



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
COMMANDANT OF MIDSHIPMEN
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 5000.1D
MFSD

11 Jul 03

COMDTMIDN INSTRUCTION 5000.1D

From: Commandant of Midshipmen

Subj: MIDSHIPMEN FOOD SERVICE DIVISION (MFSD) SUPPORT AND
CHARGES FOR SUMMER TRAINING PROGRAMS

Ref: (a) DOD Financial Management Regulation, Volume 12, Chapter 20 (DOD
7000.14-R)
(b) Supt's Pol Ltr for food services provided by MFSD of 22 Sep 1995

Encl: (1) Sample letter of appointment for temporary purchasing agent

1. Purpose. To establish a consistent policy for reimbursement of the MFSD non-appropriated funds for support provided to officer, civilian and enlisted personnel participating in United States Naval Academy summer training on Yard Patrol craft (YPs) and sailing vessels.
2. Cancellation. COMDTMIDNINST 5000.1C. This directive is a complete revision and should be reviewed in its entirety.
3. Background. The Midshipmen Mess is a private mess. Reference (a) directs the subsistence allowance 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. Reference (b) directs MFSD to provide meals for midshipmen for all periods of enrollment, which includes summer YP and sail craft training. Reference (b) also requires that non-mess members be charged for this support. Collection for this support has been difficult in the past.
4. Policy.
 - a. Officer and Civilian Billing. A Squadron Block Supply Officer or Point of Contact (POC) will be assigned by the Director of Professional Development, USNA to coordinate all bills and payments for officers and civilians participating in training sessions (i.e., LANTPATRAMID, CSNTS, etc.) in accordance with the following event timeline:
 - (1) Thirty (30) days prior to underway date: Provide a list of training block periods and a POC to the Assistant Midshipmen Food Service Officer (AMFSO), MFSD.

(2) Ten (10) days prior to underway date: Provide a copy of orders for all officer and civilian personnel participating in the upcoming training block to the AMFSO, MFSD. Orders are required in order to verify participants. Officers, civilians and enlisted personnel on COMRATS are entitled to 75% of per diem for the day of departure and day of return from homeport only.

(3) Two (2) days prior to underway date: Payment due for all participating officers and civilians. Individual payments may be made via check, money order or cash but must be submitted collectively prior to departure via the assigned POC. Checks and money orders should be made to "MFSD".

b. Enlisted Billing: A Training Block POC will be assigned to a senior member in the NAVSTA Annapolis YP Operations Department to coordinate all bills and payments for enlisted personnel participating in training sessions (i.e., LANTPATRAMID, etc.) in accordance with the following event timeline:

(1) Fifteen (15) days prior to underway date: Provide a list of all participating enlisted personnel that receive Rations in Kind (RIK) to the Naval Station Supply Officer (NAVSTA SUPPO). The NAVSTA SUPPO will prepare a check to be paid to MFSD for the full ration value of all participating enlisted personnel receiving RIK.

(2) Ten (10) days prior to underway date: YP OPS POC provide a copy of orders for all enlisted personnel participating in the upcoming training block to the AMFSO, MFSD. Orders are required in order to verify participants and enable members to submit a travel claim for the day of departure and return from homeport. Orders should state whether the member receives commuted rations (COMRATS) or RIK.

(3) Two (2) days prior to underway date: Payment due for all participating enlisted personnel (one payment for personnel on RIK from NAVSTA Supply Officer and one payment for personnel on COMRATS). Individual payments may be made via check, money order or cash but must be submitted collectively prior to departure via the assigned POC. Checks and money orders should be made to "MFSD".

c. Support and billing computation:

(1) LANTPATRAMID and Oceanographic Cruises.

(a) All dry, chill and frozen goods will be loaded out at the USNA prior to departure. Each Squadron Supply Officer will be supplied with an imprest fund of \$700.00 for emergency food purchases for which he/she will be personally accountable. Each squadron Supply Officer will be appointed in writing using the format shown in enclosure (1). Each YP will be assigned a Midshipman Supply Officer by the Squadron Supply Officer. Each YP will be re-supplied once during the cruise. The LANTPATRAMID Logistics Officer will coordinate this procedure with the AMFSO.

(b) Officers, civilians and enlisted personnel will be billed for all underway and in port days at the rate specified in reference (a) for military academies, using the midshipmen/cadet rate. (The current rate for fiscal year 2003 is \$5.75 per day.)

(2) CSNTS and VOST.

(a) Due to their unique and limited storage space, CSNTS and VOST sailing vessels will be loaded out by their respective crews prior to getting underway from the USNA. A designated representative from each boat will receive a ration check for all underway meals commencing with departure. The ration check will also include credit for in port periods. The formula for computing the amount of rations is as follows:

(# of midshipmen) X (# of days away) X (current midshipmen ration rate)

(b) Officers and civilians will be billed for all underway and in port days at the rate specified in reference (a) for military academies, using the midshipmen/cadet rate only if MFSD provides food. Officers and civilians are entitled to 75% of per diem on the days of departure and return from homeport only.

5. Action. The Assistant Midshipmen Food Service Officer (AMFSO) shall be charged with coordinating all transactions by MFSD in support of YP and sail training cruises.


J. R. ALLEN

Distribution:
C-1

S A M P L E

Date:

From: Assistant Midshipmen Food Service Officer (AMFSO)
To: (Name of Temporary Purchasing Agent)

Subj: APPOINTMENT AS TEMPORARY PURCHASING AGENT FOR SUMMER
CRUISE..., BLOCK...

1. You are hereby appointed as a temporary purchasing agent for the Midshipmen Food Service Division (MFSD). You are authorized a cash advance of \$700.00 to buy food items only in support of your crew, plus the cost of travelers' checks for security of funds. You will be held accountable for all funds, and you must comply with the provisions in paragraphs 2 and 3 below.
2. Consider the \$700.00 as an imprest fund for emergencies or for the re-supply of milk, fresh fruits or vegetables. Only the purchase of food items necessary for supporting the crew are authorized with these non-appropriated funds. Purchases of non-food items (i.e., disposable supplies, repair parts, etc.) are not authorized and must be paid for by using O&MN appropriated funds.
3. You will be strictly accountable for the cash advanced to you, and you must identify each purchase with a cash receipt and an itemized vendor's invoice (name and price of each item). Upon conclusion of the cruise, return all cash and applicable paperwork to the MFSD Accounting Branch, in person. The MFSD Accounting Branch will audit all receipts and invoices and refer any differences to the Midshipmen Food Service Officer, (MFSO) via the AMFSO.
4. Any questions encountered during the cruise can be referred to the Accounting Branch at DSN 281-2734 or commercial 410-293-2734, or the AMFSO, x7148.

J. J. DOE
LT, SC, USN

FIRST ENDORSEMENT

From: LT I. M. Underway, USN, 123-45-6789, name of squadron
To: Assistant Midshipmen Food Service Officer

Subj: ACCEPTANCE OF APPOINTMENT AS TEMPORARY PURCHASING AGENT

1. I accept the position of Temporary Purchasing Agent. I agree to hold myself accountable to MFSD for advanced funds and to use the funds for nothing other than the stated purpose.

Name of Temporary Purchasing Agent

Encl (1)