



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 read "C. A. Carroll", is positioned above the typed name.

C. A. CARROLL
By direction

Distribution:
Non-Mids (Electronically)



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COMDTMIDNINST 1920.1E
MIDPERS
23 Aug 11

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1920.1E

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

Ref: (a) 10 USC 6963/6962
(b) DoD Directive 1332.23
(c) SECNAVINST 1531.4
(d) MILPERSMAN 1531-020
(e) Record of Disenrollment from Officer Candidate-Type Training (DD Form 785)
(f) BUPERSINST 1900.8B

Encl: (1) Voluntary Resignation Letter Format
(2) Qualified Resignation Letter Format
(3) Resignation/Separation Procedures and Responsibilities
(4) Summary/Interview Sheet
(5) Information for Separating Midshipmen
(6) Separation Leave Request

1. Purpose. To issue checkout procedures for Midshipmen separating from the Naval Academy through Voluntary Resignation or Involuntary Separation due to academic board or Superintendent's decision pursuant to references (a) through (d). Qualified Resignations in lieu of conduct, honor, or aptitude boards are considered involuntary separations and are covered by this instruction.

2. Cancellation. COMDTMIDNINST 1920.1D and USNAINST 1920.1C. This instruction is a complete revision and should be reviewed in its entirety.

3. Discussion

a. Voluntary Resignations will include any separation initiated by a Midshipman in good standing in every area, including performance, conduct, academic, and physical education (PE). This separation is voluntary, meaning there are no charges pending against the Midshipman and the Midshipman has no major deficiencies.

b. Involuntary Separations will include any separation that is not voluntary, including separations due to performance, conduct, honor, academic, PE, or other deficiencies. For academic and PE separations, upon the completion of the Academic or PE Board, a record of the board's findings will be sent to the Midshipmen Personnel Office by the Board's President. Upon receipt of the findings, the Midshipmen Personnel Office will organize a group out-briefing for Midshipmen being separated for academics or PE. An agenda for the out-briefing will be forwarded to the separating Midshipmen and their chains of command.

c. Qualified Resignations may be submitted when a Midshipman who has an alleged violation of the Brigade of Midshipmen Honor Concept or the

Administrative Performance and Conduct System, admits the substantial truth of the allegation(s), and elects to resign rather than allow administrative action to be taken regarding the allegation(s). Qualified Resignations may result in a General (Under Honorable Conditions) Discharge, which is a less favorable discharge than an Honorable Discharge. A General (Under Honorable Conditions) Discharge may adversely affect a Midshipman's rights to certain government entitlements or employment.

d. The sensitive nature of Midshipmen separations dictates the need for thorough administrative processing and to ensure Midshipmen are properly counseled during the checkout process.

e. Separations will be processed expeditiously at all levels. Approximately five working days are required for the checkout process to be completed. Disposition of Midshipmen disenrolled from the Naval Academy will be in accordance with references (a) through (d).

4. Action. Upon notification that a Midshipman is to be Involuntarily Separated, Voluntarily Separated, or that a Qualified Resignation has been submitted, the following procedures will apply:

a. In the case of a Voluntary or Qualified Resignation, a Midshipman will 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 send 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 the Office of Legal Counsel in Dahlgren Hall for referral to legal counsel. Upon notification, the Company Officer will provide the Midshipman with the appropriate Letter of Resignation format (enclosure (1) or (2)).

b. The Company Officer or Senior Enlisted Leader shall accompany the Midshipman to the Midshipmen Personnel Office to complete the necessary separation documents and also receive enclosure (3).

c. Midshipmen will be specifically counseled that they are expected to comply with all regulations 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 (4). The Midshipman will be interviewed by the Chaplain, Battalion Senior Enlisted Leader (SEL) or Company SEL, Company Officer and the Battalion Officer. All interviewers will make appropriate comments on the enclosure. The Midshipman Personal Statement, included in enclosure (4), is an optional form and although the chain of command should encourage the Midshipman to provide this valuable information, no Midshipman is required to provide a statement.

(1) If fleet service is possible, the Battalion or Company 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. The chain of command should comment on whether they believe the disenrolled Midshipman should be permitted to repay educational benefits incurred through active enlisted service.

(2) 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.

e. After the Battalion Officer has interviewed the Midshipman, enclosure (4) shall be returned to the Midshipmen Personnel Office who will then forward it to the Deputy Commandant. The Deputy Commandant will make his/her recommendations and forward enclosure (4) to the Commandant. Upon completion by the Commandant, it will be returned to the Midshipmen Personnel Office.

f. When the Midshipman has completed the checkout sheet and interviews have been conducted and his/her package has been signed by the Commandant, he/she may request to be placed in a Leave-Pending Separation status utilizing enclosure (6) until final discharge authorization has been received.

g. Midshipmen being involuntarily separated due to Medical Board findings will be handled on a case-by-case basis in determining whether they may continue classes until the end of the current semester.

h. Company Officers are responsible for the accountability of all Midshipmen. This includes Midshipmen TAD to Naval District Washington (NDW) and Naval Station Annapolis (NSA). Midshipmen TAD to NDW and NSA must be contacted weekly by their Company Officer.

i. Reference (e) is used in connection with subsequent application for an officer accession program and will be prepared by the Midshipmen Personnel Office. Reference (e) 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, the Midshipmen Personnel Officer will comply with reference (f) in making entries on DD Form 214, Certificate of Release or Discharge from Active Duty. Once completed, a completed copy of the resignation file will be forwarded to the Office of the Registrar for retention.

5. Separation Authority. The following is the appropriate separation authority based on the nature of the resignation:

a. Secretary of the Navy. Voluntary Resignation of Midshipmen who have incurred an obligation due to educational benefits received.

b. Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)).

(1) Voluntary Resignation of Midshipmen who have a prior service obligation of greater than 12 months.

(2) Qualified Resignation for Midshipmen who have a prior service obligation of greater than 12 months.

(3) Qualified Resignation of Midshipmen who have incurred an obligation due to educational benefits received.

(4) Involuntary Separation (aptitude, conduct, honor, physical education or academics) of Midshipmen who have a prior service obligation of greater than 12 months.

(5) Involuntary Separation (aptitude, conduct, honor, physical education or academics) of Midshipmen who have incurred an obligation due to educational benefits received.

c. Superintendent. All other cases not addressed by the Secretary of the Navy or ASN (M&RA)

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



C. A. CARROLL
By direction

Distribution:
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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)

COMDTMIDNINST 1920.1E
23 Aug 11

QUALIFIED RESIGNATION LETTER FORMAT

XX Month YEAR

From: Midshipman _____ Class First M.I. Last Name USN, SSN XXX-XX-1234, Class of _____
To: Secretary of the Navy
Via: (1) Superintendent, U.S. Naval Academy
(2) Chief of Naval Personnel

Subj: QUALIFIED RESIGNATION

Ref: (a) COMDTMIDNINST 1610.2E
(b) MILPERSMAN 1531-020

1. I hereby tender my resignation as a Midshipman at the U.S. Naval Academy.
2. I understand that charges alleging violations of the Administrative Conduct System (reference (a)) have been levied and are pending against me. My rights with regard to the processing of these charges have been fully explained to me. With respect to violating the Administrative Conduct System, I admit the substantial truth of the allegations of: [List Charges]. Understanding my rights in this regard, I am submitting this resignation.
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. I understand that through this resignation, I may be discharged from the Naval Service with a General (Under Honorable Conditions) Discharge. I understand that a General (Under Honorable Conditions) Discharge is a less favorable discharge than an Honorable Discharge, and that a General (Under Honorable Conditions) Discharge may adversely affect my rights to certain government entitlements or employment. I have consulted with counsel regarding the nature of a General (Under Honorable Conditions) Discharge and the potential effects it may have on my future.
5. I understand the submission of this resignation may be prejudicial in the event that I subsequently apply for a Navy officer producing program or enrollment in any Navy subsidized educational program.
6. I further 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 (2)

RESIGNATION/SEPARATION PROCEDURES AND RESPONSIBILITIES

	<u>WORKING PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>DAY</u>
1	Notify Company Officer of intent to resign/ Midshipman notified of intent to separate.	Company Officer/ Midshipman	1
2	Inform Midshipman that he or she is expected to comply with all regulations until placed in a Leave- Pending Separation status.	Company Officer	1
3	Review Performance Jacket to ensure all information is correct and filed chronologically under the appropriate tab. Hand-deliver jacket to MIDPERS.	Company Officer	1
4	If resigning, direct Midshipman to write resignation letter prior to reporting to the MIDPERS. Respective samples are located in enclosures (1) and (2) of COMDTMIDNINST 1920.1E.	Company Officer	1
5	If resigning, direct Midshipman to MIDPERS if eligible for voluntary resignation. Direct to the Office of Legal Counsel in Dahlgren Hall if eligible for qualified resignation.	Company Officer/ Midshipman	1
6	Physically accompany Midshipman to MIDPERS to verify chain of command acknowledgment of intent to resign.	Company Officer/ SEL	1
7	Brief Midshipman on contents of COMDTMIDNINST 1920.1E and provide resignation packet/instruction.	MIDPERS	1
8	Complete summary portion of enclosure (4) of COMDTMIDNINST 1920.1E. This is not to be confused with the Company Officer Resignation Interview.	Company Officer	2
10	Schedule Physical Examination	Company Officer/ Midshipman	2
11	Direct Midshipman to commence resignation interviews with the SAPR, Chaplain, Battalion or Company Senior Enlisted Leader, Company Officer, and Battalion Officer.	Company Officer	2
12	Complete resignation interview process and ensure enclosure (4) of COMDTMIDNINST 1920.1E is complete through the Battalion Officer Interview Comments section.	Company Officer/ Midshipman	2-4
13	Return to MIDPERS to receive check-out sheet. Midshipman may start check-out procedures on a not- to-interfere basis with their regular routine.	Company Officer/ Midshipman	2-4
14	Conduct Deputy Commandant review and interview, if desired, and document comments on enclosure (4) of COMDTMIDNINST 1920.1E. Forward Resignation Packet to Commandant.	Deputy Commandant	4
15	Conduct Commandant review and interview, if desired, and document comments on enclosure (4) of COMDTMIDNINST 1920.1E	Commandant	4
16	Return separation package to Midshipman Personnel Office.	Commandant Admin Office	5
17	Following the final interview with the Commandant, voluntary resignee may be put in a Leave-Pending Separation status. Following completion of the check-out process, qualified resignees and those involuntarily separated may be put in a Leave- Pending Separation status.	MIDPERS	5
18	Check-out with the Main Office, Bancroft Hall, and MIDPERS to turn in CAC card and pick-up travel itinerary prior to departing on separation leave.	Company Officer/ Midshipman	5

SUMMARY/INTERVIEW SHEET

To be completed by Company Officer:

Name: _____ Date: _____
Alpha/Company: _____ Hometown: _____
Reason for Separation: _____

Unresolved Honor/Conduct cases: Yes No. Explain: _____

Military Performance Summary: Conduct: _____ Aptitude: _____

Academic/Athletic Summary: _____

Privacy Act Disclosure Affidavit: Is it in the jacket? Yes No. To whom
is personal information releasable? _____

Parental Issues: Do they know? Yes No. Who told them? _____
Has chain of command spoken to parents regarding separation? Yes Not
permitted. If yes, what were their thoughts? _____

Miscellaneous comments: Victim of hazing/abuse? Yes No. Minority
issues? Yes No. Congressional interest? Yes No. Has Midshipman
received fair and positive counseling/leadership from chain of command?
 Yes No. Anything unusual about this case? Yes No. Explain:

What are Midshipman's future plans? _____

If plans include further schooling, was Midshipman advised to make an
appointment with the Associate Dean for Academic Affairs to assist with
academic transition? Yes No. _____

Was the Midshipman advised to talk with the Registrar's Office to obtain a
transcript? Yes No. _____

Is Performance Jacket complete and updated? Yes No. Explain.

Chaplain Interview Comments: _____

Name & Signature: _____ Date: _____

Battalion or Company Senior Enlisted Leader Interview Comments: _____

Name & Signature: _____ Date: _____

Company Officer Interview Comments: _____

Name & Signature: _____ Date: _____

Battalion Officer Interview Comments: _____

Name & Signature: _____ Date: _____

Deputy Commandant's Recommendation

Recoupment: Yes No Not Applicable

- Money
- Service

DD 785 Section IV - Evaluation to be Considered in the Future for Determining Acceptability for Other Officer Training

1. Highly recommended for other officer program.
2. Recommended as an average candidate.
3. Should not be considered without weighing the "needs of the service" against reasons for disenrollment.
4. Recommended if physical defects are corrected or if such defects are not disqualifying from other programs.
5. Definitely not recommended.

Comments: _____

Signature: _____ Date: _____

Commandant's Recommendations

Recoupment: Yes No Not Applicable

- Money
- Service

DD 785 Section IV - Evaluation to be Considered in the Future for Determining Acceptability for Other Officer Training

1. Highly recommended for other officer program.
2. Recommended as an average candidate.
3. Should not be considered without weighing the "needs of the service" Against reasons for disenrollment.
4. Recommended if physical defects are corrected or if such defects are not disqualifying from other programs.
5. Definitely not recommended.

Comments: _____

Signature: _____ Date: _____

INFORMATION FOR SEPARATING MIDSHIPMEN

1. General

a. The checkout process averages five working days. Midshipmen are expected to comply with all regulations until placed in a Leave-Pending Separation status. Failure to do so will jeopardize the privilege of Leave-Pending Separation.

b. Once the checkout process begins, Midshipmen are no longer permitted to attend class, sports practice, or any other extracurricular activities. The foremost priority is to complete the checkout process as quickly as possible. Separating Midshipmen will continue to muster with their company for all formations and will muster with the Midshipman Personnel Office in uniform every day, excluding weekends and holidays, at 1330.

c. Individuals in the process of separating 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 and they are discharged from service, their performance and appearance will continue to reflect upon the Brigade.

2. Company Officer Notification of Intent to Resign. Midshipmen desiring to resign must first notify their Company Officer of their intentions.

a. If the Company Officer determines that the Midshipman is eligible for a Voluntary Resignation, he/she will accompany the Midshipmen to the Midshipmen Personnel Office to begin the separation process.

b. If the Company Officer determines that the Midshipmen is only eligible for a Qualified Resignation, he/she will direct the Midshipmen to the Office of Legal Counsel in Dahlgren Hall before accompanying the Midshipmen to the Midshipmen Personnel Office.

3. Resignation Letters. Voluntary and Qualified Resignations must be requested via a resignation letter. Sample letters for both resignations can be found in enclosures (1) and (2) of COMDTMIDNINST 1920.1E. Resignation letters should be completed prior to the Midshipman reporting to the Midshipmen Personnel Office.

4. SAPR Counseling. All Midshipmen are required to make an appointment with the Sexual Assault Prevention Response Office (SAPRO) at ext. 7738.

5. Separation Physicals. Each separating Midshipmen is required to receive a separation physical. Separation physicals are scheduled by the Midshipman with Brigade Medical.

6. Leave-Pending Separation

a. After chain of command resignation interviews are complete, the separating Midshipman will be given a checkout sheet by the Midshipman Personnel Office. Once the checkout sheet and all interviews have been completed, the Midshipman is to return to the Midshipmen Personnel Office to

receive his or her Separation Leave Request (enclosure (6)) and travel itinerary and to turn in his or her Midshipman Common Access Card (CAC).

b. The granting of leave to separating Midshipmen will be approved on a case-by-case basis. As part of the Separation Leave Request, separating Midshipmen agree to waive all pay and allowances while in a Leave-Pending Separation status. These Midshipmen will, upon final discharge, receive the travel allowances normally due them plus the balance of funds accumulated in their account, less any indebtedness to the government. Midshipmen who do not agree to this waiver of allowances will not be granted separation leave and will instead, be assigned to Transient Personnel Unit, Anacostia, Washington, DC or Naval Station Annapolis until their resignation has been approved by the Secretary of the Navy or Assistant Secretary of the Navy.

c. Separation leave will not be granted until the following provisions are understood and met:

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

(2) Adequate funds are 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 separating Midshipman. The Midshipmen Personnel Office will arrange all transportation.

(3) Separating Midshipmen will only travel in appropriate civilian attire (collared shirt and slacks for men and equivalent female attire for women).

d. When Midshipmen believe that special circumstances warrant the granting of leave prior to completion of the check-out process, a request may be submitted to the Commandant of Midshipmen via the chain of command.

e. Midshipmen are only entitled to emergency treatment at government expense while on separation leave. Should a Midshipman become injured or ill while on leave-pending separation, he or she will take the following actions:

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

(2) If no military facilities are available, obtain the services of a local physician who may direct admission to a civilian hospital.

(3) Midshipmen on leave-pending separation who receive emergency medical treatment will notify the Bancroft Hall Officer of the Watch (OOW) as soon as practicable, providing the name, diagnosis, physician's name, and if hospitalized, the name of the hospital.

7. Contact Information. Midshipmen on leave-pending separation will immediately advise the Midshipmen Personnel Office of any changes to their separation address or phone number.

8. Military Obligation. Per reference (a), the following policies are applicable to separated 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 as 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 reasons 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 or Assistant Secretary of the Navy, 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.

9. 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 in accordance with their Degree Requirements and Agreement to Serve (2 for 7 requirement).

c. 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 returning to or beginning an active enlisted status will be directed to report to 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.

10. Enlisted Paygrade of Disenrolled Midshipmen

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

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. A paygrade 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.

11. 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 will not 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 a 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.

12. Transcript of Academic Work. Arrangements for transcripts must be made through the Office of the Registrar, U.S. Naval Academy, 538 McNair Road, Annapolis, MD 21402-5020.

13. 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.

14. Military Pay Account. The Midshipmen Disbursing Officer is responsible for the final settlement of Midshipmen pay accounts. 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

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to the Midshipmen Disbursing Officer, U.S. Naval Academy, 121 Blake Road, Annapolis, MD 21402-1305.

15. Recall. While in a leave-pending separation status, Midshipmen are subject to recall to the Naval Academy for official reasons. If recalled to the Naval Academy prior to the effective date of separation, it will be at the Midshipman's expense and he or she 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 returning to Naval Academy property. Midshipmen are not authorized to dine in the Wardroom as a guest and may not visit any other Midshipman's room. Should a Midshipman be found in any unauthorized area, he or she will be charged with trespassing and delivered to the appropriate authorities for disposition.

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 _____

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 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)