

MILPERSMAN 1920-090

Release from Active Duty (RAD) Procedures

Responsible Office	NAVPERSCOM	Phone: DSN	882-3197
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Governing Directive	SECNAVINST 1920.6B
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1. **Procedures.** A Naval Reserve officer (designation XXX5) desiring release from active duty (RAD) at or beyond their minimum service requirement (MSR) must notify Navy Personnel Command (NAVPERSCOM) (PERS-834) by letter at least 9 months but not more than 12 months prior to the month RAD is desired. A RAD request is subject to being returned without action if the officer does not comply with the 9 to 12 month submission timeframe. An officer desiring to resign from the Naval Reserve should consult SECNAVINST 1920.6B and MILPERSMAN articles 1920-190 and 1920-200.

2. **Requests for RAD.** If the RAD request is delayed in reaching NAVPERSCOM (PERS-834) 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, the RAD request should be submitted as early as possible, but within the timeframe explained above.

3. **Contents of Letter Request.** The proper letter format for a RAD request is as follows:

Date

From: [Rank, Name, USNR, SSN/Designator]
To: Commander, Navy Personnel Command (PERS-834F)
Via: Commanding Officer, [present duty station]

Subj: REQUEST FOR RELEASE FROM ACTIVE DUTY

Ref: (a) MILPERSMAN 1920-090

Encl: (1) Reason for Submission of Request

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 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 (is/are) provided at enclosure (1).

4. I do (not) desire to affiliate with the Naval Reserve. Present command, daytime telephone number (DSN/commercial), and E-Mail address are:

5. Home of record (city and state recorded as home of the officer when commissioned, reinstated, appointed, inducted, or ordered to a 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's Training Corps (NROTC)/Navy Enlisted Scientific Educational Program (NESEP) graduates, the place of entry is the city and state of the college or university attended) is:

[Signature]

4. Commanding Officer's Endorsement

a. The following outlines minimum and mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) Commanding officers must forward the RAD request by endorsement within 10 days and must certify information provided in the officer's RAD letter is correct.

(2) The commanding officer's endorsement shall comment on circumstances of all RAD requests submitted by officers within his/her command.

(3) The commanding officer's endorsement must contain an assessment of the need for a qualified relief, whether the billet can be gapped, and if so, the maximum acceptable duration.

(4) The commanding officer's endorsement shall address any requirement for the officer to receive separation orders more than 3 months in advance of the desired detachment date (household goods shipment, separation leave, deployment, etc.).

(5) Recommended: The commanding officer should summarize the officer's professional performance, perceptions of the reasons the officer cites for leaving Navy, and a recommended disposition of the request.

b. All information concerning an officer's RAD request must be provided to Chief of Naval Personnel and Secretary of the Navy so 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. The commanding officer should summarize the officer's professional performance, perceptions of the reasons the officer cites for leaving Navy, and a recommended disposition of the request.

5. **Approval Requirements.** Approval of RAD will normally be withheld until an officer has completed

a. two years upon arriving at a new duty station, except as set forth below:

(1) DOD area tour if assigned overseas (for this purpose, Alaska and Hawaii are considered to be outside the continental United States (CONUS)).

(2) One year if reassigned to CONUS from overseas.

(3) One year for members assigned to CONUS sea duty who will not commit to extend or incur an active duty service obligation.

b. the applicable tour as prescribed above at ultimate duty station when a RAD request is received by NAVPERSCOM (PERS-834) following the date of issuance or notification of orders. Such issuance or notification must be within 6 months of the first day of the month of an officer's projected rotation date and may be accomplished by official letter, postcard, message, E-Mail, or telephone; or

c. obligated service incurred as a result of lateral transfer between competitive categories or designators; entering an education or training program (i.e., postgraduate, tuition assistance, law, medical, flight); or receiving an incentive pay, continuation pay, or bonus.
