COMMANDANT OF MIDSHIPMEN INSTRUCTION 5141.1

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

Subj: MUSICAL ACTIVITIES

Ref: (a) USNAINST 5141.1A
    (b) COMDTMIDNINST 1310.1H
    (c) COMDTMIDNINST 4653.1Q
    (d) COMDTMIDNINST 5400.6W
    (e) COMDTMIDNNOTE 1710
    (f) USNAINST 5720.3F
    (g) COMDTMIDNINST 5721.1F
    (h) COMDTMIDNINST 7041.1K
    (i) COMDTMIDNINST 4730.1D
    (j) COMDTMIDNINST 1601.12D
    (k) COMDTMIDNNOTE 5320

Encl: (1) Operating Procedures for Musical Activities
      (2) List of Current Musical Activities
      (3) End of Year Report Format
      (4) Inventory Report for Property
      (5) Billet Selection Results
      (6) Commander’s Letter of Relief
      (7) Musical Activities Disposal Form

1. Purpose. To promulgate policy, procedures, and reports applicable to all Musical Activities (MAs). Enclosures (1) through (7) are germane.

2. Scope and Applicability. This instruction applies to midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen.

3. Action. All MAs will comply with the provisions listed herein.

4. 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

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Music Office will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

Releasability and distribution: This instruction is cleared for public release and is available electronically via the USNA Commandant Web Page, https://www.usna.edu/Commandant/comdinst.php
OPERATING PROCEDURES FOR MUSICAL ACTIVITIES

1. Responsibility. The Director of Musical Activities (DMA) is responsible for all MA and will act for the Commandant on all matters of routine administration of these activities. A commissioned officer attached to the USNA will act as the “Officer Representative” (O-Rep) for each MA. Officer Representatives will abide by policies and procedures set forth in reference (b).

2. Information. MAs are highly visible activities determined to add benefit to the Brigade of Midshipmen, the Naval Academy, or the U. S. Navy. They are established in order to provide a forum for midshipmen to develop confidence, command presence, and leadership skills. MAs are additionally charged with carrying out official functions on behalf of the Superintendent, Commandant of Midshipmen, and the USNA in order to support the mission of the institution. Participation in every MA is voluntary and must complement, but not interfere with the fundamental requirements and routines of the Brigade. Special procedures permitting deviations from the normal routine of the Brigade may be authorized on a case-by-case basis.

3. Rules and Regulations

   a. Membership and participation. Company Officers will grant final approval of membership and participation in MAs based on a midshipman’s academic, professional, and PE performance records. Company Officers will pay particular attention to the number of overall activities a midshipman is involved in to ensure they do not become over-committed such that their participation detracts from the basic mission requirements.

   b. MAs meet in accordance with reference (e), subject to other scheduled mandatory events. Special requests to meet outside these times must be approved by the DMA and Commandant Operations.

   c. Volunteers. All non-USNA volunteers are subject to a background check in accordance with applicable USNA directives. They shall submit a DD 2793 – Volunteer Agreement Form and Volunteer Application Form to the DMA, as applicable. Upon conclusion of the volunteer’s service, they shall sign blocks 13 through 15 to terminate the existing agreement. DD 2793 may be terminated at any time.

   d. Rosters. The Officer Representative of each activity shall ensure the activity Commander has input the organization’s roster into the MIDS program no later than two weeks following the return of the Brigade. Rosters are to be verified and updated on a monthly basis in the MIDS system. Failure to verify rosters for two consecutive months may result in suspension of that MA. Changes to a midshipman’s status, as deemed necessary by the Company officer, will be directed to the MA Commander or to the DMA. Non-representation and suspended members will be changed to non-member status in the MIDS database. Unless a midshipman is removed, they will be listed on the roster.

   e. Football Games. Attendance at all home football games is considered a military obligation and midshipmen will not be authorized to participate in MAs during the games unless their activity supports the game (e.g. Drum & Bugle Corps, Pipes and Drums, Glee Club, etc.), has
been authorized by their chain of command, Commandant Operations, or other authority, or are on an official Movement Order/Excusal.

f. Size Restrictions. MAs may be authorized to restrict the size of membership for reasons such as the nature of the ensemble, available instruments, or available facilities; however, any restriction to club membership must be approved by the DMA.

g. Intramural Exemptions. A listing of in-season periods, sizes, and drill exemption totals for MAs are contained in reference (e). Midshipmen who are intramural exempt will be required to maintain individual physical conditioning programs during the sports season for which they are exempt.

h. Guest Speakers. Requests shall be submitted per reference (g) prior to any invitation. Civilian DVs and O-6 and above requires the Commandant of Midshipmen’s approval; high visibility guests and VIPs require approval from the Superintendent per reference (h).

i. Non-Academy Affiliations. Midshipmen shall not organize any form of local entertainment or amusement, nor will they affiliate themselves with any fraternal or secret association within or outside of the Naval Academy without specific approval by the Commandant of Midshipmen. Any midshipman who is approached by a fraternal or secret association will report the matter immediately to their Company Officer.

j. Gratuity. No midshipman will accept any gratuity as a result of participation in MAs.

k. Turnover Report. The DMA shall review Turnover Reports for all MAs. Organizations shall complete and submit Turnover Reports no earlier than the week following Winter Break and no later than the first Monday in April. The proper format for the Turnover Report and enclosures are contained in enclosures (2) through (6); electronic copies are available by contacting the Music Office.

l. Suspension. Organizations in a suspended status shall not meet as a group, travel, conduct any business, hold practices, or perform. Any pending MOs will be disapproved. Suspended organizations shall only be allowed to meet to complete required paperwork that is due during their suspended status. An organization may be suspended for any of the following reasons:

   (1) Failure to represent the USNA in a good light while on MO by, but not limited to, being unprofessional, having members out of proper uniform, or alcohol incidents.

   (2) Failure to turn in required reports on time, such as turnover reports and inventory reports.

   (3) Failure to follow invitation guidelines per reference (g) and (h) for guest speakers or visitors.

   (4) Failure to have a Commandant-assigned O-Rep.
(5) At the discretion of the Commandant of Midshipmen, or as recommended by the DMA.

4. Facilities

a. Assignment. Bancroft Hall space is assigned by the Operations Officer via the DMA. Each space shall have a door tag, which can be obtained by submitting a written request to the 1st Lieutenant (1st LT) or having one made at the Midshipmen Store. These spaces are to be used for official activities only. The 1st LT will change cipher lock combinations following Commissioning Week but no later than the second week of June. New combinations shall be provided to organizational leadership and those authorized access during summer months. Alumni Hall space is assigned by the DMA. Chapel, Mahan Hall, Dahlgren Hall, Mitscher Hall, athletic fields, and other utilized spaces are scheduled and coordinated by the Music Office in concert with individual building managers and Special Events.

b. Access. Only midshipmen who are listed on the membership roster in the MIDS are authorized access to the assigned spaces. The privilege of using MA spaces is denied automatically to any midshipman whose name is removed from the roster of the activity. Spaces are to be used only during authorized times. Whenever the assigned space is to be left unoccupied, it will be secured. Key or cipher lock combinations to each space should be turned over from one president to the next. The current president is responsible for the distribution and control of keys and cipher lock combinations. Combinations shall only be given out to MA O-Reps, and MA Midshipmen Officers.

c. Turnover Action. Upon turnover, the outgoing Commander will secure spaces and turn all keys over to the oncoming Commander. The outgoing Commander shall list midshipmen, including email addresses, requiring access to spaces during holidays. Lock replacement and duplicate key requests shall be made to the 1st LT via the O-Rep and Music Office.

d. Cleanliness. All spaces shall be clean and orderly. Personal clothing or equipment shall not be left in assigned spaces at any time. Failure to maintain spaces may result in the MA forfeiting their spaces.

(1) O-Reps shall inspect spaces on a monthly basis and make a report to the DMA. The Operations Officer (OPSO) and 1st LT shall inspect Bancroft Hall spaces semi-annually.

(2) All spaces shall conduct alpha inspections with the OPSO and 1st LT or DMA, as appropriate, during the final week of April.

(3) Organizational spaces shall not be used for summer storage of personal belongings.

e. Repair. Spaces in need of repair shall be reported to the appropriate 1st LT via the Music Office. Officer Representatives will instruct MA Commanders to submit work requests for damaged facilities or spaces. Failure to submit the appropriate work request(s) for repairs in a timely manner may result in the loss of use of the space/facility.
f. Additional Spaces. Activities that require the use of a field or indoor athletic facility for practice are required to obtain prior approval for all practice times from the Athletic Facilities Manager via the Music Office. Facility availability and allocation will be re-verified on a semester basis.

5. Selection of Commanders. MAs shall select their Commanders no later than the second Friday of March. Results shall be reported to the DMA. The DMA shall submit the names to the Brigade Stripper Board via the Aptitude Officer. The board will either approve all of the nominations or return any in question to the DMA for re-submission per reference (1).

6. Inventories for Equipment Custody

   a. Individual items valued at $1,000 or more will be considered accountable and listed on the MA’s inventory. Each item will be labeled with an inventory sticker, supplied by the Music Office. A sight inventory shall be conducted each semester for all necessary items on the inventory report per enclosure (4). A hard copy of the inventory will be submitted to the DMA. The Fall inventory shall be submitted before the second Monday in November and the Spring inventory shall be conducted jointly by the incoming and outgoing Commanders, as part of their turnover process, and submitted in conjunction with the Turnover Report no later than the first Monday of April.

   b. The inventory report is separate from all financial reports. For all financial reporting, refer to reference (g).

   c. The O-Rep will have ultimate responsibility for the accountability of property. O-Reps will ensure the semi-annual inventory report is properly submitted. O-Reps are responsible for damaged, destroyed, or missing equipment. In the event that property is damaged, destroyed, or missing, the O-Rep will ensure a Property Loss Form (DD Form 200) is filled out. The DD200 can be obtained online. Specific instructions for the DD200 are:

      (1) Initiating the Investigation - The Music Ensemble Commander is the initiator and will complete blocks 1 through 11.

      (2) Reviewing Authority - The O-Rep is the reviewing authority and will review blocks 1-10 and complete block 12.

      (3) Appointing Authority - The Musical Activities Coordinator is the appointing authority and will review the findings and indicate approval/disapproval action in Block 13.

      (4) Approving Authority - The DMA is the approving authority and will approve or disapprove the disposal action by completing block 14.

      (5) Disposal Action – Musical Activities Coordinator disposes of material in accordance with the DMA’s decision.

   d. Equipment requiring preventive maintenance shall be maintained as necessary. MAs shall establish and maintain a proper Preventive Maintenance Schedule (PMS) in order to properly maintain their equipment.
c. Enclosure (7) shall be used to document the disposal of items listed on an activities inventory. Property shall be disposed of using the following hierarchy:

(1) Sell or transfer to another Morale, Welfare, and Recreation organization (including the NABSD).

(2) Sell in an open manner to the following: midshipmen, USNA family, public.

(3) Properly disposed.

7. MA Mark

a. MAs designated in reference (e) as Brigade Support Activities (BSA) shall receive the following MA marks to mirror the ATHPER score system:

(1) 3 – MA Commander

(2) 2 – MA Officers

(3) 1 – MA Active Members

(4) 0 – Non-Member

b. To ensure each midshipman is given due credit, each O-Rep shall submit proper rosters in the MIDS System, designating MA Commander, Officers, and active members.
LIST OF CURRENT MUSICAL ACTIVITIES

CHAPEL CHOIRS

DRUM & BUGLE CORPS

GOSPEL CHOIR

INSTRUMENTAL ENSEMBLE

MEN'S GLEE CLUB

MUSICAL THEATRE ENSEMBLE

PIPES AND DRUMS

WOMEN'S GLEE CLUB
END OF YEAR REPORT FORMAT

From: MA Commander, (Activity Name)
To: Commandant of Midshipmen, U.S. Naval Academy
Via: (1) Officer Representative  
      (2) Director of Musical Activities

Subj: END OF YEAR REPORT

Ref: (a) COMDTMIDNINST 5141.1

Encl: (1) Inventory Report  
      (2) Billet Selection Results  
      (3) Commander’s Turnover Letter  
      (4) List of Members Authorized Summer Access to Assigned Spaces  
      (5) Telephone Request  
      (6) Work Request for Repair of Assigned Spaces

1. Per reference (a), all equipment, as listed in enclosure (1), has been personally sighted and all custody record cards are current. Discrepancies are/are not noted and have/have not been corrected. Enclosures (2) through (6) are provided for review.

2. In the past year, the (name of MA) has (brief description of your organization’s activities during the past year. Include vital statistics, i.e., performances, competition results, etc.).

3. Next year (Brief description of plans for next year).

4. Next year the Officer Representative will be _______________________

   W. T. DOOR

Enclosure (3)
INVENTORY REPORT FOR PROPERTY (Replacement Cost>$1,000.00)

(Musical Activity)
(Date of Inventory)
(Officer Representative)

Date: ___________

Page ___ of ___

<table>
<thead>
<tr>
<th>Inventory No.</th>
<th>Item Nomenclature</th>
<th>Qty.</th>
<th>Replacement Cost</th>
<th>Condition</th>
<th>Current Value</th>
</tr>
</thead>
</table>

REMARKS: (Include an explanation accounting for any items on the last report NOT appearing on this report)

Custody Signatures:

Officer Representative: ___________________________  Ensemble Commander: ___________________________

Incoming Commander: ___________________________
(Spring Only)

Enclosure (4)
From: Midshipman
To: Commandant of Midshipmen (Attn: Director of Musical Activities)
Via: Officer Representative, (Activity Name)

Subj: MIDSHIPMEN OFFICER SELECTION RESULTS

Ref: (a) COMDTMIDNINST 5141.1

1. Selections were conducted for officers per reference (a).

2. Method of selection was: board, election, online form, other.

3. Number of active members:

4. Number who participated in selection:

3. The candidates for selection were as follows:

   a. Commander:
      2/C Josephine Midshipman
      2/C Joe Midshipman

   b. Executive Officer:
      2/C Josephine Midshipman
      2/C Joe Midshipman

4. The selection results were as follows:

   a. Commander: 2/C Josephine Midshipman

   b. Executive Officer: 2/C Joe Midshipman

W. T. DOOR

Enclosure (5)
COMMNDERM'S LETTER OF RELIEF

Date: __________

From: Midshipman (Incoming Commander)
To: Commandant of Midshipmen (Attn: Director of Musical Activities)
Via: MA Commander, (Outgoing Commander)

Subj: LETTER OF RELIEF

1. In company with my predecessor, I have sighted all accountable equipment and inspected the assigned space.

2. All files, including the membership roster and copies of reports have been turned over to me.

3. No discrepancies were found. (Or describe the discrepancies found as specifically applies to records, files, accountable equipment or spaces.)

4. I hereby relieve Midshipman __________________ as Commander of ________________.

W. T. DOOR

FIRST ENDORSEMENT

Date: __________

From: MA Commander
To: Commandant of Midshipmen (Attn: Director of Musical Activities)
Via: Officer Representative, (Activity Name)

1. In company with my relief, I have reviewed all records, files and inventory. I have sighted with my relief all accountable equipment and jointly inspected the assigned spaces.

2. All records, files, and equipment custody cards accountable have been turned over to my relief.

3. I stand relieved as Commander of ________________________.

W. T. DOOR

Enclosure (6)
MUSICAL ACTIVITIES DISPOSAL FORM

Item

Reason

Disposition (check one)

- Transfer to another activity (list activity)

- Sale to authorized patron (list patron)

- Trash

O'Rep Signature/Date
O'Rep Signature/Date
Transfer/Disposal
Receiving

Midshipmen Rep Signature/Date
Midshipmen Rep Signature/Date
Transfer/Disposal
Receiving

Musical Activities Coordinator Signature/Date

MA Inventory

Enclosure (7)