



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 7200.3B
4/DepFin
21 Dec 2021

USNA INSTRUCTION 7200.3B

From: Superintendent, U.S. Naval Academy

Subj: MISCELLANEOUS CHARGES TO MIDSHIPMEN PAY ACCOUNTS

Ref: (a) 10 U.S. Code § 8460
(b) 10 U.S. Code § 8479
(c) USNAINST 7010.3B

1. Purpose. Assign responsibility for executing the deductions to midshipmen pay authorized in references (a) and (b).

2. Cancellation. USNAINST 7200.3A.

3. Scope and applicability. This instruction applies to midshipmen at the U.S. Naval Academy comprising the Brigade of Midshipmen.

4. Background. An internal review was conducted in March of 2018 on the adequacy of the Defense Finance Accounting Service (DFAS) Advanced Clothing and Allowance (ACE) Loan and whether a midshipman's monthly stipend was sufficient to potentially restructure the monthly allowance given the timing of various charges that occur during the 47 months of training. The review found the loan and stipend to be sufficient and determined an annual review of midshipmen fees/charges was needed to ensure compliance with references (a) and (b).

5. Action

a. The Deputy for Finance will ensure a review of all midshipmen fees/charges is conducted in the month of February in accordance with reference (c) to determine if changes are necessary and prior to publication of the annual Midshipmen Budget and Stipend Book. All recommended changes will be routed through the Superintendent to the Secretary of Defense in order to notify congress per reference (b).

b. The Director of Naval Academy Business Services will:

(1) Conduct an annual review of all midshipmen fees/charges and coordinate with the appropriate Non Appropriated Fund (NAF) Head/Non-Federal entity to determine if changes to fees/charges are recommended for consideration. The director will send all findings to the Deputy for Finance for Non-Appropriated Fund (NAF) Advisory Group review.

(2) Ensure proof of clothing and equipment issued to each midshipman is retained for a minimum of 3 years from 1 October of the year following a midshipman's departure from the U.S. Naval Academy for audit purposes and in compliance with paragraph 6a.

c. The Midshipmen Disbursing Officer will:

(1) Execute corresponding pay record adjustments without authorized signatures in accordance with the fees approved and briefed to congress per reference (b). All other charges not approved per reference (b) require a listing of names, amounts, and individual signatures of each midshipman.

(2) Update the USNA Midshipmen Stipend and Annual Budget Book annually and route through Director of NABSD, Deputy for Finance, and the Commandant for approval.

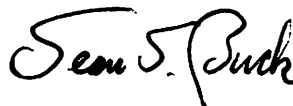
(3) Notify midshipmen of the authorized midshipmen monthly pay adjustments for the Naval Academy Business Services Division Personal Services (laundry, barbershop, etc.), the Midshipmen Welfare Fund, the Naval Academy Athletic Association fees, and the ACE Loan repayment by publishing them annually in the USNA Midshipmen Stipend and Annual Budget Book.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Deputy of Finance will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



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