

NAVY MOTION PICTURE SERVICE

This Enclosure prescribes Coast Guard policy for participation in the Navy Motion Picture Service (NMPS). It applies to all units participating in the NMPS Program.

- A. Discussion. The Navy Motion Picture Service has been in existence since 1928. As technology advances, so does the media in which the NMPS program is delivered to the fleet. Currently, the NMPS program is delivered in the form of encrypted DVDs (NDVD) significantly changing the management requirements of this program. Technological improvements are incorporated into the NMPS program as available and as funding permits.
- B. Policy.
1. Copyright Restrictions. All media distributed by NMPS are copyrighted properties protected under U.S. copyright law. The transfer of picture, sound track, or both to another recording medium is prohibited.
 2. Units participating in the NMPS are prohibited from contacting or negotiating with any commercial source for the purpose of procuring additional entertainment motion picture products.
 3. Eligible units.
 - a. The following types of cutters are eligible to participate in the NMPS program: WHEC, WMSL, FRC, WMEC, WAGB, WLB, WLM, WTGB, WIX and WPB. Other units may be considered on a case- by- case basis only.
 - b. Isolated/semi-isolated shore units located OUTCONUS or CONUS.
 - c. Navy Entertainment Movie Program ashore for shore units only. Requests to participate must be forwarded to the CSC for endorsement.
 - d. Based upon the availability of funds, the CSC will provide NMPS accounts for certain classes of vessels and isolated shore units. Other units as identified above may also participate. (Appropriated funds are authorized for Category A, free admission motion pictures only.)
 - e. Commands with category C movie activities must comply with all provisions of their contract with the NMPS.
- C. Unit Program Administration Responsibility. The unit commanding officer/officer in charge is responsible for security and administration of the unit's NMPS NDVD program. The unit commanding officer or officer in charge must designate in writing a responsible crewmember as the Movie Officer/Petty Officer. The responsibilities of the movie officer/petty officer are to:

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1. Become thoroughly familiar with this Enclosure and any guidance provided to the command directly from the Navy.
 2. Accept custody of the inventoried NMPS NDVD library and any NDVDs received from the NMPS.
 3. Maintain positive control of the NDVDs.
 4. Conduct and maintain accurate inventories of all NDVDs to ensure movies are available for check out.
 5. Maintain a complete and accurate NMPS movie checkout/in log.
 6. Maintain operable encrypted DVD equipment. The NDVD player must be recorded on the unit's appropriated fund property list.
 7. Permit viewing of NMPS movies only by authorized personnel. All personnel eligible to use MWR facilities are authorized to view NDVD movies.
 8. Perform other responsibilities as outlined in this Manual or Navy guidance provided directly to the unit.
 9. Commands with NMPS accounts must develop a written instruction for the management of the account at the unit.
- D. Acting Movie Officer. An acting movie officer/petty officer must be designated in writing whenever the movie officer/petty officer is temporarily absent for more than 30 days. Upon the relief of the movie officer/petty officer, a formal relief letter shall be prepared. Under both circumstances, an inventory of NMPS movies will be conducted and any discrepancies noted in the relief letter.
- E. Security.
1. General. NMPS NDVDs are highly valuable and sought after commodity on the worldwide film piracy market. Although the DVDs are encrypted, thieves may not know this. If stolen or illegal copies are made, the movie studios and NMPS can trace the origins of those copies back to the original source. Any attempts to duplicate NMPS provided movies will result in the termination of support and potential further prosecution under Federal law or Uniform Code of Military Justice (UCMJ) regulations.
 2. Removal of Movies from Unit. Movies will only be removed from participating units to transfer to another unit in an approved NMPS cluster account or shore side to a central library being maintained for an approved cluster account.
 3. Storage Security. Positive control must be used in the storage of NDVDs.

4. Movie Check-Out/In.

- a. NMPS movies must be signed out/in by authorized personnel each time they are removed/returned to storage. The movie officer must maintain a movie log. An entry must be made each time a movie is removed from the locker. The entry will consist of checkout/in times and date, name of movie, signature of person assuming responsibility, display location, and signature of the person receiving the returned movie.
- b. Personnel checking out NMPS movies are responsible to ensure each movie is used for authorized purposes only, is not left unattended, is returned promptly after viewing, and is returned in good condition. Failure to maintain these elements of positive control will result in movies not being available to others for viewing.
- c. NMPS movies should be returned to the movie locker immediately after viewing.

5. Lost or Stolen NMPS Movies. When loss of an NMPS movie occurs, whether by theft or misplacement, the CO/OIC must conduct a complete inventory of all NMPS movies to determine the extent of loss, assess all security measures, and access and controls. The CSC must be informed by of the theft/loss in addition to the cognizant authority or command providing the NMPS account. Notification must contain the title of the movie lost, circumstances surrounding the loss, date the loss was discovered, and any further actions warranted.

- a. Conditions that will result in suspension or removal of a unit's NMPS entertainment privileges, including withdrawal of the current onboard inventory, are:
 - (1) Failure to notify the CSC of any theft or loss.
 - (2) Any unit that has had 2 incidents of theft or loss within a 1 year period.
 - (3) Lack of funding.

F. Program Oversight. The CSC, the cognizant authority for MWR purposes, and the NMPS may conduct random inspections of participating units to ensure the policies and procedures outlined in this Enclosure are properly carried out.

1. Inventories.

- a. CO/OIC must ensure that movie inventories are conducted when requested by NMP, and when receiving direct transfer of a movie library from another unit.
- b. NMPS movies must be inventoried upon relief of the assigned movie officer, whenever the movie officer is expected to be temporarily absent for more than 30 days, and when reporting a movie loss. These inventory reports are retained at the unit.

G. Procedures.

1. Participation.

- a. **Commissioned Units.** Any eligible unit not currently participating in the program and desiring to participate must notify the CSC by memo via the chain of command. The request must indicate (a) shipping address; (b) OPFAC number; (c) point of contact; (d) commercial phone number; (e) statement regarding the availability of a secure movie storage locker; and (f) availability of recurring funding to support the annual account cost and funding to procure the encrypted DVD equipment.
- b. **New Units Under Construction.** Prospective commanding officers (PCO's) of eligible units desiring NMPS participation should notify the CSC at least 90 days prior to commissioning or based on the guidance provided in the checklist for commissioning the unit. The request must indicate the commissioning date and the initial movie shipping date as well as all information required above. Movies may not be provided until the unit is commissioned or if funding is not available.
- c. **Cutters Entering Overhaul Status.** All cutters entering an overhaul status will ensure that movies are safeguarded against theft or unauthorized use. If the cutter cannot guarantee security onboard, the command will relocate the movies to a secure storage place ashore. If overhaul is so extensive that NMPS movies cannot be shown onboard or if the unit is unable to secure incoming NDVDs, the commanding officer will notify the CSC and NMPS 90 days in advance of the overhaul starting period. NMPS will suspend movie shipments during the period of the overhaul. The commanding officer will notify the CSC and NMPS when the overhaul completion date is firmly established or the restrictive elements cease so that the accumulated movies will arrive prior to departure. A copy of all correspondence will be sent to the CSC.
- d. **Units Being Decommissioned With On- Site- Replacement.**
 - (1) Commanding officers of cutters being decommissioned with an on-site replacement will notify NMPS at least 120 days prior to decommissioning by memo with copy to the CSC or as directed in the checklist associated with the decommissioning of the cutter. The memo must indicate: (1) scheduled decommissioning date; (2) request for on- scene transfer of NMPS movie library to the replacement cutter; (3) location where the movie library transfer will take place; (4) scheduled commissioning date of replacement cutter; (5) requested shipping date of new movies to the unit; and (6) the information required in Paragraph G.1.a. above for the replacement cutter. New movies will not be provided to units under construction until the unit is commissioned.
 - (2) Upon NMPS approval, commanding officers must transfer the NMPS movie library to the replacement cutter. An inventory of the NMPS movie library must be conducted at the time of transfer by both transferring and receiving units. The CSC will provide disposition instructions for the NDVD players.

(3) If NMPS movies are not desired for the replacement cutter, the provisions of this Paragraph apply.

- e. Units Being Decommissioned Without On-Site Replacement. Commanding officer will notify NMPS at least 30 days prior to decommissioning by memo, with copy to the CSC of the scheduled decommissioning date. Sufficient time must be allotted prior to the unit's decommissioning to ensure that any inventory discrepancies are properly addressed per this Enclosure. The CSC will provide disposition instructions for the NDVD players.

H. Voluntary Disenrollment. Any eligible unit currently in the program and desiring to withdraw will notify the CSC by memo via the chain-of-command citing the reasons for the request.

I. Distribution.

1. Source. All NMPS movies are distributed by the Navy Motion Picture Service, Commander, Navy Installations Command, Millington Detachment, 5720 Integrity Drive, Bldg. 457, Millington, TN 38055-6510. Telephone: (901) 874-6537.
2. Mailing. Generally, NDVDs will not be returned to the NMPS. Any movies returned to NMPS will be returned under the guidance provided by the NMPS. Each movie shipment may be returned via U.S. Postal Service or by delivery services such as UPS and FedEx. When returning movies, commands must follow any mailing directions provided by the NMPS or obtain shipping information from the NMPS.
3. Replacement of Movies. If a movie cannot be used due to structural or electronic malfunction, it may be replaced by the NMPS. Replacement NDVDs may be obtained from the NMPS through e-mail request to the point of contact provided by the NMPS.
4. Return of Movies. Prior to returning any movies to the NMPS, commands must seek disposition instructions from the NMPS. The commands must also advise CSC regarding the disposition of these movies.

J. Reports. Units must provide any information requested by the NMPS or the CSC.

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