



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MD 21402-5000

COMDTMIDNINST 1500.1K

OPS

1 JUN 00

COMDTMIDN INSTRUCTION 1500.1K

From: Commandant of Midshipmen

Subj: COMPANY WARDROOM PROGRAM

Ref: (a) COMDTMIDNINST 5400.6, Section 1.45
(b) COMDTMIDNINST 7041.1 (Series)

Encl: (1) Relief Procedures for Wardroom Representative
(2) Sponsorship Program

1. Purpose. To issue regulations concerning the administration of company wardrooms.

2. Cancellation: COMDTMIDNINST 1500.1J. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Information

a. Wardroom spaces have been established in each Company Area for social and professional gatherings. Funds for furnishing and maintaining these spaces are obtained from donations by sponsoring Alumni, wardroom dues, and others contributions by individual or group donations.

b. Regulations regarding use of wardrooms are outlined in reference (a).

4. Discussion

a. Company wardrooms are provided primarily for first class midshipmen as a meeting and recreational space. Social usage may be extended to underclass in accordance with the regulations of reference (a); however, the responsibilities for care, maintenance, and discipline within the wardroom remain with the first class at all times.

b. Wardrooms are high-usage spaces which require all users to actively promote their upkeep. When used for professional training, the senior midshipmen of the group will ensure the wardroom is cared for while training is being conducted and is clean on departure of the group.

COMDTMIDNINST 1500.1K
OPS

c. Since appropriated funds are unavailable for furniture purchase or repair, the need for continual care and rapid repair of any damage cannot be over-emphasized. Repair of furniture damage is the responsibility of the wardroom users.

d. Major repairs or renovations must be approved in writing by the First Lieutenant, Bancroft Hall.

e. As public spaces, company wardrooms must present the highest standards of cleanliness and appearance at all times; Company Commanders are to ensure necessary steps are taken to maintain this appearance and condition. Company wardrooms will be inspected regularly and will be closed for use in the event the space is in an untidy or unsanitary condition. Once closed, the wardroom will not be reopened for use until approved by the Company Officer.

5. Coffee Mess

a. Authorization and Location. One coffee mess per company may be established for the use of wardroom members. It will be located in the company wardroom or as designated by the Company Officer. Only coffee, tea, hot chocolate, hot cider, instant soup, popcorn, and items prepared by microwave will be prepared in the mess. Operation of toasters, grills, or other equipment used in the preparation of any food is prohibited.

b. Rations. The company monthly subsistence issue is established by the Midshipmen Food Service Officer.

6. Administration of Wardrooms

a. The basic administration of each wardroom is the responsibility of the Company Commander, who will appoint another first class to serve as the Wardroom Representative, subject to approval of the Company Officer.

(1) The Wardroom Representative may established policies for use and maintenance of the company wardroom in accordance with reference (a). Such policies and procedures must be promulgated within the Company and shall be maintained in writing in the wardroom (either posted or in a binder). The policies and regulations shall be endorsed by the Company Commander and shall carry the force of orders issued by the Company Commander.

(2) Funds provided by a sponsoring alumnus or class will be turned in to the Midshipmen Welfare Fund (MWF) Manager for issue in accordance with the procedures provided for by reference (b). Sponsor account funds must be used only to acquire furniture, decorations and other permanent accessions to the wardroom. Such acquisitions may be made at any time but each acquisition must be approved by the Company Officer for good taste and by the First Lieutenant, Bancroft Hall, for compliance with fire and building codes.

(3) Dues may be collected from wardroom members, however, it is specifically prohibited to collect dues or assess a person who does not use the wardroom. Dues and other transitory funds (such as coffee, soft drink, car wash and t-shirt monies) will be turned in to the MWF Manager for issue in accordance with the procedures provided for by reference (b). These funds will be maintained in a general account and may be used to buy consumable supplies for the operation of the coffee or soft drink messes, and to purchase permanent furniture or decorations for the wardrooms. In the case of the acquisitions of permanent items, these items become the property of the wardroom and shall remain therein after purchase. The Wardroom Representative must verify wardroom ledger with MWF personnel the third full week of every month.

(4) The procedures described at enclosure (1) shall be taken any time the Wardroom Representative is relieved. The Company Wardroom Representative shall be relieved prior to 5 May and 5 December each year.

(5) The Company Commander shall ensure communications with the sponsoring alumni class are maintained in accordance with the requirements of enclosure (2).

(6) Television Sets/VCRs. Television sets and VCRs in company wardrooms are not supported by appropriated funds. Each wardroom is advised to purchase a replacement. Company wardrooms should build up their accounts through assessments and alumni contributions in anticipation of TV or VCR replacement.

b. The following items are prohibited in company wardrooms:

(1) Food requiring preparation except popcorn, coffee, hot chocolate, hot cider, instant soup, tea, and items to be prepared in microwave ovens.

COMDTMIDNINST 1500.1K
OPS

(2) Hot plates, toasters, blenders or other similar food processing equipment.

(3) Vending machines

(4) Shag Rugs

(5) Pictures, photos, or paintings of an inappropriate nature, (as determined by the Company Officer).

c. Company Officers shall:

(1) Approve expenditures in accordance with the provisions of this instruction and reference (b).

(2) Approve the requests for procurement, installation and use of refrigerators, coffee makers, ice makers and microwave ovens in accordance with the provisions of this instruction.

(3) Inspect and supervise coffee messes.

(4) Act as approving authority for survey requests originated by the Wardroom Representative and ensure prompt removal of surveyed items from Bancroft Hall.

(5) Maintain a file of records and communications to ensure continuity of information in regards to the wardroom.

(6) Ensure First Lieutenant, Bancroft Hall, approves all major repairs or renovations to wardrooms for compliance with fire and building codes.

d. Operations and Midshipmen Activities Officers. Once a year the Commandant of Midshipmen Operations Officer and Midshipmen Activities Officer will review the effectiveness of this program and prepare for the Commandant such proposals as they deem appropriate for improving the program.

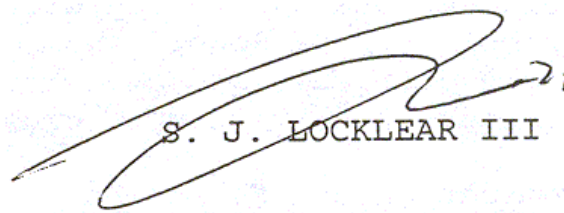
e. Midshipmen Welfare Fund Manager. The MWF Manager will be the custodian of the program's funds (including midshipmen dues), shall deposit all contributions in the MWF's Checking Account and maintain a separate ledger for each company. The MWF Manager shall:

COMDTMIDNINST 1500.1K
OPS

(1) Maintain on file for three years the Wardroom Representative Letters of Relief and financial statements of each company.

(2) Make disbursements in accordance with reference (b).

Distribution:
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S. J. LOCKLEAR III

RELIEF PROCEDURES FOR WARDROOM REPRESENTATIVES

The procedures for effecting relief of the Wardroom Representative are as follows:

1. The incumbent Company Commander and Wardroom Representative shall thoroughly brief their reliefs on the operations and policies of the wardroom, and any projects or business transactions undertaken, but not yet completed.
2. The Relieving Company Commander and Wardroom Representative and the Incumbent Company Commander and Wardroom Representative shall conduct a joint inventory and material inspection and submit a final report (Tab A) prior to relief.
3. The incumbent Wardroom Representative shall complete a financial report (Tab B).
4. A letter of relief (Tab C) shall be prepared by the relieving Company Commander and Wardroom Representative and forwarded to the Company Officer with copies to the incumbent Wardroom Representative and the Midshipmen Welfare Fund Administrator. Copies of the inventory and the financial report are to attached to the letter.
5. The relieving Wardroom Representative shall deposit all cash funds on hand in the Midshipmen Welfare Fund prior to graduation day each year.

Enclosure (1)

COMDTMIDNINST 1500.1K
OPS

WARDROOM INVENTORY REPORT FORM

_____ Company Wardroom Inventory

Date _____

ITEM (Description) _____ REMARKS (Condition, etc.) _____

(SIGNATURE)
Incumbent Company Commander

(SIGNATURE)
Incumbent Wardroom Representative

(SIGNATURE)
Relieving Company Commander

(SIGNATURE)
Relieving Wardroom Representative

WARDROOM FINANCIAL STATEMENT

From: Midshipmen _____, USN, (Alpha Number)
To: _____ Company Officer

Subj: _____ Company Wardroom financial statement for the
period indicated is submitted:

MWF General Account

<u>Receipts*</u>	<u>Expenditures</u>
1.	1.
2.	2.
3.	3.
4.	4.
Total Receipts: _____	Total Expenditures: _____
Total Receipts less Total Expenditures: _____	
General Account Balance to date: _____	

MWF Sponsor Fund Account

<u>Receipts*</u>	<u>Expenditures</u>
1.	1.
2.	2.
3.	3.
4.	4.
Total Receipts: _____	Total Expenditures: _____
Total Receipts less total expenditures: _____	
Sponsor Fund Balance to date: _____	

Cash o hand from last statement: _____
MWF General Account: _____
MWF Sponsor Account: _____
Total: _____

Funds Obligated for Future Purchases

<u>Item</u>	<u>Amount</u>
1.	1.
2.	2.
3.	3.
4.	4.
Total: _____	

2. I certify that this statement is correct to the best of my
knowledge and that there are no outstanding obligations other
than those which are indicated.

Company Commander: _____

(Signature)
Company Wardroom Rep.
Company Officer: _____

(Initial)

(Initial)

*Indicate Source

Tab B

Enclosure (1)
COMDTMIDNINST 1500.1K
OPS

SAMPLE LETTER OF RELIEF

Date

From: Midshipmen ___/C_____, USN, (Alpha Number)
To: _____ Company Officer

Subj: RELIEF AS _____ COMPANY WARDROOM REPRESENTATIVE

Ref: (a) COMDTMIDNINST 1500.1 (series)

1. I have this date relieved Midshipmen ___/_____, USN, (Alpha Number), as Wardroom Representative of the _____ Company Wardroom in accordance with reference (a). A copy of the inventory and financial reports are attached.

2. Projects or transactions undertaken, but not yet completed, are as follows:

- a. (List individually)
- b.
- Etc.

OR

2. There is presently no unfinished business.

Very respectfully,

Signature

Copy to:
Midshipmen (who has been relieved)
Midshipmen Welfare Fund Manager

SPONSORSHIP PROGRAM

1. Company wardrooms are sponsored by classes of Naval Academy Alumni. Initially, alumni were informed through the Alumni Association of the formation of company wardrooms and were requested to sponsor a company of their choice. A great number of the classes responded favorably to the request and donations to the selected company wardrooms were made.

2. The class sponsors are very interested in wardroom management, operation, conditions and financial status. To keep the sponsors informed and to ensure continued interest, an information and reporting program will be vigorously pursued. Each year in September, a letter will be prepared by the Wardroom Representative, approved by the Company Officer, and forwarded to the president of the sponsoring class. This letter should include, but is not limited to, information regarding procurement and projects completed since the last report, projects undertaken and not yet completed, and future plans and resource requirements. Under no circumstances should this letter be permitted to become stereotyped or unimaginative. A sample letter is provided at Tab A.

3. In addition to the formal correspondence, personal contact between the sponsored company and the members of the sponsoring class is possible at times such as Homecoming Weekend and Commissioning Week when it is possible for the company to host a coffee for their sponsors. Further, there are often members of the sponsoring class residing in the Annapolis area who may desire to become involved in wardroom activities (e.g. Dining-Ins/Dining-Outs). The opportunity for the sponsors to become personally involved with wardroom projects builds rapport and a lasting bond between the sponsoring class and the company.

4. A list of wardroom class sponsors is available in the Midshipmen Activities Office.

Enclosure (2)

COMDTMIDNINST 1500.1K
OPS

SAMPLE LETTER TO SPONSORING CLASS

Date

Dear _____,

On behalf of the _____ Company, I would like to express our sincere gratitude for the generous gift of \$_____ from the Class of _____.

With your contribution, the first class bought lumber and paneling for the wardroom. The construction was done by the first class, resulting in a paneled wardroom with a very large bookcase and television platform on top of it.

I would like to invite you and your classmates to visit our wardroom anytime you are in Annapolis so you might see the accomplishments made through your pas generosity. We especially look forward to meeting some of the Class of _____ next Homecoming.

We have several projects to complete within the coming year which will improve the habitability and atmosphere of the wardroom. It is presently planned to purchase wall plaques, a carpet, and one additional lounge chair in order to complete our renovation. The cost of these items amounts to \$_____. It is anticipated that funds will be needed for upkeep and occasional replacement of unserviceable equipment. Any assistance you can provide will be greatly appreciated by the _____ Company.

Very respectfully,

Signature

Tab A

Enclosure (2)