10 ~~August~~ July 2012

MEMORANDUM

From: LT Linda Hilton, USN
To: Commandant of Midshipmen
Via: Deputy Commandant of Midshipmen

Subj: MAJOR REVISIONS TO MIDSHIPMAN VOLUNTARY RESIGNATION, INVOLUNTARY SEPARATION AND QUALIFIED RESIGNATION PROCEDURES

Encl: (1) COMDTMIDNINST 1920.1E

1. Cover Letter/Signature Page

a. Revised enclosure (3) procedure 11, during Plebe Summer AOIC and OIC. Procedure 12, During Plebe Summer TANGO OIC and AOIC. Procedure 13, During Plebe Summer, TANGO check-out sheet.

b. Revised Action 4 d. The Company Officer will complete the summary portion of enclosure (4). The Midshipman will be interviewed by the Chaplain, Battalion Senior Enlisted (SEL) or Company SEL, Company Officer, and Battalion Officer. During Plebe Summer, TANGO company procedures require AOIC and OIC input on enclosure (4) Summary/Interview Sheet.

c. Revised Action 4 (2) e. After the Battalion Officer or Plebe Summer Tango AOIC and OIC have interviewed the Midshipmen, enclosure (4) shall be returned to the Midshipman Personnel Office who will then forward to the Commandant.

d. Revised enclosure (4) Summary/Interview Sheet Company Officer Reason for Separation, added Voluntary Resignation, Qualified Resignation and Involuntary Resignation blocks. Also, added If Applicable, TANGO OIC and AOIC interview comments.

2. Point of Contact for any questions is LT Linda Hilton, 293-7134.

Very Respectfully,

L. C. HILTON