



## DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-5000

COMDTMIDNINST 5100.1  
16 Sep 04

### COMDTMIDN INSTRUCTION 5100.1

Subj: SHIPMATE BRIGADE DESIGNATED DRIVER INITIATIVE

Ref: (a) SHIPMATE Operations Manual 2004-2005  
(b) COMDTMIDNINST 1710.14D (Extracurricular Activities (ECA))

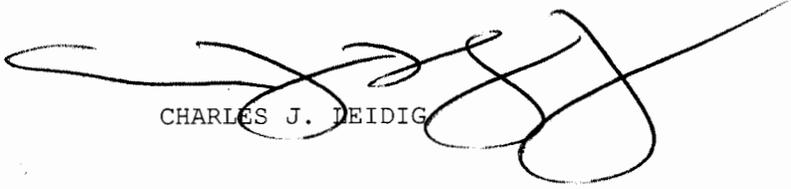
Encl: (1) Individual Responsibilities  
(2) Overview of Operations  
(3) Overview of Training  
(4) ORM of SHIPMATE

1. Purpose. To establish procedures and responsibilities regarding the administration, operation, training, and logistics associated with the 'SHIPMATE' designated driver initiative.

2. Background. Our nation and our Navy cannot afford to lose a future combat leader. The mission of SHIPMATE is to facilitate a safe and reliable commuting environment by providing free, non-judgmental, and confidential rides to Midshipmen rendered without transportation due to intoxication. We want to deter the inappropriate choice of driving after drinking or riding with someone that has been drinking, so we will offer free rides to the Academy.

3. Responsibilities. The President of Shipmate is responsible to the Brigade Alcohol and Drug Education Officer (ADEO) and the Brigade Commander for the proper implementation and execution of the SHIPMATE designated driver initiative. The President of Shipmate will coordinate with the Commandant's ADEO to ensure proper training, operational, and logistical support is provided.

4. Action. Midshipmen will conduct operations in order to provide other midshipmen with a reliable and safe option to return to the Naval Academy.

  
CHARLES J. DEIDIG

Distribution:  
C-1 (Electronically)

## Individual Responsibilities

All responsibilities discussed below are utilized by SHIPMATE. The specific tasks assigned to each position may be modified as required.

### 1. President

The SHIPMATE President will have the following responsibilities:

- a. Attend, lead, and coordinate all regular member meetings.
- b. Attend, lead, and coordinate all officer meetings.
- c. Work with officer staff to ensure effectiveness and currency of member training.
- d. Work with officer staff to facilitate member training.
- e. Ensure good communication throughout SHIPMATE staff and members.
- f. Work with the officer staff to create a vision for SHIPMATE and guide SHIPMATE towards this vision.
- g. Organize the application and interview process for oncoming staff members.
- h. Meet with the Commandant's ADEO monthly to keep him/her updated and share ideas.
- i. Continually improve SHIPMATE as an efficient service to the Brigade.
- j. Be open to all members with ideas or concerns.
- k. Continuously work with the Staff to develop them as leaders.
- l. Educate all members of SHIPMATE on the idea of diversity and continuously promote diversity throughout SHIPMATE.
- m. Follow and promote the SHIPMATE values, mission, and vision at all times.
- n. Promote SHIPMATE throughout the Brigade.

### 2. Vice-President

The SHIPMATE Vice-President will have the following responsibilities:

- a. Attend and assist with all regular member meetings.
- b. Attend all Staff Meetings.
- c. Work with officer staff to ensure effectiveness and currency of member training.
- d. Ensure good communication throughout SHIPMATE staff and members.
- e. Organize the application and interview process for oncoming staff members.
- f. Continually improve SHIPMATE as an efficient service to the Brigade.
- g. Be open to all members with ideas or concerns.
- h. Educate all members of SHIPMATE on the idea of diversity and continuously promote diversity throughout SHIPMATE.
- i. Follow and promote the SHIPMATE values, mission, and vision at all times.
- j. Promote SHIPMATE throughout the Brigade.

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### 3. Administrative/Logistics Officer

The SHIPMATE Administrative/Logistics Officer will have the following responsibilities:

- a. Record and distribute the minutes during all meetings.
- b. Maintain an open relationship with the vice-president and work with him in logistical matters.
- c. Coordinate all scheduling matters for meetings, staff interviews, and other events.
- d. Keep all records such as Personal Information Sheets, Copies of Driver's License, and car insurance.
- e. Work with officer staff to ensure effectiveness and currency of member training.
- f. Ensure good communication throughout SHIPMATE staff and members.
- g. Be open to all members with ideas or concerns.
- h. Continually review and update, as necessary, all documentation of SHIPMATE.
- i. Follow and promote SHIPMATE values, mission, and vision at all times.

### 4. Operations/Training Officer

The SHIPMATE Training Officer will have the following responsibilities:

- a. Draw up a training plan for the current year's operations.
- b. Advise the other members of the staff on all matters dealing with training.
- c. Oversee all member training evolutions in order to ensure effectiveness of training.
- d. Track all member training evolutions in order to ensure SHIPMATE members are properly trained for participation as drivers and navigators.
- e. Create watchbills for SHIPMATE and oversee the execution of those watches.
- f. Coordinate and schedule all training evolutions with the proper departments.
- g. Ensure refresher courses are scheduled to keep training current.

### 5. Officer Representative

The Officer Representative for SHIPMATE will be The Commandant's ADEO. The President will maintain communication with the Officer Representative so that he may act as a liaison and mentor for the SHIPMATE ECA and officer staff.

The primary responsibility of the Officer Representative is to lend professional guidance to the program and ensure its safety and reliability. The Officer Representative should also help to keep the President informed of all happenings within the Academy, and work with the Officer Staff to ensure SHIPMATE is abiding by Academy policy. The officer staff of SHIPMATE shall

also keep the Officer Representative informed of the operations of SHIPMATE in order to obtain help from other programs i.e. SAVI or the ADEO program.

- a. Provide the officer staff with professional guidance on ways to ensure the safety and reliability of the SHIPMATE program by meeting with the President of SHIPMATE monthly.
- b. Act as a Liaison between the President of SHIPMATE and the Commandant's Staff.
- c. Ensure SHIPMATE is being run in accordance with Naval Academy policy.

#### 6. Brigade ADEO

The President must also work closely with the Brigade ADEO to ensure that the goals of the program are congruent to the Commandant's and Brigade Commander's vision for the program's contribution to the Brigade of Midshipmen. Also, the President must work closely with the ADEO staff to review SHIPMATE's operations manual at the beginning of each year to ensure the manual's material reflects the goals of the SHIPMATE program.

- a. Maintain contact with the President of SHIPMATE to insure that the goals of SHIPMATE complement the Commandant's and Brigade Commander's vision of the program's contribution to the Brigade.

#### 7. Responsibilities of General Membership

The General Membership of SHIPMATE consists of all members who are not club officers. The General Members are the backbone of SHIPMATE. The main responsibility of the SHIPMATE members is to work on nights of operation as drivers and phone operators. While the number of members may change each semester, SHIPMATE will always have a General Membership. The first year the general membership will consist of the thirty company ADEO's along with any general members the ECA is able to attain during the first year of operation. As the ECA progresses and word is spread of the program, the general membership will be made of an all volunteer force.

Overview of Operations

SHIPMATE is an intricate and complex operation and requires many months of dedicated work to fully understand. The following is a brief list of general information to better examine operations as a whole:

- SHIPMATE operates every Friday and Saturday
- Operational Times are from 2200 to 0300
- SHIPMATE does not run during leave periods or during the summer
- SHIPMATE is confidential
- SHIPMATE uses 2 vehicles provided by Public Works
- Every vehicle is driven and navigated by two members of SHIPMATE
- SHIPMATE does not provide rides to other bars, clubs, or parties
- SHIPMATE only provides rides to Bancroft Hall
- Patrons need not be intoxicated to get a ride home
- SHIPMATE maintains a base of operations in Bancroft Hall, room C210
- SHIPMATE keeps paperwork for every phone call received and ride given during the hours of operations
- SHIPMATE members receive basic training in the areas of alcohol awareness, first aid, sexual assault, and basic operations of SHIPMATE
- SHIPMATE reads a statement of SHIPMATE Passenger Agreement to each passenger before they enter the vehicle
- Each SHIPMATE vehicle is equipped with a cell phone, 2 trash bags, plastic gloves, flashlights, a map, and basic first aid equipment.
- SHIPMATE headquarters maintains a direct line of communication with each SHIPMATE vehicle at all times
- SHIPMATE uses a current status board to constantly monitor the location and number of passengers within each SHIPMATE vehicle at all times
- SHIPMATE will wear Blue over Khaki uniform while conducting operations

Overview of SHIPMATE Training

1. Medical/Alcohol Awareness

One of the keystones of SHIPMATE training will be medical and alcohol awareness. We want every member of shipmate to be CPR certified and have a working first aid knowledge in order to be able to provide limited help in case of an emergency. We also want them to be prepared to recognize and know the proper procedures to take if a case of alcohol poisoning presents itself when the driver arrives on the scene.

2. Sexual Assault Victim Intervention

SAVI training will be given to the members of SHIPMATE in order to know the proper steps to identify and help any riders who may have been sexually assaulted.

3. SHIPMATE Operations and Procedures

Training will be conducted to inform new members and old members how SHIPMATE runs. It will also explain the procedures that are taken when an emergency takes place.

4. SHIPMATE Watch Organization

Training will also be conducted **on** the different watches and the purpose of each watch. This will ensure that every member of SHIPMATE knows how to stand every watch.

ORM of SHIPMATE

SHIPMATE is a Naval Academy program; therefore it adheres to the U.S. Navy's form of risk management known as Operational Risk Management (ORM). This form of risk management compares the risks to the benefits of an activity or operation and determines if the activity is worth the risk.

1. Identify Hazards

- Driving
  - Fatigue
  - Equipment breakdown
  - Drunk drivers
  - Speeding
  - Accidents
  - Weather
- Medical
  - Getting Sick
  - Cleaning up Bodily Fluids
- Passenger
  - Vomiting on himself
  - Alcohol Poisoning
  - Falling getting in/out of the vehicle

2. Assess Hazards

<u>Hazard</u>	<u>Severity/Probability (RAC)</u>	
Driving		
Accidents	I/C	(1)
Fatigue	I/C	(2)
Drunk drivers	I/C	(2)
Speeding	II/A	(2)
Equipment breakdown	II/C	(3)
Weather	III/B	(3)
Medical		
Cleaning Bodily Fluids	IV/A	(3)
Getting Sick	IV/A	(4)
Passenger		
Alcohol Poisoning	I/B	(1)
Falling getting in/out of the Vehicle	II/B	(2)
Vomiting on himself or herself	IV/A	(3)

3. Make Risk Decision

Although risks are involved in SHIPMATE, the ADEO staff and SHIPMATE officers believe that these risks are justified if at least one Midshipman's life is saved by offering him/her a ride back to the Academy.

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4. Implement Controls

Hazards

Driving

Accidents  
Fatigue

Drunk drivers  
Speeding  
Equipment breakdown  
Weather

Medical

Cleaning up Bodily Fluids  
Getting Sick

Passenger

Alcohol Poisoning  
Falling getting in/out of the  
vehicle  
Vomiting in the car

Controls

Driving Safety Course  
Rest, Adjust driving time, or  
switch who is driving  
Vigilance on the road  
Know and obey limits  
Inspect and maintain vehicle  
Monitor weather channel

Medical Safety Training  
Do not participate if feeling  
ill

Alcohol Safety Training/ CPR  
Medical Safety Training

Medical Training/Trashbag

5. Supervise

All Medical, Alcohol, and SAVI Training will be conducted by qualified officers. Every other aspect of the operation will be supervised by the Officer Staff of SHIPMATE who will be overseen by the O-rep, the Commandant's ADEO.