From: Commandant of Midshipmen

Subj: OPERATING PROCEDURES FOR NAVY BEATS

Ref: (a) USNAINST 5720.3F
(b) COMDTMIDNINST 4653.1N
(c) COMDTMIDNINST 1030.3B

1. Purpose. To promulgate standard operating procedures for NAVY BEATS.

2. Cancellation. COMDTMIDNINST 1747.2G.

3. Information. The following information is provided to set forth the policies and operating procedures for streaming and operation of the mobile entertainment systems maintained by NAVY BEATS.

   a. Web posts on www.navybeats.com 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 posted from NAVY BEATS will be in good taste and consistent with the standards of conduct and ethics espoused within the Brigade of Midshipmen.

   b. NAVY BEATS web posts will consist of the following:

      (1) Recorded music
      (2) Special events
      (3) Forums and lectures
      (4) Interviews of personalities
      (5) Recorded talent

   c. NAVY BEATS is authorized to post unclassified lectures of a professional nature with the approval of the NAVY BEATS Officer Representative and the Public Affairs Office. The Officer of the Watch may authorize the members of the Fourth Class to listen to these streams during appropriate times until the completion of the stream.
d. NAVY BEATS 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. Disk Jockey 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 NAVY BEATS evolution; however, the President will use his/her best judgment 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. NAVY BEATS shall be included on the standard distribution list of instructions and is authorized to stream 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 NAVY BEATS Officer Representative and then scheduled for streaming.
i. NAVY BEATS 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 NAVY BEATS staff who have been properly trained and have qualified in accordance with the Mobile Setup and Operating Instruction maintained by the NAVY BEATS Equipment Manager, NAVY BEATS Officer Representative, and the Midshipmen Activities Officer (MAO).

(2) The Mobile Setup and Operating Instruction will be maintained and kept current by the NAVY BEATS Equipment Manager who will periodically submit changes and revisions to the NAVY BEATS President and the Officer Representative.

j. Outside of those events requested by the Commandant’s Operations Officer, NAVY BEATS 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 NAVY BEATS 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 NAVY BEATS (tailgaters, picnics, etc.) will have a $100 fee.

(3) All battalion and class-wide evolutions supported by NAVY BEATS (Firstie Club, etc.) will have a $200 fee.

k. Navy Beats shall operate under the public affairs guidelines set forth by the USNA Public Affairs Office in accordance with reference (a).

4. Special Privileges

a. Designated members of NAVY BEATS staff may be authorized to miss military obligations if they have gained proper approval from their chain of command to support the event. A NAVY BEATS representative shall submit an Excusal List or Movement Order request to the Logistics Officer for authorization in accordance with reference (b).

b. Disc Jockeys shall be assigned to shows by the Disk Jockey Manager and shall be directly responsible to the Disk Jockey Manager for accountability purposes.

c. When setting up the Mobile Entertainment System for official events, up to eight NAVY BEATS members, are authorized and a Movement
Order or Excusal List shall be submitted. If more aid is required, the Officer Representative may designate additional members, but must ensure that the Movement Order or Excusal List reflects the additional names.

d. For events held during normal class hours or other times designated by the Academic Dean for Academic Affairs, members shall obtain permission from the MAO and their professors as well as submit an excusal list request in accordance with reference (b). Missed classes will be minimized to the maximum extent possible, primarily utilizing members who do not have scheduled classes during events.

e. Up to eight members of NAVY BEATS may be absent from taps inspection on nights of dances, band concerts, and other activities when necessary to setup, operate, and secure NAVY BEATS equipment through excusals submitted in accordance with reference (b). These members shall be on a designated Movement Order or Excusal List in order to secure NAVY BEATS 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.

f. The use of elevators by Navy Beats members shall be allowed only if moving cumbersome equipment. As necessary, NAVY BEATS members are authorized the utilization of public works vehicles in accordance with transportation requests completed through the Logistics Office.

g. During setup and securing of mobile entertainment equipment in remote locations, NAVY BEATS members are authorized to wear the Blue and Gold Jogging Suit and appropriate PT gear. While operating the public address system during high visibility events, members are authorized to wear the Midshipman Casual uniform, or the NAVY BEATS polo shirt with khaki pants to include the NAVY BEATS pullover in accordance with reference (c).

5. Special Requirements

a. All NAVY BEATS personnel shall use the utmost discretion, propriety and good taste when representing NAVY BEATS and the Naval Academy in any way. The use of profanity, glamorization of alcohol or sex, racist or sexist comments, and 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 and recorded in the recording booth must be approved by the Event Manager and must be screened before posting.

b. NAVY BEATS 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 NAVY BEATS Constitution and By-Laws, the NAVY BEATS President is ultimately responsible for accountability of all equipment, recordings, repair equipment, pilferable items, and personnel. Additionally, all NAVY BEATS personnel with access to NAVY BEATS 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.

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

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)