



DEPARTMENT OF THE NAVY

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

NAPSINST 1900.1B

CSD

31 Aug 2022

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1900.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL DISENROLLMENT PROCEDURES

Ref: (a) NAPSINST 5400.1H
(b) NAPSINST 1531.2A

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

1. Purpose. To provide guidance on voluntary and involuntary disenrollment from the Naval Academy Preparatory School (NAPS).

2. Cancellation: NAPSINST 1900.1A

3. Background. NAPS will foster an environment to mentor and guide Midshipmen and Cadet Candidates (M/Cs) throughout the disenrollment process. This instruction provides instruction on the disenrollment process.

4. Scope. This instruction applies to all NAPS staff and M/Cs.

5. Information

a. Voluntary Disenrollment. M/Cs may request voluntary disenrollment from NAPS at anytime. A voluntary disenrollment is more commonly called a Disenrollment on Request (DOR).

b. Involuntary Disenrollment. Involuntary disenrollment falls into two categories; dismissal and disqualification.

(1) Dismissal is for any of the following reasons:

- (a) Academic deficiencies
- (b) Physical fitness deficiencies (unable to pass PRT)
- (c) Honor Concept violations

(d) Conduct violations

(e) Military aptitude

(2) Disqualification is for any of the following reasons:

(a) Medical (not meeting medical/physical standards for admission to USNA)

(b) Unsuitable for military service

(c) Other reasons as appropriate (i.e. citizenship, parenthood, etc.)

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

a. Voluntary Disenrollment. M/Cs will report to the Command Life Skills Instructor to start the DOR 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 Disenrollment on Request 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 Dean, and Athletics Director. From there, the Command Enlisted Leader and Battalion Officer will interview the M/C and will then make recommendations to the Commanding Officer (CO). The CO is the approval authority for voluntary disenrollment and will conduct a final interview with the M/C prior to the decision.

b. Involuntary Disenrollment (Dismissal). Involuntary disenrollment (dismissal) is recommended by the NAPS CO and approved by the Superintendent, United States Naval Academy (USNA). M/Cs who are recommended for involuntary disenrollment will be subject to a performance review or conduct adjudication by the CO.

(1) Recommendation for Disenrollment. Upon the conclusion of any performance board, to include academic and physical readiness, or conduct/honor adjudication in which dismissal is recommended, the CO will submit a letter of recommendation for disenrollment to the Superintendent, for final approval. If the M/C elects to submit an appeal, the NAPS CO letter to the Superintendent will be an endorsement to the appeal letter from the M/C.

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

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

c. Involuntary Disenrollment (Disqualification). The normal process for disqualifications is for NAPS to receive notification from USNA Admissions of the disqualification of an M/C and the reason for the disqualification. These notifications typically are not delivered until after

consultation with NAPS leadership and medical personnel on the specifics of the disqualification and after all consideration has been exhausted for clearing the disqualification or receipt of a waiver. Upon receipt of such a notification NAPS will discuss the dismissal timeline with USNA Admissions and will remove the M/C from the Battalion and begin separation processing on the agreed upon date.

7. Separation Process. The checkout process averages 10 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 complete 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 Unaccompanied Housing. Marines will check-in with the Marine Detachment 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.

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/Cs with prior enlisted service in the Navy or Marine Corps will be returned to their respective enlisted status and rank and made available for reassignment in accordance with service priorities. 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.

e. Battalion Activities Fund and uniform debts shall be settled before the M/C is separated.

f. Final settlement of the M/Cs 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 from the Admissions Board upon completion of the NAPS program, will be removed from the Battalion immediately and will begin the disenrollment process. These students are not entitled to the appeal process, as the Superintendent has already exercised his final approval of the Admissions Board decision.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the NAPS Command Services Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be

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reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of September 2019.



J. D. BAHR

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/> and NAPS Intranet Web site, \\ward-rufs-01\NAPS-Working\Application Window Documents\WebPage\instructions.html

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

DATE _____

DISENROLLMENT ON REQUEST

(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?

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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.

(DATE)

(SIGNATURE)

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? _____

COMMAND LIFE SKILLS INSTRUCTOR ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

SEL ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMPANY OFFICER ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

ACADEMIC DEAN ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

ATHLETIC DIRECTOR ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMMAND SENIOR ENLISTED LEADER ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

BATTALION OFFICER ENDORSEMENT/COMMENTS,

(SIGNATURE)

DATE _____

COMMANDING OFFICER DECISION, DISENROLL/RETAIN

(SIGNATURE)