



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 1920.1H
MIDPERS
JUL 24 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1920.1H

From: Commandant of Midshipmen, U.S. Naval Academy

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

Ref: (a) 10 U.S.C.
(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
(g) COMDTMIDNINST 5400.6U
(h) COMDTMIDNINST 3120.1P

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

1. Purpose. To issue checkout procedures for midshipmen separating from the U.S. Naval Academy (USNA) through voluntary resignation or involuntary separation due to academic board or Superintendent's decision pursuant to references (a) through (h).

2. Cancellation. COMDTMIDNINST 1920.1G.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with the subject regulations and policies listed in references (a) through (h).

4. 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 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 Aptitude Officer will individually out-brief each midshipmen being separated for Academics or PE. An agenda for the out-brief will be forwarded to the separating midshipmen and their chain 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 to ensure the midshipman is properly counseled during the checkout process and thorough administrative processing.

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 USNA will be in accordance with references (a) through (d).

5. Reevaluation and Reappointment (R&R) Program. In accordance with reference (c), this program is tendered only in unusual circumstances to those midshipmen whose overall academic and military performance were significantly above average prior to the event leading to a recommendation for disenrollment.

a. Consideration. Under unusual circumstances, midshipmen being processed for disenrollment for unsatisfactory conduct under reference (a), section 6969, will be considered for the R&R Program by the Superintendent. In unique circumstances, midshipmen who have violated the honor concept also may be considered eligible.

(1) Eligibility will be based on the candidate's overall record, including superior academic achievement, superior military and professional performance, proven leadership ability, and nature and seriousness of the offense(s) which precipitated processing for disenrollment in order to determine an individual's potential for future commissioned service.

(2) Midshipmen recommended for the R&R Program by the Superintendent will be advised in writing and must agree to participate in the program, subject to Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) approval. The Superintendent will forward a recommendation, with disenrollment proceedings, to ASN (M&RA).

b. Discharge and Transfer. Midshipmen who voluntarily agree to participate in this program, and whose participation is approved by ASN (M&RA), will be disenrolled as a midshipman and

either revert to their enlisted status to complete an existing active duty obligation or be transferred to the Navy or Marine Corps.

(1) Participants will serve in the Navy or Marine Corps if they entered USNA from the either service. Midshipmen with no prior enlisted service may request reevaluation in the Navy only.

(2) Participants will be ordered to active duty in an enlisted status for:

(a) Four years in the case of First Class Midshipmen who have completed all academic requirements for graduation;

(b) Three years in the case of First Class Midshipmen who have not completed all academic requirements for graduation; and

(c) Two years in the case of Second Class Midshipmen

c. Reevaluation. Participants shall be ordered to a fleet unit for a specific period of not less than six months and no longer than one year.

(1) During the reevaluation period, the Superintendent shall contact the Unit Commander of program participant to advise them of specific program requirements and maintain active case files on all participants.

(2) Commanding Officers (COs) will closely monitor participant performance and prepare enlisted evaluations every 90 days during the reevaluation period.

d. Reappointment. Upon completion of the reevaluation period, participant may submit an application for readmission to USNA to ASN (M&RA) via the unit CO and the Superintendent.

(1) The CO will forward completed enlisted evaluations to the Superintendent.

(2) Participants must have demonstrated the highest standards of character, patriotism, sense of duty, and personal conduct; have no record of conviction by courts-martial or non-judicial punishment and no record of civil conviction; and they must be recommended for readmission by the CO.

(3) Upon application for readmission, the Superintendent will forward the entire case file and a recommendation to ASN (M&RA) for final decision.

(4) For readmission, participants must meet all USNA eligibility requirements at the time of readmission, and they must have demonstrated a potential for commissioned service.

(5) Participants will be readmitted to USNA to a class consistent with their academic qualifications at the time of readmission, or if they have completed all academic requirements for graduation, they will be graduated from USNA and commissioned.

(6) Participants who fail to meet the standards for reappointment will complete the period of active duty to which ordered under references (a) and (b). Former Fourth and Third Class Midshipmen will be discharged from the Navy if enlisted for the sole purpose of participating in this program.

6. Action. Upon notification that a midshipman is to be involuntarily separated or has submitted a voluntarily or qualified resignation, the following procedures will apply:

a. In the case of a Voluntary or Qualified Resignation, a midshipman will immediately notify the Company Officer and/or Senior Enlisted Leader (SEL) of his or her intent to resign. The Company Officer and/or SEL should escort the midshipman to the Midshipmen Personnel Office for processing. However, if the midshipman is delinquent and only eligible for a Qualified Resignation, the Company Officer and/or SEL should notify the midshipman of his/her right to contact a defense counsel at 3-2268. Upon notification, the Company Officer and/or SEL will provide the midshipman with the appropriate Letter of Resignation format (enclosure (1) or (2)).

b. The Company Officer or SEL will accompany the midshipman to the Midshipmen Personnel Office to complete the necessary separation documents, receive enclosures (3) through (5), and obtain a checkout sheet.

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, Diversity Officer, Battalion SEL or Company SEL, Company Officer, and Battalion Officer. During Plebe Summer, TANGO company procedures require Assistant Officer in Charge (AOIC) and Officer in Charge (OIC) input on enclosure (4). All interviewers will make appropriate comments on the enclosure.

(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 USNA enrollment the first day of classes his/her Second Class year. Consult with Midshipmen Personnel Office 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 or through monetary recoupment.

(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.

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e. After the Battalion Officer or Plebe Summer TANGO AOIC and OIC have interviewed the midshipman, enclosure (4) shall be returned to the Midshipman Personnel Office who will then forward it to the Deputy Commandant. The Deputy Commandant will make his/her recommendation and forward enclosure (4) to the Commandant. Upon completion by the Commandant, it will be returned to the Midshipmen Personnel Office who will forward to the Superintendent's Legal Office for correct processing.

f. When the midshipman has completed the checkout sheet and interviews have been conducted, 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 who are being separated involuntarily by a Medical Board will be handled on an individual case-by-case basis regarding whether they may stay 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 concerning resignation, 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 copy of the resignation file will be forwarded to the Office of the Registrar for retention.

7. 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 (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.

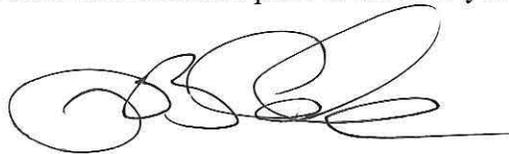
(4) Involuntary Separation (aptitude, conduct, honor, PE or academics) of midshipmen who have a prior service obligation of greater than 12 months.

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

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

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. The Midshipmen Personnel Officer will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



R. B. CHADWICK

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)

VOLUNTARY RESIGNATION LETTER FORMAT

XX Mmm YY

From: Midshipman _____ Class, First M.I. Last Name, USN
To: Superintendent, U.S. Naval Academy
Via: Commandant of Midshipmen, U.S. 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 U.S. 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 U.S. 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,

FI. MI. LAST NAME

Enclosure (1)

24 Jul 18

QUALIFIED RESIGNATION LETTER FORMAT

XX Mmm YY

From: Midshipman Class First Name M.I. Last Name, USN, SSN XXX-XX-1234, Class of YYYY

To: Secretary of the Navy

Via: (1) Commandant of Midshipmen, U.S. Naval Academy
(2) Superintendent, U.S. Naval Academy
(3) Chief of Naval Personnel

Subj: QUALIFIED RESIGNATION

Ref: (a) COMDTMIDNINST 1610.2H
(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 U.S. 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,

FI. MI. LAST NAME

Enclosure (2)

24 Jul 18

RESIGNATION PROCEDURES AND RESPONSIBILITIES

	<u>WORKING PROCEDURE</u>	<u>RESPONSIBILITY</u>	<u>DAY</u>
1	Notify Company Officer of intent to resign.	Resignee	1
2	Inform resignee 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 Midshipmen Personnel Office.	Company Officer	1
4	Direct resignee to write resignation letter prior to reporting to the Midshipman Personnel Office. Respective samples are located in enclosures (1) and (2) of COMDTMIDNINST 1920.1H.	Company Officer	1
5	Direct prospective resignee to Midshipman Personnel Office if eligible for voluntary resignation. Direct to the Office of Legal Counsel in Dahlgren Hall if eligible for qualified resignation.	Company Officer/ Resignee	1
6	Physically accompany midshipman to Midshipman Personnel Office to verify chain of command acknowledgment of intent to resign.	Company Officer or Company Senior Enlisted Leader	1
7	Brief resignee on contents of COMDTMIDNINST 1920.1H and provide resignation packet/instruction.	Midshipmen Personnel Office	1
8	Direct resignee back to Company Officer.	Midshipmen Personnel Office	1
9	Complete summary portion of enclosure (4) of COMDTMIDNINST 1920.1H. This is not to be confused with the Company Officer Resignation Interview.	Company Officer	2
10	Schedule Physical Examination.	Resignee	2
11	Direct resignee to commence resignation interviews with the Chaplain, Diversity Officer, Battalion or Company Senior Enlisted Leader, Company Officer, Battalion Officer and, during Plebe Summer, OIC and AOIC.	Company Officer	2
12	Complete resignation interview process and ensure enclosure (4) of COMDTMIDNINST 1920.1H. is complete through the Battalion Officer Interview Comments section (during Plebe Summer through OIC and AOIC).	Resignee	2-4
13	Return to Midshipmen Personnel Office to receive check-out sheet (during Plebe Summer, TANGO check-out sheet). Midshipman may start check-out procedures on a not-to-interfere basis with their regular routine.	Resignee	2-4
14	Conduct Deputy Commandant review and interview, if desired. Deputy interview of resignee is not required but may be conducted and documented in enclosure (4). Forward Resignation Packet to Commandant of Midshipmen.	Deputy Commandant	4
15	Conduct Commandant of Midshipmen review and interview, if desired, and document comments on enclosure (4) of COMDTMIDNINST 1920.1H.	Commandant of Midshipmen	4
16	Return resignation package to Midshipman Personnel Office.	Administrative Officer of Last Echelon of Review	5
17	Following the final interview with the Deputy Commandant, voluntary resignee may be put in a leave/pending separation status. Following completion of the check-out procedures, qualified resignees and those involuntarily separated may be put in a Leave/Pending Separation status.	Midshipmen Personnel Office	5
18	Check-out with the Main Office, Bancroft Hall, and the Midshipmen Personnel Office prior to departing on separation leave.	Resignee	5

SUMMARY/INTERVIEW SHEET

To be completed by Company Officer:

Name: _____ Date: _____

Alpha/Company: _____ Hometown: _____

Reason for Separation: Voluntary Resignation Qualified Resignation
_____ Involuntary Resignation _____

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

Military Performance Summary: Conduct: _____ Aptitude: _____

Academic/Athletic Summary: _____

Parental Issues: Do they know? Yes No. Who told them? _____. Has chain
of command spoken to parents regarding separation? Yes No

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

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: _____

Diversity Officer Interview Comments: _____

Name & Signature: _____ Date: _____

Battalion or Company Senior Enlisted Leader Interview Comments: _____

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.

Name & Signature: _____ Date: _____

Company Officer Interview Comments:

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.

Name & Signature: _____ Date: _____

Battalion Officer Interview Comments:

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.

Name & Signature: _____ Date: _____

(If Applicable) Plebe Summer AOIC Interview Comments:

Name & Signature: _____ Date: _____

(If Applicable) Plebe Summer OIC 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 of Midshipmen'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: _____

NOTE: Original to be issued by MIDPERS upon midshipman submitting Resignation.

INFORMATION FOR RESIGNING 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 check-out process begins, midshipmen are no longer permitted to attend class, sports practice, or any other extracurricular activities. The foremost priority is to complete the check-out 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 resigning are still midshipmen in the U.S. Navy and as such, must conform to U.S. 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 Luce Hall before accompanying the midshipmen to the Midshipmen Personnel Office.

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

4. Sexual Assault Prevention Response Office (SAPRO). Midshipmen are required to make an appointment with the Sexual Assault Prevention Response Office (SAPRO) POC: Nancy Mandile SAPRO, 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 check-out sheet by the Midshipmen Personnel Office. Once the check-out 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 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 U.S. 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 U.S. 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 U.S. Naval Academy is authorized by SECNAV letter directing disposition as follows:

a. Return to enlisted status provided the midshipman entered the U.S. 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 U.S. Naval Academy from civilian status and is disenrolled prior to beginning of the Second Class academic year.

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 U.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:

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(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 U.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 U.S. Naval Academy. A paygrade of E-3 will be assigned to those midshipmen who entered the U.S. 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 U.S. 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.

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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 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 U.S. Naval Academy for official reasons. If recalled to the U.S. 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 U.S. 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, U.S. Naval Academy

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)