



DEPARTMENT OF THE NAVY  
COMMANDER NAVY INSTALLATIONS COMMAND  
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CNICINST 4061.3  
N00  
08 May 2018

CNIC INSTRUCTION 4061.3

From: Commander, Navy Installations Command

Subj: FLAG MESS

Ref: (a) NAVSUP P-486, Food Service Management

1. Purpose. To provide a secure and private location for Commander, Navy Installations Command (CNIC) to dine and host official functions for distinguished visitors, foreign dignitaries and other guests.

2. Applicability

a. Authorized Members. CNIC officers (O-6 and above) and civilian Senior Executives (GS-15 and above) who serve in N-Code Director or Deputy Director positions and have officially joined the Flag Mess are authorized dine-in or carryout services. Naval Facilities Engineering Command (NAVFAC) Flag Officers, Senior Executive Service Directors and the Chief of Staff may join the CNIC Flag Mess and are also authorized dine-in or carryout services. Flag support staff (front office staff and flag mess auditor) may be granted carry-out access by the Flag Mess President if Flag Mess manning can support the services. The Flag Mess President reserves the right to terminate front office staff mess memberships upon recommendation from the Flag Mess Caterer if flag mess manning cannot support this function. Front office members will be required to buy-in at \$75.00, will be granted carry-out service only and will be notified that their membership may be terminated due to Flag Mess manning issues.

b. Membership Dues. There will be a one-time buy-in to the mess of \$75.00 for Flag Mess members. This one-time fee will be returned to the member upon transfer or termination of employment at CNIC. A buy-in receipt will be issued to the new member and original receipt will be filed with monthly financial report.

c. Government Contractors. Contractors will not be authorized to become flag mess members.

d. Guests. Any flag mess member may occasionally invite personal guests. The host will bear the full expense for the guests' meals whether in the dining room or through carry-out service. Front office staff are restricted from hosting any guests within the private dining room. The Mess Caterer will determine space availability if hosting more than one guest prior

to extending any invitation. Guest counts that exceed four or more are required to notify to Mess Caterer at minimum 24 hours in advance. It is encouraged to notify within 48 hours.

### 3. Responsibilities

a. Mess Council. The Mess Council consists of: the Mess President, as appointed by CNIC; Mess Treasurer; Mess Caterer and Mess Auditor. The Mess President may appoint the Mess Treasurer, Mess Caterer and Mess Auditor.

b. Mess President. The CNIC Chief of Staff will serve as the Mess President. The Mess President will preside over the Flag Mess and is responsible for its overall administration. The Mess President will ensure that the Flag Mess is conducted per applicable laws, rules, regulations and statutes. He or she may also close the Executive Dining Room to general member use for official functions. When closed for official functions, prior notice will be given to all mess members.

c. Mess Caterer. The Mess Caterer is responsible for the overall daily operation of the Flag Mess. These responsibilities include, but are not limited to, menu preparation, sanitation, equipment maintenance, food preparation, meal service and personnel supervision, to include the main dining room and official functions at the Headquarters. He or she will have the authority to make adjustments to Flag Mess procedures, menu selection and assignment of seating for formal meals and hours of operation. The Mess Caterer will exercise stock and cost control and authorize the procurement of food and equipment. Any non-consumable purchase totaling over \$500.00 will require written approval of the mess president.

d. Mess Treasurer. The Treasurer of the Flag Mess is responsible for maintaining accurate accounts and records for the mess, safeguarding mess funds, paying bills for services and consumables incident to the operation of the Flag Mess, preparing members' mess bills and submission of monthly financial statements to the Mess Auditor and Mess President for approval. The treasurer is responsible for filing and retaining monthly reports for a period of two years.

e. Mess Auditor. The Mess Auditor will provide a complete financial review of the mess every three months and submit to the Flag Mess President for signatures. If necessary, the Mess Auditor can request an Audit Board, consisting of up to two additional personnel, to assist in the audit. These personnel will be assigned by the Mess President.

### 4. Policy

a. Dress Code. The acceptable dress while dining in the Flag Mess is the uniform of the day, Service Khaki or civilian business attire, unless otherwise announced by the Mess President.

b. Covers. Covers must be removed upon entering the Dining Room and will never be placed on any Dining Room Table.

c. Meal Service. Monday through Friday, except federal holidays, meal hours are as follows:

(1) Breakfast: Dining Room hours are from 0700-0800.

(2) Lunch: Dining Room hours are from 1130-1300. Sign up and formal seating is not required. Carryout service will also be offered during these hours.

d. Meal Orders. Breakfast and lunch may be ordered from the Flag Mess a la carte menu. Lunch selections can be made from the posted daily specials. Carryout orders must be picked up via the back door entrance. Members are not authorized to walk through the Dining Room to pick up food orders during meal hours.

e. Mess Share. All eligible Staff desiring to join the Mess will purchase a mess share (the one time buy-in cost) in order to establish membership. The share represents the working capital and is used to operate the Mess in advance of collection of Mess Bills. The mess share, minus any outstanding balance, is refunded upon transfer or termination of employment at CNIC.

f. Mess Bills. Meals consumed will be charged to a member's account monthly. A statement will be prepared by the 5th of each month and upon transfer. Questions concerning your bill may be addressed to the Mess Treasurer. Mess bills are payable in cash or check (made payable to "CNIC Flag Mess"). Full payment should be delivered to the Mess Treasurer by the 10th day of each month. A list of delinquent accounts will be forwarded to the Mess President on the 15th of each month. The Mess President will ensure each member is responsible for making payments on time. If a Member is frequently delinquent in payment, their membership may be suspended or terminated. If membership is suspended due to habitual delinquency the Mess share will remain with the Mess Treasurer during the period of suspension. If membership is terminated due to habitual delinquency the Mess share, minus any outstanding balance, will be refunded upon termination. There will be a \$25.00 charge for all returned checks.

g. Additional Services Provided by the Mess

(1) Amenities for Flag Mess Members. Hot coffee and hot tea is provided for a small monthly fee. Iced tea, soda, pastries, fresh fruit and other snack items will be available for purchase for a small fee.

(2) Official/Special Functions. The Flag Mess may support official functions hosted by CNIC. A catering request form must be completed and forwarded to the Mess Caterer, JAG and Mess President at minimum, one week in advance. If the dining room will be closed to support a function during normal meal hours, notice will be provided to all members. Carryout service will be available unless otherwise indicated and determined based upon level of requirement to said official/special function. Rental or loaning of supplies and equipment is strictly prohibited.

h. Smoking. Smoking is prohibited in the Flag Mess.

i. Cleanliness. Flag Mess personnel will maintain the cleanliness and sanitation of all Flag Mess-related spaces.

j. Office Paperwork. Mess members are to refrain from conducting meetings in the Flag Mess. Flag Mess staff is not responsible for any items left in any of the Flag Mess spaces.

k. Security of Food Service Spaces:

(1) Accountable food items will always be kept under lock and key.

(2) Food services spaces will be kept locked when not attended by authorized personnel.

(3) The established local procedure to govern issuance of keys to accountable spaces after working hours are as follows; each Culinary Specialist will be issued a key to the front and back door of the Flag Mess and the Culinary Specialist will be responsible for the safekeeping of this key. Keys for accountable storerooms will pass between Culinary Specialist on duty as they relieve each other.

(4) Duplicate keys will be kept in a duplicate key locker in the Building Manager's office to be used in case of an emergency to gain access inside food service spaces.

(5) The keys to cabinets and small non-accountable gear storage lockers located in the common messing areas will be controlled by the Mess Caterer.

l. Flag Mess Etiquette. Mess members will adhere to standards of good order and discipline and observe all Mess etiquette. Members will introduce guests to the senior member present in the Flag Mess. When joining a table, a member will generally ask the senior member present for permission to join the Mess. The CNIC Mess Caterer is available to address any questions related to Mess etiquette.

5. Records Management. Records created as a result of this manual, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

6. Review and Effective Date. Per OPNAVINST 5215.17A, CNIC (N00) 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 5 years, unless revised or cancelled in the interim and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9.

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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. S. GRAY  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via CNIC G2, <https://g2.cnic.navy.mil/CC/Documents/Forms/Directives%20Only.aspx>.