



# Department of Defense INSTRUCTION

NUMBER 5000.24  
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DA&M

SUBJECT: Pentagon Executive Dining Facilities (EDFs)

References: (a) DoD Directive 5000.24, "Pentagon Executive Dining Facilities (EDFs)," May 3, 1997 (hereby canceled)  
(b) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007  
(c) DoD Directive 5105.53, "Director of Administration and Management (DA&M)," February 26, 2008

1. **PURPOSE.** This Instruction reissues Reference (a) as a DoD Instruction in accordance with the guidance in Reference (b) and the authority in Reference (c) and updates the policy, responsibilities, and procedures for the administration and operation of the EDFs located in the Pentagon.
  
2. **APPLICABILITY.** This Instruction 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 Department of Defense (hereafter referred to collectively as the "DoD Components") with personnel assigned to the Pentagon or Pentagon swing space.
  
3. **DEFINITIONS.** **EDFs.** Those 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 and, at the same time, conduct official business; and where senior Defense officials may host special functions for visiting foreign dignitaries and top-level Government officials.
  
4. **POLICY.** It is DoD policy that:
  - a. Pentagon EDFs shall be operated in an efficient, economical manner.

b. The Secretary of Defense; the Secretaries of the Army, the Navy, and the Air Force; and the Chairman of the Joint Chiefs of Staff may each operate no more than one EDF. Meals from an EDF kitchen may be served to those officials 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 relevant EDF. The OSD/Air Force, Army, and Navy EDFs are reciprocal, and members and their guests can be served at all three EDFs. Additionally, flag officers and Senior Executive Service (SES) members assigned to the Joint Staff may be served in all three EDFs.

c. Operation of EDFs by officials not listed in paragraph 4.b. is prohibited.

d. Pentagon EDFs shall be chartered and, at a minimum, EDF charters shall include the purpose of the EDF, resources assigned to operate and support the EDF, and controls on use of the EDF for special functions. These charters shall be reviewed and updated periodically as changes occur.

5. RESPONSIBILITIES. See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.



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Enclosures

1. Responsibilities
2. Pentagon EDF Operating Guidelines

ENCLOSURE 1

RESPONSIBILITIES

1. DIRECTOR OF ADMINISTRATION AND MANAGEMENT (DA&M). The DA&M, in addition to the responsibilities in paragraph 2 of this enclosure, shall:

a. Serve as principal advisor to the Secretary of Defense for, and exercise staff supervision over, the operation of Pentagon EDFs.

b. Monitor the operation of Pentagon EDFs, ensure compliance with this Instruction, and issue necessary instructions, guidance, and procedures for improvement of EDF operations.

c. Determine reporting requirements and issue instructions for their submission.

d. Convene meetings of the Pentagon EDF Committee and the Pentagon Governance Council (PGC) to:

(1) Provide advice and make recommendations on overall policy and operational matters relating to Pentagon EDFs.

(2) Examine specific Pentagon EDF problems and develop proposed courses of action to facilitate their solution.

(a) For Pentagon EDF infrastructure problems, the DA&M shall be the decision authority.

(b) For Pentagon EDF non-infrastructure problems, the DoD Component running the Pentagon EDF shall be the decision authority.

2. SECRETARIES OF THE MILITARY DEPARTMENTS, CHAIRMAN OF THE JOINT CHIEFS OF STAFF, AND DA&M. The Secretaries of the Military Departments, the Chairman of the Joint Chiefs of Staff, and the DA&M shall:

a. Ensure that their respective Pentagon EDFs are organized and operated in the most efficient and economical manner, consistent with this Instruction.

b. Maintain an updated charter for the operation of their respective Pentagon EDF, in conformance with paragraph 4.d. of the front matter of this Instruction.

3. PENTAGON EDF COMMITTEE. The Pentagon EDF Committee shall advise and make recommendations to the DA&M on EDF policy and operational matters. Membership consists

of one representative of each official listed in paragraph 4.b. of the front matter of this Instruction, with the DA&M serving as Committee Chair.

4. PGC. The PGC is a representative body responsible for advising the DA&M on matters relating to the administration and management of the Pentagon Reservation and DoD leased facilities within the National Capital Region. The PGC, chaired by the DA&M, shall oversee, coordinate, and integrate the activities and recommendations of governance committees, including the Pentagon EDF Committee.

ENCLOSURE 2

PENTAGON EDF OPERATING GUIDELINES

1. MEMBERSHIP. Membership in the Pentagon EDFs shall be by invitation of the Secretary of Defense, the Secretaries of the Military Departments, and the Chairman of the Joint Chiefs of Staff for their respective EDFs, and shall be limited to senior-level members of their staffs. The grade structure eligible for EDF membership for OSD, the Military Departments, and the Joint Staff will include senior appointees, flag officers, and the SES, or equivalent, assigned to the Pentagon or its swing space.

2. PRICES AND FUNDING

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

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

(1) Nonappropriated funds. Nonappropriated funds shall be used for all food and beverage purchases; any special mess attendant clothing (jackets, trousers, etc.); laundry costs; general maintenance supplies; mess equipment; and china and tableware.

(2) Appropriated funds. Appropriated funds shall be used for personnel pay and allowances; space rental; utilities; new construction, renovation, and painting; purchase, maintenance, and repair of kitchen equipment, furniture, and office equipment; inspection of fire suppression systems and cleaning and maintenance of stove vents and hoods; tableware in support of official government-funded functions; cleaning of draperies, rugs, and other related dining items; transportation costs related to vehicles used for mess purposes; general office supplies; costs related to extermination services; and annual mess audit fees. If available, nonappropriated funds may be used.