



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5000.1E
11 May 10

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5000.1E

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

Ref: (a) DOD Financial Management Regulation, Volume 12,
Chapter 20 (DOD 700.14-R)
(b) USNAINST 1746.1A dtd Mar 2010
(c) COMDTMIDNOTE 1746.1 dtd Mar 2010

Encl: (1) Sample letter of authority for picking-up,
transporting, and distributing midshipmen ration
checks

1. Purpose. To establish a consistent policy for the use of MFSD non-appropriated funds in support of midshipmen subsistence during Yard Patrol (YPs) craft and sailing vessel training, and to establish reimbursement procedures for subsistence support provided to officer, civilian and enlisted personnel when participating in such training.

2. Cancellation. COMDTMIDNINST 5000.1D. 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 that 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.

4. Policy

a. Officer, Enlisted and Civilian Billing. A Squadron Block Supply Officer or other point of contact (POC) will be assigned by the Director of Professional Development, USNA to coordinate all bills and payments for officers, enlisted and civilians participating in training sessions (Atlantic Patrol Training Midshipmen (LANTPATRAMID), Sailing Training Midshipmen (SAILTRAMID), etc.) per the following event timeline:

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(1) Thirty (30) days prior to underway date: Provide a list of training block periods and a POC to the MFSD Operations Officer (MFSDOPSO).

(2) Ten (10) days prior to underway date: Provide a listing of all officer, enlisted and civilian personnel participating in the upcoming training block to the MFSDOPSO. These officers, civilians and enlisted personnel will be required to pay for meals served in connection with summer training evolutions. The MFSDOPSO will calculate the rate per person based on the length of the evolution and the daily rates prescribed in reference (c).

(3) Two (2) days prior to underway date: Payment is due for all participating officers, enlisted and civilians based on the per person rate identified by the MFSDOPSO. Individual payments may be made via check, money order or cash to the assigned poc who must, in turn, effect payment to MFSD for the entire crew prior to departure. Checks and money orders should be made payable to "MFSD".

b. Support and Billing Computation

(1) LANTPATRAMID and Oceanographic Cruises

(a) MFSD will provide all dry, chill and frozen goods to be loaded out at the USNA prior to departure. Each YP will be assigned a Midshipmen Supply Officer by the Squadron Supply Officer. If necessary, each YP will be re-supplied once during the cruise. The LANTPATRAMID Logistics Officer will coordinate this procedure with the MFSDOPSO.

(b) Officers, civilians and enlisted personnel will be billed for subsistence for the entire training period, including all underway and in port days, at the rate specified per reference (c).

(2) YP Squadron Trips (Academic Year)

(a) Provisions and coordination are handled in a similar fashion as LANTPATRAMID and Oceanography, however, given the relatively short duration of Academic Year trips officers, civilians and enlisted may elect to provide their own food with the approval of the Director of Professional Development. In such instances, those individuals "opting out" are not permitted to consume any midshipmen rations at any time during the YP evolution.

(b) For officers, civilians and enlisted personnel electing to subsist on board the YP, all meals made available

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during the evolution, including all underway and in port days, will be charged at the rate specified per reference (c) and payment procedures will be as described in paragraph 4.a. above. It is the responsibility of the Officer in Charge of each YP to ensure meals are not consumed by non-midshipmen/cadet crew members unless proper payment has been collected in advance.

(3) SAILTRAMID

(a) Due to their unique and limited storage space, SAILTRAMID sailing vessels will be loaded out by their respective crews prior to getting underway from USNA. Subsistence items will be purchased with rations checks provided to midshipmen.

(b) Fourteen days prior to underway date: SAILTRAMID office will provide a roster with names and alpha codes of midshipmen participating in the sailing block and the corresponding underway schedule. MFSD will generate an advance rations check for each participating midshipman. The formula for computing the value of each rations check is as follows:

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

(c) Seven days prior to the underway date: an Officer on the SAILTRAMID staff, authorized via enclosure (1), will pick-up and sign for all midshipmen rations checks for those participating in the underway period.

(d) No less than four days prior to the underway date: the Authorized Officer will distribute the rations checks to midshipmen. The Authorized Officer will then notify MFSD of any changes to the names of participating midshipmen and provide a final roster.

(e) As required: the Authorized officer will return any rations checks for non-participants, pick-up and sign for rations checks for any new participant, and provide a copy of the midshipmen check signature sheet to MFSD.

(f) The Director, Naval Academy Sailing will establish implementing procedures to ensure midshipmen crew members receive suitable daily subsistence based on the funds provided. Officers, enlisted and civilians will be responsible for their own food. MFSD will not provide ration credit subsistence items for officers, enlisted or civilians on board.

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5. Action. The MFSDOPSO shall be charged with coordinating all transactions by MFSD in support of YP and sail training cruises.

A handwritten signature in black ink, appearing to be 'R. E. Clark II', with a long horizontal flourish extending to the right.

R. E. CLARK II

Distribution:

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**Sample letter of authority for picking-up, transporting, and
distributing midshipmen ration checks**

Date:

From: Midshipmen Supply Officer
To: (Name of Authorized Officer)

Subj: AUTHORIZATION TO PICK-UP, TRANSPORT, AND DISTRIBUTE MIDSHIPMEN
RATIONS CHECKS

1. You are hereby authorized to pick-up, transport, and distribute midshipmen rations checks in support of the SAILTRAMID summer training program.

2. Upon pick-up, you must verify and sign for receipt of all checks. You may be required to present official photo ID if requested by the MFSD staff. Checks should be thoroughly safeguarded and handled as few times as possible.

3. Upon distribution, you must ensure checks are given only to the midshipmen for which they are payable - checks cannot be given to a third party for further transportation and distribution. Each individual midshipman must sign for the receipt of his or her check. A copy of the midshipmen signature sheet must be provided to the MFSD accounting office.

4. In the case that a midshipman for whom checks were written does not participate in the training evolution for which the checks were intended, you must immediately return the check(s) to MFSD for destruction.

5. This appointment is effective on the date signed and is revoked after two years, upon your departure from your current position, or upon your transfer from USNA.

6. Any questions regarding the responsibilities delineated herein can be referred to the MFSD Accounting Branch at DSN 281-2734 or commercial 410-293-2734, or the MFSDOPSO at 410-293-7150.

7. Below is a sample of your full name, signature, and initials:

Typed Name

Signature

Initials

(Name of Authorized Officer)

G. T. STAFFORD
CAPT, SC, USN

Copy to:
Midshipmen Food Service Division

Enclosure (1)