



DEPARTMENT OF THE NAVY  
OFFICE OF THE COMMANDANT OF MIDSHIPMEN  
UNITED STATES NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS MARYLAND 21402-5100

COMDTMIDNINST 1744.1L  
OPS  
AUG 20 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1744.1L

From: Commandant of Midshipmen, U.S. Naval Academy

Subj: MIDSHIPMEN WELFARE FUND MOTION PICTURE PROGRAM

Ref: (a) CNICINST 1710.3  
(b) Professional Theater Management Tips Manual of Jan 97

1. Purpose. Per reference (a), this instruction is to promulgate information concerning the Midshipmen Welfare Fund (MWF) Motion Picture Program.

2. Cancellation. COMDTMIDNINST 1744.1K.

3. Background

a. The Navy Motion Picture Service is organized to provide entertainment motion pictures primarily to afloat units, and secondarily to shore activities. The Navy Entertainment Motion Picture Service Program Administration, reference (a), and management manual, reference (b), delineate current procedures to be utilized for the Motion Picture Program.

b. The MWF Motion Picture Program is a non-profit operation with the objective of providing high quality motion picture entertainment for midshipmen.

4. Information

a. Motion pictures are shown in Mitscher Hall for the entertainment of midshipmen and DOD personnel assigned to the U.S. Naval Academy. Family members and guests of eligible personnel are authorized to attend.

b. Movies are normally shown on Saturdays at 1930 and on Sundays at 1400. On those Saturdays when a home football game takes place, movies at Mitscher will normally start at 2000.

c. The MWF projector and equipment are only capable of playing encrypted DVDs sent by Navy Motion Picture Services. Due to its cost and specialized nature, this equipment is not authorized for use without permission from the MWF Manager.

**AUG 20 2019**

a. The MWF Manager will: Maintain personnel file/pay records for projectionists.

b. The MWF Ticket Officer Manager will:

(1) Coordinate the movie program and publish movie schedule.

(2) Review content of each scheduled movie and determine suitability.

(3) Maintain a catalog of available movies.

(4) Ensure qualified projectionists are available for each scheduled movie.

(5) Hire, train, and complete annual evaluations for projectionists.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/ Assistant for Administration (DON/ AA), Directives and Records Management Division (DRMD) portal page at [https://portal.secnav.navy.mil/Vorgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/ Approved%20Record%20Schedules/Forms/ AllItems.aspx](https://portal.secnav.navy.mil/Vorgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the USNA records manager or the DON/AA DRMD program office.

7. Review and Effective Date. The Commandant's Operations Safety Officer 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.



T. R. BUCHANAN

Distribution:  
Non-Mids (Electronically)