

## MILPERSMAN 1920-200

### OFFICER RESIGNATION TYPES AND PROCEDURES

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<b>References</b>	(a) SECNAVINST 1920.6D (b) COMNAVRESFORINST 3060.7E (c) CNO WASHINGTON DC 151850Z Nov 17 (NAVADMIN 273/17) (d) CNO WASHINGTON DC 131504Z Dec 17 (NAVADMIN 288/17) (e) DoD Instruction 1300.04 of 25 July 2017 (f) DoD Instruction 1310.02 of 26 March 2015 (g) 10 U.S.C.
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1. **Policy.** Officers of the Regular Navy and Navy Reserve retain their commissions at the pleasure of the President, and no terminal dates are established for their commissions. The Secretary of the Navy (SECNAV), by virtue of authority to act for the President, prescribes criteria for the voluntary termination of an officer's status. The SECNAV's policy concerning resignation of an officer of the Navy's Active Component (AC) or in the Navy Reserve, including Training and Administration of Reserves (TAR) officers, is set forth in reference (a). Naval officers, including TAR officers, who have not completed their total military service obligation (MSO) must complete their MSO in the Reserve Component (RC) of the Navy. Officers with no potential for service in the RC may be released from MSO if approved by the SECNAV. TAR officers should request release from active duty (AD) per [MILPERSMAN 1920-090](#).

2. **Types of Resignations from Active Duty.** There are two main types of resignations afforded to AD officers, unqualified (handled by Navy Personnel Command (NAVPERSCOM) Distribution Policy and Procedures Branch (PERS-451)) and qualified (handled by NAVPERSCOM Officer Performance and Separations Branch (PERS-834)).

a. **Unqualified Resignation from Active Duty.** This resignation is submitted by an AD officer who would be awarded an honorable discharge upon separation, including TAR officers. See exhibit 1 for an example.

b. **Qualified Resignation of an Active Duty or Inactive Duty Naval Officer.** This resignation is submitted in lieu of an administrative separation (ADSEP). Per reference (a), an officer submitting a resignation request in lieu of processing for ADSEP will have the resignation reviewed by PERS-834. Requests will be submitted to PERS-834 through the officer's chain of command. Final characterization of service is at the discretion of the SECNAV. Qualified resignations can be characterized as honorable, general (under honorable conditions) discharge, or for the good of the naval Service. See exhibits 2 through 4 for examples.

(1) **Resignation of an Active 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 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). See exhibit 4 for an example.

(2) **Resignation of an Active Duty or Inactive Duty Naval Officer to Escape Court-Martial.** This resignation is submitted by a commissioned officer who is resigning to escape court-martial. Officers in this category will route their request via the GCM convening authority and, if positively endorsed, will be routed to PERS-834 for processing. 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). See exhibit 5 for an example.

**3. Requests for Unqualified Resignation from Inactive Duty  
(Honorable Discharge)**

a. This resignation is submitted by a Reserve commissioned officer, not on AD, who would be awarded an honorable discharge upon separation.

b. Requests to transfer to the Individual Ready Reserve (IRR), retire, or resign submitted prior to Navy Standard Integrated Personnel System (NSIPS) Individual Mobilization Status (IMS) code (R##) identification for mobilization, may be approved per reference (b).

c. The Navy Reserve activity will ensure officers requesting to transfer to the IRR are approved by Commander, Navy Reserve Force Command and assigned the appropriate administrative action pending manpower availability status code while awaiting adjudication to ensure that they are not ordered to mobilize while the request is pending. Requests to transfer to the IRR, retire, or resign submitted after NSIPS IMS code (R##) identification for mobilization will be disapproved or scheduled to take effect after the mobilization is complete.

d. Officers assigned to a Reserve unit, per reference (c), must submit their request in NSIPS via the unit and the commanding officer (CO) of the Navy Reserve center. Resignation requests must be received by NAVPERSCOM Reserve Officer Personnel Branch (PERS-911D) at least 90 days in advance of the requested discharge date.

e. Officers of the IRR active status pool should submit requests directly to PERS-911D via e-mail to [pers911d.fct@navy.mil](mailto:pers911d.fct@navy.mil) at least 90 days in advance of the requested discharge date. See exhibit 6 for an example.

f. A resignation request from a Reserve officer who has not completed his or her MSO will not normally be approved. If an AC or Reserve officer who has a remaining MSO submits a voluntary resignation request on the basis of dependency or hardship per reference (a), the Chief of Naval Personnel or the Assistant Secretary of the Navy Manpower and Reserve Affairs (ASN M&RA) may approve the resignation request and discharge the officer before completion of his or her MSO.

4. Process for Resignation

a. Resignation requests submitted for humanitarian reasons or hardship must be in compliance with reference (a), enclosure (3), and outline and or meet each of the four criteria for the hardship.

b. Upon resignation approval, all officers will be screened by NAVPERSCOM Post-Selection Board Matters Branch (PERS-833) for adverse or reportable information. An Adverse Information Report (AIR) list is created and forwarded to NAVPERSCOM Officer Selection Board Administration (PERS-804) and NAVPERSCOM Reserve Personnel Management Department (PERS-9). A letter will be sent to any officer listed on the report informing him or her of the adverse or reportable information report and instructing him or her to reach out to PERS-833 for a possible resolution. If a resolution is agreed upon and completed, the officer will be added to a new scroll request. A letter of ineligibility, if applicable, will be sent to the officer if no resolution is identified.

c. Resignation approvals are governed by the needs of the Service, including availability of a qualified relief. Favorable consideration normally will be given to an officer whose obligated service will not extend past the requested detachment date. Per reference (d), waivers of obligated service, tour lengths, incentive pay, bonus contracts, or other service obligations will not be approved, unless a bona fide hardship is documented.

d. Resignation or AD requests (if applicable) will normally be disapproved until the officer has completed the following obligations:

(1) Every officer accepts an 8-year commitment upon commission, which may be served either on AD or in the RC. Officers serving a 4 or 5-year AD period must be given a Reserve oath to complete the 8-year MSO. Per references (e) through (g), signature of acceptance of a new Reserve oath is not a requirement and officers will be placed into the Navy Selected Reserve (SELRES) or IRR to complete their MSO requirement.

(2) Obligated service is obtained based on initial commissioning source (e.g., U.S. Naval Academy, Reserve Officer Training Corps (ROTC), Officer Candidate School, Officer Development School), graduate education, training (i.e.,

winging), bonus(es), lateral transfers, and tuition assistance.

**Note:** This list is not all inclusive.

(3) Minimum tour for separation (MTS) and retainability (RET) is obtained by executing costed transfers. The MTS and RET for each type of order is listed below:

(a) Two years upon arrival at a continental United States (CONUS) shore duty location.

(b) A year, upon arrival at a CONUS sea duty.

(c) For outside the continental United States (OCONUS) shore tours, see applicable instructions (e.g., Joint Travel Regulations). For OCONUS sea tours see [MILPERSMAN 1301-110](#) (for the purpose of this instruction Alaska and Hawaii shore duties are considered to be 36 months).

(d) A year if reassigned to CONUS from overseas. This takes precedence over subparagraphs 4d(3)(a) and 4d(3)(b).

(4) Any obligations not mentioned in subparagraphs 4d(1) through 4d(3d) will be reasons for disapproval of resignation requests.

#### **5. Officers Unable to Tender a Resignation Prior to Becoming Eligible for Reassignment**

a. In some instances, due to NSIPS access limitations or afloat communication restrictions, officers may not be able to tender a resignation prior to becoming eligible for reassignment. This situation may apply to the following circumstances:

(1) Officers serving their period of minimum service requirement; or

(2) Officers beyond their minimum service requirement who have incurred an additional service obligation through programs such as incentive or special pay and bonuses, transfer to the AC, or advanced training and education.

b. To prevent this situation from occurring, officers may notify PERS-451 and their respective detailer by letter of intent (LOI) to resign at the expiration of their service obligation. This LOI must reach PERS-451 no less than 9 months, but no more

than 12 months, prior to the first day of the month of their projection rotation date (PRD). Officers submitting an LOI within 6 months of their PRD will not be accepted.

c. If an LOI is submitted by an officer within the prescribed timeline of subparagraphs 5a and 5b, the detailee cannot issue orders that will obligate the officer beyond his or her existing obligation. However, the detailee may issue permanent change of station (PCS) orders when the officer has an obligation remaining (i.e., an officer has an obligation for initial accession (5 years in the ROTC) or has 15 months remaining to complete his or her obligation), or the detailee may issue PCS orders to sea duty or unaccompanied tours overseas to complete obligation.

**6. Requests for Unqualified Resignation Active Duty (Honorable Discharge)**

a. All resignation requests must be submitted via NSIPS per reference (c).

b. Resignation requests must be received by PERS-451 via NSIPS at least 9 months, but no more than 12 months, prior to requested resignation date.

(1) Resignation requests not submitted per reference (c) will be returned without action.

(2) A resignation request will be returned without action if the officer does not comply with the 9 to 12-month submission time frame specified in subparagraph 6b, unless a documented hardship exists and is approved by PERS-451.

c. If the resignation is delayed in reaching Commander, NAVPERSCOM (COMNAVPERSCOM) through no fault of the officer concerned, a constructive receipt date will be assigned 21 days following the date the resignation request was routed to his or her reporting senior. The resignation month must be carefully selected, and consideration should be given to any separation leave desired by the officer. Approval of a resignation does not constitute approval of separation leave, which remains a command-level decision. Extension of resignations to accommodate separation leave will not be accepted. Should the officer require separation orders more than 6 months in advance of the desired detachment month, it should be annotated on the original request with the justification stated.

**7. Requests for Unqualified Resignation for NSIPS Afloat Users (Honorable Discharge)**

a. NSIPS Afloat users may not have the ability to submit resignation requests via NSIPS until ship modernizations are complete.

b. Resignation requests must be received by COMNAVPERSCOM at least 9 months, but no more than 12 months, prior to requested resignation date.

c. A resignation request will be returned without action if the officer does not comply with the no less than 9 months, but no more than 12 months, submission time frame specified in subparagraph 7b.

d. If the resignation is delayed in reaching COMNAVPERSCOM through no fault of the officer concerned, a constructive receipt date will be assigned 21 days following the date the resignation request was routed to his or her reporting senior. The resignation month must be carefully selected, and consideration should be given to any separation leave desired by the officer. Approval of a resignation does not constitute approval of separation leave, which remains a command-level decision. Extension of the resignation month will not be approved to accommodate separation leave. Should the officer require separation orders more than 6 months in advance of the desired detachment month, it should be annotated on the original request with the justification stated.

e. When units afloat do not have NSIPS connectivity, resignation requests may be submitted in the letter formats listed in exhibits 1 through 5 via e-mail to [resignations.fct@navy.mil](mailto:resignations.fct@navy.mil) (use proper letter format).

**8. Reporting Senior's Endorsement via NSIPS.** Reporting Seniors must forward the resignation or AD request and endorsement and or comments within 10 days of receipt. Reporting seniors will make approval recommendations and may provide amplifying information via the comment block or by uploading attachments.

**9. CO's Endorsement for Letter Submissions (NSIPS Afloat)**

a. COs must forward the resignation or AD request and endorsement within 10 days of receipt. The CO's endorsement letter must:

(1) Certify that the information provided in the officer's resignation letter is correct and includes all information.

(2) Address the need for a qualified relief and whether the billet can be gapped, including the maximum acceptable duration (AD separations and discharges only).

(3) Note any requirement for the officer to receive separation orders more than 6 months in advance of the desired detachment date (household goods shipment, separation leave, deployment, etc.) (AD separations and discharges only).

(4) Comment on the circumstances of all resignations submitted by officers within their command.

(5) If an officer has completed his or her MSO, certify that the officer was counseled on Navy Reserve opportunities and benefits, and provide assessment for future active and or Reserve potential per [MILPERSMAN 1001-260](#). If an officer has MSO remaining, certify that the officer was counseled on Navy Reserve obligation into the SELRES or IRR.

(6) Comment as to whether an appointment in the Navy Reserve is not recommended. If not recommended, the reasons must be stated. If not recommended for a Navy Reserve commission and the officer has an MSO remaining, the CO understands his or her recommendation may result in retaining the officer on AD, unless it is a resignation for the good of the naval Service.

(7) Submit an overall recommendation on the request. All information concerning an officer's resignation must be provided to COMNAVPERSCOM and the SECNAV so that appropriate recommendations and final action may be taken. This information is very useful to each level of the chain of command in formulating officer retention initiatives.

b. COs are the career counselors for officers. Every effort must be made to retain the best officers for continued service in the Navy, whether on AD or Reserve duty. Separating officers must be properly informed on Navy Reserve affiliation benefits to allow them to make an educated decision.

10. **Request for Withdrawal of Resignation.** A request for resignation has no effect until approved by the SECNAV or delegated authority. Once approved, any subsequent withdrawal

request may be denied. Any actions (leave taken, job offers accepted, etc.) taken by the requesting officer prior to the SECNAV's approval is at the officer's own risk. COs must forward the request with endorsement within 10 working days. All withdrawal requests will be considered on a case-by-case basis with the needs of the Service as the determining factor.

11. **Requests for Extension.** Extension requests to remain on AD and change the detachment month will be governed by the needs of the Navy. These requests will require documentation for a bona fide hardship or operational commitment. Any requests for detachment earlier than originally requested in the resignation letter, or earlier than approved in the PERS-451 notification letter, will not normally be approved. COs must forward the request with endorsement within 10 days.

12. **Resign to Reenlist.** On a case-by-case basis, officers (not including limited duty officers (LDO) or chief warrant officers (CWO)) with more than 16 years of creditable service, and who are prior enlisted, may submit a request to resign their commission and subsequently request to reenlist to complete 20 years of service. Pay grade and rate will be determined by the Bureau of Naval Personnel (BUPERS) Enlisted Community Management Division (BUPERS-32). LDOs and CWOs must request reversion per [MILPERSMAN 1100-060](#).

**EXHIBIT 1**

**UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY OR RELEASE FROM  
ACTIVE DUTY (RAD)**

(Use proper letter format containing the following information)

	Date:
From:	Rank Name, USN, Designator
To:	Secretary of the Navy
Via:	(1) Commanding Officer, (present duty station) (2) Commander, Navy Personnel Command (PERS-451)
Subj:	UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY OR RELEASE FROM ACTIVE DUTY
Ref:	(a) SECNAVINST 1920.6D (b) CNO WASHINGTON DC 131504Z Dec 17 (NAVADMIN 288/17) (c) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
Encl:	(1) Reason for Submission of Request
1.	Per references (a), (b), and (c), <a href="#">MILPERSMANS 1920-090</a> and <a href="#">1920-200</a> , I hereby submit my resignation (or release) from active duty service in the United States (U.S.) Navy and request that it be accepted. I have been informed and understand that if this request is accepted, I will subsequently receive an honorable discharge from the naval Service. I desire detachment in (month/year).
2.	I understand that if any financial indebtedness to the U.S. Government exists, I may be required to repay the amount as determined by the Navy or complete the obligated time.
3.	The following information is provided:
a.	Command name/unit identification code:
b.	Daytime telephone number (Defense Switched Network (DSN) and or commercial):
c.	Commanding officer's e-mail:
d.	Date reported: DD MMM YYYY
e.	Projected Rotation Date: DD MMM YYYY

**EXHIBIT 1**  
**UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY OR RELEASE FROM**  
**ACTIVE DUTY (RAD)**  
**(continued)**

4. Personal Information: Personal mailing address (including zip code), telephone number after separation, and military and personal e-mail addresses.

5. Navy Reserve affiliation statement:

Officers who have fulfilled their military service obligation (MSO):

I do (not) desire appointment in the Navy Reserve (Individual Ready Reserve (IRR) appointment).

I do (not) desire to affiliate with the Navy Reserve (selected Reserve appointment).

**Officers who have not fulfilled their 8-year MSO prescribed by reference (a), must be submitted for an appointment in the Navy Reserve (SELRES or IRR) to complete their MSO.**

6. My reason(s) for requesting separation is (are): This information may be utilized for retention purposes.

(Signature)

**EXHIBIT 2**  
**QUALIFIED RESIGNATION FOR HONORABLE DISCHARGE**

(Use proper letter format containing the following information)

	Date
From:	Rank Name, USN, 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 DISCHARGE
Ref:	(a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
Encl:	(1) Officer's Statement
<p>1. Per reference (a), MILPERSMAN <a href="#">1920-200</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 will subsequently receive an honorable discharge from the naval Service. While I will 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.</p> <p>2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation if possible by the officer's servicing transaction service center).</p> <p>3. Current mailing address, telephone number, and personal e-mail address:</p> <p>4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:</p>	

**EXHIBIT 2**  
**QUALIFIED RESIGNATION FOR HONORABLE DISCHARGE**  
**(continued)**

5. Statement the officer wishes to make on his or 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 the Secretary of the Navy for consideration in the final disposition of the officer's separation.)

(Signature)

**Note:** A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

**EXHIBIT 3**

**QUALIFIED RESIGNATION FOR GENERAL (UNDER HONORABLE CONDITIONS)**

(Use proper letter format containing the following information)

Date

From: Rank Name, USN, 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) DISCHARGE

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual  
(MILPERSMAN)

Encl: (1) Officer's Statement

1. Per reference (a), MILPERSMAN [1920-200](#), 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 will subsequently receive a General (under honorable conditions) 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 will 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 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 U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation, if possible, by the officer's servicing transaction service center).

**EXHIBIT 3**  
**QUALIFIED RESIGNATION FOR GENERAL (UNDER HONORABLE CONDITIONS)**  
**(continued)**

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 or 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 the Secretary of the Navy for consideration in the final disposition of the officer's separation).

(Signature)

**Note:** A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

**EXHIBIT 4**

**QUALIFIED RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE**

(Use proper letter format containing the following information)

	Date
From:	Rank Name, USN, 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:	RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE
Ref:	(a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN) (b) SECNAVINST 1920.6D
Encl:	(1) Officer's Statement
<p>1. Per reference (a), MILPERSMAN 1920-200, 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 naval Service, which is herein submitted, is accepted I will subsequently receive a certificate of discharge from the naval Service which will state upon its face that it is under conditions other than honorable (OTH); 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.</p> <p>2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and will be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation if possible by the officer's servicing transaction service center).</p>	

**EXHIBIT 4**  
**QUALIFIED RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE**  
**(continued)**

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. I am waiving my right to a board of inquiry required normally per reference (b).
6. Statement the officer wishes to make on his or 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 the Secretary of the Navy for consideration in the final disposition of the officer's separation.)

(Signature)

**Note 1:** A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

**Note 2:** An officer, whose resignation for the good of the naval Service is accepted, will subsequently be awarded an OTH discharge.

**EXHIBIT 5**

**QUALIFIED RESIGNATION TO ESCAPE COURT-MARTIAL**

(Use proper letter format containing the following information)

	Date
From:	Rank Name, USN, 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:	RESIGNATION TO ESCAPE COURT-MARTIAL
Ref:	(a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN) (b) SECNAVINST 1920.6D
Encl:	(1) Sample Charges and Specifications (2) Confession and or Statement to Sample Charges (3) Psychological Assessment
<p>1. Per reference (a), <a href="#">MILPERSMAN 1920-200</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 will subsequently receive a certificate of discharge from the naval Service which will state upon its face that it is under conditions other than honorable (OTH); 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.</p> <p>2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation, if possible, by the officer's servicing transaction service center).</p>	

**EXHIBIT 5**  
**QUALIFIED RESIGNATION TO ESCAPE COURT- MARTIAL**  
**(continued)**

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), [MILPERSMAN 1920-200](#).
6. I am waiving my right to a board of inquiry required normally per reference (b).

(Signature)

**Note 1:** A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

**Note 2:** 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.

**Note 3:** An officer desiring to submit such a resignation must include a set of sample charges and specifications alleging offenses for which the officer might be brought to trial.

**Note 4:** Prior to permitting an officer to resign in this manner, the officer must submit, with the resignation, a complete and detailed statement in the nature of a confession of the offenses concerned and matters pertaining thereto.

**Note 5:** 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 his or her professional opinion concerning the mental and physical condition of the officer submitting the resignation.

**EXHIBIT 5**  
**QUALIFIED RESIGNATION TO ESCAPE COURT- MARTIAL**  
**(continued)**

**Note 6:** An officer, whose resignation to escape trial by court-martial is accepted, will subsequently be awarded an OTH discharge.

**EXHIBIT 6**

**UNQUALIFIED RESIGNATION FOR NAVY RESERVE OFFICERS**

(Use proper letter format containing the following information)

	Date
From:	Rank Name, USNR, Designator
To:	Commander, Navy Personnel Command (Pers-911D)
Subj:	REQUEST FOR RESIGNATION OF COMMISSION
Ref:	(a) BUPERSINST 1001.39F (b) SECNAVINST 1920.6D (c) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
1.	Per references (a), (b) and (c), MILPERSMAN <a href="#">1920-200</a> , I voluntarily request resignation of my commission from the United States Navy Reserve with an effective date of _____.
2.	The following information is provided:
a.	Current Mailing Address:  _____  _____
b.	Telephone Numbers: _____ (Home) _____ (Work)
c.	E-mail address: _____
d.	Reason for Resignation:  _____  _____  _____

**EXHIBIT 6**  
**UNQUALIFIED RESIGNATION FOR NAVY RESERVE OFFICERS**  
**(continued)**

3. To my knowledge, I am not financially indebted to the United States Government.

\_\_\_\_\_  
(Member's signature)

**Note:** Mail to:  
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