



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1500.1Q
OPS
APR 30 2020

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1500.1Q

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: COMPANY WARDROOM PROGRAM

Ref: (a) COMDTMIDNINST 5400.6V
(b) COMDTMIDNINST 7041.1J
(c) COMDTMIDNINST 3500.1
(d) COMDTMIDNINST 1531.1

Encl: (1) Relief Procedures for Wardroom Representatives
(2) End of Semester/Year Turnover Report
(3) Wardroom Inventory Report Form
(4) Sample Letter of Relief
(5) Disposal Form

1. Purpose. To detail regulations concerning the administration of Company wardrooms.

2. Cancellation. COMDTMIDNINST 1500.1P.

3. Scope and Applicability. All personnel assigned to the U.S. Naval Academy (USNA) shall familiarize themselves with the Company Wardroom Program regulations and policies listed in references (a) through (d).

4. Information. Wardroom spaces have been established in each Company area for academic, professional, and social 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 meant to serve as a common space for upper-class midshipmen to relax and study; use of wardrooms for 3/C and 4/C Midshipmen is detailed in reference (a).

b. Wardrooms are high-usage spaces that require all users to actively promote upkeep. The responsibilities for care, maintenance, and discipline within the wardroom remain with the 1/C Midshipmen at all times.

c. Major repairs or renovations including painting shall be approved in writing by the

Bancroft Hall First Lieutenant (1st LT).

d. Company wardrooms will be inspected regularly by Company Commanders and will be closed for use in the event the space is untidy or unsanitary. 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.

Note: Tobacco and vaping products are prohibited.

7. Administration of Wardrooms

a. A Wardroom Representative, approved by the Company Officer, shall be responsible for the administration of each Wardroom.

(1) Wardroom Representatives may establish policies for use and maintenance of the Company wardrooms per reference (a) endorsed by Company Commanders. 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.

(2) Wardroom Representatives shall familiarize themselves with reference (b) and follow all financial guidance therein. They shall maintain a ledger of accounts for the Company and complete monthly book checks with Midshipmen Welfare Fund (MWF). These records shall be maintained in both a binder and in Google Shared Drive. Financial training for on-coming Wardroom Representatives is provided by the MWF Office during both Fall and Spring Reform. Access to 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 Shared 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 per reference (b). Sponsor account funds must be used only to acquire furniture, decorations, and other permanent items to the wardroom. Each acquisition shall be approved by the Company Officer and by the Bancroft Hall 1st LT 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 shall 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 inventory items, these items become the property of the wardroom and shall remain therein after purchase.

Note: Inventory items are considered individual items valued at \$1,000 or more and shall have an inventory sticker provided by the ECAO.

(5) Wardroom funds shall not 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) shall be completed in conjunction with the Wardroom Representative turnover. The Company Wardroom Representative shall conduct turnover prior to the 3rd Monday in April 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 MWF Office 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 entertainment equipment; MWF maintains a fund to assist wardrooms in replacing televisions, sofas, microwaves, and refrigerators. To access those funds, Wardroom Representatives shall route a chit outlining the need.

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

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) Imagery of an inappropriate nature (as determined by the Company Officer).
- (6) Tobacco and vaping mechanisms.

c. Company Officers are responsible for the following:

- (1) Approving expenditures per this instruction and reference (b).
- (2) Approving requests for procurement, installation and use of wardroom appliances.

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- (3) Inspecting and supervising the coffee mess.
 - (4) Acting as approving authority for survey requests originated by the Wardroom Representative and ensuring prompt removal of surveyed items from Bancroft Hall.
 - (5) Maintaining a file of wardroom-related records and communications for continuity of information.
 - (6) Ensuring that the Bancroft Hall 1st LT approves all major repairs or renovations, including painting, for compliance with fire and building codes.
- d. The MWF Office will be the custodian of the program's funds including midshipmen dues. The MWF Office shall:
- (1) Deposit all contributions in the MWF's Checking Account and maintain a separate ledger for each Company.
 - (2) Maintain on file all financial statements for each Company for five years.
 - (3) 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.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 USNA Records Manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the Commandant's Operations Officer will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department Of Defense, Secretary Of The Navy, 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 cancelled 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

The procedures for relieving of the Wardroom Representative are as follows:

1. The off-going 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 off-going shall scrub their binders and Google Shared Drives and transfer all administrative permissions to their reliefs. The following shall be maintained in the binder and Shared Drive:
 - (a) Most updated copies of references (a) through (d).
 - (b) Signed copies of turnover reports and inventories from previous five years.
 - (c) Lessons Learned and After-Action Reports from previous events such as Dining Ins/Outs.
 - (d) MWF's Best Practices for New Treasurers (copies in MWF).
 - (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 off-going Wardroom Representative shall complete enclosure (2).
3. The on-coming and off-going Company Commanders and Wardroom Representatives shall conduct a joint inventory and material inspection using enclosure (3).
4. The on-coming Wardroom Representative shall complete enclosure (4).
5. A copy of enclosures (2) through (4) shall be provided to the Company Officer and Extracurricular Activities Officer (ECAO) and be maintained in the binder and Shared Drive.
6. The off-going Wardroom Representative shall deposit all cash funds on hand with MWF prior to graduation day each year.

END OF SEMESTER/YEAR TURNOVER REPORT

Date: _____

From: _____ Company
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Company Officer
(2) Extracurricular Activities Officer

Subj: END OF YEAR/SEMESTER TURNOVER REPORT

Ref: (a) COMDTMIDNINST 1500.1Q

Encl: (1) Wardroom Inventory Report
(2) Wardroom Representative's Letter of Relief
(3) A copy of the Excel ledger
(4) List of members authorized summer access to wardroom spaces (as applicable)

1. All wardroom equipment, listed in 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 _____.
(Date) (Name, alpha)

3. Cash Balance for Sponsor Account* as of _____ is \$ _____ per Treasurer _____.
(Date) (Name, alpha)

4. In the past semester, (_____ Company) has _____
(Brief description of wardroom activities during past year. Include renovations, major purchases, etc.)

5. The off-going Treasurer is _____.

6. The on-coming Treasurer will be _____.

Very respectfully,

W. T. DOOR

Enclosure (2)

WARDROOM INVENTORY REPORT FORM

Date: _____

Company: _____

Item Description	Cost	Purchase Date	Current Material Condition	MWF Serial #
	Any item valued >\$1,000 at time of purchase		New/Good/Poor/Inoperable/etc.	Silver sticker
Example: Blue leather sofa	\$1,000.00	DDMMMYYYY	New	0001

Off-going Company Commander

Off-going Wardroom Representative

On-coming Company Commander

On-coming Wardroom Representative

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SAMPLE LETTER OF RELIEF

DD MMM YY

From: Midshipman __/C First Last Name, USN, (Alpha Number)

To: Company Officer

Subj: RELIEF AS __ COMPANY WARDROOM REPRESENTATIVE

Ref: (a) COMDTMIDNINST 1500.1Q

1. I have, on this date, relieved Midshipman __/C First Last Name, USN, (Alpha Number), as Wardroom Representative of the __ Company Wardroom per 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,

W. T. DOOR

Copy to:

Midshipman 1/C _____ (who has been relieved)

DISPOSAL FORM

Date: _____

Company: _____

Item: _____

Reason: _____

Disposition (check one)

Transfer to another activity (list activity)

Sale to authorized patron (list patron)

Trash

Company Officer Signature/Date
Transfer/Disposal

Company Officer Signature/Date
Receiving

Midshipman Rep Signature/Date
Transfer/Disposal

Midshipman Rep Signature/Date
Receiving

ECAO Signature/Date