



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 1746.1M

PAO

06 FEB 09

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1746.1M

Subj: RULES AND REGULATIONS FOR THE VT-31 WARDROOM AND COFFEE MESS

Ref: (a) Manual for Messes Ashore, NAVPERS 15951

1. Purpose. To set forth the procedures concerning operation of the VT-31 Officer's Mess.

2. Cancellation. VT31INST 1746.1L

3. Action. Training Squadron THIRTY-ONE Officer's Social Fund and its associated Wardroom and Coffee Mess are established as the VT-31 Officer's Mess. It shall be operated in compliance with reference (a) and as modified and amplified in the bylaws and definitions outlined in paragraphs (4) through (7) below.

4. President of the Mess. The Senior Line Officer of the mess shall be the Mess President. The Commanding Officer, if he/she so elects, may appoint another Officer as Mess President. The Mess President shall preside and is charged with the preservation of order. When the Mess President is absent, the Senior Line Officer of the mess in succession to command shall act as president.

5. Members of the Mess. All Officers permanently assigned or TAD to VT-31 shall be members of the mess.

a. Staff Officer's quarterly Wardroom dues are as follow:

O1- \$24.00

O2- \$27.00

O3- \$30.00

O4- \$33.00

O5- \$36.00

b. Staff Officers will be charged an additional first month assessment of \$40.00 to join the mess. As members of the mess, staff officers will receive a VT-31 nametag, one squadron patch, one nametag for the flight suit, and upon departure, a squadron plaque and a squadron aircraft photo.

c. Student Naval Aviators will be charged a one-time assessment to join the mess. As members of the mess, Student Naval Aviators will receive a VT-31 squadron patch, a VT-31 nametag, and upon winging, a flight suit nametag.

d. Student Naval Aviators Wardroom assessments are as follows:

Air Force	\$20.00
Coast Guard	\$22.00
Foreign	\$27.00
Navy	\$27.00
E2/C2	\$27.00
Marine Corps	\$8.00

6. The Mess Treasurer. All members of the mess who are attached to the squadron for duty are eligible for appointment as Mess Treasurer and, if appointed the Mess Treasurer, he or she shall report to the Commanding Officer via the Executive Officer.

a. The Mess Treasurer shall be responsible for the efficient operation of the mess and shall supervise the procurement, storage, and issue of all provisions and funds used from the mess fund.

b. The Mess Treasurer shall have custody of the VT-31 Officer's Mess Fund, and shall be authorized to sign checks or other financial instruments in the name of that fund. At the close of each quarter, the Mess Treasurer shall submit a written audit report to the Commanding Officer via the Administrative Officer and Executive Officer. Additionally, the accounts of the mess shall be produced whenever called for by the Commanding Officer or the Executive Officer.

c. Disbursement in the payment of routine bills, shall be made by the Mess Treasurer without consultation with senior members. Routine expenses shall also be paid without consultation. Routine expenses for normal operations are:

- (1) Coffee and related expenses.
- (2) Plaques, nametags, patches, personalized service items.
- (3) Flowers, cards etc, for deaths, births, weddings, or periods of illness or hospitalization.
- (4) Photographs (films, developing, printing).
- (5) IP Lounge expenses.
- (6) Other miscellaneous expenses not to exceed \$100.00 per single expenditure or \$300.00 per one event. Any other expense is defined as an unusual expense and shall be brought before the Mess for an approval vote requiring not less than two-thirds of majority of those present at an All Officer's Meeting.

7. VT-31 Officer's Mess Audit. The Mess Treasurer's accounts will be audited upon turnover of Mess Treasure's duties by one Officer (other than the Mess treasurer) designated by the Commanding Officer. The auditor shall, after examining the accounts, certify them by signature and submit a report of findings to the Commanding Officer via the Executive Officer. The results of these audits shall be held on file for a two year period. At the end of each fiscal year, an annual audit will be preformed by an Officer designated by the Commanding Officer. The results of this audit shall be submitted to the Commanding Officer via the Executive Officer. Any member of the mess may review audits of the mess.



D. R. CREWS

Distribution: (VT31INST 5216.1W)
List I