



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1920.1E CH-1  
MIDPERS  
4 Nov 11

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1920.1E CHANGE TRANSMITTAL 1

Subj: MIDSHIPMEN VOLUNTARY RESIGNATION, INVOLUNTARY SEPARATION, AND  
QUALIFIED RESIGNATION PROCEDURES

Encl: (1) Revised enclosure (1)

1. Purpose. To publish change 1 to the basic instruction.
2. Background. Revised enclosure (1) added a via line to the voluntary resignation letter format.
3. Action. Remove enclosure (1) of the basic instruction and replace with the revised enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to be "C. A. Carroll", is positioned above the typed name.

C. A. CARROLL  
By direction

Distribution:  
Non-Mids (Electronically)

VOLUNTARY RESIGNATION LETTER FORMAT

XX Month YEAR

From: Midshipman \_\_\_\_\_ Class, First M.I. Last Name, USN  
To: Superintendent, United States Naval Academy  
Via: Commandant of Midshipmen, United States Naval Academy

Subj: VOLUNTARY RESIGNATION

1. I hereby tender my resignation as a Midshipman at the U.S. 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 brief as possible and make sentences coherent.>
3. The contents of DODI 1304.25 (Fulfilling the Military Service Obligation); DODD 1332.23 (Service Academy Disenrollment); SECNAVINST 1531.4 (U.S. Naval Academy Midshipmen Disenrollment); and MILPERSMAN articles 1133-010 and 1531-020 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.
  - b. (Any Prior-Service Midshipmen). I have a remaining active duty obligation in the \_\_\_\_\_ until \_\_\_\_\_ and a remaining inactive duty obligation in the \_\_\_\_\_ until \_\_\_\_\_.
  - 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.
7. Choose one: - depending on the status of your Midshipman pay account
  - a. I am not in debt to the government.
  - b. I am in debt to the government, but will have sufficient funds on-hand to liquidate this indebtedness.

Very respectfully,

\_\_\_\_\_  
First M.I. Last Name

Enclosure (1)