From: Commandant of Midshipmen, U.S. Naval Academy
Subj: COMPANY WARDROOM PROGRAM

Ref: (a) COMDTMIDNINST 5400.6T
     (b) COMDTMIDNINST 7041.1J

Encl: (1) Relief Procedures for Wardroom Representatives

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

2. **Cancellation.** COMDTMIDNINST 1500.1N.

3. **Scope and Applicability.** All personnel assigned to USNA shall familiarize themselves with the Company Wardroom Program regulations and policies listed in references (a) and (b).

4. **Information.** Wardroom spaces have been established in each Company area for social, professional, and academic purposes. Funds for furnishing and maintaining these spaces are obtained from donations by sponsoring Alumni, wardroom dues, and other contributions by individual or group donations.

5. **Discussion**
   
   a. Company Wardrooms are provided primarily for Upper Class Midshipmen as a meeting and recreational space. Social usage may be extended to Lower Class Midshipmen per reference (a); however, the responsibilities for care, maintenance, and discipline within the wardroom remain with the First Class Midshipmen at all times.

   b. Wardrooms are high-usage spaces which require all users to actively promote 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 upon departure of the group.

   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 Bancroft Hall First Lieutenant.

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.

6. Coffee Mess. Each Company may establish one coffee mess, located in the Company Wardroom or as designated by the Company Officer. The mess will be for wardroom members' use and may include coffee pots and microwaves. Toasters, grills, and other equipment used in the preparation of any food is prohibited.

7. Administration of Wardrooms

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

   (1) The Wardroom Representative may establish 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) The Wardroom Representative is responsible for familiarizing themselves with reference (b) and following all financial guidance therein. The Wardroom Representative is responsible for maintaining a ledger of accounts for the company and completing monthly book checks with Midshipmen Welfare Fund (MWF). Financial training for incoming Wardroom Representatives is conducted in the MWF office during both fall and spring reform(s). Access to the wardroom accounts will not be granted until said training is completed.

   (3) Funds provided by a sponsoring alumnus or class shall be donated through the United States Naval Academy Comptroller’s Gift Fund Division. Gifts properly accepted by the Superintendent will be forwarded to the MWF 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 acquisitions 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 Bancroft Hall First Lieutenant for compliance with fire and building codes.

   (4) 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, and food) will be turned in to the MWF Office per
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 acquisition of permanent items, these items become the property of the wardroom and shall remain therein after purchase.

(5) Enclosure (1) will be used anytime the Wardroom Representative is relieved. The Company Wardroom Representative shall be relieved prior to 5 May and 5 December each year and is responsible for accurate and prompt routing of Wardroom Inventory Report Form.

(6) The Company Commander must check with the Extra-Curricular Activities Officer (ECAO) to see if the Company has a sponsoring alumni class and ensure communication with that class is maintained.

(7) Television sets, DVD players, video game consoles, surround sound systems, or any other piece of entertainment equipment in Company Wardrooms are not supported by appropriated funds. Each Wardroom is responsible for the replacement and repair of its TV, DVD player, video game console, etc. If a piece of entertainment equipment is determined to be beyond repair, the company wardroom is advised to purchase a replacement. Company Wardrooms should build up their accounts through assessments and contributions in anticipation of entertainment equipment replacement.

b. The following items are prohibited in company wardrooms:

(1) Food requiring preparation except those items to be prepared in microwave ovens.

(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 per 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 per 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 that the Bancroft Hall First Lieutenant approves all major repairs or renovations to wardrooms for compliance with fire and building codes.

d. Operations and Extra-Curricular Activities Officers. The Commandant of Midshipmen Operations Officer and ECAO will conduct an annual review of this program and prepare proposals for program improvement for Commandant review and approval.

e. Midshipmen Welfare Fund Office. The MWF Office 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 Office shall:

(1) Maintain on file for three years, all financial statements for each company.

(2) Make disbursements per reference (b).

8. Records Management. Records created as a result of this instruction, 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 Commandant’s Operations Officer is responsible for the annual review of this 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.

R. B. CHADWICK

Copy to:
Non-Mids (Electronically)
RELIEF PROCEDURES FOR WARDROOM REPRESENTATIVES

Tab:  (A) Wardroom Inventory Report Form
      (B) End of Year/Semester Turnover Report
      (C) Sample Letter of Relief

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, Wardroom Representative, incumbent Company Commander, and incumbent Wardroom Representative will conduct a joint inventory and material inspection (Tab (A)). A copy of Tab (A) will be forwarded to the Company Officer, the incumbent Wardroom Representative, and ECAO.

3. The incumbent Wardroom Representative will complete Tab (B) and forward to the Company Officer, Wardroom Representative, and ECAO. The incumbent Wardroom Representative shall also keep a copy of Tab (B).

4. Tab (C) will be prepared by the relieving Company Commander and Wardroom Representative and forwarded to the Company Officer, incumbent Wardroom Representative, and ECAO. Copies of the inventory and the financial report are to be attached to the letter.

5. The relieving Wardroom Representative shall deposit all cash funds on hand in the MWF prior to graduation day each year.

Enclosure (1)
WARDROOM INVENTORY REPORT FORM

ECA/WARDROOM: ______________

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Cost</th>
<th>Current Material Condition</th>
<th>MWF Serial #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any item valued &gt;$250 at time of purchase</td>
<td></td>
<td>New/Good/Poor/Inoperable/etc.</td>
<td>See silver sticker</td>
</tr>
<tr>
<td>Example: Blue leather sofa</td>
<td>$375.00</td>
<td>New</td>
<td>0001</td>
</tr>
</tbody>
</table>

Incumbent Company Commander  
Incumbent Wardroom Representative

Relieving Company Commander  
Relieving Wardroom Representative

Tab (A)  
Enclosure (1)
END OF YEAR/SEMESTER TURNOVER REPORT

From: Wardroom, _____________ (Activity Name)
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Company Officer
(2) Extra-Curricular Activities Officer

Subj: END OF YEAR/SEMESTER TURNOVER REPORT

Ref: (a) COMDTMIDNINST 1500.1M

Encl: (1) Wardroom Inventory Report
(2) Wardroom Representative’s Letter of Relief
(3) List of members authorized summer access to wardroom spaces (as applicable)

1. All wardroom equipment, as listed at enclosure (1), has been personally sighted and all inventory lists are current. Discrepancies are/are not noted and have/have not been corrected.

2. Cash Balance for General Account* as of ___________ is $_____________ per Treasurer _______________. Cash Balance for Sponsor Account* as of ___________ is $_____________ per Treasurer _______________.

3. In the past semester, the _______________ has

(Brief description of wardroom activities over past year. Include renovations, major purchases.)

________________________________________________________

4. The Outgoing Treasurer is ________________________________.

5. The Incoming Treasurer will be ________________________________.

Very respectfully,

Signature
Printed Name

* A copy of the Excel ledger should be attached.

Tab (B)
Enclosure (1)
SAMPLE LETTER OF RELIEF

From: Midshipman /C __________, USN, (Alpha Number)
To: Company Officer

Subj: RELIEF AS __ COMPANY WARDROOM REPRESENTATIVE

Ref: (a) COMDTMIDNINST 1500.1M

1. I have, on this date, relieved Midshipman /C_______, 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. OR

2. There is presently no unfinished business.

Very respectfully,

__________________________
Signature

Copy to:
Midshipman 1/C __________ (who has been relieved)