



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

USNAINST 1746.1B CH-1
MFSD OIC
17 Jun 2019

USNA INSTRUCTION 1746.1B CHANGE TRANSMITTAL 1

From: Superintendent, U.S. Naval Academy

Subj: POLICY FOR FOOD SERVICES PROVIDED BY THE MIDSHIPMEN FOOD SERVICE

Encl: (1) Revised enclosure (6)

1. Purpose. To transmit a revised enclosure (6).
2. Action. Remove enclosure (6) of the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management
 - a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this instruction, or the records disposition schedules, please contact the U.S. Naval Academy Records Manager or the DON/AA DRMD program office.


W. E. CARTER, JR

Distribution:
Non-Mids (Electronically)



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USNAINST 1746.1B
1/MFSD
6 Apr 2017

USNA INSTRUCTION 1746.1B

From: Superintendent, U.S. Naval Academy

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

Ref: (a) DoD Financial Management Regulation, Volume 11A, Chapter 6, Appendix F
(b) DoD Financial Management Regulation, Volume 12, Chapter 20
(c) Food Services Charges at Appropriated Fund Dining Facilities, Tab G
(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 and 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 U.S. Naval Academy (USNA) policy regarding food service support provided by the Midshipmen Food Service Division (MFSD) as outlined in enclosures (1) through (8).

2. Cancellation. USNA Instruction 1746.1A dated 10 March 2010. This directive is a complete revision and should be reviewed in its entirety.

3. Scope and Applicability. All MFSD personnel will familiarize themselves with Food Service regulations and the policies listed in references (a) through (f).

4. 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 USNA. This NAF is to be used to procure food and food-related products necessary to provide subsistence to all 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) prescribes financial management policy and procedures for the DoD Food Service Programs. Reference (d) establishes dining hall meal rates for the current fiscal year and prescribes financial management policy and procedures for midshipmen ration entitlements. Reference (e) authorizes NAF account assets to be invested in an interest-bearing account. Reference (f) establishes MFSD as a NAF instrumentality.

5. Responsibilities

a. The Superintendent is responsible for the efficient and effective management of the dining hall and its NAF for purchasing subsistence items.

b. The Commandant of Midshipmen, as president of the midshipmen wardroom, is responsible for setting the rules of the mess, inviting honored guests on behalf of the wardroom, and the overall operation of MFSD per this instruction and enclosures (1) through (8).

c. The Midshipmen Supply Officer is responsible for the overall administration and operation of MFSD.

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

e. The Midshipmen Food Services Officer is responsible, via the Director, for first line direction of operations associated with food production and space sanitation. He or she shall serve as the division officer for enlisted personnel assigned to MFSD and will provide wholesome, well-balanced, and satisfying meals served under the most sanitary conditions.

f. The Midshipmen Food Services Operations Officer will act as the Contracting Officer Representative (COR) for overseeing the King Hall services contract. He or she will function as the officer liaison to the Brigade of Midshipmen and USNA in coordinating events that support USNA's mission.

6. Policy

a. Support. MFSD exists to provide essential food service to midshipmen and special event food service in support of USNA's mission. Authorized patrons or guests whose purpose in visiting includes Brigade involvement, developing a better understanding of the life of midshipmen, or to further enhance USNA's mission 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 midshipmen and USNA's mission, MFSD will charge guests as detailed in enclosure (1). Event sponsors are responsible for paying guest charges. Appropriated funds (other than MFSD funds) may not be used to pay for any food service support.

7. 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.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. The Professional Development Division will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSupport/Inst/>.

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 USNA.
- b. Exchange students assigned to USNA.

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 non-profit youth groups sponsored at either the national or local level. Such groups include Civil Air Patrol, Junior Reserve Officers' Training Corps, 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 including Yard Patrol craft;

(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 or meals portion of per diem.

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

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

c. A La Carte Meal Pricing System. When using an A La Carte menu, the price of each item on the menu shall be established at 133 percent of the food cost (i.e., the cost of unprepared food multiplied by a factor of 1.33). The A La Carte meal rate is applicable to authorized guests as provided in paragraph 4.

3. The Commandant of Midshipmen, as president of the midshipmen wardroom, is responsible for setting the rules of the mess and inviting honored guests on behalf of the wardroom.

4. All guests of the wardroom are charged the standard meal rate or A La Carte 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 paying guest charges.

a. The following individuals may dine in the mess in connection with performing official duties when using meal tickets purchased in advance at the DoD standard rate and turned in at the time of the meal:

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

(2) Faculty and other USNA officers and staff when authorized by the Commandant Operations Officer.

b. The following individuals may dine in the mess, with prior approval, when using meal tickets purchased in advance at the DoD standard rate and turned in at the time of the meal:

(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 (O-5 and junior), USNA faculty members, and sponsors.

(2) Members of Congress, special or distinguished guests, officers of the armed forces (O-6 and senior) when authorized by the Commandant Operations Officer or when authorized by higher authority (Office of Special Events, Commandant, or Superintendent). Commandant of Midshipmen notification is required for guests falling into this category.

c. The following individuals may dine in the mess, with prior approval, when using meal tickets purchased in advance at the A La Carte rate and turned in at the time of the meal: Non-USNA officers and enlisted and non-USNA groups and organizations when authorized by the Commandant Operations Officer or when authorized by higher authority (Superintendent, Commandant, or Office of Special Events).

DEFINITIONS OF MFSD-CATERED AND 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, there are three mechanisms for obtaining food at USNA: MFSD, NABSD, and the Midshipmen Welfare Fund (MWF). The funding source and event location help determine which activity will provide support.

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 or Severn rooms, MFSD will be the provider of choice.

c. For all other events held on the Yard that are not company size or greater and not considered mission essential, NABSD or MWF will be the provider of choice.

2. In general, events fall into two broad categories, mission essential and non-mission essential.

a. **Mission Essential.** Such events are Commandant-directed and will be supported 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 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. Examples include the Sponsor Dinner, Capstone seminars, Service Selection Dinners, Ring Dance, Awards Ceremonies, etc.

b. **Non-Mission Essential.** All other food-related events. Such events will be scheduled through NABSD or MWF.

RATIONS-IN-KIND

1. Per reference (d), midshipmen are entitled to Rations-in-Kind (RIK), or commuted rations at the rate specified 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 USNA. 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 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.

LEAVE RATIONS

1. Per reference (b), the subsistence allowance that is not earned for any midshipmen on leave or otherwise away from USNA, and not subsisted at U.S. 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 2 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 USNA 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 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 U.S. Government messing is available.

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

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 (ECA).
- (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, 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) Unless mission essential, MFSD will not provide subsistence to ECAs. These groups will be supported by MWF.
- (8) Tailgates for home football games.
- (9) Boat meals for varsity sailing and sailing club events.
- (10) Meals for YP and sail training.
- (11) Coffee, juice, and pastries for midshipmen blood donors.
- (12) 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.

c. MFSD will provide subsistence to approved events from in-house subsistence or via vendors that are under contract with MFSD. MFSD will support funding to the current meal rate. Any charge above that rate will be paid to MFSD utilizing company or battalion funds via MWF.

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- d. All catered events held outside King Hall by a group such as an ECA, company, or battalion will have their tables closed if the catered meal is served the same time a mandatory meal is served in King Hall so as to not waste food.
- e. All catered events outside of King Hall other than company-wide events must have approval and an excusal from the Commandant Operations Office.

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 (d). In some cases the A La Carte pricing as specified in reference (d) will be used by groups such as the NAAA Summer camps, Blue and Gold Officer training, STEM, NASS programs, and others to be determined by the MFSD Director. 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 in advance or present a paid invoice 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) Bottled water in support of commissioning week events, i.e. Blue Angels, 8th & I Silent Drill Team. On Graduation day for staff, faculty, band, VVIP's and VIPs on the field at Navy and Marine Corps Stadium (or indoors in the event of inclement weather). (Funding reimbursed by USNA Comptroller).

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

(17) 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.

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.

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EXPENDITURES AGAINST INTEREST REVENUE

1. Excess MFSD NAF account assets may be invested in interest-bearing accounts per reference (e). The interest revenue will only be used to procure subsistence items for the midshipmen wardroom.

ALCOHOLIC BEVERAGES

1. The following represents the policy for using MFSD NAF to purchase and stock 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 of Midshipmen has authorized such beverages to be served. However, in such instances beer and wine purchases will be made through NABSD only, vice MFSD.
2. Purchasing 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 MWF.