

16 August 2011

MEMORANDUM

From: Midshipmen Personnel Officer
To: Commandant of Midshipmen
Via: Deputy Commandant of Midshipmen

Subj: MAJOR REVISIONS TO COMDTMIDNINST 1920.1E

Encl: (1) USNAINST 1920.1C
(2) COMDTMIDNINST 1920.1D
(3) COMDTMIDNINST 1920.1E

1. Paragraph 1, Purpose. Overall purpose of revised instruction more clearly defined.

2. Paragraph 3, Discussion.

- a. Added Voluntary Separation definition.
- b. Updated Involuntary Separation Process.
- c. Revised Qualified Resignation definition.
- e. Added resignation time approximation.

f. Added information for group out-briefing for Involuntary Separations.

3. Additions to Paragraph 4, Action.

a. In case of a Voluntary or Qualified Resignation, a Midshipman should immediately notify the company officer of his or her intent to resign. If the Midshipman is not deficient and eligible for a Voluntary Resignation, the company officer should sent the Midshipman to the Midshipmen Personnel Office. However, if the Midshipman is delinquent and only eligible for a Qualified Resignation, the company officer should send the Midshipman to Commandant Legal Office for referral to legal counsel.

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

j. Once final approval is received from the separation authority concerning resignation, the Midshipmen Personnel Officer will comply with reference (d) in making entries on DD Form 214, Certificate of Release or Discharge from Active Duty, and a Letter of Indebtedness. Once completed, a completed copy of the resignation file will be forwarded to the Office of the Registrar for retention.

Subj: MAJOR REVISIONS TO COMDTMIDNINST 1920.1D

4. Revisions to Paragraph 4, Action.

c. 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 Company Officer will complete the summary portion of enclosure (3). The Midshipman will be interviewed by the Chaplain, Senior Enlisted Leader (SEL), Company Officer and the Battalion Officer. All interviewers will make appropriate comments on the enclosure. The Midshipman Personal Statement included in enclosure (3) is an optional form and although the chain of command can encourage the midshipman to provide this valuable information, no midshipman is required to provide the completed statement.

(1) If fleet service is possible, the Battalion SEL will discuss opportunities for life in the fleet with the Midshipman. Fleet service is a possibility for a resigning midshipman if the midshipman has a prior service obligation or has incurred a military obligation based on having gone past the first day of his second class year. Consult with Midshipmen personnel to confirm if there is a military obligation for the detaching midshipman.

5. Added Paragraph 5, Separation Authority

6. Added enclosures (1) through (3).

7. Enclosure (4) was updated to include parent's feedback upon notification.

8. Added enclosures (5) and (6).

9. Summary - Prior to the establishment of COMDTMIDNINST 1920.1E, a USNA Instruction (USNAINST 1920.1C) and a Commandant Instruction (COMDTMIDNINST 1920.1D) defined the process for three different kinds of resignations: Voluntary, Involuntary, and Qualified Resignations. Two separate instructions from two different sources delineating three different processes created too many opportunities for confusion. By consolidating the two instructions and better explaining the separation process, we have created a sole source of information and direction.