

COMSCINST <b>1710.4A</b>	COG CODE <b>Senior Watch Officer (SWO)</b>	DATE <b>3 OCT 96</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 1710.4A  
SWO  
3 October 1996

## COMSC INSTRUCTION 1710.4A

Subj: COMMANDER, MILITARY SEALIFT COMMAND WARDROOM

1. Purpose. To establish the COMSC Wardroom. The purpose of the Wardroom is to enhance and enrich the social and professional well-being of its members by strengthening the bond of camaraderie amongst the members.

2. Cancellation. COMSCINST 1710.4.

3. Membership

a. Regular Members. Membership is automatic for active duty commissioned officers, of all services, assigned to duty on the staff of the Commander, Military Sealift Command (*MSC*). (R)

b. Associate Members. Retired and reserve officers, not on active duty, who are employed by MSC are eligible and encouraged to become associate members.

4. Officers

a. President. The senior Captain or Colonel regular member of the Wardroom will be the Wardroom President. He will preside over and be responsible for the activities of the Wardroom. When the President is absent, the senior regular member present will act as president. The President is responsible for proper mess administration. He convenes and presides over meetings, maintains order and ensures compliance with this instruction.

b. Treasurer. A Treasurer for the MSC Wardroom will be appointed by the Commander, Military Sealift Command for a period of not less than one year. The Treasurer will be a regular member of the Wardroom whose regularly assigned duties do not include the custody or disbursement of public funds. The Treasurer is charged with the following specific duties and responsibilities.

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(1) Keeping an account of receipts and expenditures from which an abstract of the financial condition of the Wardroom may be determined at any time.

(2) Exercising overall supervision of the Wardroom's finances, including advising the Wardroom President on all matters relating to budget and planning.

(3) Maintaining accurate accounts and records.

(4) Being responsible for the receipt, safekeeping, deposit, disbursement and accountability of funds.

(5) Preparing monthly financial statements.

(6) Incurring no indebtedness which cannot be defrayed with Wardroom funds.

(7) With concurrence of the President, authorize in writing those individuals permitted to incur indebtedness in the name of the wardroom.

(8) Posting a copy of the monthly financial statement in an appropriate location accessible to all members.

c. Program Chairman. The Program Chairman, appointed by the President, chairs the Program Committee and guides their efforts to arrange activities and events supportive of the purpose of the Wardroom.

## 5. Committees

a. Program Committee. The Program Committee arranges programs and activities that enhance the professional development, morale and camaraderie amongst the officers of MSC.

b. Audit Committee. The Commander, Military Sealift Command, will appoint an audit committee composed of at least three members, one of whom is a Supply Corps officer. An officer appointed to the audit committee may not hold any office, or be in any way connected with the management of the Wardroom. The purpose of the audit committee is to conduct a regular unbiased objective review of the wardroom and its financial operation.

c. Ad hoc Committees. Ad hoc committees may be appointed by the President as required to perform specific functions or tasks consistent with the purposes of the Wardroom.

6. Programs and Activities

a. Professional Seminars. Professional seminar topics will be geared toward the professional development of the members and keeping the members informed on current issues of general interest. Topics and guest speakers will be solicited periodically from the membership, selected by the Program Committee and approved by the President.

b. Social Activities. Social activities are intended to build the camaraderie among the membership through social interaction in a pleasant and informal atmosphere. The membership interest will determine the nature and extent of social activities. These activities could include such diverse activities as luncheons in connection with professional seminars, Hail and Farewell gatherings, "*Dining In*," athletic events and family picnics. Proposed activities will be selected by the Program Committee and approved by the President.

c. Farewell Plaques and Retirement Gifts. Regular members departing will be presented with an appropriately inscribed command plaque indicating their dates of service. Detaching regular members may also be presented with a gift from the Wardroom. The gift will be selected by the Program Committee, taking care that the gifts selected are of comparable value and are consistent with financial resources of the Wardroom. (R)

d. Get Well, Congratulations, Sympathy Cards and Flowers. The Wardroom will recognize significant events in the lives of the members through appropriate use of cards and flowers. The Program Committee will coordinate the selection and presentation of cards and flowers.

7. Funds Administration

a. Membership Fee. Each officer qualified for regular membership is expected to join by paying a wardroom membership fee in the amount of \$15.00. Officers qualified for associate membership will be afforded the opportunity to join the Wardroom by paying the membership fee.

b. Dues (R)

(1) To maintain an appropriate level of wardroom operating funds, each member will pay to the Treasurer, by the fifth of each month, dues in the amount of \$5.00, or \$15.00 at the beginning of each quarter. Income from dues will be utilized to fund (*wholly or in part*) programs, social activities and farewell gifts.

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(2) Periodically the President, Treasurer and Program Chairman, in conjunction with the Audit Committee, will review the financial status of the wardroom in relation to projected expenditures. The President will recommend to the Commander any adjustment in the dues amount necessary to accommodate the planned program schedule and maintain solvency.

c. Accounting Records. The Treasurer will maintain sufficient accounting records to allow for the control and audit of Wardroom funds. As a minimum, records of cash receipts and disbursements will be maintained, along with bank account statements and receipts from purchases.

d. Cash Handling. A checking account will be established for the MSC Wardroom at a local bank. All cash received will be deposited by the Treasurer into the account upon receipt. Petty cash funds will not be authorized for the MSC Wardroom.

R) e. Audits. The Audit Committee will conduct, on a surprise basis, semi-annual audits of the Wardroom financial management. The audits will include reconciliation of the accounting records, bank statements and all other pertinent documentation to ensure accountability for Wardroom funds is being maintained. A written report summarizing the results of the audit will be submitted to the Commander via the President.

Distribution:

COMSCINST 5000.19

List I (*Case A, C*)