COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.15D

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

Subj: POLICY AND INSTRUCTIONS GOVERNING THE USE OF THE CHESAPEAKE/SEVERN ROOMS

Ref: (a) USNAINST 1746.1B CH-1

1. Purpose. To publish the policy and instructions governing the use of the Chesapeake/Severn Rooms.

2. Cancellation. COMDTMIDNINST 1710.15C.

3. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen, as well as USNA faculty and staff.

4. Responsibility. The Midshipmen Supply Officer, in coordination with Midshipmen Food Service Division (MFSD) and the Operations Officer, is charged with overall responsibility for approving use of these facilities.

5. Scheduling Priority. The Chesapeake and Severn Rooms are reserved for use by the Superintendent, Commandant of Midshipmen, and the Brigade of Midshipmen in support of the USNA's mission. The Superintendent and Commandant of Midshipmen will have scheduling priority. Midshipmen, Staff, and Faculty of the Naval Academy may schedule activities on a not-to-interfere basis.

6. Policy and Procedures. In most instances, unique midshipmen functions (dining-in, award ceremonies, etc.) that require MFSD catering support will be accommodated within the Chesapeake and Severn Rooms if sufficient funds to cover labor hours are available. Requests to use the Chesapeake and Severn Rooms for events not directly involving the Brigade should be referred to the MFSD Director at 410-293-7146, and will be considered on a case-by-case basis. If approved, such events will be priced to ensure government costs are reimbursed to account for food, labor, and equipment cost. In general, however, these rooms are primarily intended to support Midshipmen-related events.

   a. Superintendent and Commandant Use. The Midshipmen Supply Officer will plan for use of these rooms by the Superintendent and Commandant as directed.
b. Midshipmen, Staff, and Faculty Use. Requests must be made by contacting the MFSD Director, in addition to the MFSD Scheduler, who will seek concurrence from the Midshipmen Supply Officer prior to scheduling an event. In general, requests should be made a minimum of at least three weeks prior to the date for which the facilities are being requested. Due to the contract labor costs associated with preparing these banquet rooms for use, approval of requests will be limited to events that are ceremonial in nature or directly support the USNA mission, e.g., awards ceremonies, Plebe etiquette training, First Class Capstone, etc. Use of these rooms by staff and faculty for events that do not include midshipmen participation will be approved only if additional room set up is not required. Midshipmen, staff, and faculty using either the Chesapeake or Severn Rooms must:

(1) Be advised that food service support based on the menu of the day will only be provided in those instances where midshipmen represent greater than 50 percent of those in attendance, or when MFSD support has been authorized separately by the Commandant of Midshipmen per reference (a).

(2) Pay the standard meal ticket price if meals are provided for groups that are predominantly staff and/or faculty and event was authorized by the Commandant of Midshipmen. Payment will be made to MFSD not later than 15 days after receiving an invoice from the MFSD accounting branch.

(3) Return the room(s) to their original state upon event completion unless corresponding meal service was provided by MFSD, in which case Food Service personnel will restore the room to the condition required to support the next scheduled event. Participants that do not return the room to its original status will lose privilege for a year.

7. 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.seacnv.navy.mil/orgs/DUSNM/DONAA/DRM/Recordsand-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.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Midshipmen Supply Officer will review this instruction annually around the anniversary of its issuance 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 be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the
exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdtinst.php