



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 1900.1
24 Apr 17

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1900.1

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL DISENROLLMENT
PROCEDURES

Ref: (a) NAPSINST 5400.1C

Encl: (1) Request for Disenrollment Sheet
(2) Summary/Interview Sheet

1. Purpose. To provide guidance on voluntary and involuntary disenrollment to the Naval Academy Preparatory School (NAPS).
2. Background. NAPS will foster an environment to mentor and guide midshipman candidates (M/Cs) throughout the disenrollment process. This instruction provides instruction on the disenrollment process.
3. Scope. This instruction applies to all NAPS staff and M/Cs.
4. Information
 - a. Voluntary Disenrollment. M/Cs may request voluntary disenrollment from NAPS after the Indoctrination Period.
 - b. Involuntary Disenrollment. M/Cs may be involuntarily disenrolled for the following reasons:
 - (1) Academic deficiencies
 - (2) Honor Concept violations
 - (3) Conduct violations
 - (4) Medical disqualification
 - (5) Unsuitable for military service.
5. In-Lieu of Involuntary Disenrollment. When a M/C, who has an alleged violation of the NAPS Honor Concept or the Performance and Conduct System, admits to the substantial truth of

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the allegation(s) and requests to voluntarily disenroll rather than allow administrative action to be taken regarding the allegation(s), they may forward a request via the chain of command to the Commanding Officer requesting voluntarily disenrollment from NAPS. Such disenrollments 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 M/C's rights to certain government entitlements or employment.

6. Action. The following procedures apply for voluntary and involuntary disenrollment:

a. Voluntary Disenrollment: M/Cs will report to their Senior Enlisted Leader (SEL) to start the process. M/Cs will generally receive an entry level separation (ELS) if they are within the first 180 days of service and an honorable (HON) discharge if after the first 180 days. The M/C will be instructed to file a Request for Disenrollment form and route it through their chain of command beginning with their SEL then their Company Officer. The Company Officer will then meet with the M/C and set up an interview for them with the Chaplain, Dean, and Athletics Director. From there, the Command Senior Chief and Battalion Officer will interview the M/C and will then make recommendations to the Commanding Officer. The Commanding Officer will conduct a final interview with the M/C prior to making a decision. A template for disenrollment is included at the end of this instruction.

b. Involuntary Disenrollment: M/Cs who are recommended for involuntary disenrollment will be subject to a performance review by the Commanding Officer.

(1) Recommendation for Disenrollment. Upon the conclusion of any performance board, to include academic and physical readiness, the Commanding Officer will submit a letter of recommendation for disenrollment to the Superintendent, U.S. Naval Academy, for final approval.

(2) Statement of Appeal. A M/C has five days in which to route a statement of appeal of the Commanding Officer's disenrollment recommendation. The statement of appeal should be addressed to the Superintendent via the Commanding Officer.

(3) Once final approval is received from the separation authority, the M/C will be removed from the battalion and administratively processed for discharge.

7. Separation Process. The checkout process averages ten working days. M/Cs who are in the separation process must conform to Navy regulations and the Uniform Code of Military Justice (UCMJ) until such time as their separations are effected and they are discharged from the naval service. Failure to do so will jeopardize the timeliness of the checkout process and could lead to disciplinary action in accordance with the UCMJ.

a. Once the checkout process begins, the M/C will be separated from the battalion and move to either the Transient Room in Ripley Hall or to a room provided by the Navy Gateway Inns and Suites (NGIS). Marines will check-in with the MARDET and stay in the Marine Corps Barracks on base. The M/C is no longer permitted to attend class, sports practice, or any other extracurricular activities. The priority is to complete the checkout process as soon as possible.

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b. M/Cs in the separation process will complete the NAPS separation checklist. When not actively working on separation checklist items, M/Cs will carry out tasks as directed by the Command Services Department staff.

c. M/C's with prior enlisted service in the Navy or Marine Corps will be returned to their respective enlisted status and rank. They will be transferred to a fleet unit to fulfill their enlisted obligation. Marines will report to the MARDET for billeting and processing.

d. A disenrolled M/C is responsible for their personal gear. NAPS will not be held responsible for loss of such gear. This holds true for a M/C who is separated as well.

e. BAF and uniform debts will be settled before the M/C is separated.

f. Final settlement of the M/C's military pay account is arranged when the Certificate of Release or Discharge from Active Duty (DD214), is issued.

g. M/Cs who do not receive an appointment to USNA at the end of the year are not subject to the appeal process, because the Superintendent of the United States Naval Academy has already exercised his final authority to make a decision. All requests for reconsideration for future enrollment should be made to the Dean of Admissions, USNA.



M. D. DOHERTY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

DATE _____

REQUEST FOR DISENROLLMENT

(NAME) (RATE) (ALPHA CODE) (ENL RATE/EXP DATE)

(NAME OF PARENT/GUARDIAN)(RELATIONSHIP) (FULL ADDRESS)

1. State the primary reason for requesting disenrollment:
(Reason for DOR, intentions after/use additional sheets if required)

2. Why did you originally apply to USNA?

3. Why did you accept to undergo ten months at NAPS?

4. Is there anything that would make you stay at and finish NAPS?

5. What are the three things you liked most about your NAPS experience?

6. What are the three things you disliked most about your NAPS experience?

7. What are five pros and five cons to completing your course of instruction at NAPS and moving on to USNA?

8. What would you recommend to best improve NAPS?

9. I understand that in the submission and approval of this request to disenroll, it may preclude my acceptance for admission to any Navy or Marine subsidized officer program (NROTC, NSI, PLC, etc).

10. PRIVACY ACT STATEMENT. Authority to request this information is derived from Title 5, United States Code 301, "Departmental Regulations." The purpose of the requested information is to ascertain a M/C's specific personal reasons for voluntary disenrollment. Completion of question 1 of this form is mandatory. Failure to provide the requested information may result in an inability to process the disenrollment.

(SIGNATURE)

DATE _____

SUMMARY/INTERVIEW SHEET

To be completed by the Company Officer:

Name: _____ Date: _____

Alpha: _____ Company: _____ Platoon: _____ Hometown: _____

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

Military Performance Summary: Conduct: _____ Aptitude: _____

Parental Issues: Are M/Cs parents informed of separation? Yes No.

Who informed them? _____

Chain of command spoken to parents regarding separation? Yes No.

Miscellaneous comments: Victim of hazing/abuse? Yes No.

Explain: _____

Has M/C received fair and positive counseling/leadership from chain of command? Yes No.

Anything unusual about this case? Yes No.

Explain: _____

What are M/C's future plans? _____

DATE _____

SEL ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMPANY OFFICER ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMMAND CHAPLAIN ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

ACADEMIC DEAN ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

ATHLETIC DIRECTOR ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMMAND SENIOR CHIEF ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

BATTALION OFFICER ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMMANDING OFFICER DECISION, DISENROLL/RETAIN

(SIGNATURE)