naval Academy from military service and has a minimum of 12 months active duty obligation remaining from the previous contract. Personnel with less than 12 months active duty obligation remaining who receive a waiver of that obligation will be assigned to the Naval Reserve in an inactive status until completion of an eight (8) year obligation.

b. Separation from the naval service provided the midshipman entered the Naval Academy from civilian status and is disenrolled prior to beginning of the Second Class academic year.

c. In accordance with reference (a), a midshipman who voluntarily resigns after the commencement of the Second Class academic year will normally be transferred to the Naval Reserve for not less than two (2) years of active enlisted service as provided by 10 U.S.C. 6959. Midshipmen in this category may request from SECNAV via the Superintendent, deferment of active duty for the purpose of completing undergraduate degree requirements. Deferment may be granted until completion of the degree requirements or 1 July of the year following the year in which the midshipman's Naval Academy class graduates, whichever occurs first. Requests for deferment must be submitted within 45 days from when the midshipman commences leave-pending separation and must include:

(1) A letter of acceptance to an accredited four (4) year college or university; and

(2) A statement or other indication from the institution that the degree requirements can be completed within the time requested (not to exceed 1 July of the year following the year in which the Midshipman's Naval Academy class graduates).

d. Midshipmen who entered the Naval Academy from an enlisted status in the U.S. Marine Corps, and have a remaining active duty obligation, will be referred to the U.S. Marine Corps for disposition.

4. Enlisted Pay Grade of Disenrolled Midshipmen

a. Disenrolled midshipmen without prior enlisted service who are assigned to the Naval Reserve by SECNAV will be assigned to pay grade E-3.

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b. Disenrolled midshipmen with prior enlisted service in the Navy or Naval Reserve will be returned to enlisted status in the rate and rating held at the time of admission to the Naval Academy. However, a pay grade of E-3 will be assigned to those midshipmen who entered the Naval Academy as either an E-1 or E-2, and completed one (1) year of service as a midshipmen.

5. Personal Effects. Midshipmen will not leave personal gear in any room of Bancroft Hall except the storage space in the Express Office during the time that they are on leave-pending separation. Responsibility for personal gear left in rooms in Bancroft Hall rests entirely with the owner and the Naval Academy cannot be held responsible for loss of such gear. All personal gear must be packaged, properly marked with the name and address of the owner and delivered to the Express Office for storage until either claimed by the owner or shipped to the owner. A midshipman's personal effects may not exceed 350 pounds. Should your shipment exceed 350 pounds, it will be sent C.O.D. Reimbursement for the 350 pound allowance may be initiated through the Supply Officer, Household Goods Section, U.S. Naval Academy. Shipment of these personal effects is made immediately when checking-out. Should it be necessary to inquire about those personal effects, contact the Supply Officer, Household Goods Section, U.S. Naval Academy, 181 Wainwright Road, Annapolis, MD 21402-1236.

6. Transcript of Academic Work. Arrangements for transcripts must be made through the Office of the Registrar, U.S. Naval Academy, 589 McNair Road, Annapolis, MD 21402-5020.

7. Midshipmen Uniforms. Midshipmen will be authorized to retain sufficient uniform articles to reach home unless they have adequate civilian clothing available for immediate wear. After final separation is effected, former midshipmen may not wear their uniform. It is a federal offense for former midshipmen to represent themselves as midshipmen (or any other member of the Armed Forces) after separation, since they no longer have any connection with the Naval Academy.

8. Military Pay Account. The Midshipmen Disbursing Officer is responsible for the final settlement of the midshipman pay account. For those midshipmen who separate while at home, the final settlement for back pay, travel allowances, etc., will be sent shortly after receipt of separation papers. In the event any questions should arise, correspondence should be directed to the Midshipmen Disbursing Officer, U.S. Naval Academy, 101 Cooper Road, Annapolis, MD 21402-1305.

9. Recall. While in a leave-pending separation status, midshipmen are subject to recall to the Naval Academy for official reasons. If you are recalled to the Naval Academy prior to the effective date of your separation, it will be at your expense and you must: report in the uniform of the day; comply with midshipmen standards of personal appearance; and report to the Midshipmen Personnel Officer, Room 4001C, Bancroft Hall, during normal working hours or to the OOW during non-working hours. Unless recalled, midshipmen are not authorized any privileges beyond those of a civilian visitor if you return to Bancroft Hall. Midshipmen are not authorized to dine in the Wardroom as a guest and may not visit any other midshipmen's room. Should a midshipman be found in any unauthorized area, they will be charged with trespassing and delivered to appropriate authority for disposition.

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PRIVACY ACT STATEMENT

Authority: 10 USC 1475 to 1480 and 2771, 38 USC 1970, and 44 USC 3101.

Principal Purpose: This form is used to provide information to the chain of command concerning resignations or separations. It shows the name, address, and other personal information of the member submitting the information.

Routine Uses: None

Disclosure: Voluntary; however, failure to provide information may handicap processing the individual for resignation or separation.

MIDSHIPMAN SUMMARY SHEET FOR RESIGNATION

TO BE COMPLETED BY COMPANY OFFICER

Name: _____

Class: _____

Hometown: _____

Reason for Resignation: _____

Unresolved Honor/Conduct Case: Yes / No

Military Performance Summary: _____

Academic/Athletic Summary _____

Parental

Issues: Do they know? _____

Who told them? _____

Are they supportive? _____

Has the chain of command spoken to parents regarding separation? _____

Privacy Act Disclosure Affidavit: Is it in jacket? _____

To whom is personal information releasable? _____

Miscellaneous

Comments: Victim of hazing/abuse? _____

Congressional interest? _____

Has midshipmen received fair and positive counseling/leadership from chain of command? _____

Anything unusual about this case? _____

Is Performance Jacket complete and up-to-date? Yes / No (explain) _____

MIDSHIPMAN SUMMARY SHEET CONTINUED

COMPANY OFFICER'S COMMENTS AND RECOMMENDATIONS:

Date

Company Officer's Signature

BATTALION OFFICER'S COMMENTS AND RECOMMENDATIONS:

Date

Battalion Officer's Signature

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MIDSHIPMAN SUMMARY SHEET CONTINUED

DEPUTY COMANDANT'S COMMENTS AND RECOMMENDATIONS:

Date

Deputy Commandant's Signature

COMMANDANT OF MIDSHIPMEN COMMENTS AND RECOMMENDATIONS:

Date

SUPERINTENDENT INTERVIEW IS/IS NOT RECOMMENDED.

Commandant's Signature

USNA BBA 1920/60 (Rev.03/2008)

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Routine Uses: None

Disclosure: Voluntary; however, failure to provide information may handicap processing the individual for resignation or separation.

EVALUATION FOR CONSIDERATION FOR OTHER FUTURE OFFICER TRAINING

NAME: _____ ALPHA #: _____ CLASS: _____

COMPANY OFFICER RECOMMENDATION: (Place an X for appropriate recommendation)

_____ Highly recommended

_____ Recommended as an AVERAGE CANDIDATE

_____ Should not be considered without weighing "needs of the service" against the reasons for this disenrollment

_____ Recommended IF physical defects are corrected or if such defects are not disqualifying for other programs

_____ DEFINITELY NOT RECOMMENDED FOR OTHER OFFICER TRAINING (DD FORM 785)

_____ NOT RECOMMENDED FOR ENLISTMENT IN USN/USNR

_____ OTHER REMARKS: _____

Company Officer's Signature / Date

BATTALION OFFICER RECOMMENDATION: (Place an X for appropriate recommendation)

_____ Highly recommended

_____ Recommended as an AVERAGE CANDIDATE

_____ Should not be considered without weighing "needs of the service" against the reasons for this disenrollment

_____ Recommended IF physical defects are corrected or if such defects are not disqualifying for other programs

_____ DEFINITELY NOT RECOMMENDED FOR OTHER OFFICER TRAINING (DD FORM 785)

_____ NOT RECOMMENDED FOR ENLISTMENT IN USN/USNR

_____ OTHER REMARKS: _____

Battalion Officer's Signature / Date

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EVALUATION FOR CONSIDERATION FOR OTHER FUTURE OFFICER TRAINING

NAME: _____ ALPHA #: _____ CLASS: _____

DEPUTY COMMANDANT RECOMMENDATION: (Place an X for appropriate recommendation)

_____ Highly recommended

_____ Recommended as an AVERAGE CANDIDATE

_____ Should not be considered without weighing "needs of the service" against the reasons for this disenrollment

_____ Recommended IF physical defects are corrected or if such defects are not disqualifying for other programs

_____ DEFINITELY NOT RECOMMENDED FOR OTHER OFFICER TRAINING (DD FORM 785)

_____ NOT RECOMMENDED FOR ENLISTMENT IN USN/USNR

_____ OTHER REMARKS: _____

Deputy Commandant's Signature / Date

COMMANDANT'S RECOMMENDATION: (Place an X for appropriate recommendation)

_____ Highly recommended

_____ Recommended as an AVERAGE CANDIDATE

_____ Should not be considered without weighing "needs of the service" against the reasons for this disenrollment

_____ Recommended IF physical defects are corrected or if such defects are not disqualifying for other programs

_____ DEFINITELY NOT RECOMMENDED FOR OTHER OFFICER TRAINING (DD FORM 785)

_____ NOT RECOMMENDED FOR ENLISTMENT IN USN/USNR

_____ OTHER REMARKS: _____

Commandant's Signature / Date

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VOLUNTARY RESIGNATION BRIEFING SHEET

1. You have been provided a copy of a sample resignation letter (enclosure (6)). It is your responsibility to prepare your own letter using the format in the sample. The letter submitted by you should be typed in smooth form on plain bond paper. In paragraph two of your letter, you will briefly discuss your reasons for resignation. Use the appropriate paragraph 3 or 6, depending on your prior service status and your financial status.
2. The references in paragraph 3 of the sample letter are available in the Midshipmen Personnel Office and you are advised to read them. The contents of these references are discussed briefly below:
 - a. Any person whose initial entry into a military service is on or after 1 June 1984 shall serve a period of eight (8) years from the date of enlistment or appointment, unless he/she is sooner discharged.
 - b. The above applies to midshipmen as follows:
 - (1) A midshipman entering the Naval Academy from civilian status who is separated prior to commencement of the Second Class Academic year is returned to civilian status and is then subject to the draft under the Universal Selective Service Act (male only).
 - (2) Any midshipman entering the Naval Academy from civilian status who is separated after commencement of the Second Class Academic year will normally be assigned to active duty in the U.S. Naval Reserve for a specified number of years (depending on the individual's status at the time of separation).
 - (3) Any midshipman entering the Naval Academy from an enlisted status will be returned to that enlisted status upon separating from the Naval Academy if they have more than one (1) year remaining on their enlisted contract.
3. Report to the Midshipmen Disbursing Office to obtain a Letter of Indebtedness. This will be used by you to determine which statement in paragraph six (6) of your resignation letter will be used. Include the Letter of Indebtedness with your resignation letter when you give it to your Company Officer.
4. Make an appointment to interview with one of the Naval Academy Chaplains. Include the Chaplain Interview Sheet (enclosure (7)), with your resignation letter when it is given to your Company Officer.
5. Deliver your resignation letter, Letter of Indebtedness, and the Chaplain Interview Sheet to your Company Officer and discuss your intention to resign. Your Company Officer will initiate the processing of your resignation and forward your performance jacket to the Battalion Officer for review. When the Battalion Officer completes the review, the performance jacket will be returned to the Company Officer for forwarding to the Midshipmen Personnel Office. From this point, it normally takes five to eight workdays for your resignation package to go through the administrative process.
6. At this point, your Company Officer will schedule you for a separation physical with Bancroft Medical. After your separation physical is scheduled, report to the Midshipmen Personnel Office to obtain a check-out sheet to begin the check-out process. You may start the check-out process on a "not to interfere basis" with your normal company routine and continue attending classes.
7. After all appropriate signatures are obtained on your check-out sheet, return to the Midshipmen Personnel Office to schedule an appointment(s) with the Deputy Commandant and Commandant (if required). After interview(s) are complete, your resignation request will be returned to the Midshipmen Personnel Office who will forward your request to the Superintendent and notify you if the Superintendent wishes to see you for an interview.
8. When your resignation request has been signed by the Superintendent, you will be notified to report to the Midshipmen Personnel Office who will place you in a leave-pending separation status. You should be ready to leave Bancroft Hall within 48 hours, not including weekends.

Enclosure (5)

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9. YOU WILL MUSTER IN MIDSHIPMEN PERSONNEL OFFICE AT 0845, 1300 AND 1530 EACH DAY DURING YOUR CHECK-OUT PROCESS.

10. You will be placed in a leave-pending separation status when your indebtedness to the government has been paid (if applicable), or arrangements have been made with the Midshipmen Disbursing Office for payback. When placed in a leave-pending separation status, your pay as a midshipman will be stopped. If you do not have money to pay your indebtedness, you can request assignment to Naval Support Activity Annapolis where you will continue to receive pay as a midshipman until your indebtedness has been paid or final separation authority is received from SECNAV.

11. It takes approximately three to four months to completely process your separation. When your separation has been approved, the appropriate documents will be forwarded to you at the address you provided during the check-out process. The Midshipmen Disbursing Office will also close out your account and mail you a check for any money remaining in your account.

NOTE: Deviation from the above process will occur only in the most unusual circumstances. If you have any questions concerning your resignation or the status of it, contact the Midshipmen Personnel Office at extension 37000.

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SAMPLE MIDSHIPMAN VOLUNTARY RESIGNATION LETTER

Date: _____

From: Midshipman _____ Class, _____, USN
 To: Superintendent, United States Naval Academy

Subj: VOLUNTARY RESIGNATION

1. I hereby tender my voluntary resignation as a midshipman at the United States Naval Academy.
2. Specify in your own words your reasons for coming to the Naval Academy, your reasons for resigning, and your future plans or goals. State in paragraph form. Please be as brief as possible and make sentences coherent.
3. The contents of Department of Defense Directive 1332.23 series, Service Academy Disenrollment; OPNAVINST 1531.7 series, U.S. Naval Academy Midshipmen Disenrollment; and MILPERSMAN articles 1133-010 and 1531-030 have been explained to me and I understand the military service requirements imposed upon me by these directives, and by Section 651, Title 10 U.S. Code.

4. Add one of the following sentences - depending on whether or not you had prior enlisted service:

a. (3/C and 4/C Midshipmen with no Prior Service)

I understand I will not be assigned to the Naval Reserve, and that upon termination of my status as a midshipman, I will be subject to induction into active military service under the Military Selective Service Act.

OR

b. (Any Prior-Service Midshipmen)

I have a remaining active duty obligation in the _____ until _____ and a remaining inactive duty obligation in the _____ until _____.

OR

c. (For 2/C and 1/C Midshipmen)

I understand I have incurred a two/three year active duty or monetary obligation by entering Second/First Class Academic Year.

5. I understand the submission of this resignation may be prejudicial in the event that I subsequently apply for a Navy officer-producing program. I further acknowledge that future enrollment in any Navy-subsidized educational program will be precluded in all but the most unusual circumstances.
6. I understand this resignation, whether or not accepted, may only be withdrawn in writing and that once I have departed the Naval Academy on leave-pending separation it may only be withdrawn with the consent of the higher reviewing authority to whom the resignation has been forwarded or a person in the reviewing chain superior to him.

Choose one – depending on status of your midshipman pay account.

7. I am not in debt to the government.

OR

I am in debt to the government, but will have sufficient funds on-hand to liquidate this indebtedness.

 Signature

Enclosure (6)

PRIVACY ACT STATEMENT

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Authority: 10 USC 1475 to 1480 and 2771, 38 USC 1970, and 44 USC 3101.

Principal Purpose: This form is used to provide information to the chain of command concerning resignations or separations. It shows the name, address, and other personal information of the member submitting the information.

Routine Uses: None

Disclosure: Voluntary; however, failure to provide information may handicap processing the individual for resignation or separation.

CHAPLAIN'S INTERVIEW SHEET

Date _____

From: Chaplain _____

To: Superintendent

Subj: RESIGNATION REQUEST ICO MIDN _____, Class _____,

(Last, First, MI)

Company # _____, Alpha # _____

1. Summary. _____

2. Recommendation. _____

3. Personal Observation. _____

Chaplain's Signature

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PRIVACY ACT STATEMENT

Authority: 10 USC 1475 to 1480 and 2771, 38 USC 1970, and 44 USC 3101.

Principal Purpose: This form is used to provide information to the Chain of Command concerning resignations or separations. It shows the name, address, and other personal information of the member submitting the information.

Routine Uses: None

Disclosure: Voluntary; however, failure to provide information may handicap processing the individual for resignation or separation.

SEPARATION LEAVE REQUEST

THIS SERVES AS MIDN IDENTIFICATION NOT TO EXPIRE BEFORE _____,
FOR FURTHER INFO CALL THE MIDSHIPMEN PERSONNEL OFFICE AT 410-293-7000.

FROM:
NAME _____, CLASS _____, COMPANY _____
(Last, First, MI)

HOME ADDRESS _____ PHONE # _____

TO: Commandant of Midshipmen

1. I respectfully request leave-pending separation beginning _____
and ending upon DISCHARGE or RECALL. _____ Date / Time

AGREEMENT TO WAIVE PAY AND ALLOWANCES -

I, Midshipman _____, U.S. Navy _____
(SSN)

for and in consideration of the privilege of being granted leave-pending separation from the U.S. Naval Academy, do hereby voluntarily and expressly waive, from this date forward, any pay and allowances which would otherwise accrue during the period I am on leave pending separation. It is my understanding that on final settlement, I will receive any travel allowance normally due me plus the balance of funds accumulated in my account prior this date, less any indebtedness to the government.

Signature

Before me, the undersigned officer, personally appeared Midshipman _____
who acknowledged the foregoing agreement as his/her true and voluntary act and subscribed the same in my presence.

Signature Date

You are hereby granted authority to travel to your home of record pending final separation from the U.S. Naval Academy. Travel performed under this authorization is entirely voluntary. In the event you should be recalled to the U.S. Naval Academy, all travel performed will be at your own expense.

Approved Midshipmen Personnel Officer

DEPARTED _____
Date / Time Signature (MCBO, MCMO, OOW)