

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

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

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

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1. **PURPOSE.** Acquisition Letter 2005-12 provides general guidance pertaining to the reimbursement of meal costs in Management and Operating (M&O) contracts. The objective of this Policy Letter is to provide additional guidance and establish complex-wide parameters for approving M&O Contractor business meals and light refreshment costs consistent with the Acquisition Letter.
2. **CANCELLATIONS.** None.
3. **APPLICABILITY.** This policy applies to the NNSA Service Center, NNSA Site Offices, and all NNSA Management and Operating (M&O) Contractors.
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 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. 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.** Meals and refreshments for conferences shall be in accordance with DOE Order 110.3A, Conference Management, or its successor. 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		Contracting Officer notification required within two working days
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.

## 6. RESPONSIBILITIES.

- a. The Director, NNSA Service Center, is responsible for ensuring that the implementation of this policy and compliance with its requirements are consistently implemented in new NNSA M&O contracts.

- b. Site 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. Site 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 Procurement and Assistance Management (NA-63), 202-586-6681.

BY ORDER OF THE SENIOR PROCUREMENT EXECUTIVE:



DAVID BOYD  
Senior Procurement Executive

## 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. Meals and refreshments for conferences shall be in accordance with DOE Order 110.3A, Conference Management, or its successor. 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
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