



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1747.2G

OPS

17 Apr 11

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1747.2G

Subj: OPERATING PROCEDURES FOR RADIO STATION WRNV

1. Purpose. To promulgate standard operating procedures for broadcast and mobile entertainment systems for Radio Station WRNV, 89.7 FM.

2. Cancellation. COMDTMIDNINST 1747.2F.

3. Information. The following information is provided to set forth the policies and operating procedures for radio broadcast and operation of the mobile entertainment 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) 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 will follow the following midshipmen command structure:

- (1) President
- (2) Vice-President
 - (a) Station Manager
 1. Equipment Manager
 2. Training Officer
 3. Studio Manager
 4. First Lieutenant
 - (b) Operations Officer
 1. Event Manager
 2. Secretary
 3. Broadcast Manager
 4. Treasurer

e. This structure enables the President and Vice-President to incorporate a chain-of-command as well as allow each member to learn their specific job and work towards advancing to a higher position in the next academic year.

f. The President ultimately answers to the Officer Representative who has the overall authority in every WRNV evolution; however, the President will use his/her best judgement for day to day tasks and events and will meet frequently with the Officer Representative in order to provide status updates and seek assistance with major evolutions.

g. Turnover will occur at the end of every spring semester. Positions will be filled either by appointment or election at the discretion of the President and ultimately the Officer Representative.

h. WRNV is authorized to use the V-Brick system to broadcast on the Naval Academy Intranet.

i. 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. Any notices or instructions to be shared with the Brigade will be sent to WRNV's Officer Representative and then scheduled for broadcast.

j. WRNV shall provide a mobile entertainment system for all brigade-related events when requested by the Commandant's Operations Officer.

(1) Setup and operation of the Mobile Entertainment System will be conducted exclusively by those members of the WRNV staff who have been properly trained and have qualified in accordance with the Mobile Setup and Operating Instruction maintained by the WRNV Equipment Manager, 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 Equipment Manager who will periodically submit changes and revisions to the WRNV President and the Officer Representative.

k. Outside of those events requested by the Commandant's Operations Officer, WRNV will charge a fee for every event that requires the use of its equipment. This fee is intended to defray equipment maintenance and operating costs and will be deposited into the WRNV account at MWF within 48 hours of collection.

(1) All financial transactions must be approved by the President and Officer Representative.

(2) All company-wide and extra curricular activity evolutions supported by WRNV (tailgaters, picnics, etc.) will have a \$100 fee.

(3) All class-wide evolutions supported by WRNV (Firstie Club, etc.) will have a \$200 fee.

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

m. WRNV shall operate under the guidelines set forth by the Office of the Commander, Naval Computer and Telecommunications 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 automated music and pre-recorded broadcasts.

a. Access to the station spaces is limited to active members. All others must be on official business and escorted by a member.

b. WRNV officers reserve the right to remove any person from the station if they are violating WRNV policy, MIDREGS, or good order and discipline.

5. Special Privileges

a. Designated members of the radio station staff are authorized to be absent from those military obligations which make it impossible to carry out their assigned duties in support of events. Authorization shall be obtained at least three days prior to the event. A WRNV representative will need to submit an excusal list or movement order request to the Logistics Officer prior to missing any mandatory 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 President.

b. Disc jockeys shall be assigned to shows by the Broadcast Manager and shall be directly responsible to the Broadcast Manager for accountability purposes. Disc jockeys who will miss military evolutions by way of their duties in the radio station shall obtain permission from their respective company staff.

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 staff.

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 members 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 Entertainment System for official events, up to eight station members, are authorized to be absent from obligations which would prevent them from accomplishing these duties. For events forcing members to miss class time, 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 may be absent from taps inspection on nights of dances, band concerts, and other activities when necessary to setup, operate, and secure WRNV equipment. These members are granted an 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.

h. When moving cumbersome entertainment 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 entertainment 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 or the WRNV station polo shirt with khaki pants.

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 Event Manager and all callers must be screened before going on the air.

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. Per the WRNV Constitution and By-Laws, the WRNV President 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 time in the spaces. Members will be held responsible for damaged equipment. If user error due to negligence is determined, further consequences will be taken at the discretion the President and Officer representative.

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

7. Review Responsibility. The Operations Officer is responsible for the annual review of this instruction.


B. P. O'DONNELL
By direction

Distribution:
Non-Mids (Electronically)