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

COMDTMIDNINST 1746.lE
WARDROOM
2 Nov 2026

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1746.lE

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

Subj: COMMANDANT OF MIDSHIPMEN STAFF WARDROOM MESS BY-LAWS

1. Purpose. The Commandant of Midshipmen Staff Wardroom Mess, herein referred to as the Wardroom, is subscribed by and exists for the benefit of its members and will be used to promote camaraderie and esprit de corps among leadership on the Commandant of Midshipmen's staff.

2. Cancellation. COMDTMIDNINST 1746.lD.

3. Scope and Applicability. This instruction applies to all officers at the U.S. Naval Academy (USNA) serving on the staff of the Commandant of Midshipmen.

4. Organization of the Wardroom. The officers of the Wardroom will conduct the day-to-day administration of the Wardroom. The officers of the Wardroom Mess staff shall include the President and Vice President/Treasurer. Below are the departments and staff that comprise the Wardroom:

a. Office of the Commandant.

b. Special Assistants.

c. Administrative Office.

d. Battalion Officers.

e. Company Officers.

f. Operations Department.

g. Midshipmen Development Center.

h. Midshipmen Supply.

5. Roles of the Officers of the Wardroom

a. The President of the Wardroom will be the Deputy Commandant of Midshipmen, who will approve the agenda and receive quarterly input from the Vice President/Treasurer. The Vice President/Treasurer is responsible for bringing any complaints or concerns to the President for resolution.

b. The Vice-President/Treasurer will be appointed by the President and is the most junior Navy officer in the incoming Company Officer cohort. This person should not be responsible for any other position that handles money (Midshipmen Welfare Fund, Disbursing Officer, etc.). The Vice-President/Treasurer shall:

(1) Maintain a complete record of financial transactions conducted by the Wardroom with appropriate supporting documentation.

(2) Collect semester dues (Fall and Spring), notifying the President of any delinquent members within 30 days of the semester collection due date.

(3) Ensure that all checks or transactions through the Wardroom debit card written by the Wardroom Treasurer bear either his or her signature.

(4) Present a financial report for the President at each regularly scheduled meeting. Ensure that an annual financial statement of the Wardroom be available for review by Wardroom members as a component of the annual turnover.

(5) Ensure all correspondence and files for the Wardroom are properly handled and perform all secretarial duties for the Wardroom.

(6) Convene a Semi-Annual meeting to include the President and the Commandant of Midshipmen to discuss the status of the Wardroom account and to plan for semester events. Details regarding upcoming events will then be distributed to all members of the Wardroom.

(7) Maintain an up-to-date social roster of all Wardroom members.

(8) Plan Hail and Farewell events as necessary.

(9) Have the power to utilize Wardroom funds as necessary for Hail and Farewell events and items noted in Section 7.d.(1-7).

c. Departmental/Battalion Representatives will designate one officer as a representative. Representatives are responsible for:

(1) Collecting semester dues.

(2) Notifying the Vice President/Mess Treasurer of any new members, departing members, promotions, or special circumstances that may warrant use of Wardroom funds for a member of the Wardroom.

(3) Voicing any concerns or ideas from the other officers in their department or Battalion.

6. The Purpose of the Wardroom Fund. This Fund is to serve primarily as the ready source of funds to fulfill the social obligations incumbent upon us as members of the Department of the Navy and the USNA. These include such things as retirements, hail and farewell parties, and appropriate recognition for weddings, births, adoptions, illness and deaths in the immediate family of Wardroom members.

7. Management of the Wardroom Fund. The Treasurer will maintain the Wardroom Fund and will be governed by the enumeration of the duties of the Treasurer per these By-Laws. The functions include:

a. Wardroom membership will be accomplished via an initial $125.00 buy-in.

b. Dues will be collected each semester (Fall and Spring) in the amount of $25.00 per member. Any portion of a month in which a member reports/detaches of greater than 15 days on board will be billed as a full month. Members will pay the semester amount in relation to the time assigned to the U.S. Naval Academy.

c. The Wardroom Fund will be maintained in an interest-free checking account under the name of "Commandant of Midshipmen Wardroom Mess."

d. The following are examples of commonly used expenditures:

(1) Detaching Member: A gift will be presented from the Wardroom (e.g., Plaque, cup) not to exceed $125.00.

(2) Promotions: The Wardroom will purchase a set of appropriate collar devices.

(3) Members or family members who give birth: Flowers will be sent not to exceed $50.00.

(4) Retirements: Purchase or contribute funds for a shadow box, flag, engraving, not to exceed $125.00. Also, a floral arrangement or other gift for the spouse not to exceed $50.00.

(5) Death of immediate family members (parent, sibling, or dependent): Flowers will be sent not to exceed $50.00.

(6) Hospitalization (member or dependent): Flowers will be sent not to exceed $50.00.

(7) Other special expenditures may be authorized by approval the President of the Wardroom.

e. Only dues paying members are entitled to the benefits of the Wardroom Fund.

8. Wardroom Fund Audits. An audit will be performed at least annually and upon turnover of the Treasurer position. Also, the Wardroom Fund accounts are to be open for inspection by any member of the Wardroom at that member's request. All financial transactions pertaining to the Wardroom Fund are to conform to current Standards of Conduct.

9. Changes to the By-Laws of the Wardroom. Changes may be accomplished by any member and must be presented to the Vice President/Treasurer in writing at a regularly scheduled convened meeting with the President. Recommended changes will be reviewed by the Commandant of Midshipmen, President, and Vice President/Treasurer for inclusion.

10. Record 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 your local records manager or the DON/AA DRMD program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, the Wardroom Vice-President/Treasurer 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.

C. A. CORNELL

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