

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 47)

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Crozet Hall Dining Policy

1. **Purpose:** To establish a Post-wide policy for personnel other than cadets to dine in Crozet Hall. This policy applies to all VMI employees and guests of the Institute.
2. **General:** Crozet Hall is the primary dining facility for the VMI Corps of Cadets.
 - a. Cadet Dining - The dining regimen and food service operation in Crozet Hall is designed for the VMI Corps of Cadets and is based on the cadet's daily schedule. This schedule is designed to allow cadets sufficient time to accomplish their numerous requirements, which includes dining.
 - b. Faculty and Professional Staff - There are special circumstances described in paragraph 3 below that allow specified VMI employees and other individuals to dine in Crozet Hall to support the overall mission and operational needs of the Institute.
 - c. General Employee Dining - Crozet Hall is not available for general employee dining. The Post Exchange in Lejeune Hall is available for employees to purchase food on Post. For those employees bringing food from off-Post, there are many locations across Post where employees can eat in specially designated break rooms or in other areas designated by building coordinators.
3. **Special Circumstances:** There are times when it is appropriate for employees of VMI to dine in Crozet Hall. These circumstances are considered mission essential and contribute to the leadership development of the Corps of Cadets and operational requirements of the Institute. The following instances have been approved for individuals other than the Corps of Cadets to dine in the Crozet Hall:
 - a. VMI Teaching Faculty and Administrative and Professional Faculty - The Dean will support meals each month for Teaching Faculty and Administrative and Professional Faculty who are acting in their official capacity as faculty advisers, class advisers, language table supervisors, and the like. This requires prior approval by the Office of the Dean. All Teaching Faculty and academic Administrative and Professional Faculty members must sign the dining sheet located in the serving area by printing their name and signing the sheet and placing "Dean's Office" as the department to be charged. Faculty acting in their official capacity as faculty advisers will indicate "Advising" on the dining sheet.

- b. Athletic Department Staff – Members of the athletic department, as designated by the Athletic Director, are allowed to dine in Crozet Hall in accordance with guidance issued by the VMI Athletic Director. The intent of providing dining privileges to Athletic Department personnel is to assist the coaching/administrative team with the operation of their specific duties with cadets and is considered mission related. Examples of such duties include; pre-game meals, pre-trip meals, two-a-day practices prior to the Corps return from furlough, graduate assistant athletic training duties, quality and control of nutrition, coaching or counseling services, and interaction with cadets. Athletic Department members will annotate the dining sheet by printing their name and signing the sheet and by placing “Athletic Department” and the appropriate athletic team/athletic office to be charged for the meal. For example, a member of the football staff would sign in as follows; “Athletic Department – Football.” Athletic staff members will wear appropriate clothing to when dining in Crozet Hall. Athletic attire such as coaching gear, shorts, and warm ups are not authorized. However, when teams are eating a pre-trip or pre-game meal in their VMI travel suit, coaches are allowed to eat in similar attire.
- c. Commandant’s Staff – Members of the Commandant’s staff, Tactical Officers, Officers-in-Charge (OC), and Assistant Officers-in-Charge (AOC) are authorized to dine in Crozet Hall while performing official duties as directed by the Commandant. These personnel will print their name and sign the dining sheet and place “Commandant’s Office” as the department to be charged for the meal.
- d. Deputy Superintendent for Finance, Administration and Support Staff – All members of the Deputy Superintendent for Finance, Administration and Support’s staff are authorized to dine in Crozet Hall when entertaining official visitors from various State or Federal agencies or contracted vendors who might benefit from dining with cadets to gain a better understanding of VMI’s mission. Additionally, due to extenuating circumstances related to weather events or scheduled activities that demand the presence of Physical Plant employees for extended periods of time, it may be appropriate for such employees to dine in Crozet Hall for the convenience of the Institute. Before Physical Plant employees dine in Crozet Hall, the Post Engineer should first seek approval from the Deputy Superintendent for Finance, Administration and Support.
- e. Guests – Only guests on official Institute business should be invited to dine in Crozet Hall. Regrettably, this policy excludes family members of VMI employees. The same requirement to sign the dining sheet and indicate which department should be charged for the meal exists.
- f. Special Events – There are occasions when the Corps of Cadets will invite employees to dine in Crozet Hall. These events are usually around Thanksgiving and Christmas and there is no requirement to sign the dining sheet. Other events may occur through the year, such as the annual Christmas luncheon and other special events where employees are invited to dine.
- g. Other – The other direct reporting officials to the Superintendent (Deputy Superintendent for Finance, Administration, and Support, Chief of Staff, and Director of Information

Technology) may authorize VMI employees to dine in Crozet Hall under the same guidelines as listed above for the Deputy Superintendent for Academics and Dean of the Faculty, the Athletic Director and the Commandant. These senior officials will establish clear guidance to their employees regarding the proper procedures for dining in Crozet Hall.

- h. Individual Meals – Only employees authorized to dine in Crozet Hall may do so and all meals must be charged to an approved account. Employees may not sign “self” to pay for a meal.
4. **Accountability:** The VMI Comptroller’s Office is responsible for the collection and appropriate billing of meals eaten in Crozet Hall. Meals paid for by the Institute are considered a form of remuneration by the IRS and are therefore considered a taxable fringe benefit that must be reported to the IRS as taxable income. For VMI employees, taxes will be withheld from the appropriate individual’s pay at the end of the year. Others will receive a W-2, reflecting the value of his or her meals at the end of the year. Any faculty or staff member required to dine in the Crozet Hall in the performance of their official duties, such as “Officer-in-Charge,” will not be charged for those meals.
5. **Senior Executive Report Responsibilities:**
 - a. Each senior executive will provide to the Comptroller’s Office a roster of all employees authorized to dine in Crozet Hall and update the roster as changes occur.
 - b. Each senior executive will provide funding to support this program, as required.
 - c. Each senior executive will brief their employees on this program to ensure they understand the intent and their responsibilities.

FOR THE SUPERINTENDENT

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