



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
COMMANDANT OF MIDSHIPMEN  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1747.2F  
20 JUL 1999

COMDTMIDN INSTRUCTION 1747.2F

From: Commandant of Midshipmen

Subj: OPERATING PROCEDURES FOR RADIO STATION WRNV

1. Purpose. To promulgate a standard operating procedure for broadcast and public address systems for Radio Station WRNV, 89.7 FM.

2. Cancellation. COMDTMIDNINST 1747.2E

3. Information. The following information is provided to set forth the policies and operating procedures for radio broadcast and operation of the public address systems maintained by Radio Station WRNV, 89.7 FM.

a. Broadcasts shall be of general interest or entertainment to the Brigade of Midshipmen. Where topical issues are being covered they will be factual and unbiased; in addition, all media broadcast from WRNV will be in good taste and consistent with the standards of conduct and ethics espoused within the Brigade of Midshipmen.

b. WRNV broadcasts will consist of the following:

- (1) Recorded music
- (2) News and sports broadcast
- (3) Special events
- (4) Forums and lectures
- (5) Interviews of personalities
- (6) Comedy and drama broadcasts
- (7) Tape-recorded talent

c. WRNV is authorized to broadcast unclassified lectures of a professional nature with the approval of the WRNV Officer Representative and the Public Affairs Office. The Officer of the Watch may authorize the members of the Fourth Class to listen to these broadcasts during appropriate times until the completion of the broadcast.

d. WRNV shall be included on the standard distribution list of instructions and is authorized to broadcast information from notices which are of interest to the Brigade of Midshipmen. These notices and instructions shall be placed in a basket in the administrative mail room and be picked up daily.

e. WRNV shall provide a public address system for all brigade-related events when requested by the Office of the Commandant of Midshipmen or the Brigade Commander or Brigade Staff.

(1) Setup and operation of the Mobile Public Address System will be conducted exclusively by those members of the WRNV Engineering staff who have been properly trained and have qualified in accordance with the Mobile Setup and Operating Instruction maintained by the WRNV Chief Engineer, Officer Representative WRNV, and the Midshipmen Activities Officer (MAO).

(2) The Mobile Setup and Operating Instruction will be maintained and kept current by the WRNV Chief Engineer who will periodically submit changes and revisions to the WRNV Officer Representative and the Midshipmen Activities Officer (MAO).

f. WRNV is authorized to broadcast live coverage of the Service Assignment Activity and to assist as required.

g. WRNV shall operate under the guidelines set forth by the Office of the Commander, Naval Tele-Communications Command and shall operate in compliance with the rules and regulations of the Federal Communication Commission.

4. Operating Hours. Live broadcasting by active, qualified station members will be conducted, whenever possible, between the hours of 0600 and 2400. Periods not filled with live broadcast will be occupied with re-broadcasts and taped music or on random select by a CD scanner.

5. Special Privileges.

a. The Station Manager and designated members of the radio station staff are authorized to be absent from those formations which make it impossible to carry out their assigned duties in support of events. Such authorization shall be requested in advance. Those designated members missing formation require written permission from the Station Manager. A WRNV representative will need to submit an excusal list or movement order request to the Logistics Officer prior to missing any scheduled event or leaving USNA on WRNV business, in addition for non-routine evolutions which will be missed, proper authorization from the Movement Office, Activities Office, and Academic Dean will be obtained as needed by the Station Manager.

b. Disc jockeys shall be assigned to shows by the Program Director and shall be directly responsible to the Director for accountability purposes. Disc jockeys who will miss military evolutions by way of their duties in the radio station shall obtain written permission from their respective company officers and submit an excusal list request to the Logistics Officer.

c. Announcers of shows which broadcast immediately before or after formations shall only be authorized to miss those formations with written permission from their respective company officers and approved excusal list.

d. Duty disc jockeys assigned to shows immediately preceding taps are authorized to sign-in up to ten minutes afterward, providing they have previously informed the Duty Section Company Duty Officer in their respective company areas.

e. Up to three engineers are authorized to be absent from specified evening lecture formations in order to setup, broadcast, and record lectures.

f. When necessary to setup the Mobile Public Address System for official events, up to eight station members, to include two engineering staff, are authorized to be absent from formations which would prevent them from accomplishing these duties. For those events which take place at noon-meal formation or during the academic day, those participants will obtain permission from the MAO and the Dean of Academics and submit an excusal list request prior to the evolution.

g. Up to eight members of WRNV, to include two engineers, may be absent from taps inspection on nights of hops, band concerts, and other activities when necessary to setup, operate, and secure WRNV equipment. These members are granted a 45-minute extension of class liberty when necessary to secure WRNV equipment after scheduled events. They will inform the Duty Section Company Duty Officer prior to this engagement, and they will make accountability reports to the Company Duty Officer upon their return. In addition, they will also obtain permission from the MAO and submit an excusal list.

h. When moving cumbersome public address equipment, WRNV personnel are authorized use of the elevators in Bancroft Hall and academic buildings, in addition, WRNV members are authorized the utilization of public works vehicles in accordance with transportation requests done through the movement office.

i. During setup and securing of mobile public addressing equipment in remote locations, WRNV members are authorized to wear Naval Academy blue and gold monogrammed issue jogging suits and appropriate PT gear. During operation of the public address system during hi-visibility events members are authorized to wear the "Blue over Khaki" uniform.

## 6. Special Requirements

a. All broadcast personnel shall use the utmost discretion, propriety, and good taste when broadcasting with a live microphone or when representing WRNV and the Naval Academy in any way. The use of profanity, glamorization of alcohol or sex, racist or sexist comments, derogatory comments about the government, any branch of the armed forces or service academies is strictly prohibited. Musical lyrics containing profanity or offensive racist or sexist messages are not allowed. Interviews conducted in the broadcast booth must be approved by the Program Director and all callers must be screened before going on the air.

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b. WRNV personnel shall not work on any energized electrical equipment and shall follow generally accepted standards of safety when working with electrical equipment.

c. In accordance with the WRNV Constitution and By-Laws, the Station Manager is ultimately responsible for accountability of all equipment, recordings, repair equipment, pilferable items, and personnel. Additionally, all WRNV personnel with access to WRNV spaces are considered accountable for all pilferable items (e.g., records, tapes, compact discs, etc.) with which they may come in contact or be responsible for during their time in the spaces.

d. Violations of this instruction will result in administrative action.

  
G. ROUGHHEAD

Distribution:  
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