



DoD INSTRUCTION 5000.24

PENTAGON EXECUTIVE DINING FACILITIES

Originating Component: Office of the Director of Administration and Management

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Reissues and Cancels: DoD Instruction 5000.24, "Pentagon Executive Dining Facilities (EDFs)," January 5, 2009

Approved by: David Tillotson III, Assistant Deputy Chief Management Officer of the Department of Defense

**Change 2 (Administrative)
Approved by:** Christopher R. Choate, Chief, Directives Division

Purpose: In accordance with the authority in DoD Directive 5105.53 and the January 11, 2021 Deputy Secretary of Defense Memorandum, this issuance establishes policy, assigns responsibilities, and provides procedures for the administration and operation of the executive dining facilities (EDFs) located in the Pentagon.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

1.2. POLICY.

a. Pentagon EDFs will operate in an efficient, economical manner. Enforcement is established through management oversight, standard operating procedures, and EDF charters and committees.

b. The Secretary of Defense, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff may each operate no more than one EDF, or as approved by the Secretary of Defense. In accordance with the August 1, 2007, Memorandum of Agreement, the OSD and Air Force EDFs were combined into a single dining room, resulting in a total of four EDFs in the Pentagon.

(1) Members and their guests may be served at all Pentagon EDFs.

(2) Meals from an EDF kitchen may also be served to members and their guests in multi-purpose rooms (such as an office, conference room, or briefing room) to ensure privacy, continue a business meeting, or accommodate the seating of guests beyond the capacity of the EDF concerned.

c. Officials not listed in Paragraph 1.2.b. are prohibited from operating Pentagon EDFs.

d. Pentagon EDF charters must be reviewed by the Director of Administration and Management (DA&M) annually, and updated as necessary in accordance with Paragraphs 2.1.e. and 2.2.b.

1.3. SUMMARY OF CHANGE 2. This change is administrative and, in accordance with the March 21, 2022 Washington Headquarters Services Memorandum:

a. Reassigns the Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense responsibilities and duties to the DA&M in accordance with:

(1) February 1, 2018 Secretary of Defense Memorandum, which eliminated the position of the Deputy Chief Management Officer and established the Chief Management Officer.

(2) Section 901 of Public Law 116-283, which eliminated the position of the Chief Management Officer of the Department of Defense effective January 1, 2021.

(3) January 11, 2021 Deputy Secretary of Defense Memorandums, which implemented Public Law 116-283 and reestablished the DA&M.

b. Updates organizational titles and references for accuracy.

c. Corrects errors for Change 1 by adding the February 1, 2018 Secretary of Defense Memorandum and correcting obsolete use of “DCMO.”

SECTION 2: RESPONSIBILITIES

2.1. DA&M. The DA&M:

- a. Serves as the principal advisor to the Secretary of Defense for, and exercises staff supervision over, the operation of Pentagon EDFs.
- b. Monitors the operation of Pentagon EDFs, ensures membership compliance with this issuance, and develops guidance and procedures for improvement of EDF operations.
- c. Determines reporting requirements and develops and provides guidance for their submission to EDF managers.
- d. Ensures that the Secretary of Defense Pentagon EDF is organized and operated in the most efficient and economical manner, consistent with this issuance.
- e. Maintains a current charter for the operation of the Secretary of Defense Pentagon EDF. At a minimum, the charter must include the purpose of the EDF, resources assigned to operate and support the EDF, and controls on use of the EDF for special functions. The charter will be reviewed by the DA&M annually and updated as necessary.
- f. In conjunction with the OSD, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff, assigns a representative to the Pentagon EDF Committee who advises and recommends changes to EDF policy and operational matters.
- g. Serves as the chair of the Pentagon EDF Committee and is responsible for convening those meetings. The DA&M advises and recommends changes on overall policy and operational matters in coordination with the Pentagon EDF Committee.
- h. Examines specific Pentagon EDF problems and develops proposed courses of action to facilitate their solution.
 - (1) For Pentagon EDF infrastructure matters, the DA&M is the final decision authority.
 - (2) For Pentagon EDF non-infrastructure matters, the DoD Component operating the Pentagon EDF is the decision authority.

2.2. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Secretaries of the Military Departments and the Chairman of the Joint Chiefs of Staff:

- a. Ensure their respective Pentagon EDF is organized and operated in the most efficient and economical manner, consistent with this issuance.
- b. Maintain a current charter for the operation of their respective Pentagon EDF. At a minimum, the charters must include the purpose of the EDF, resources assigned to operate and

support the EDF, and controls on use of the EDF for special functions. The charters will be reviewed by the DA&M annually and updated as necessary.

c. Assign a representative to the Pentagon EDF Committee from the OSD, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff to advise and recommend changes to EDF policy and operational matters.

SECTION 3: PENTAGON EDF OPERATIONAL GUIDELINES

3.1. GOVERNING BODIES. The Pentagon EDF Committee advises and recommends changes to EDF policy and operational matters to the DA&M. The Pentagon EDF Committee will be comprised of a representative from:

- a. OSD.
- b. The Secretaries of the Military Departments.
- c. The Chairman of the Joint Chiefs of Staff.

3.2. PENTAGON EDF MEMBERSHIP. The Secretary of Defense, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff must invite senior-level staff to become members of their respective EDFs. The grade structure eligible for EDF membership for OSD, the Military Departments, and the Joint Staff will include senior level appointees, general and flag officers, and the Senior Executive Service, or equivalent.

3.3. PRICING AND FUNDING.

a. Meal prices must be sufficient to cover operating expenses and food costs and must not be less than prices charged in comparable commercial establishments.

b. The following guidelines must be used for determining which Pentagon EDF cost should be funded from appropriated funds and which costs are operating expenses and should therefore be funded from nonappropriated funds.

(1) **Appropriated Funds.** Appropriated funds are used for:

- (a) Personnel pay and allowances.
- (b) Space rental.
- (c) Utilities.
- (d) New construction, renovation, and painting.
- (e) Purchase, maintenance, and repair of kitchen equipment, furniture, and office equipment.
- (f) Inspection of fire suppression systems and cleaning and maintenance of stove vents and hoods.
- (g) Tableware in support of official government-funded functions.

- (h) Cleaning of draperies, rugs, and other related dining items.
 - (i) Transportation costs related to vehicles used for mess purposes.
 - (j) General office supplies.
 - (k) Costs related to extermination services.
 - (l) Annual mess audit fees and, if available, nonappropriated funds may be used.
- (2) **Nonappropriated Funds.** Nonappropriated funds are used for:
- (a) All food and beverage purchases.
 - (b) Any special mess attendant clothing (jackets, trousers, etc.).
 - (c) Laundry costs.
 - (d) General maintenance supplies.
 - (e) Mess equipment.
 - (f) China and tableware.

GLOSSARY

G.1. ACRONYMS.

DA&M	Director of Administration and Management
EDF	executive dining facility

G.2. DEFINITIONS. This term and its definition is for the purpose of this issuance.

EDFs. Eating facilities, established with the approval of the Secretary of Defense or designee, that provide senior civilian and military officials and their guests a private area where they can dine; conduct official business; and where senior DoD officials may host special functions for visiting foreign dignitaries and top-level government officials.

REFERENCES

- Deputy Secretary of Defense Memorandum, “Disestablishment of the Chief Management Officer of the DoD and Realignment of Functions and Responsibilities,” January 11, 2021
- Deputy Secretary of Defense Memorandum, “Re-establishment of the Assistant to the Secretary of Defense for Intelligence Oversight and the Director of Administration and Management,” January 11, 2021
- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- DoD Memorandum of Agreement, “Memorandum of Agreement between the Administrative Assistant to the Secretary of the Air Force and the Director, Washington Headquarters Services,” August 1, 2007
- Public Law 116-283, “William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021,” January 1, 2021
- Secretary of Defense Memorandum, “Disestablishment of the Deputy Chief Management Officer and Establishment of the Chief Management Officer,” February 1, 2018
- Washington Headquarters Services Memorandum, “Approval of Administrative Changes to Office of the Director of Administration and Management (ODA&M) DoD Issuances, Phase 2,” March 21, 2022