MILPERSMAN 1920-090

RELEASE FROM ACTIVE DUTY (RAD) PROCEDURES

Responsible Office	NAVPERSCOM (PERS-8331)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

References	SECNAVINST 1920.6C

1. **Procedures**. A Navy Reserve officer on active duty as a Full Time Support (FTS) with a designator of (XXX7) who desires release from active duty (RAD) and placement in the Ready Reserve shall notify Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-8331) by letter at least 9 months but not more than 12 months prior to the month RAD is desired. A RAD request will be returned without action if the officer does not comply within the 9 to 12 month submission time requirement. An officer desiring to resign from the Navy Reserve should consult with SECNAVINST 1920.6C and MILPERSMAN articles 1920-190 and 1920-200.

2. **Requests for RAD**. If the RAD request is delayed in reaching NAVPERSCOM (PERS-8331) through no fault of the officer concerned, **the assigned date of receipt will be 21 days following the date of the officer's request**. The RAD month must be carefully selected and consideration should be given to any separation leave desired by the officer. Approval of a RAD request does not constitute approval of separation leave, which remains a command-level decision. Extensions of the RAD month will not be approved to accommodate separation leave. Should the officer require separation orders more than 3 months in advance of the desired detachment month, it should be annotated on the original request with the reason why.

3. **Contents of Letter Request**. The proper letter format for a RAD request is the same as an unqualified resignation request, see MILPERSMAN 1920-190. Change subject to "Request for Release from Active Duty (ACDU)."

4. **Commanding Officer's (CO's) Endorsement**: Submit per MILPERSMAN 1920-200, para. 13.

5. **Approval Requirements**. Approval requirements are contained in MILPERSMAN 1920-200, para. 11.