



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
TRARON EIGHT SIX
390 SAN CARLOS RD SUITE G
PENSACOLA FLORIDA 32508-5503

IN REPLY REFER TO:

TRARONEIGHTSIXINST 5670.1C

N4
24 SEP 2015

TRARON EIGHT SIX INSTRUCTION 5670.1C

From: Commanding Officer, Training Squadron EIGHT SIX

Subj: OPERATION OF TRAINING SQUADRON EIGHT SIX (VT-86)
OFFICER'S MESS

Ref: (a) TRARON EIGHT SIX Officer's Mess Procedures and
Turnover File
(b) Officer Mess Bills Spreadsheet
(c) VT-86 Balance Sheet Spreadsheet

Encl: (1) VT-86 Officers Fund By-Laws

1. Purpose. To establish rules and regulations governing the operation of the VT-86 Officer's Mess. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONEIGHTSIXINST 5670.1B

3. Background. The VT-86 Officer's Mess was established to provide the service of satisfying the collective and individual requirements of its members. It provides an adequate source of funds for Officer social functions and for suitable gifts deemed appropriate by the mess members.

4. Discussion. Reference (a) and enclosure (1) contain all rules and regulations pertinent to the operation of the Officer's Mess.

5. Action. All Navy, Marine Corps and International Officers attached to VT-86 as Instructors shall be members of the mess. Civilian members who wish to buy into the mess and pay dues may do so at the discretion of the President.

W. D. DONNELLY

Distribution:

Electronic only, via VT-86 Website:

<https://www.cnatra.navy.mil/tw6/vt86/Instructions.asp>

VT-86 OFFICERS FUND BY-LAWS

1. Membership and Presidency

a. All members of the mess shall purchase an initial mess share, which shall be at a minimum \$118.00, which goes towards the member's farewell plaque. Members retain the option at buy-in to purchase additional items (e.g., coffee mug, beer stein, additional name tags) at his or her discretion. Monthly go toward the maintenance and upkeep of the squadron bar, the popcorn machine, and the ice making machine; the restocking of the GEDUNK; and the purchase of gifts. Upon checking out, members of the mess shall zero out his or her account by receiving any credit due or paying the amount owed.

b. The Executive Officer is President of the mess and retains the power of advice, consent, and prohibition concerning mess activities. He may call for disestablishment of the mess at any time with a prorated refund of mess net worth to the members. Because all Officers of the mess have a vested interest in its operation, decisions for procurement of saleable items, funding for squadron functions, and projects shall be put to a vote. The President may direct the Mess Treasurer to spend up to \$200.00 on squadron related functions. Any expense more than \$200.00 must have the majority of the mess approval. A majority is considered 51% and will decide the direction of mess funds. The Executive Officer will decide in case of a deadlock.

2. Duties of Mess Treasurer

a. The Mess Treasurer will serve as Treasurer and Bookkeeper.

b. Member balance sheets will be updated on a case by case basis to reflect pertinent charges. Mess dues will be assessed and collected on the first week of every other month.

c. Accounts of all receipts and expenditures will be maintained in references (b) and (c). Monthly financial statements will be prepared and published as of the 5th and not later than the 10th of every other month.

d. All receipts will be deposited in a checking account marked "VT-86 OFFICERS FUND." No obligation shall be incurred against the mess by any person without consulting the Treasurer. Cases of doubt will be referred to the Executive Officer.

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e. Departure - Departing mess members will receive an engraved plaque. These Officers and their spouses will be honored during their respective farewell parties at the expense of the mess.

f. Retirement - The mess will provide up to \$300.00 for a shadowbox or an appropriate substitute gift for any member of the mess who retires after 20 years of military service.

g. The President may, at his discretion, approve spending of mess funds for gifts up to \$50.00. Amounts exceeding \$50.00 will require a majority vote from the members of the mess.

h. No mess funds may be used to finance items other than those intended for members, or as stated in this enclosure.

i. Details for procurement of individual items are outlined in reference (a).

Enclosure (1)

Officers allowed to sign checks will be the Commanding Officer, Executive Officer, RMS Department Head, Mess Treasurer and permanent party civilian acting as squadron accounting clerk.

e. The Mess Treasurer will personally maintain the stock of coffee, popcorn supplies, GEDUNK, patches, t-shirts, and insignia supplies. The Treasurer shall procure and maintain an adequate supply of squadron t-shirts, insignias, coins, etc. for mess members, departing members, and distinguished visitors.

3. Assessments

a. Assessments will be made monthly to ensure a sufficient operating reserve. All members will be assessed \$15.00 monthly. Reserve Instructors will pay a monthly assessment of \$5.00. A separate accounting sheet will be kept for each mess member. Upon receipt of bills for social functions, the Treasurer will divide the total cost among the members of the mess. This is to encourage attendance at scheduled parties. The Officers Mess will contribute part of its funds to the basic cost of the party, depending on the scope of the affair and the solvency of the mess. Officers who are absent by reason of official duty or leave, will be exempt from sharing in the cost of the particular function.

4. Gifts from the Mess

a. Weddings - A wedding gift for any Officers attached to VT-86 will be an appropriate engraved gift, not to exceed \$50.00.

b. Births - The mess will provide flowers and a card, not to exceed \$50.00.

c. Hospitalization - The mess will provide flowers, or an appropriate substitute gift, when a member of the fund or their immediate family member is hospitalized.

d. Deaths - In the event of any squadron member's death, the mess will provide up to \$300.00 for flowers or other memorial, at the discretion of the mess members. In the case of a death in the immediate family of a squadron member, the mess will send flowers and a condolence card, not to exceed \$50.00.

Enclosure (1)