



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

121 BLAKE ROAD

ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 7220.2C

30 JUL 1992

COMDTMIDN INSTRUCTION 7220.2C

Subj: DISTRIBUTION OF MIDSHIPMEN RATION ALLOWANCES

Ref: (a) DOD Military Pay and Allowance Entitlements Manual,
Para 50102
(b) NAVCOMPT Manual 046397
(c) NAVSUP P-486 Para 2055

Encl: (1) Sample Movement Order

1. Purpose. To delineate procedures governing the distribution of the Midshipmen Ration Allowance.
2. Cancellation. COMDTMIDN Instruction 7220.2B
3. Information. A midshipman is entitled to a ration in kind or a commuted ration at all times, on a daily basis at the rate prescribed in reference (a). This entitlement includes all periods while at the United States Naval Academy, in hospitals, on authorized leave, and in a travel status for which per diem is payable.
4. Policy. The Midshipmen Food Service Division will be paid the midshipmen ration allowance according to the entire on-board complement of midshipmen at the Naval Academy, less those midshipmen receiving commuted rations.
5. Procedure. The following procedures will govern the payment of the Midshipmen Ration Allowance:
 - a. The Midshipmen Food Service Division will be reimbursed for authorized rations in accordance with reference (b) in the following manner:
 - (1) The Midshipmen Personnel Officer will provide the Midshipmen Disbursing Office with a Military Pay Order within three working days after the end of the month. This form will state the authorized total number of midshipmen rations for the month. Records retained in the Midshipmen Personnel Office will support the total number reported in the Military Pay Order.

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(2) The Midshipmen Disbursing Officer will prepare a United States Treasury Check in the amount of the money value of these rations charging the Military Personnel Navy. Appropriation 17-1453.2231. The check will be made payable to the Midshipmen Food Service Division by the tenth day of the month following the month during which the rations were accumulated, utilizing a Public Voucher for Purchases and Services other than Personal (SF1034a).

b. When midshipmen are on authorized leave, their rations will be commuted to them as leave rations, as prescribed in reference (a). This will be taken up as a credit entry in their pay accounts, commencing on the first day of leave on which they are provided no meals by the Midshipmen Food Service Division, and continuing through the day prior to return to duty.

(1) Upon termination of an authorized Brigade leave period, the Midshipmen Personnel Officer will activate the program COMRATS*** to allow the midshipmen to enter the authorized number of leave days taken.

(2) Company Officers will receive and review their company printout for accuracy and return it to the Midshipmen Personnel Officer.

(3) The Midshipmen Personnel Officer will then provide a Military Pay Order to the Midshipmen Disbursing Officer authorizing the credit to individual pay accounts. The Midshipmen Food Service Division will then reimburse the Midshipmen Disbursing Division.

c. When midshipmen on travel orders subsist at a Navy General Mess for any meals during a given day, their rations will be claimed by that general mess in accordance with reference (c). A copy of midshipmen travel orders must be surrendered to the activity in order to substantiate that activity's claim to midshipmen rations.

d. When midshipmen travel on movement orders, meals are often provided or funded by the Midshipmen Food Service Division or the Naval Academy Athletic Association. In these cases the midshipmen ration allowance will be paid to the Midshipmen Food Service Division.

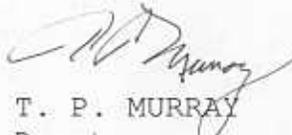
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e. When midshipmen travel on competent travel orders that quote funds for travel expenses, and they are not subsisted for any meal in a day in a Government Mess, they are entitled to receive commuted rations in addition to per diem, in accordance with reference (a). Commuted rations will be credited to midshipmen pay accounts upon receipt by the Midshipmen Disbursing Officer of documents as required by paragraph 5d.

f. All offices which issue travel orders that require midshipmen to be absent from the United States Naval Academy will utilize the following procedure:

(1) Travel orders will state the alpha number of each midshipman.

(2) Offices issuing travel orders will ensure that midshipmen are provided with sufficient copies of their travel orders to enable other activities to take copies to substantiate ration credit or commuted ration payment with a minimum of administrative effort. At least four copies of the travel orders will be provided for each activity in the travel itinerary.


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