

**ADMINISTRATIVE CHANGE TO
NAP-25, Management and Operating Contractor Business Meals and Light Refreshment**

Locations of Changes:

| Page | Paragraph | Changed | To |
|--------------|-----------|---|--|
| Every Header | | BOP-03.08 | NAP-25 |
| Cover | | Office of Acquisition & Supply Management | Office of Acquisition & Project Management |
| Cover | Footer | Office of Acquisition & Supply Management | Office of Acquisition Management |
| 1 | 1 | Removed: FAR 31.205-14 and | |
| 1 | 1 | Acquisition Letter 2005-12 | Acquisition Letter 2012-05 |
| 1 | 3 | Add: 3.a. NNSA Applicability | |
| 1 | 3a | NNSA Service Center, NNSA Site Offices | NNSA Federal personnel |
| 1 | 3a | And all NNSA Management and Operating (M&O) Contractors | and to all NNSA Management and Operating (M&O) Contractors. Contracting Officers are responsible for including this policy in M&O contracts. |
| 1 | 3 | Add: 3.b. Equivalency: In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate. | |
| 1 | 4 | certain working scenarios, working lunches, or periodic exercises such as emergency drills. | certain conferences, working scenarios, working lunches, or periodic exercises such as emergency drills. |

| Page | Paragraph | Changed | To |
|----------|-------------|---|--|
| 1 | 4 | Add: In addition, some M&O contractors pay for separately identified meal costs (charges) when their employees attend non-governmental sponsored conferences. | |
| 1 | 5 | Removed: Meals and refreshments for conferences shall be in accordance with DOE Order 110.3A, Conference Management, or its successor. | |
| 2 | Row 5 | Contracting Officer notification required within two working days. | No Federal approval Contracting Officer notification required within supporting documentation two working days after emergency situation. |
| 2 | Row 6 | Added | |
| 2 | * | foreign | Foreign |
| 2 | ** | Added | |
| 2 | 6.a. | NNSA Service Center | Office of Acquisition Management |
| 3 | 6.b 6.c. | Site Office | Field Office |
| 3 | 7 | Office of Acquisition Procurement and Assistance Management (NA-63) | Office of Acquisition Management (NA-APM-10) (202) 586-7439 |
| 3 | Signature | BY THE ORDER OF THE SENIOR PROCUREMENT EXECUTIVE | BY THE ORDER OF THE ADMINISTRATOR |
| 3 | Signature | David Boyd | Edward Bruce Held |
| Attach 1 | Row 5 | Contracting Officer notification required within two working days. | No Federal approval Contracting Officer notification required within supporting documentation two working days after emergency situation. |
| Attach 1 | Row 6 | Added | |
| Attach 1 | * | foreign | Foreign |
| Attach 1 | ** | Added | |

NNSA POLICY LETTER

NAP-25

Approved: 05-30-08
Admin Change 1: 10-10-13

**MANAGEMENT AND OPERATING
CONTRACTOR BUSINESS MEALS AND
LIGHT REFRESHMENT**



**NATIONAL NUCLEAR SECURITY ADMINISTRATION
Office of Acquisition & Project Management**

AVAILABLE ONLINE AT:
<http://www.nnsa.energy.gov>

INITIATED BY:
Office of Acquisition Management

THIS PAGE INTENTIONALLY LEFT BLANK

MANAGEMENT AND OPERATING CONTRACTOR BUSINESS MEALS AND LIGHT REFRESHMENT

1. **PURPOSE.** Acquisition Letter 2012-05 provides general guidance pertaining to the reimbursement of meal costs in Management and Operating (M&O) contracts. The objective of this NAP is to provide additional requirements and establish complex-wide parameters for approving M&O Contractor business meals and light refreshment costs consistent with the Acquisition Letter.
2. **CANCELLATIONS.** BOP-003.08, *Management and Operating Contractor Business Meals and Light Refreshment*, dated 5-30-08.
3. **APPLICABILITY.**
 - a. **NNSA Applicability.** This policy applies to NNSA Federal personnel and to all NNSA Management and Operating (M&O) Contractors. Contracting Officers are responsible for including this policy in M&O contracts.
 - b. **Equivalency.** In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 USC sections 2406 and 2511 and to ensure consistency through the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.
4. **BACKGROUND.** A common practice at NNSA facilities has been for M&O Contractors to provide food, and beverages to visitors, dignitaries, and employees under and during certain conferences, working scenarios, working lunches, or periodic exercises such as emergency drills. These meals and refreshments have been provided for protocol reasons, for efficiency or convenience during working lunches, or for employees required to remain at a particular duty station. In addition, some M&O contractors pay for separately identified meal costs (charges) when their employees attend non-governmental sponsored conferences. Over the years, practices and policies for approving costs related to business meals and light refreshments have become inconsistent throughout the NNSA complex necessitating the development and implementation of standard reimbursement practices.
5. **REQUIREMENTS.** The table below provides additional limitations on the allowability of light refreshments and meals. The cost of alcoholic beverages is not an allowable cost.

| Description | Allowable (if determined reasonable by the Contracting Officer) | Unallowable | Approved By |
|--|---|-------------|---|
| Light Refreshments (coffee, tea, water, soda) for business meetings and contractor award ceremonies | X | | No Federal approval or notification required |
| Light Refreshments (coffee, tea, water, soda) for elected officials and/or foreign dignitaries * | X | | No Federal approval or notification required |
| Meals for elected officials and/or foreign dignitaries * | X | | No Federal approval or notification required |
| Emergency Meals (i.e., Meals during emergency situations are allowable when there is an imminent danger to government property, people and/or the environment) | X | | No Federal approval Contracting Officer notification required with supporting documentation within two working days after the emergency situation. |
| Meals and refreshments at formal conferences only if: incidental to the conference; attendance is important for the attendee's full participation; and substantial function occurring separately from wherein the food is served. ** | X | | No Federal approval or notification required; Contracting Officer notification required with supporting documentation within two working days prior to the conference. Policy Flash 2012-52 |
| Refreshments or meals specifically authorized by provisions of the existing contract | X | | No Federal approval or notification required unless the existing contract specifically requires approval |
| All other light refreshments and meals | | X | |

* Foreign dignitaries defined foreign head of state or government, or foreign government official with protocol rank equivalent or superior to the NNSA Administrator.

** per diem claims must be reduced if the meals are included in a registration fee.

6. RESPONSIBILITIES.

- a. The Deputy Director, Office of Acquisition Management is responsible for ensuring that the implementation of this policy and compliance with its requirements are consistently implemented in NNSA M&O contracts.
- b. Field Office Managers are responsible for ensuring current NNSA M&O Contractors develop and implement respective contractor policies, procedures, and practices consistent with requirements captured in this policy.
- c. Field Office Contracting Officers are responsible for:
 - (1) Ensuring contractor compliance with this policy.
 - (2) Negotiating exceptions to the NNSA business meals only in exceptionally unusual and extenuating circumstances.
 - (3) Determining the allowability of costs associated with questionable food and beverage costs.

7. CONTACT. Deputy Director, Office of Acquisition Management (NA-APM-10), 202-586-7439.

BY ORDER OF THE ADMINISTRATOR:



Edward Bruce Held
Acting Administrator

Attachment:
Contractor Requirements Document

THIS PAGE INTENTIONALLY LEFT BLANK

CONTRACTOR REQUIREMENTS DOCUMENT

NNSA M&O Contractors shall develop and implement policies, procedures, and practices for providing business meals and light refreshment costs consistent with the Contractor Requirements Document. The table below provides additional limitations on the allowability of light refreshments, snacks and meals. The cost of alcoholic beverages is not an allowable cost.

| Description | Allowable (if determined reasonable by the Contracting Officer) | Unallowable | Approved By |
|--|---|-------------|---|
| Light Refreshments (coffee, tea, water, soda) for business meetings and contractor award ceremonies | X | | No Federal approval or notification required |
| Light Refreshments (coffee, tea, water, soda) for elected officials and/or foreign dignitaries * | X | | No Federal approval or notification required |
| Meals for elected officials and/or foreign dignitaries * | X | | No Federal approval or notification required |
| Emergency Meals (i.e., Meals during emergency situations are allowable when there is an imminent danger to government property, people and/or the environment) | X | | No Federal approval Contracting Officer notification required within supporting documentation two working days after emergency situation. |
| Meals and refreshments at formal conferences only if: incidental to the conference; attendance is important for the attendee's full participation; and substantial function occurring separately from where the food is served. ** | X | | No Federal approval Contracting Officer notification required with supporting documentation within two working days prior to the conference. Policy Flash 2012-52 |
| Refreshments or meals specifically authorized by provisions of the existing contract | X | | No Federal approval or notification required unless the existing contract specifically requires approval |
| All other light refreshments and meals | | X | |

* Foreign dignitaries defined as foreign head of state or government, or foreign government official with protocol rank equivalent or superior to the NNSA Administrator.

** per diem claims must be reduced if the meals are included in a registration fee.