



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

USNAINST 1746.1A CH-1  
1/MFSD  
MARCH 19 2010

USNA INSTRUCTION 1746.1A CHANGE TRANSMITTAL 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 11A, Chapter 6, Appendix F  
(b) DoD Financial Management Regulation, Volume 12, Chapter 20  
(c) Chief Financial Officer's Reimbursable Rate for Food Service (issued annually)  
(d) DoD Financial Management Regulation, Volume 12 Chapter 19  
(e) DoD Financial Management Regulation, Volume 7A, Chapter 38  
(f) DoDI 1015.15, Establishment, Management, and Control of Non-appropriated Fund Instrumentalities and Financial Management of Supporting Resources

- Encl: (1) Authorized Wardroom Patrons  
(2) Definitions of MFSD Catered/Special 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)-(8).
2. Cancellation. USNA Instruction 1746.1 dated 13 December 2005. This directive is a complete revision and should be reviewed in its entirety.
3. Background. Reference (a) directs submission of the annual DOD Food Service Operating Expense Report. Reference (b) directs that the subsistence allowances authorized for Midshipmen by the Secretary of Defense be disbursed from the current military personnel appropriation to a non-appropriated 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. All other costs associated with food services must be lodged against appropriated funds or other NAF. Reference (c) establishes dining hall meal rates for the current fiscal year. Reference (d) prescribes financial management policy and procedures for the Department Of Defense Food Service Programs. Reference (e) prescribes financial management policy and procedures for midshipmen ration entitlements. Reference (f) authorizes NAF account assets to be invested in an interest-bearing account.
4. Responsibilities.
  - a. Superintendent. Responsible for assuring the efficient and effective management of the dining hall and its non-appropriated fund for the purchase of subsistence items.

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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 (8).

c. Midshipmen Supply Officer. Responsible for the overall administration and operation of MFSD.

d. Director, Midshipmen Food Services. Accountable, via the Midshipmen Supply Officer, for the efficient and effective operation of the mess. This includes assuring that subsistence allowances are fully leveraged on behalf of the Brigade of Midshipmen, managing all fiscal and accountable aspects of the mess to include payment of bills and signing of checks, overseeing all food production and food service operations, and preparing and submitting the annual expense report per reference (a).

e. Midshipmen Food Services Officer. Responsible, via the Director, for first line direction of operations associated with food production and space sanitation. Also responsible for providing wholesome, well balanced and satisfying meals served under the most sanitary conditions.

f. Midshipmen Food Services Operations Officer. Act as the Contracting Officer Technical Representative for oversight of the King Hall services contract, serve as Division Officer for enlisted personnel assigned to MFSD, and function as the Officer liaison to the Brigade of Midshipmen and the Naval Academy in coordinating events that support the mission of the Naval Academy.

## 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. Authorized patrons or 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 Business Services Division (NABSD). Generally, MFSD food service support 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 mission essential functions approved 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, MFSD will be required to charge guests as detailed in enclosures herein. 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.

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J. L. FOWLER

Copy:  
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 (b) 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 references (c) and (d). The following meal charges are described below:

- a. Discount Meal Rate. The discount rate is applicable to the following patrons.

(1) Spouses and other dependents of enlisted personnel in pay grades E-1 through E-4.

(2) Members of organized nonprofit youth groups sponsored at either the national or local level. Such groups include: Civil Air Patrol, Junior ROTC and Scouting units.

(3) Officers and federal civilian employees who are not receiving the meal portion of per diem, shall be charged the discount meal rate when they are:

(a) Performing duty on a U.S Government vessel;

(b) On field duty;

(c) In group travel status;

(d) Included in essential unit messing (EUM) as defined in the Joint Federal Travel Regulations (JFTR), Volume 1;

(e) On a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations; or

(f) On Joint Task Force (JTF) operations other than training at temporary U.S. installations, or using temporary dining facilities.

(4) Enlisted personnel when not receiving the meal portion of per diem, shall be charged the discount meal rate when they are:

(a) On a U.S. Government aircraft on official duty either as a passenger or as a crew member engaged in flight operations; or

(b) On JTF operations other than training at temporary U.S. installations, or using temporary dining facilities.

- b. Standard Meal Rate. The standard rate is applicable to the following patrons.

(1) All officers, enlisted members, and federal employees receiving an allowance for subsistence and/or meals portion of per diem.

(2) Authorized guests as provided for in paragraph 4 below.

(3) The standard meal rate shall also be used as the basis for providing subsistence to Midshipmen.

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

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4. All guests of the wardroom are charged the Standard meal rate unless entitled to the discount meal rate. Reimbursement to the Wardroom for all chargeable guests is the responsibility of an event sponsor, if assigned, or the guest themselves. In those instances of normally recurring categories of guests, payment responsibilities are reflected in enclosure (6). Other organizations may not use appropriated monies to reimburse MFSD for food service support reimbursement or for payment of guest charges.

a. The following individuals may dine in the mess in connection with performance of official duties when using meal tickets purchased at the DoD Standard Rate:

(1) Commandant's Staff and their invited guests including, among others, Battalion and Company Officers, Battalion and Company Senior Enlisted Leaders, and other staff that may be acting in an official capacity.

(2) Faculty and other USNA Officers and Staff when authorized by the Commandant Operations Officer at (410) 293-7125.

b. The following individuals may dine in the mess, with prior approval, when using meal tickets purchased at the DoD Standard Rate:

(1) Guests of Midshipmen when authorized by the Company Officer or Senior Enlisted Leader. Authorized guests include relatives or guardians, officers of the armed forces (0-5 and below), faculty members of the Naval Academy, and sponsors.

(2) Non-USNA Officers and Enlisted and non-Naval Academy groups and organizations when authorized by the Commandant Operations Officer at (410) 293-7125 or when authorized by higher authority (Office of Special Events, Commandant, or Superintendent).

(3) Members of Congress, special or distinguished guests, officers of the armed forces (0-6 and above) when authorized by the Commandant Operations Officer at (410) 293-7125 or when authorized by higher authority (Office of Special Events, Commandant, or Superintendent). Commandant notification is required for guests falling into this category.

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DEFINITIONS OF MFSD-CATERED/SPECIAL EVENTS

1. Given the various types of food service events that take place on the yard, establishing absolute guidelines encompassing all scenarios is impractical. In general, however, these are two primary food service providers operating at the Naval Academy, MFSD and NABSD. The source of funds and the location of the event serve as key indicators that help determine which activity will provide support. The following guidelines are provided.

- a. For food service events held in King Hall, MFSD will be the provider of choice.
- b. For food service events held in the Chesapeake/Severn rooms, MFSD will be the provider of choice.
- c. For all other events held on the yard that are not considered mission essential or are not widely attended by the Brigade, NABSD will be the provider of choice.

2. In general, events fall into three broad categories, mission essential, widely-attended brigade events, and non-mission essential.

a. Mission Essential. Such events are normally Commandant-directed and brigade-wide, and funded in whole or in part with appropriated funds. All costs for these events will be absorbed by MFSD. Examples include: Brigade picnics, pep rallies, and special meals in King Hall. MFSD may also be required to support other mission essential events that include non-members. In these instances, Midshipmen attendance will typically need to exceed 50% of the total attendance for an event to be classified as mission essential. These events must be approved by the Commandant and all non-midshipmen food costs will be billed to the sponsoring activity per references (b) and (d). Examples include: Sponsor Dinner, Capstone seminars, Service Selection Dinners, Class Ring Ceremony dinners, Ring Dance, Awards Ceremonies, etc.

b. Widely Attended Brigade Event. Such events, while not mission essential, are open to the entire Brigade of Midshipmen and enjoy high levels of midshipmen participation (normally defined as greater than 500 midshipmen). These events are jointly supported by both NABSD and MFSD with MFSD providing prepared food and non-alcoholic beverages and NABSD providing set-up and service. These events must be approved by the Commandant and all non-midshipmen food costs will be billed to the sponsoring activity per references (b) and (d). Examples include: International Ball, etc.

c. Non Mission Essential. All other food-related events. Such events will be scheduled through NABSD.

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RATIONS-IN-KIND

1. Per reference (e) Midshipmen are entitled to Rations-in-Kind (RIK), or commuted rations at the rate specified in reference (c) while on authorized leave, sick in hospitals, and in a travel status for which a per diem is payable. 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 RIK and must be reimbursed by MFSD.
2. While the below list is not intended to be all inclusive, it identifies the most common situations in which reimbursements for RIK take place:
  - a. RIK provided by other galleys during periods of King Hall closure. Reimbursement shall be based on the DoD standard meal rate.
  - b. RIK provided by the Naval Academy Athletic Association at away events on approved movement orders. Reimbursement shall be based on the DoD standard meal rate. Reimbursement shall only be provided for the individuals and meals actually missed according to the movement order.
  - c. Individual Midshipmen in a non-leave status participating in the Voluntary Graduate Education Program (VGEP). Reimbursement shall be based on the DoD standard meal rate.
  - d. RIK provided by the Midshipmen Welfare Fund (MWF) on approved movement orders and authorized brigade events approved by the Commandant. Reimbursement to MWF will be based on official movement orders, or for approved brigade functions based on Brigade participation. Reimbursement shall be based on the DoD standard meal rate. Examples include: Falcon Roast, brigade picnics etc.
  - e. RIK provided by NABSD for brigade events approved by the Commandant. Reimbursement will be made to NABSD based on the DoD standard rate. Examples include: Brigade Televised Navy Football Parties.

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LEAVE RATIONS

1. Per reference (b), the subsistence allowance that is not earned for any Midshipmen on leave or otherwise away from the Academy, and not subsisted at Government expense, will be credited to his or her pay account. 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, emergency, and convalescent leave periods will be paid directly into the pay accounts of the Midshipmen. Payment will be made by the Midshipmen Disbursing Officer, based on listings provided by the Midshipmen Personnel Officer.

e. Leave rations will be paid for voluntary training periods, such as National Outdoor Leadership School and unfunded internships, during which no Government messing is available.

2. Leave rations will be paid as soon as practicable upon the conclusion of Midshipmen leave.

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NON-REIMBURSABLE USES OF MFSD RESOURCES

1. The following delineates instances of how MFSD resources may be used on a non-reimbursable basis:

a. The following services from MFSD are authorized on a non-reimbursable basis to members.

(1) Regular and special meals (Welcome back and Holiday dinners, Shrove Tuesday, etc.)

(2) Early and late meals for extracurricular activities (ECAs).

(3) Early, late, and pre-meet meals for athletic teams along with those additional subsistence items required to support the unique dietary needs of athletic teams.

(4) Delivered or "carry out" meals in lieu of regular meals for approved Movement Orders, and/or approved academic events.

(5) Dining-In meals. (Limited to one per academic year per company).

(6) Subsistence items to support company picnics, parties, or banquets.

(7) Boat meals for varsity sailing and sailing club events.

(8) Meals for YP and sail training.

(9) Coffee, juice and pastries for Midshipmen blood donors.

(10) Other services as approved in writing by the Commandant of Midshipmen.

b. Feeding meals to persons from institutions with which a "reciprocal feeding agreement" has been established is also authorized. 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.

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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 at Midshipmen-hosted events; bulk food sales; and sales of prepared items.

a. Sale of Regular and Training Meals. Charges will reflect the current standard meal rate, as specified by reference (c). 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 of attendees must be provided for planning purposes. Midshipmen may purchase tickets for their guests at the standard rate. In addition to members, other authorized groups or individuals who may purchase meals are:

(1) USNA faculty in support of Midshipmen-related events.

(2) USNA staff officers.

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

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

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

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

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

(8) NAAA summer camps (bill NAAA).

(9) Blue/Gold Officers and Area Coordinator Training (bill Admissions Department).

(10) Parents and candidates on Orientation Day (bill Admissions Department).

(11) High School educators (bill Admissions Department).

(12) Summer Seminar attendees (bill Admissions Department).

(13) Boy's Nation attendees (bill Admissions Department).

(14) Authorized student candidates to USNA (billing varies).

(15) MFSD staff for consumption within MFSD spaces when such purchases are deemed to promote efficiencies of ongoing operations. In such instances staff is required to purchase a meal ticket in advance at the standard rate.

(16) Other instances where approved by the Commandant.

b. Sale of Bulk Food Items. The sale of bulk food items is authorized with the approval of the Midshipmen Supply Officer when such sales further the mission of the Naval Academy and when these sales do not overly deplete the stocks available for issue to the mess at large. Bulk food items, by definition, do not require preparation and are "ready to serve." Examples of authorized sales include pre-made cookies and refreshments for award ceremonies and other such ceremonies where the availability of subsistence items is consistent with custom and tradition. Such items will be billed at food cost only.

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c. Sale of Prepared Items. The sale of prepared food items is authorized with the approval of the Commandant when such sales further the mission of the Naval Academy. Charges include food cost and the appropriate surcharge.

EXPENDITURES AGAINST INTEREST REVENUE

1. Excess MFSD non-appropriated fund account assets may be invested in interest-bearing accounts per reference (f). The interest revenue may be expended to procure subsistence items for the Midshipmen Wardroom.
2. Expenditures against this account may be used by the Midshipmen Food Service Director at any time to procure subsistence items. During each fiscal year, account ledgers will be established for interest income within the current accounting system to clearly identify interest accrued during the fiscal year.

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ALCOHOLIC BEVERAGES

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

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

b. MFSD is authorized to store beer and wine in those instances where the Commandant has authorized such beverages to be served. However, in such instances beer and wine purchases will be made through NABSD only, vice MFSD.

2. The purchase of beer and wine will be arranged by the event sponsor and billed directly to the event sponsor, or in those instances where Class Funds are being used to purchase alcohol, as in the case of Ring Dance, billed to the Midshipmen Welfare Fund.



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1 JUL 2011

USNA INSTRUCTION 1746.1A CHANGE TRANSMITTAL 1

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

Encl: (1) Revised enclosure (7)

1. Purpose. To publish change 1 to the basic instruction.
2. Action. Remove enclosure (7) of the basic instruction and replace with enclosure (1) of this change transmittal.

/S/  
M. H. MILLER

Distribution:  
All Non Mids (electronically)

EXPENDITURES AGAINST INTEREST REVENUE

1. Excess MFSD non-appropriated fund account assets may be invested in interest-bearing accounts per reference (f). The interest revenue may be expended to procure subsistence items for the Midshipmen Wardroom.
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