



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS MARYLAND 21402-1300

COMDTMIDNINST 7220.2E  
SUPPLY  
JUL 04 2018

COMMANDANT OF MIDSHIPMEN INSTRUCTION 7220.2E

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: DISTRIBUTION OF MIDSHIPMEN RATION ALLOWANCES

Ref: (a) DOD Financial Management Regulation, Volume 7A, Chapter 38  
(b) DOD Financial Management Regulation, Volume 12, Chapter 20  
(c) NAVSUP P-486, Chapter 2  
(d) USNAINST 1746.1A

1. Purpose. To delineate procedures governing the distribution of the Midshipmen Ration Allowance (MRA).
2. Cancellation. COMDTMIDNINST 7220.2D
3. Information. Per reference (a), midshipmen are entitled to ration in kind or commuted rations (COMRATS) at all times, on a daily basis.
4. Policy. The Midshipmen Food Service Division will be paid the MRA based on the authority provided in reference (b) according to the official daily U.S. Naval Academy (USNA) muster report for midshipmen.
5. Procedures. The following procedures will govern the payment of the MRA.
  - a. The Midshipmen Food Service Division will be reimbursed for authorized rations in the following manner:
    - (1) The Midshipmen Personnel Officer will provide the Midshipmen Disbursing Office with a Military Pay Order twice monthly summarizing the daily and period-to-date mustered end strength for the periods 1st through the 15<sup>th</sup> and 16<sup>th</sup> through the last day of a given calendar month. This form will state the authorized total number of midshipmen rations. Records retained in the Midshipmen Personnel Office will support the total number reported in the Military Pay Order.
    - (2) The Midshipmen Disbursing Officer will prepare a U.S. Treasury Check in the amount of the money value of these rations charging the Military Personnel Navy Appropriation 17X1453.2231. The check will be made payable to the Midshipmen Food Service Division within three working days upon receiving the Military Pay Order using a Public Voucher for Purchases and Services other than Personal (SF 1034).

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 their return to duty.

(1) The Midshipmen Information System (MIDS) leave module shall be utilized to input all leave, internships, and Summer Training requests for which COMRATS will be credited.

(2) Company Officers/Senior Enlisted Leaders will receive/review their Company's leave requests for accuracy and will approve/disapprove in the MIDS leave module. Failure to do so will result in non-payment of COMRATS for midshipmen.

(3) The Midshipmen Personnel Office will then process COMRATS for credit to individual pay accounts of midshipmen.

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. Midshipmen participating in summer programs/internships that are away from USNA should adhere to the following to determine eligibility for COMRATS:

(1) Midshipmen lodging in government housing which has a government mess facility available for all meals (e.g. living in Bancroft Hall and eating all meals at King Hall). No COMRATS eligibility or action required from midshipmen.

(2) Midshipmen lodging in government housing which has a government mess facility available but will miss some meals due to internship obligations (e.g. living in Bancroft Hall but missing lunch because your internship is not close enough to eat lunch in King Hall). Midshipmen are eligible for COMRATS for missed meals. A missed meal form must be obtained from the Midshipmen Food Service Division accounting and returned at the end of the internship to be reimbursed.

(3) Midshipmen lodging in government housing and a government mess is not available (e.g. lodging in the Bachelor Officers' Quarters, but the facility does not have a galley). COMRATS will be credited for all meals. Midshipmen must enter information in the leave module in MIDS before commencing travel. The comments section must state the summer program/internship and include the name host (e.g. Internship - NRL). Midshipmen must sign-out before departing USNA and sign-in upon returning to USNA.

(4) Midshipmen are not lodging in government housing (e.g. lodging in a hotel at a summer program/internship location). COMRATS will be credited for all meals. Midshipmen must enter information in the leave module in MIDS before commencing travel. The comments sections must state the summer program/internship and include the name host (e.g. Internship - NRL). Midshipmen must sign-out before departing USNA and sign-in upon returning to USNA.

e. When midshipmen travel on Movement Orders, meals are often provided or funded by the Midshipmen Welfare Fund (MWF) or the Naval Academy Athletic Association (NAAA). In these cases the MRA will be paid to the Midshipmen Food Service Division and reimbursement will be made up to the daily ration allowance to NAAA or MWF as prescribed in reference (d).

f. All offices that issue travel orders that require midshipmen to be absent from USNA will ensure that travel orders state the alpha number of each midshipman.

6. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. The Midshipmen Supply Officer will review this instruction annually on the anniversary of the 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. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



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Distribution:  
Non-Mids (Electronically)