



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 1746.1  
1/MFSD

DEC 13 2005

USNA INSTRUCTION 1746.1

From: Superintendent, United States Naval Academy

Subj: POLICY FOR FOOD SERVICES PROVIDED BY THE MIDSHIPMEN FOOD SERVICE DIVISION (MFSD)

Ref: (a) DOD Financial Management Regulation, Volume 12, Chapter 20 (DOD 7000.14R)  
(b) Chief Financial Officer's Reimbursable Rate for Food Service (issued annually)

Encl: (1) Authorized Wardroom Patrons  
(2) Definitions of MFSD Catered Events  
(3) Rations-In-Kind  
(4) Leave Rations  
(5) Non-Reimbursable Uses of MFSD Resources  
(6) Reimbursable Uses of MFSD Resources  
(7) Expenditures Against Interest Revenue  
(8) Alcoholic Beverages

1. Purpose. To establish Naval Academy policy regarding food service support provided by the Midshipmen Food Service Division (MFSD) as outlined in enclosures (1)-(7).

2. Cancellation. Superintendent's Memo 1746 dated 28 January 1997 and 22 September 1995, same subject.

3. Background. Reference (a) directs that the subsistence allowances authorized for Midshipmen by the Secretary of Defense be disbursed from the current military personnel appropriation to a nonappropriated fund (NAF) at the Naval Academy. This NAF is to be used to procure food and food-related products necessary to provide subsistence to all enrolled midshipmen. This allowance cannot be used for any purpose other than subsistence procurement or subsistence reimbursement. All other costs associated with food services must be lodged against appropriated funds or other NAF. Reference (b) establishes dining hall meal rates for the current fiscal year.

4. Responsibilities.

a. Superintendent. Responsible for assuring the efficient and effective management of the dining hall and its nonappropriated fund for the purchase of subsistence items.

b. Commandant of Midshipmen. President of the Midshipmen Wardroom and responsible for setting the rules of the Mess, inviting honored guests on behalf of the Wardroom and the overall operation of MFSD per policy established by this letter and enclosures (1) through (7).

c. Commandant's Supply Officer. Responsible for the overall administration and operation of MFSD.

d. Midshipman Food Services Officer. Responsible, via the Commandant's Supply Officer, for administering the daily operation of MFSD and effectively managing the monies of the MFSD NAF. This includes authorization to sign checks to pay all bills for essential meals provided to Midshipmen while away from the Naval Academy.

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e. Assistant Midshipman Food Services Officer. Act as Contracting Officer Technical Representative for oversight of the King Hall service contract, serve as Division Officer for enlisted personnel assigned to MFSD, act in the Midshipmen Food Service Officer's place in their absence, and assist the Midshipmen Food Service Officer with administering the daily operation of MFSD.

5. Policy.

a. Support. MFSD exists to provide essential food service to enrolled Midshipmen and special-event food service in support of the United States Naval Academy's mission. Guests of Midshipmen or the Naval Academy whose purpose in visiting includes Brigade involvement, developing a better understanding of the life of midshipmen, or to further enhance the mission of the Naval Academy may be permitted to use the resources of MFSD as explained in this instruction. All other groups requiring food service support should use the resources of the Naval Academy Nonappropriated Fund Program Division (NAFPD). Generally, MFSD food support requirements will be provided for the following prioritized requirements:

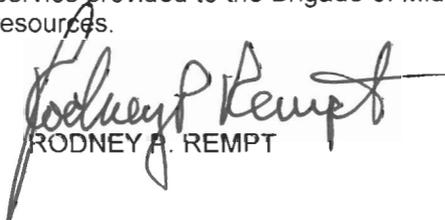
(1) Essential meals for the Brigade or any part of the Brigade and their guests.

(2) Special event support for official functions sponsored by the Superintendent or Commandant of Midshipmen.

(3) Special event support for any part of the Brigade when academic, athletic, military, moral, or social training warrant such support and MFSD resources are available.

b. Charges. In supporting the food service needs of the Midshipmen and the mission of the United States Naval Academy, the Midshipmen Food Service Division will be required to charge guests as detailed in enclosures (1) through (4) and in enclosure (7). Event sponsors are responsible for payment of guest charges. Appropriated funds (other than MFSD funds) may not be used to pay for any food service support.

6. Action. All hands are required to ensure food service provided to the Brigade of Midshipmen is of the highest quality within the constraints of available resources.



RODNEY A. REMPT

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All Non Mids (electronically)

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AUTHORIZED WARDROOM PATRONS

1. MFSD is responsible for absorbing the cost of essential feeding and non-reimbursable special event feeding for all wardroom members. The following personnel have full status as members of the Midshipmen Wardroom:

- a. Midshipmen assigned to the Naval Academy.
- b. Exchange students assigned to the Naval Academy.

2. While reference (a) authorizes the Superintendent to determine who may eat in the Wardroom, it mandates that "charges for meals furnished to other than cadets and Midshipmen will be established per guidance contained in Chapter 19 of this Volume, and the Chief Financial Officer's Reimbursable Rate for "Food Service" (reference (b)) issued annually". The following individuals will be exempt from the surcharge assessment only when dining with the Brigade in an official duty capacity for regular King Hall meals, and may purchase meal tickets at the specified DoD Discount Rate.

- a. Superintendent.
- b. Commandant.
- c. Deputy Commandant of Midshipmen.
- d. Midshipmen Supply Officer.
- e. Midshipmen Food Service Officers and Manager.
- f. Battalion and Company Officers, when dining with their units (not at the main staff table).
- g. Battalion and Company Senior Enlisted Leaders, when dining with their units (not at the main staff table).
- h. Battalion Chaplains, when dining with their units (not at the main staff table).
- i. Officer Representatives of in-season varsity sports at assigned team tables.
- j. Non-profit youth groups (such as Boy Scouts, Girl Scouts, JROTC units, etc).
- k. Officer Candidates, NROTC students or cadets ( including NAPS).
- l. Faculty and Staff required to attend Honor Boards in an official capacity.

2. The Commandant of Midshipmen will serve as President of the Midshipmen Wardroom, responsible for setting the rules of the Mess and inviting honored guests on behalf of the Wardroom.

3. Honored guests are individuals who are invited by the Wardroom to speak or otherwise enhance an event. Honored guests are granted member status in the Wardroom for a specific event; this includes the Officer of the Watch (OOW) whose duty requires sampling meals. Honored guests invited by the Wardroom dine at no charge.

4. A chargeable guest is any individual who is not a member, an honored guest or otherwise authorized by the Superintendent or Commandant. Reimbursement to the Wardroom for all chargeable guests is the responsibility of the event sponsor. Other organizations may not use appropriated monies to reimburse MFSD for food service support reimbursement or for payment of guest charges. The following individuals may purchase meal tickets at the DoD Standard Rate (surcharge included).

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- a. Battalion and Company Officers dining in a non-official capacity.
- b. Battalion and Company Senior Enlisted Leaders dining in a non-official capacity.
- c. Faculty, other USNA Officers and Staff dining in King Hall in any capacity.
- d. Guests of Midshipmen, Officers, and Staff.
- e. Non-USNA Officers and Enlisted.

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DEFINITIONS OF MFSD-CATERED EVENTS

BRIGADE-SPONSORED EVENTS (CLASS A) – Official food-related events whose primary purpose is to benefit Midshipmen. Usually Commandant directed, with attendance being over 95% midshipmen. All costs will be absorbed by MFSD. Examples include: Brigade picnics, pep rallies, Commissioning Week events, balls and formals, and special holiday meals.

MIDSHIPMEN EVENTS (CLASS B) – Official food-related events whose primary purpose is to benefit a specific Midshipmen organization or activity. Midshipmen attendance is usually greater than 50%. All midshipmen costs are funded through MFSD. Guest food costs, contract labor and operating costs are billed to the sponsoring activity. The majority of special events are Class B. Examples include: Company dining-ins, Company picnics, Parents' and Sponsors' Dinners, refreshments for Midshipmen extra curricular activities and Religious Programs, warfare community events associated with Service Assignment activities, Superintendent's First Class receptions, and the Trident Scholars' banquet.

OTHER EVENTS (CLASS C) – Food related events whose primary purpose is to further the mission of the Naval Academy and indirectly support the morale and welfare of the Brigade. Midshipmen attendance at these events may be less than 50%. All non-midshipmen costs are billed to the sponsoring activity. Examples include: luncheons in support of U.S. Naval Academy programs and initiatives (Superintendent, Commandant, or Academic Dean), U.S. Marine Corps Ball and Mess Night, and Naval Academy Foreign Affairs Conference.

It is the responsibility of the Midshipmen Food Service Officer and Midshipmen Food Service Manager to ensure that Class C events do not interfere with the primary mission of MFSD. Essential feeding of midshipmen will never be interrupted to support Class C events. Midshipmen events will be given precedence over Class C events, should labor constraints prevent being able to support both.

OPERATING COSTS – The operating costs (surcharge) for all catered events will be calculated and billed by MFSD at an additional 55% of food cost.

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RATIONS-IN-KIND

1. Midshipmen Food Service Division (MFSD) is responsible for providing essential subsistence support for Midshipmen wherever they may be as long as they are enrolled at the Naval Academy. Other organizations sometimes provide Midshipmen "rations-in-kind" and must be reimbursed by MFSD.
2. MFSD will reimburse ships and shore galleys for essential subsistence support at the Fleet Basic Daily Food Allowance (BDFA) rate.
3. Instances and procedures for reimbursements for rations-in-kind are as follows:
  - a. Superintendent's Mess provided rations-in-kind: MFSD will absorb the cost of Midshipmen meals for events hosted by the Superintendent.
  - b. Naval Academy Athletic Association provided rations-in-kind at away events: Reimbursement shall be based on the actual cost of food consumed, but not to exceed the pro rata amount of the BDFA. Reimbursement shall only be given for the individuals and meals actually missed according to the movement order.
  - c. Naval Academy Athletic Association provided rations-in-kind at major athletic dinners: Reimbursement shall be based on the actual cost of food consumed, but not to exceed the pro rata amount of the BDFA.
  - d. Components and organizations of the Department of Defense that provide rations-in-kind: Reimbursement shall be based on the DoD standard meal rate for those installations.
  - e. Civilian and foreign national organizations that provide rations-in-kind: Reimbursement shall be based on the actual billing rate, not to exceed the BDFA.
  - f. Individual midshipmen in a non-leave status participating in the Voluntary Graduate Education Program (VGEP): Reimbursement shall be based on actual costs, not to exceed the BDFA.
  - g. Midshipmen Welfare Fund (MWF) provided rations-in-kind at away events: Reimbursement will be made to the MWF for MWF supported ECA's and club sports. Reimbursement to MWF will be based on official movement orders, not to exceed the BDFA.
  - h. BSA/ECA-provided rations-in-kind on approved movement orders: Reimbursement will be made to the officer representative accompanying the BSA/ECA on the movement, not to exceed the BDFA.
  - i. Midshipmen organized non-movement order morale and welfare type events: For reimbursement to occur, a group leader must be designated and he or she must submit a memo to MFSD that lists all participating Midshipmen. Reimbursement will be made to the group leader for all Midshipmen participating in the event, not to exceed the BDFA. Box lunches may also be requested for the day of travel. Requests for box lunches must be submitted at least 72 hours in advance.

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LEAVE RATIONS

1. The Midshipmen Food Service Division is required to reimburse Midshipmen for meals or rations missed during authorized leave periods. Leave rations will be paid according to the following rules at the current Midshipmen BDFA rate:

a. Regular and emergency leave rations will only be paid for leave periods greater than two whole days.

b. Regular and emergency leave rations will be paid for all approved leave days except the day of departure on leave.

c. Leave rations will not be paid for leave taken aboard Naval Academy vessels provisioned by MFSD, fleet units, or DOD installations, except as specifically authorized by the Commandant of Midshipmen.

d. Leave rations for regular leave periods will be paid directly into the pay accounts of the Midshipmen. Payment will be made to the Midshipmen Disbursing Officer by the Midshipmen Food Service Officer, based on listings provided by the Midshipmen Personnel Officer.

e. Leave rations for emergency leave and convalescent leave will be paid directly to Midshipmen by the Midshipmen Food Service Officer, as directed by the Midshipmen Personnel Officer.

2. The Midshipmen Food Service Officer will sign all checks to pay leave rations.

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NON-REIMBURSABLE USES OF MFSD RESOURCES

1. The following represents the policy regarding the use of the MFSD resources on a non-reimbursable basis:

a. The following services from MFSD are authorized on a non-reimbursable basis to members. Chargeable guests and contract labor costs (if incurred) at these events must be billed, except as noted in subparagraphs B and C.

- (1) Regular and special meals (Prayer Breakfasts, parents' dinners, etc.)
- (2) Early and late meals for extracurricular activities (ECAs).
- (3) Early, late, and pre-meet meals for athletic teams.
- (4) Box lunch meals in lieu of regular meals for approved Movement Orders.
- (5) Dining-In meals. (Limited to one per academic year per company).
- (6) Company picnics/parties/banquets. (Limited to one per academic year per company).
- (7) ECA and varsity sports picnics. (Limited to one per academic year per group).
- (8) Boat meals for varsity sailing and sailing club events.
- (9) Meals for YP and sail training.
- (10) Meals or receptions served at the Superintendent's and Commandant's quarters in support of specific Midshipmen organizations.
- (11) Refreshments for Sunday worship services for Midshipmen attending and/or choir members participating.
- (12) Refreshments for hops and dances.
- (13) Coffee, juice and pastries for blood donors.
- (14) Refreshments for delayed graduation.
- (15) Grab 'n Go feeding for Midshipmen after afternoon athletics. This is offered concurrently with an evening buffet, but Midshipmen are not to use both.
- (16) Other services as approved in writing by the Commandant of Midshipmen.

b. Certain special events traditionally involve Naval Academy or Midshipmen-invited guests. The cost of the snack-type subsistence items shared with these guests will be absorbed by MFSD. These specific events are:

- (1) Invited guests at hops, balls and dances.
- (2) Other events as approved in writing by the Commandant of Midshipmen.

c. Feeding meals to persons from institutions with which a "reciprocal feeding agreement" has been established. Such agreements may be established when there are equal or frequent exchanges of personnel (i.e., other service academies). These agreements will eliminate time-consuming reciprocal billings.

REIMBURSABLE USES OF MFSD RESOURCES

1. The following represents the policy regarding the sale of MFSD resources on a reimbursable basis. Sales in the following categories are authorized: regular and training meals; special meals; special meals at Midshipmen-hosted events; prepared and unprepared food items and coffee setups.

a. Sale of Regular and Training Meals. Charges will include the cost of the meal plus the surcharge, as specified by enclosure (1). All group sales (greater than six guests) must be pre-authorized by MFSD to avoid conflict with essential Midshipmen feeding. These meals are free to Midshipmen but numbers must be provided for planning purposes. Midshipmen may purchase tickets for their guests at the surcharge rate. In addition to members, other authorized groups or individuals who may purchase meals are:

(1) Member's relatives or friends.

(2) USNA faculty.

(3) USNA staff officers.

(4) Officers and civilians (United States and foreign) on an official visit to the Naval Academy (bills sent to sponsor).

(5) Naval Academy Preparatory School (NAPS) visitors (bill Candidate Guidance for Officers and civilians; bill Navy Regional Finance Center (NRFC), Washington DC for NAPS students; bill NAAA for NAPS athletic teams).

(6) Visiting athletic teams (regular and pre-meet meals are billed to NAAA).

(7) NAAA athletic team coaches and trainers (bill NAAA).

(8) NAAA varsity athletic recruiting meals (bill NAAA).

(9) NAAA summer camps (bill NAAA).

(10) Blue/Gold Officers and Area Coordinator Training (bill Candidate Guidance).

(11) Parents and candidates on Orientation Day (bill Candidate Guidance).

(12) High School educators (bill Candidate Guidance).

(13) Summer Seminar attendees (bill Candidate Guidance).

(14) Boy's Nation attendees (bill Candidate Guidance).

(15) Authorized student candidates to USNA.

b. Sale of Prepared and Unprepared Subsistence Items. Charges include the cost of food and a surcharge for prepared items. Authorized patrons are:

(1) Midshipmen Recreational Activities Center (Drydock, Anchorage, and Steerage Restaurants).

(2) Officers' and Faculty Club.

(3) NAAA.

(4) Superintendent's Mess.

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(5) Commandant of Midshipmen (for direct support of official entertainment).

(6) Any customer as authorized in writing by the Commandant of Midshipmen.

c. Coffee Set-ups. Coffee set-ups are provided for authorized Midshipmen events on a non-reimbursable basis and in support of the Commandant and Academic Dean on a reimbursable basis. For all other events, the resources of the Officer's and Faculty Club should be used. Charges will include the cost of food, cost of contract labor (if required) and the surcharge.

2. Payment for all charges made under authority listed in subparagraphs 1A through 1C will be the responsibility of the event sponsor. Estimated charges for events will be available from MFSD at the time of event planning.

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EXPENDITURES AGAINST INTEREST REVENUE

1. Excess MFSD non-appropriated fund account assets may be invested in interest-bearing accounts. The interest revenue may be expended as follows:
  - a. To procure subsistence and subsistence-related items for the Midshipmen Wardroom.
  - b. To pay for any midshipmen event charges that are not covered by appropriated funding.
2. Expenditures against this account may be signed for by the Midshipmen Food Service Officer, as approved by the Commandant's Supply Officer, the Commandant of Midshipmen, or the Superintendent.
3. Account ledgers will be established for interest income and expenditures within the current accounting system to clearly identify transactions against this account. These ledgers will be reviewed annually by the Command Evaluation Office.

ALCOHOLIC BEVERAGES

1. The following represents the policy regarding the use of MFSD non-appropriated funds (NAF) for the purchase and stocking of alcoholic beverages.

a. MFSD is authorized to procure, stock, and use alcoholic beverages in direct support of recipes that call for same.

b. MFSD is authorized to procure, stock, serve, and sell alcoholic beverages to customers and to the Brigade and their guests, as approved by the Commandant of Midshipmen. MFSD will stock beer and wine only. Mixed drinks can be served at special events when requested, but the sponsoring activity will be billed for all liquor purchased for that event. The sale of these beverages will be at a fixed cost per beverage and the cost will be delineated in the MFSD Catering Guide. Event coordinators will determine the quantity of alcoholic beverages to be provided at special events.

c. It is the responsibility of the event coordinator to control alcoholic beverages and consumption during the special event. This includes controls to preclude underage and Fourth Class Midshipmen consumption.

2. The MFSD NAF will be reimbursed by the event sponsor or interest income for all alcohol not used for recipes. MFSD NAF will not be expended for any direct alcohol consumption.