



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

COMDTMIDNINST 1747.2J
OPS
JUL 26 2019

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1747.2J

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

Subj: OPERATING PROCEDURES FOR NAVY BEATS

Ref: (a) USNAINST 5720.3
(b) COMDTMIDNINST 4653.1Q
(c) COMDTMIDNINST 1020.3C

1. Purpose. To promulgate standard operating procedures for NAVY BEATS.
2. Cancellation. COMDTMIDNINST 1747.2H.
3. Scope and Applicability. This instruction applies to all NAVY BEATS members and all supporting elements.
4. Information. The following information is provided to set the policies and operating procedures for operation of the mobile entertainment systems maintained by NAVY BEATS.
 - a. NAVY BEATS shall provide a mobile entertainment system for all brigade-related events when requested by the Commandant's Operations Officer.
 - b. Setup and operation of the mobile entertainment system will be conducted exclusively by those members of NAVY BEATS staff who have been properly trained and have qualified per the mobile setup and operating instruction maintained by the NAVY BEATS Equipment Manager, NAVY BEATS Officer Representative, and the Midshipmen Activities Officer (MAO).
 - c. Outside of events requested by the Commandant's Operations Officer, NAVY BEATS will charge a fee for events that utilize its equipment. This fee accounts for equipment maintenance and operating costs and shall be deposited into the NAVY BEATS account at Midshipmen Welfare Fund (MWF) within 48 hours of collection.
 - (1) All financial transactions must be approved by the President and Officer Representative.
 - (2) All Company wide and extracurricular activity (ECA) supported by NAVY BEATS (tailgates, picnics, etc) shall have a \$100 fee.

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(3) All Battalion and class wide evolutions supported by NAVY BEATS (Firstie Club, etc.) shall have a \$200 fee.

d. NAVY BEATS shall operate under the U.S. Naval Academy Public Affairs Office guidelines per reference (a).

5. Event Set-Up and Securing

a. Up to eight members of NAVY BEATS may be authorized to miss military and academic obligations if they have gained proper approval from their chain of command and the Academic Dean (if applicable). A NAVY BEATS representative shall submit an Excusal List or Movement Order per reference (b). If more aid is required, the Officer Representative may designate additional members on the Movement Order or Excusal List.

b. The use of elevators by NAVY BEATS members shall be allowed only if moving cumbersome equipment. NAVY BEATS members are authorized to utilize public works vehicles via authorized transportation requests completed per reference (b).

c. 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 per reference (c).

6. Use of Entertainment Equipment

a. All NAVY BEATS personnel shall use the utmost discretion and good taste when representing NAVY BEATS and the U.S. Naval Academy. 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 prohibited. 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 accepted standards of safety when working with electrical equipment.

c. The NAVY BEATS President is ultimately responsible for accountability of all equipment, recordings, repair equipment, and personnel. Additionally, all NAVY BEATS members with access to NAVY BEATS spaces are accountable for all items while occupying that space. Members will be held responsible for damaged equipment. If user error due to negligence is determined, further consequences may be taken at the discretion of the President and Officer Representative.

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7. 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/orgs/DUSNM/DONAA/DRM/Records-and-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 your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the Operations Officer will review this instruction annually on the anniversary of its 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 five years after effective date unless reissued or canceled prior to the five year anniversary date, or an extension has been granted.



T. R. BUCHANAN

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