



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 5141.1A
28/DirMusic
19 Oct 2017

USNA INSTRUCTION 5141.1A

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY MUSICAL ACTIVITIES

Ref: (a) USNAINST 5420.23.E
(b) USNAINST 5720.3F
(c) USNAINST 4001.5B
(d) USNAINST 7000.4A
(e) USNAINST 7010.3A
(f) COMDTMIDNINST 1310.1E
(g) COMDTMIDNINST 1601.12D
(h) COMDTMIDNINST 3120.1K
(i) COMDTMIDNINST 4653.1R
(j) COMDTMIDNINST 5400.6T
(k) COMDTMIDNNOTE 1710
(l) USNAINST 5200.7A

1. Purpose. To establish the policy and roles of the Department of Musical Activities and issue general guidance for musical activities for midshipmen conducted on and off the grounds of the U. S. Naval Academy (USNA).

2. Cancellation. USNAINST 5141.1

3. Background. The purpose of the Midshipman Musical Activities Program is to provide a forum for midshipmen to develop confidence, command presence, and leadership. The Naval Academy Musical Activities Department, in coordination with the Creative and Fine Arts Committee, provides fine arts education for the Brigade of Midshipmen through the Creative and Fine Arts Program per reference (a). Additionally, per reference (b), the Department provides community relations, admissions, and public affairs outreach for USNA. In support of the Naval Academy's mission to develop midshipmen and to graduate leaders of character for naval service, Department functions include, but are not limited to: Official USNA functions, USNA Admissions outreach through concert tours, school performances, symphony collaborations, broadcasts, recordings, and telecasts, USNA public relations, the Command Religious Program, providing music for USNA Chapel Services, the USNA Distinguished Artist Series, and to represent the Naval Academy to the public-at-large, both nationally and internationally.

4. Organization. The Musical Activities Department is responsible to the Commandant of Midshipmen. The Director of Musical Activities reports directly to the Commandant through the Deputy Commandant of Midshipmen and serves as a subject matter expert for the command. The Director of Musical Activities, per references (a)-(l), executes all midshipmen musical activities.

5. Financial controls. Budget requests for the Musical Activities Department are initiated by the Director of Musical Activities. Once allocated, signature authority for funds up to those requiring Commandant approval will reside with the Director of Musical Activities. Musical Activities Department appropriated, non-appropriated, and gift budgets and accounts are overseen by the Commandant of Midshipmen Supply Officer and are subject to the procedures and controls of references (c) through (e).

6. Staff. All appropriated fund employees, non-appropriated fund employees, and contractors for musical services and support of Musical Activities Department report to the Director of Musical Activities. These include the directors of the various organizations, administrative, and support staff.

7. Responsibilities. To ensure quality of support, the Director of Musical Activities is responsible for all scheduling of ensembles and individuals of musical activities in coordination with Commandant Operations and Special Events.

a. Events will be scheduled by the Department Coordinator per references (f) through (l).

b. An annual schedule will be presented by the Director of Musical Activities to the Commandant of Midshipmen for approval prior to the start of each academic year. The annual plan is coordinated by the Director of Musical Activities with involvement from the Academic Dean, Public Affairs, Commandant Operations, Commandant Supply, Midshipmen Welfare Fund, and Special Events. The Director of Musical Activities shall coordinate the annual plan each academic year with the Staff Judge Advocate (SJA) office prior to finalization. Any changes to the plan shall be coordinated with the Staff Judge Advocate as they occur. Additionally, any requests for musical activities support from non-federal entities shall be reviewed by the SJA office prior to approval.

c. Because of the volume and complexity of requests, the potential unintended impact on midshipmen participants, budget, and the overall effects on each ensemble, additions or changes to the Master Schedule are subject to approval by Commandant via the Director of Musical Activities and Commandant Operations.

d. Missed classes will be coordinated with Commandant Operations and the Academic Dean for Academic Affairs. Every effort will be made to minimize missed class time per reference (i).

e. Due to their high visibility, national public interest, recruiting potential, and support to the Brigade of Midshipmen and the Naval Academy, Musical Activities will adhere to guidelines, instructions, and allowances established for Brigade Support Activities per reference (k).

8. Procedures for Requesting Musical Activities Support.

a. Requests should be submitted in writing as early as possible, but no less than 30 days before the event to: Director, Musical Activities, U.S. Naval Academy, 675 Decatur Road, Annapolis, MD 21402; or by contacting the Music Department Office at (410) 293-2439 or via e-mail at music@usna.edu. Requests should contain the type of event (concert, parade, dance,

national anthem, dinner, etc.), specific ensemble (if known), date, time, location, point of contact, and contact information.

b. Military and civilian sponsors requesting support must generally provide funding for per diem and lodging (if applicable) and be prepared to provide transportation. This funding may be considered a gift, and will therefore be reviewed per reference (c).

c. Additional information about the department and specific ensembles may be found by visiting <http://www.usna.edu/music>.

9. Exemptions. In general, due to each ensemble's busy schedule and/or legal restrictions on midshipmen support of private or fundraising functions, the following activities are not supported:

a. Class Reunions

b. Private Parties (birthdays, graduations, homecomings, etc.)

c. Weddings

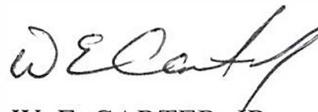
d. Funerals/Memorial Services (except for midshipmen)

e. Change-of-Command Ceremonies, Promotion Ceremonies, Enlistments/Reenlistments, or Retirement Ceremonies

f. Sporting Events (except support to Navy Athletics). High visibility support to non-Naval Academy events must be approved by the Commandant.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Review and Effective Date. The Music Department will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after the effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.


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