



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1700.7A  
28/Special Events  
18 Aug 2022

USNA INSTRUCTION 1700.7A

From: Superintendent, U.S. Naval Academy

Subj: ALCOHOLIC BEVERAGE CONTROL ON THE U.S. NAVAL ACADEMY

Ref: (a) OPNAVINST 1700.16B  
(b) USNAINST 11100.7B  
(c) USNAINST 12790.5E  
(d) NSAAINST 1700.2  
(e) CNICINST 1710.3

Encl: (1) Sample Request

1. Purpose. To provide policy on the sale, purchase, possession, distribution and/or consumption of alcoholic beverages while on the grounds or in the facilities owned, leased, or operated by the U.S. Naval Academy.

2. Cancellation. USNAINST 1700.7

3. Background. Use of alcoholic beverages on the U.S. Naval Academy (USNA) must be consistent with the overriding need for military readiness, discipline, and community safety. Reference (a) provides guidance on the Navy's policy on alcoholic beverage control. References (b) and (c) establish the Naval Academy Business Services Division (NABSD) as the sole provider of alcoholic beverage services in Naval Academy facilities, absent written approval to the contrary. Reference (d) is the Naval Support Activity Annapolis (NSAA) policy regarding special events and the possession and consumption of alcoholic beverages on NSAA. Reference (e) is the Commander, Navy Installations Command (CNIC) policy regarding Morale, Welfare, and Readiness (MWR) programs, including the use and sale of alcoholic beverages onboard naval installations.

4. Scope. This policy applies to all personnel visiting, residing, or working on the grounds under the operational cognizance of USNA, herein referred to as the Naval Academy Complex. The Naval Academy Complex includes all of the USNA buildings and facilities inside of the gates, including privatized housing; the Brigade Sports Complex and surrounding sports fields; the sports fields adjacent to Halligan Hall; Worden Field; the sports fields along Holloway Road; the sports fields along Brownson Road; the sports fields on Hospital Point; all associated parking lots and the USNA property adjacent to King George Street, which includes the laundry facilities, warehouse and vehicle processing station. This instruction applies to all Non-Federal

Entities (NFEs) operating on USNA property either by contract or lease agreement including, but not limited to, the United States Naval Institute (USNI), Naval Academy Athletic Association (NAAA), Naval Academy Golf Association (NAGA) and the Naval Academy Alumni Association and Foundation (USNAAF). Navy Getaways Annapolis and all other property and facilities not under the operational control of the Superintendent fall under the responsibility of the Commanding Officer, NSAA, in accordance with references (d) and (e).

5. Alcohol De-Glamorization. Sale, possession, and consumption of alcoholic beverages in a manner that glamorizes use or abuse of alcoholic beverages is prohibited.

6. Policy. Per reference (a), and subject to the minimum drinking age of 21 years, possession and consumption of alcoholic beverages is permitted in family housing. All housing residents and visitors will comply with Maryland state law regarding the introduction, possession, or consumption of alcoholic beverages. The sale, purchase, possession, distribution and/or consumption of alcoholic beverages on the U.S. Naval Academy Complex is prohibited except in the locations and under the conditions outlined in this instruction.

a. The sale, purchase, possession, distribution and/or consumption of individual alcoholic beverages is authorized in the following areas/situations:

- (1) Naval Academy Club and Alley Restaurant.
- (2) Drydock Restaurant
- (3) Midshipmen Activity Center
- (4) Club at Greenbury Point
- (5) Coaches Café in the Brigade Sports Complex
- (6) NABSD-catered events in areas previously approved as catering venues
- (7) Alumni Hall
  - (a) Bo Coppedge Room
  - (b) Bryant Room
- (8) Visitors Center: Upper Event Room
- (9) Hopper Hall: Volgenau Conference Center
- (10) Robert Croom Sailing Center
- (11) Other locations as approved by the Superintendent

b. For events not catered by NABSD or a NABSD approved caterer, and on Naval Academy property not listed above, requests for the sale, purchase, possession, distribution and/or consumption of alcoholic beverages must be approved in advance by the Superintendent or designee on a case-by-case basis per event. A written request, template provided in enclosure (1), must be submitted to the Superintendent through the Special Events office and NABSD at least 30 business days in advance of the planned event. No standing authorizations shall be issued to any individual, groups, or organizations.

c. Employees supporting the proposed event must have approved background checks, compensated no less than the associated minimum wage, and be NABSD SERVSAFE alcohol (or industry-recognized and/or Maryland-state training equivalent trained personnel) trained when alcoholic beverages are served on the Naval Academy Complex. No one under the age of 21 will be allowed to serve alcohol at USNA. For non-NABSD or their approved business partners, a local one-day Anne Arundel County liquor license will be required. Additional factors to be considered by the Superintendent or designee when a request pursuant to paragraph 6.b is submitted include, but are not limited to:

- (1) The nature of the event.
- (2) The type and amount of alcohol being served at the event.
- (3) The number of people expected at the event.
- (4) Could the event reasonably be held at one of the areas listed in paragraph 6.a (1)-(11).
- (5) NABSD SERVSAFE Alcohol (or industry-recognized/Maryland state training equivalent) trained personnel will be used.
- (6) Is a catering company being requested.
- (7) Is there an established plan to moderate the use of alcohol at the event.
- (8) Is there an established plan to ensure that guests of the event do not drink and drive.
- (9) Has the requestor held similar events in the past with no alcohol related incidents.
- (10) Has the requestor reviewed the relevant regulations related to the sale, purchase, possession, distribution and/or consumption of alcoholic beverages.

d. Absent advanced written permission from the Superintendent or designee, alcoholic beverages can only be transported onto USNA property by Naval Academy Catering staff, Buchanan House staff, NABSD-authorized vendors, or residents transiting to or from public-private housing areas. Additionally, alcohol is not to be stored onboard the Naval Academy Complex by individuals and/or entities other than those listed above. All alcohol

stored on the Naval Academy Complex is to be controlled and inventoried regularly in accordance with governing operating procedures in accordance with references (a) and (e).

e. Note: Alcohol used in religious services/ceremonies is addressed in reference (a).

## 7. Alcohol Control Standards

a. Alcoholic beverages will not be provided to anyone under 21 years of age.

b. No person shall drink any alcoholic beverage in a motor vehicle upon any road, street, parking lot, driveway or any other land intended or used for transportation or storage of motor vehicles.

c. At parties, picnics, happy hours, tailgates, "wetting downs," and similar occasions held on or in Naval Academy grounds or facilities, moderation in consumption of alcoholic beverages will be encouraged. The desire of those who choose not to consume alcoholic beverages will be respected.

d. Those events approved for alcohol service will offer food/snacks and non-alcoholic beverages in sufficient quantities to those who do not care to consume alcohol. Also, the event will contribute to maintaining esprit de corps, morale, health and readiness while recognizing consumption of alcoholic beverages is a matter of individual personal responsibility. Moderation and responsible use of alcohol will be encouraged and expected at all times.

e. The knowing sale or distribution of alcoholic beverages to anyone who is intoxicated is prohibited.

f. Alcohol drinking contests are prohibited.

g. Soft drinks, coffee, non-alcoholic beverages, and quality food service will be available in all bars, lounges, and retail outlets engaged in alcoholic beverage sales, by the drink. For this purpose, food service is defined as either on-premises dining room or snack bar service.

h. Activities will not engage in "last call" and other countdown techniques designed to promote last minute alcohol sales.

i. During happy hours, the price of non-alcoholic drinks will be reduced by the same percentage as alcoholic drinks.

j. When promoting and pricing food service events where alcohol is offered, the price of alcoholic beverages is not to be included in the overall meal price. Those who choose not to drink alcohol are not required to subsidize the cost associated with the serving of alcoholic beverages.

## 8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division 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 record custodian or USNA Record Manager.

9. Review and Effective Date. The Director, Special Events and the Director, Naval Academy Business Services 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.



S. S. BUCK

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via USNA Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/index.php>.

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SAMPLE REQUEST

From: [Name of Requester]  
To: Superintendent, U.S. Naval Academy  
Via: (1) Special Events Director, U.S. Naval Academy  
(2) Business Services Division Director, U.S. Naval Academy

Subj: REQUEST FOR THE SALE, PURCHASE, POSSESSION, DISTRIBUTION AND/OR  
CONSUMPTION OF ALCOHOLIC BEVERAGES ON NAVAL ACADEMY  
PROPERTY

Ref: (a) USNAINST 1700.7A  
(b) OPNAVINST 1700.16B  
(c) CNICINST 1710.3  
(d) USNAINST 11100.7B  
(e) NSAAINST 1700.2

Encl: (1) Vendor Supporting Documents (as required)  
(2) Alcohol Mitigation Plan (as required)  
(3) Drinking and Driving Mitigation Plan (as required)

1. In accordance with the references (a) through (e), I request authorization to sell, purchase, possess, distribute and/or consume alcoholic beverages on Naval Academy property for [event type] occurring on [date/time] at [location] for the purpose of [event name]. The event host is [list event host] and the funding source is [list event funding source].

2. In this paragraph provide a brief description of the event and alcohol involvement. Ensure you explain the purpose of the event, the manner in which alcohol will be provided/served, how much alcohol (glass of wine with meal, cooler full of beer, full bar...), all types of alcoholic beverages involved (beer, wine, spirits/liquor), and who has been invited to include the approximated number of attendees (how many military, civilian, and under 21).

3. I [will/will not] be utilizing the Naval Academy Business Services Division (NABSD) or a NABSD approved business partner as the provider of the alcoholic beverages. (If you are not utilizing NABSD or their approved business partner, provide the names of the alcohol provider(s)). I [will/will not] be utilizing NABSD SERVSAFE or industry recognized/Maryland state training equivalent servers.

4. Explain the reason the event is not better suited to be held in a pre-approved location or situation as authorized per USNAINST 1700.7A paragraph 6a,(1)-(6).

Enclosure (1)

**Subj: REQUEST FOR THE SALE, PURCHASE, POSSESSION, DISTRIBUTION AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES ON NAVAL ACADEMY PROPERTY**

5. The following information about the vendors supporting my event is provided below [list vendors by category, vendor name, vendor POC, vendor email, whether they are or are not a NABSD approved business partner, and whether or not they are approved to work on Federal property]: \*If not using NABSD or NABSD approved business partners, the following documentation must be enclosed for all vendors: W9, certificate of insurance, and auto liability. The following must be enclosed for Food/Caterer Vendors: Army Sanitation Inspection, Burn Permit (kitchens with grills/hoods), and liquor license.

6. I [have/do not have] an established plan to moderate the use of alcohol at this event (if yes, attach plan as an enclosure). I [have/do not have] an established plan to ensure that guests of the event do not drink and drive (if yes, attach plan as an enclosure). If you have any questions concerning this request, please contact [list point of contact name] at [list POC business phone and email].

I. M. REQUESTER