

MILPERSMAN 1920-190

TYPES OF RESIGNATIONS BY OFFICERS

Responsible Office	NAVPERSCOM (PERS-834)	Phone:	DSN	882-2085
			COM	901-874-2085
			FAX	882-2621

References	(a) SECNAVINST 1920.6C (b) OPNAVINST 1040.11B (c) 10 U.S.C. 651
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1. **Unqualified Resignation from Active Duty (ACDU)**. This resignation is submitted by an active component officer who would be awarded an **Honorable (HON)** discharge upon separation, including Full Time Support (FTS) officers. The request shall be submitted in the letter format below: (Use proper letter format.)

Date
From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station] (2) Commander, Navy Personnel Command (PERS-834F)
Subj: UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY (ACDU)
Ref: (a) SECNAVINST 1920.6C (b) MILPERSMAN 1920-090 (c) OPNAV 1040.11B
Encl: (1) Reason for Submission of Request
1. Per references (a) and (b), I hereby submit my resignation from active duty (ACDU) service in the United States (U.S.) Navy and request that it be accepted. I have been informed and understand that if this resignation is accepted, I will subsequently receive an Honorable (HON) discharge from the Naval Service. I desire detachment in [month/year].
2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness does exist, I may be required to repay the amount as determined by the Navy.

3. The following information is provided and correct to the best of my knowledge:

a. Commissioning source: United States Naval Academy (USNA), Naval Reserve Officers Training Corps (NROTC), Officer Candidate School (OCS), etc.

b. Active commissioning base date (ACBD): DD MMM YYYY. (The date when all active commissioned service in any of the U.S. Armed Services and their Reserve components (RC) began, if service was continuous to present.) See ACBD, block 19, on Officer Data Card (ODC), which can be accessed by logging on to <https://www.bol.navy.mil>.

c. Completion date of Minimum Service Requirement - Initial (MSR-I) obligation: DD MMM YYYY. MSR-I obligation is specified in the directive describing the program through which the officer obtained a commission, or is specified in the service agreement executed by the officer.) See MSR-I, block 23, on Officer Data Card (ODC), which can be accessed by logging on to <https://www.bol.navy.mil>.

d. Completion date of any additional service obligations incurred. For advanced education or technical training including postgraduate education, service school or college, law school, medical residency, flight training, naval flight officer training, and equivalent programs; for transfer to the Regular Navy or lateral transfer between competitive categories or designators; and for incentive pay, continuation pay, or bonus.

4. Present Command:

a. Command name/unit identification code (UIC):

b. Daytime telephone number (DSN/Commercial):

c. Commanding officer (CO) E-Mail:

d. Date reported: DD MMM YYYY

e. Projected Rotation Date (PRD): DD MMM YYYY

f. Date of completion of 1 year on station or Department of Defense (DoD) prescribed area tour: DD MMM YYYY (For DoD prescribed area tour, indicate accompanied tour length as appropriate.)

5. Personal Information:

a. Place of entry: (The city and state where the NAVPERS 1000/4 was signed. For USNA and NROTC graduates, the place of entry is the city and state of the college or university attended.) See NAVPERS 1070/74 (9/75), Officer's Report of Home of Record and Place from Which Ordered to a Tour of Active Duty.

b. Home of record: (The city and state recorded as the home of the officer when commissioned, reinstated, appointed, reappointed, inducted, or ordered to a relevant tour of ACDU.) See NAVPERS 1070/74.

c. Grade/date of rank: O-?/DD MMM YYYY. (Provide present grade and date of rank and frocked rank, if appropriate.) See NAVPERS 1421/7 (5/05), Delivery of Temporary/Permanent Appointment.

d. Personal mailing address (including zip code), telephone number after separation, and personal E-Mail address:

6. Navy Reserve Affiliation Statement:

(For regular officers who will have fulfilled the 8-year military service obligation (MSO) prescribed by reference (a) at the time of their requested detachment date, one of the following statements shall be included:)

I desire an appointment in the Navy Reserve. I have fulfilled the 8-year MSO as prescribed by reference (a). I understand appointment in the Navy Reserve offers me the opportunity for continued service in the future.

Or

I have fulfilled the 8-year MSO as prescribed by reference (a) and request resignation from ACDCU and discharge from the Navy.

(For regular officers who have not fulfilled the 8-year MSO prescribed by reference (a), but have completed their initial ACDCU service obligation as prescribed by their respective commissioning program, the following statement shall be included:)

I desire an appointment in the Navy Reserve. I have not fulfilled the 8-year MSO as prescribed by reference (a), and understand that any favorable action on my request for resignation from ACDCU will be contingent upon my acceptance of an appointment in the Navy Reserve, if offered by the Navy. I understand appointment in the Navy Reserve offers me the opportunity for continued service in the future.

(For regular officers who have not fulfilled the 8-year MSO prescribed by reference (a) and have not completed their initial ACDCU service obligation as prescribed by their respective commissioning program, the following statement shall be included:)

I desire an appointment in the Navy Reserve. I have not fulfilled the 8-year MSO as prescribed by reference (a), and have not completed the minimum ACDCU service obligation as prescribed for my commissioning program. I understand that any favorable action on my request for resignation from ACDCU will be contingent upon the Navy offering and my acceptance of an extended appointment in the Selected Reserve (SELRES).

(For Full Time Support (FTS) officers who will have fulfilled the 8-year MSO prescribed by reference (a) at the time of their requested detachment date, and do not desire to retain their appointment in the Ready Reserve (RR), the following statement shall be included:)

I have fulfilled the 8-year MSO as prescribed by reference (a) and request resignation from ACDU and discharge from the Navy.

NOTE (1): FTS Officers who desire release from ACDU, but want to retain their appointment in the RR should submit a Release from Active Duty (RAD) request as detailed in reference (b) to Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834).

NOTE (2): Resignations from FTS officers who have not fulfilled the 8-year MSO will normally not be accepted. Officers in this situation may submit a RAD request as detailed in reference (b).

7. I have/have not been given the opportunity to complete the Argus Career Survey. (Responses gathered by Argus Career Survey will be available to all Navy command leadership levels to assist in the development of Total Force personnel policies. Individual social security numbers (SSNs) will be used for authentication of the survey respondents to prevent unauthorized participation. SSNs will not be used to associate questionnaire responses with individual servicemembers. The results of the surveys will be used to support statistical analysis of career intentions by groups (zone, year groups, force/fleet, command, diversity, etc.) **The Argus questionnaire is located at the following website: <https://argus.bol.navy.mil/>.**

8. My reason(s) for resigning from ACDU (is/are) provided in enclosure (1). (In the enclosure to the basic letter, give precise reasons. Include preferences or considerations given to SELRES service or intentions/desire to return to full-time (ACDU) service in the future. While there is no desire to pry into the personal affairs of officers, the Navy is interested in learning, for its own information and for the Congress, why officers voluntarily leave the Navy. Although the requirement exists in reference(c) for a separation questionnaire, these automated results are no substitute for narrative comments such as can be written in a letter of resignation. When feasible, give specific examples to support each reason cited for resignation. Reasons should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. This information will assist the Navy by establishing a database upon which future decisions may be made on retention incentives.)

Signature

(See next page.)

2. Unqualified Resignation from Inactive Duty

a. This resignation is submitted by a Reserve commissioned officer who would be awarded an **HON** discharge upon separation. The request shall be submitted in the letter format below: (Use proper letter format.)

Date
From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Commander, Navy Personnel Command (PERS-911)
Via: Commanding Officer, [present duty station]
Subj: UNQUALIFIED RESIGNATION FROM INACTIVE DUTY
Ref: (a) MILPERSMAN 1920-190 (b) MILPERSMAN 1920-200 (c) OPNAVINST 1040.11B
Encl: (1) Reason for submission of request
1. Per references (a) and (b), I hereby submit my resignation from the Naval Service of the United States (U.S.), and request that it be accepted. I have been informed and understand that if this resignation is accepted I will subsequently receive an Honorable (HON) discharge from the Naval Service. I desire detachment in (month/year).
2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness does exist, I may be required to repay the amount as determined by the Navy.
3. Current mailing address, telephone number, and personal E-Mail address:
4. Completion date of any additional service obligations incurred as a result of contracts signed with the Navy:
5. My reason(s) for resigning (is/are) provided at enclosure (1). (In the enclosure to the basic letter, give precise reasons. While there is no desire to pry into the personal affairs of officers, the Navy is interested in learning, for its own information and for the Congress, why officers voluntarily leave the Navy. Although the requirement exists in reference (c) for a separation questionnaire, these automated results are no substitute for narrative comments such as can be written in a letter of resignation. When feasible, give specific examples to support each reason cited for resignation. Reasons should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. This information will assist the Navy by establishing a database upon which future decisions may be made on retention incentives.)
(Signature)

b. For officers who have not completed their 8-year MSO as prescribed in reference (c), resignation will normally not be approved. Exceptions may be granted by Navy Personnel Command (NAVPERSCOM) per reference (a) to meet the needs of the Service. Members assigned to Navy Reserve units shall submit their requests via their local Reserve activity.

(See next page.)

3. Qualified Resignation

a. A qualified resignation is submitted by a commissioned officer in response to administrative separation (ADSEP) processing. The officer will be awarded an **HON** or **General (Under Honorable Conditions) (GEN)** discharge, either of which will be authorized in the ADSEP notification sent to the member by NAVPERSCOM. This is applicable to both ACDU and inactive duty members. The request shall be submitted in the appropriate letter format below:

(1) **Sample letter 1:** (Use proper letter format.)

Date
From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station] (2) Commander, Navy Personnel Command (PERS-834)
Subj: QUALIFIED RESIGNATION FROM NAVAL SERVICE FOR AN HONORABLE (HON) DISCHARGE
Ref: (a) MILPERSMAN 1920-190
Encl: (1) Officer's Statement
1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.) and request that it be accepted. I have been informed and understand that if my resignation herein submitted is accepted, I shall subsequently receive an Honorable (HON) discharge from the Naval Service. While I shall be entitled to the major portion of veteran's rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future Statute change a condition precedent to the granting of rights and benefits thereunder, my eligibility for such rights and benefits may at least be doubtful.
2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonus will be recouped prior to separation if possible by member's servicing Personnel Support Activity Detachment (PERSUPP DET).)
3. Current mailing address, telephone number, and personal E-Mail address:
4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:
5. Statement the officer wishes to make on his/her own behalf. (Statement should be temperate in tone, focusing on root causes, and not impugn the

character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to Secretary of the Navy (SECNAV) for consideration in the final disposition of the officer's separation.)

(Signature)

(2) **Sample letter 2:** (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-834)

Subj: QUALIFIED RESIGNATION FROM NAVAL SERVICE FOR A
GENERAL (UNDER HONORABLE CONDITIONS) (GEN) DISCHARGE

Ref: (a) MILPERSMAN 1920-190

Encl: (1) Officer's Statement

1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.), and request that it be accepted. I have been informed and understand that if my resignation herein submitted is accepted, I shall subsequently receive a General (Under Honorable Conditions) (GEN) discharge from the Naval Service, that such separation, although considered by the Navy Department to be under honorable conditions, is not the highest qualitative type of separation provided for officers of the Naval Service and that, while I shall be entitled to the major portion of veteran's rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statute specifically require Honorable (HON) discharge as a condition precedent to the granting of rights and benefits thereunder, my eligibility for such rights and benefits may at least be doubtful.

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonus will be recouped prior to separation, if possible, by member's servicing Personnel Support Activity Detachment (PERSUPP DET).)

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Statement the officer wishes to make on his/her own behalf. (Statement should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1)). This information will be included in the information provided to Secretary of the Navy (SECNAV) for consideration in the final disposition of the officer's separation.)

(Signature)

b. A statement of nonindebtedness/indebtedness is required in a letter submitting qualified resignation. Commanding officers (COs) shall ensure that disbursing officers are notified of the pending separation of any member who might be indebted to the Government.

(See next page.)

4. Resignation of an ACDU Duty or Inactive Duty Naval Officer for the Good of the Naval Service. A qualified resignation for the good of the Naval Service may be accepted in some cases wherein trial before a general court-martial (GCM) may not be warranted or practical. Officers in this category will be notified by NAVPERSCOM (PERS-834) of the intent to initiate a Board of Inquiry. Officers who submit a resignation for the good of the Naval Service in lieu of a Board of Inquiry will subsequently be awarded a certificate of discharge (under conditions other than honorable). The request shall be submitted in the letter format below: (Use proper letter format.)

Date

From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Convening Authority (if applicable)
(3) Commander, Navy Personnel Command (PERS-834F)
Subj: QUALIFIED RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE
Ref: (a) MILPERSMAN 1920-190
Encl: (1) Officer's Statement

1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.) for the good of the Service and I request that it be accepted. I have been informed and understand that if my resignation for the good of the service which is herein submitted is accepted, I shall subsequently receive a certificate of discharge from the Naval Service which will state upon its face that it is under conditions other than honorable; that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers, or may hereafter confer, upon persons with honorable service in, or honorably separated from, the Armed Forces of the U.S.; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing. I understand detachment will be immediately after approval.

2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and will be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonuses will be recouped prior to separation if possible by member's servicing Personnel Support Activity Detachment (PERSUPP DET).)

3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Statement the officer wishes to make on his/her own behalf. (Should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to Secretary of the Navy (SECNAV) for consideration in the final disposition of the officer's separation.)

(Signature)

(See next page.)

5. Resignation of an ACDU or Inactive Duty Naval Officer to
Escape Court-Martial

a. This resignation is submitted by a commissioned officer who is resigning to escape court-martial. Officers in this category will be notified by NAVPERSCOM (PERS-834) of the intent to initiate a Board of Inquiry. Officers who submit a resignation to escape court-martial in lieu of a Board of Inquiry will subsequently be awarded a certificate of discharge (under conditions other than honorable). The request shall be submitted in the letter format below: (Use proper letter format.)

Date
From: Rank Name, USN, SSN (XXX-XX-1234, last four digits)/Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station] (2) Convening Authority (if applicable) (3) Commander, Navy Personnel Command (PERS-834)
Subj: QUALIFIED RESIGNATION TO ESCAPE COURT-MARTIAL
Ref: (a) MILPERSMAN 1920-190
Encl: (1) Sample charges and specifications (2) Confession/statement to sample charges (3) Psychological assessment
1. Per reference (a), I hereby submit my resignation from the Naval Service of the United States (U.S.) to escape trial before a general court-martial (GCM). I have been informed and understand that if my resignation to escape trial before a GCM is accepted, which is herein submitted, I shall subsequently receive a certificate of discharge from the Naval Service which will state upon its face that it is under conditions other than honorable; that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers, or may thereafter confer, upon persons with honorable service in or honorably separated from the Armed Forces of the U.S.; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing. I understand detachment will be immediately after approval.
2. To my knowledge, I am (not) financially indebted to the Government of the U.S. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by Defense Finance and Accounting Service (DFAS) following my separation to arrange payment. (Bonuses will be recouped prior to separation, if possible, by member's servicing Personnel Support Activity Detachment (PERSUPP DET).)
3. Current mailing address, telephone number, and personal E-Mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Enclosures (1) through (3) are submitted per reference (a).

(Signature)

b. As this form of resignation indicates, it is submitted by the officer as an alternative to facing trial before a GCM and to eliminate the possibility that such a trial may result in conviction with possible dismissal from the Naval Service and imprisonment.

c. Whenever practical, an officer desiring to submit such resignation should include a set of sample charges and specifications alleging offenses for which the officer might be brought to trial.

d. It usually will be required, prior to permitting an officer to resign in this manner, that the member submit with the resignation a complete, detailed statement in the nature of a confession of the offenses concerned and matters pertaining thereto.

e. It is desirable that a statement be provided by a naval psychiatrist (or by a naval medical officer if a psychiatrist is not conveniently available), setting forth their professional opinion concerning the mental and physical condition of the officer submitting the resignation.

f. An officer, whose resignation for the good of the Naval Service and to escape trial by court-martial is accepted, will subsequently be awarded an OTH discharge.