1. Purpose. To issue regulations concerning the administration of Company Wardrooms.

2. Cancellation. COMDTMIDNINST 1500.10.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy 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. Per reference (a), social usage may be extended to Lower Class Midshipmen 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. The need for continual care and rapid repair of any damage cannot be overemphasized since appropriated funds are unavailable for furniture purchase or repair. Repair of damaged
furniture is the responsibility of the wardroom users.

d. Major repairs or renovations to include painting 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 and Wardroom Store. Companies may establish one coffee mess and wardroom store, located in the Company Wardroom or as designated by the Company Officer. The mess will be for midshipmen wardroom members and may include Keurig machines and microwaves. Toasters, grills, and other equipment used in the preparation of any food are 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) Per reference (a), Wardroom representatives may establish policies for use and maintenance of the Company Wardrooms. 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 Officer.

(2) Wardroom representatives are responsible for familiarizing themselves with reference (b) and following all financial guidance therein. Wardroom Representatives are responsible for maintaining a ledger of accounts for the Company and completing monthly book checks with Midshipmen Welfare Fund (MWF). Wardroom Representatives shall maintain these records in both a binder and in Google Team Drive. 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 and associated procurement authorization form are completed and satisfactory records maintenance in both binder and Google Team Drive are verified.

(3) Funds provided by a sponsoring alumnus or class shall be donated through the U.S. 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 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 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 drinks, 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 wardroom. In the case of the acquisition of permanent items, these items become the property of the wardroom and shall remain therein after purchase.

(5) Wardroom funds cannot be used to purchase gifts or awards such as for departing Company Officers and Senior Enlisted Leaders or for midshipmen service assignments.

(6) Enclosure (1) will be used anytime the Wardroom Representative is relieved. The Company Wardroom Representative shall be relieved prior to 5 May 2019 and 5 December 2019 each year and is responsible for accurate and prompt routing of the Wardroom Inventory Report Form.

(7) The Company Commander shall verify any alumni sponsorships with the Extracurricular Activities Officer (ECAO) and ensure positive communication with sponsors.

(8) 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.

(9) MWF maintains a fund to assist Wardrooms in replacing televisions, sofas, microwaves, and reefers. To access those funds, Wardroom Representatives shall route a chit outlining the need.

(10) Dining Ins and Outs shall be approved by Commandant Operations and MWF prior to formal scheduling and expenditure of funds. Further guidance is enclosed in refs (b) and (c).

b. The following items are prohibited in a Company Wardroom:

(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.
c. Company Officer responsibilities are detailed as follows:

(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, including painting, to wardrooms for compliance with fire and building codes.

d. The Commandant of Midshipmen Operations Officer and Extracurricular Activities Officer will conduct an annual review of this program and prepare proposals for program improvement for Commandant of Midshipmen review and approval.

e. 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 five years, all financial statements for each Company.

(2) Make disbursements per reference (b).

8. 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.seacnav.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 your local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant Operations Officer will review this instruction annually on the anniversary of its 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 5 years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.

T. R. BUCHANAN

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. The incumbents shall scrub their binders and Google Team Drives and transfer all administrative permissions to their reliefs. The following shall be maintained in the binder and Team Drive:
   
a. Most updated copies of refs (a) through (d).
   
b. Signed copies of turnover reports, including inventories, from previous five years.
   
c. Lessons Learned and After Action Reports from previous events such as Dining Outs/Ins.
   
   
e. All signed book checks and spreadsheets recording dues, store, merchandise sales as well as deposit slips and financial recordings from previous five years.
   
f. MWF Accounting Procedures, Tax Exempt Card (copies in MWF).

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 with 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>Purchase Date</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>$375.00</td>
<td>New</td>
<td>See silver sticker</td>
<td>0001</td>
</tr>
<tr>
<td>Example: Blue leather sofa</td>
<td></td>
<td></td>
<td>New</td>
<td></td>
</tr>
</tbody>
</table>

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**Incumbent Company Commander**

**Incumbent Wardroom Representative**

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**Relieving Company Commander**

**Relieving Wardroom Representative**

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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 1500.1P

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

Subj: RELIEF AS ___ COMPANY WARDROOM REPRESENTATIVE

Ref: (a) COMDTMIDNINST 1500.1P

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 respectfuily,

   [Signature]

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

Tab (C)
Enclosure (1)