



April 8, 1980
NUMBER 5120.18

Department of Defense Directive

ASD(C)

SUBJECT: DoD Concessions Committee

- References: (a) DoD Directive 5120.18, "Department of Defense Concessions Committee," August 29, 1958 (hereby canceled)
(b) Title 10, United States Code, Section 133

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a), establishes the DoD Concessions Committee in accordance with reference (b), and prescribes its policies, procedures, and responsibilities. The DoD Concessions Committee provides for the administration of certain services, for the convenience of the Government, that are necessary and that benefit the health, morale, and welfare of DoD employees in the National Capital Region (NCR).

B. APPLICABILITY

The provisions of this Directive apply to the Office of the Secretary of Defense, its field activities in the NCR, and the Military Departments (hereafter referred to as "DoD Components"). Activities on military installations in the NCR are excluded from the provisions of this Directive.

C. COMPOSITION

The Concessions Committee shall be composed of a civilian Chair appointed by the Secretary of Defense, or designee, and two representatives (one of whom may be military) from each of the Military Departments appointed by the Secretary of the Military Department, or designee.

D. RESPONSIBILITIES

1. The Deputy Assistant Secretary of Defense (Administration) (DASD(A)) shall:

- a. Supervise and monitor the functioning of the Committee.
- b. Approve the minutes of Committee meetings.

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c. Approve all contractual instruments of the Committee. Such instruments shall not become binding and effective until they are approved by the DASD(A) and each such instrument shall contain a clause to that effect.

2. The Chair of the Committee shall ensure that:

a. Restaurants, cafeterias, snack bars, and dining rooms in DoD-occupied, General Services Administration (GSA)-controlled buildings are operated by the Committee or by an independent contractor.

b. Commercial-type concessions and services and such other services and facilities considered necessary to promote the health, morale, welfare, and productivity of the employees of the Department of Defense in the NCR are provided.

E. FUNCTIONS

Subject to the approval of the DASD(A), the Concessions Committee shall:

1. Staff and maintain its internal organization. It may employ administrative and clerical assistants, one of whom may be designated the Executive Secretary, to conduct Committee affairs. These assistants shall be compensated from funds available to the Committee. If personnel paid from appropriated funds are employed on a full-time basis, an amount equivalent to the salaries and allowances received by such personnel shall be deposited in the Treasury of the United States, to the credit of miscellaneous receipts.

2. Enter into, make, and amend contracts, as an instrumentality of the United States, to carry out its functions and responsibilities. This authority may be delegated by the Committee to the Chair or to the Executive Secretary. Such delegation shall be recorded in writing in the minutes of the meetings of the Committee and may not be redelegated.

3. Operate or provide for the operation of food service facilities and provide for such commercial concessions and other services in accordance with the purposes of this Directive.

4. Determine the best method to maintain and to secure necessary food service facilities, concessions, and other services.

5. Make payments out of surplus funds from concession and other operations conducted under the supervision of the Committee to authorized welfare and recreation funds of the DoD Components. The amount of such payments shall be prorated among the DoD Components concerned based on the percentage of occupancy by employees of those Components in each building in which concession revenues are generated.

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6. Deposit into the Treasury of the United States all funds not required in the conduct of the Committee's business or paid to welfare funds in accordance with the foregoing paragraph.

7. Keep minutes of all meetings.

F. FINANCIAL PROCEDURES

1. The Committee shall cause true accounts to be kept of the money received and expended during the course of conducting its business; of the source of its receipts and the reasons for its expenditures; and of the assets, credits, and liabilities accrued or incurred in the course of its business.

2. The system of accounts shall be double-entry, and shall be maintained according to accepted commercial accounting practices.

3. Accounts and records of the Committee shall be audited every 3 months by independent accountants.

4. When the Committee is billed by the Washington Headquarters Services, provision shall be made for payment to GSA of the standard level user charges for space occupied by activities of or under the supervision of the Committee.

5. When reimbursable services are performed by the GSA, the Committee shall provide for payment to the GSA for such services.

6. An annual report of the Committee's financial condition shall be transmitted to the Secretary of Defense through the DASD(A).

7. Copies of recurring financial statements shall be furnished to the DASD(A).

G. EFFECTIVE DATE

This Directive is effective immediately.

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W. Graham Claytor, Jr.
W. Graham Claytor, Jr.
Deputy Secretary of Defense

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