



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 1920.1B
MIDNPERS
14 March 2000

COMDTMIDN INSTRUCTION 1920.1B

From: Commandant of Midshipmen

Subj: CHECKOUT PROCEDURES FOR MIDSHIPMEN INVOLUNTARY SEPARATIONS
AND QUALIFIED RESIGNATIONS

Ref: (a) Separation Leave Request (USNA-BEA-105,0/03)

Encl: (1) Instructions for Midshipmen Being Involuntarily
Separated or Who Have Submitted a Qualified
Resignation

- (2) Summary Sheet
- (3) Interview Sheet

1. Purpose. To issue checkout procedures for the administrative processing of midshipmen involuntary separations and qualified resignations.

2. Cancellation. COMDTMIDNINST 1920.1A. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Discussion.

a. Involuntary separations will include any separation that is not voluntary, e.g. conduct, honor, medical, academic, etc.

b. A Qualified Resignation may be submitted when a midshipman who has an alleged violation of the Conduct Code pending, admits the substantial truth of the allegation, and has been recommended for separation by the Commandant.

c. The sensitive nature of midshipmen involuntary separations dictates the need to ensure that the midshipman is properly counseled during the checkout process.

4. Action. Upon notification that a midshipman is to be involuntarily separated (or a Qualified Resignation has been submitted), the following procedures will apply:

a. The midshipman will report to Midshipmen Personnel to complete the necessary separation documents and also receive enclosures (1) through (3) and a checkout sheet. The midshipman will continue with normal company routine.

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b. The midshipman will be interviewed by the Chaplain, Battalion Enlisted Advisor (if fleet service for the midshipman is possible), Company Officer and the Battalion Officer. The Company Officer will complete enclosure (2) and all interviewers will make appropriate comments on

enclosure (3). Refrain from comments such as ... "Due to the downsizing of the Navy, the enlisted obligation will probably be waived..."

(1) A Chaplain will interview all separating midshipmen.

(2) The Battalion Senior Enlisted Advisor will interview the midshipman if fleet-service is possible, and will discuss the opportunities for life in the fleet.

(3) During the Company Officer interview, future plans of the midshipman should be discussed. If plans include further schooling, advise the midshipman to make an appointment with the Associate Dean for Academic Affairs in order to assist with the academic transition to another school. Additionally, the midshipman should be advised to contact the Registrar's Office to obtain his/her transcript.

c. After the Battalion officer has interviewed the midshipman, enclosures (2) and (3) shall be returned to Midshipmen Personnel who will then provide them to the Deputy Commandant. The Deputy will document comments on enclosure (3) and forward to the Commandant. The interview sheet should then be returned to Midshipmen Personnel for retention.

d. When the midshipman has completed the checkout sheet and interviews have been conducted, the midshipman will be sent on Separation Pending Leave, if authorized, until final discharge authorization has been received.

e. Midshipmen who are being separated involuntarily by a Medical Board will be handled on an individual basis as to whether they may stay until the end of the current semester.

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5. Company officers will maintain accountability of all midshipmen undergoing the separation process. This includes midshipmen TAD to Anacostia Naval Station. Midshipmen TAD to Anacostia must be contacted weekly by their Company Officer.


N. G. SCHLAICH
Deputy Commandant

Distribution:

C-4

MIDN PERS {100 copies of enclosures (1) through (3)}

INSTRUCTIONS FOR MIDSHIPMEN BEING INVOLUNTARILY SEPARATED
OR WHO HAVE SUBMITTED A QUALIFIED RESIGNATION

1. The checkout process averages 5 or 6 working days.
2. Attached is an interview sheet which you must take to your company officer. You will receive a checkout interview from Chaplain, Battalion Senior Enlisted Advisor, Company Officer, Battalion Officer, and the Deputy Commandant.
3. Midshipmen Personnel will schedule a separation physical with Medical for you.
4. After completing some necessary separation documents you will be given a checkout sheet. It's mandatory that this checkout sheet be completed prior to commencing separation leave.
5. You will continue normal routine with your company. In addition, you are required to muster with Midshipmen Personnel room 4001, each work day at 0830, 1300 and 1530.

6. Once the check-out sheet and all interviews have been completed, you will be placed on Separation Pending Leave if authorized. Midshipmen Personnel will schedule your flight arrangements if needed.

Enclosure (1)

SUMMARY SHEET FOR MIDSHIPMEN BEING INVOLUNTARILY SEPARATED
OR WHO HAVE SUBMITTED A QUALIFIED RESIGNATION
TO BE COMPLETED BY COMPANY OFFICER

Name:

_____ Date

Alpha/Company:

Hometown:

Reason for separation:

Unresolved Honor/Conduct cases:

Military Performance Summary:

Academic/Athletic Summary:

Parental Issues: Do they know? Who told them? Has chain of command spoken to parents regarding separation?

Privacy Act Disclosure Affidavit: Is it in jacket? To whom personal information releasable?

Miscellaneous comments: (Victim of hazing/abuse? Minority issues? Congressional interest? Has midshipman received fair and positive counseling/leadership from chain of command? Anything unusual about this case?)

What are midshipman's future plans?

If plans include further schooling, was the midshipman advised to make an appointment with the Associate Dean for Academic Affairs to assist with the academic transition?

Was the midshipman advised to talk with the Registrar's Office to obtain transcript?

Is Performance Jacket complete and up to date? YES / NO (Explain)

Enclosure (2)

OR WHO HAVE SUBMITTED A QUALIFIED RESIGNATION

CHAPLAIN INTERVIEW COMMENTS:

CHAPLAIN Date

(COMPLETE IF FLEET SERVICE IS A POSSIBILITY)

BATTALION SENIOR ENLISTED ADVISOR INTERVIEW COMMENTS:

SENIOR ENLISTED ADVISOR Date

COMPANY OFFICER'S INTERVIEW COMMENTS:

COMPANY OFFICER Date

Enclosure (3)

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INTERVIEW SHEET (CONTINUED)

BATTALION OFFICER'S INTERVIEW COMMENTS:

BATTALION OFFICER

Date

DEPUTY COMMANDANT'S INTERVIEW COMMENTS:

DEPUTY COMMANDANT

Date

Enclosure (3)

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