

MILPERSMAN 1920-240

RELEASE OF OFFICERS FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM SERVICE REQUIREMENT (MSR) TO PARTICIPATE IN ACTIVITIES WITH POTENTIAL RECRUITING OR PUBLIC AFFAIRS BENEFIT TO THE NAVY

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References	(a) 10 U.S.C. 6959 (b) 10 U.S.C. 2005 (c) SECNAV Policy Memorandum dated 14 July 2011
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1. Policy

a. Per references (a), (b), and (c), Navy officers may request early release from active duty (ACDU) prior to completion of minimum service requirement (MSR) to participate in activities with potential recruiting or public affairs benefit to the Navy. Given the Department of the Navy's (DONs) need to obtain the highest return on investment in recruiting, education, and training, there is a strong presumption that the vast majority of our military personnel will complete their MSR prior to release from ACDU; however, some exceptional personnel with unique talents may be released from ACDU when there is the strong expectation that they will provide the Navy with significant favorable media exposure likely to enhance national recruiting or public affairs efforts. Such personnel will be expected to use their talents in a manner that generates significant positive national media coverage within the United States.

b. Personnel who believe they may benefit the DON by using their unique talents outside the Navy, may submit a request for

release from ACDU to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)), via the chain of command delineated in the procedures specified per MILPERSMAN 1920-240. The request must contain specific proposals describing how the individual's talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and ASN(M&RA) will consider the current needs of the Navy, the quality of the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired benefit for the DON. Each decision will be made on a case-by-case basis.

c. Officers must have served on ACDU for at least 24 months of their current MSR before being eligible for release from ACDU. Personnel serving during a period of obligated service incurred for advanced education or technical training (including postgraduate education, law school, medical residency, flight training, and equivalent programs) may request early release; however, early release requests for personnel in advanced education or technical training programs will remain subject to the statutory MSRs of the applicable program. The presumption against approval of such requests will be particularly strong.

d. Officers may apply for early release from ACDU if they have secured a contract or similar binding commitment that guarantees an opportunity to pursue an activity providing potential public affairs or recruiting benefit. In all cases, the contract must reflect the intent of the parties to employ the individual in a way that brings credit to the DON and in a manner that would have potential positive recruiting or public affairs benefit to the DON. Early release from ACDU shall be conditioned on the execution of a written agreement as follows:

(1) To accept Selected Reserve status in the Navy serving in support of Navy public affairs or recruiting; and

(2) To serve in good standing in the Selected Reserve of the Navy for a period of not less than two times the length of the individual's remaining ACDU MSR.

2. **Procedures.** Pursuant to the policies contained per paragraph 1 of this article, a naval officer desiring release from ACDU United States Naval Reserve or discharge United States

Navy prior to completion of MSR to participate in activities with potential recruiting or public affairs benefit to the Navy, must request permission from ASN(M&RA) via the officer's:

- a. Commanding officer (CO);
- b. Commander, Navy Personnel Command (COMNAVPERSCOM);
- c. Chief of Naval Personnel (CHNAVPERS)
- d. Vice Chief of Naval Operations; and
- e. Chief of Naval Operations (CNO).

3. **Contents of Letter of Request.** The proper format for the letter of request for release from ACDU Release from active duty (RAD) prior to completion of MSR to participate in activities with potential recruiting or public affairs benefit to the Navy is as follows:

	Date
From:	[Rank, Name, USN/USNR, SSN/Designator]
To:	Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Via:	(1) Commanding Officer, [present duty station] (2) Commander, Navy Personnel Command (PERS-4) (3) Chief of Naval Personnel (4) Vice Chief of Naval Operations (5) Chief of Naval Operations
Subj:	REQUEST FOR RELEASE FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM SERVICE REQUIREMENT TO PARTICIPATE IN [activity with potential recruiting or public affairs benefit to the Navy]
Ref:	(a) MILPERSMAN 1920-240
Encl:	(1) Reason for submission of request. [Specific proposals describing how the requesting officer's talents will be used to benefit the Navy's national public relations and recruiting efforts] (2) Copy of applicable contract [or similar binding commitment that guarantees the requesting officer an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit]
1. I hereby submit my request for a release from active duty (RAD) in the Naval Service of the United States and request it be accepted. My active	

duty service obligation will expire in [month/year]. I desire to be released from active duty in [month/year].

2. To my knowledge, I am not indebted to the Government of the United States.

3. My reason(s) for requesting RAD are provided in enclosures (1) and (2).

4. I fully understand that approval of my request is contingent upon my commitment to accept Selected Reserve status in the Navy serving in support of Navy public affairs or recruiting.

a. To serve in the Selected Reserve of the Navy for a period of not less than two times the length of my remaining active duty minimum service requirement.

b. Acknowledgement that if I am serving during a period of obligated service incurred advanced education or technical training, including postgraduate education, law school, medical residency, flight training, and equivalent programs I may request early release; however, my early release request will remain subject to the statutory minimum service requirements of the applicable program.

5. Home of record (city and state recorded as home of record of the officer when commissioned, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

6. Place of entry (city and state where the officer appointment acceptance and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

4. CO's Endorsement

a. The following outlines minimum mandatory inclusions required for a properly drafted command endorsement letter:

(1) COs must forward RAD request by endorsement within 30 days and must certify information provided in the officer's RAD letter is correct; and

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit

for the DON. The CO should also provide a recommended disposition of the request.

b. All information concerning an officer's RAD request must be provided to:

- (1) NAVPERSCOM, Career Management Department (PERS-4);
- (2) CHNAVPERS;
- (3) Vice Chief of Naval Operations;
- (4) CNO; and
- (5) ASN (M&RA)

so that appropriate recommendations and final action may be taken. This information is very useful to each level in the chain of command in formulating a decision.