



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5107

COMDTMIDNINST 1531.1

OPSO

MAR 3 0 2017

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1531.1

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

Subj: TAILGATING STANDARD OPERATING PROCEDURES

Ref: (a) COMDTMIDNINST 5400.6 series
(b) COMDTMIDNINST 5350.1 series
(c) COMDTMIDNINST 7041.1 series

Encl: (1) Designated Tailgate Locations
(2) Company Tailgate/Picnic Request

1. Purpose. To promulgate procedures for the proper execution of company level and above Tailgates before and/or after sporting events both on and off the Yard.
2. Background. There are multiple opportunities for company level and above tailgating before and/or after sporting events to include home football games. Such tailgates will increase unit morale, and this instruction will help ensure they are executed safely and responsibly.
3. Discussion. Tailgating offers an opportunity to build *esprit de corps* and unit camaraderie. It also serves to enhance the experience of Naval Academy sporting events and encourages a positive attitude from the Brigade. Furthermore, when executed professionally, it provides an appropriate setting to practice responsible consumption of alcohol. This instruction provides procedures for logistical support and guidance in order to streamline the tailgating process. This will aid the Brigade of Midshipmen, help mitigate risk, and promote responsible tailgating practices.
4. Execution. The execution of a successful tailgate is the responsibility of the Unit Commander. Typically, the Company Wardroom Officer is in charge of the planning and execution of a tailgate. Other appropriate members of the chain of command may be designated with approval of the Company Officer (CO) for company level events and the Battalion Officer for battalion level events. At a minimum, the Unit Commander or their XO will be the senior midshipman present and responsible for the evolution.
5. Duties and Responsibilities. The following steps should be followed sequentially but may be modified as particular details vary for each event.
 - a. Select a date. The date must be approved by the CO for company level events or the Battalion Officer for battalion level events. The date should be approved 14 days prior to

execution to permit sufficient time for subsequent planning. In most cases, a tailgate should be aligned with attendance at a USNA sponsored event.

b. Select a location. See enclosure (1) for pre-approved locations. In all cases, coordination shall include but is not limited to the Commandant Operations Department Schedules Officer. Ensure coordination with the appropriate point of contact (POC) from enclosure (1) and provide situational awareness to the requisite info copy personnel. Coordination POCs reserve the right to deny approval. Standard company locations for home football games may be promulgated separately by Commandant Operations Department in concert with Navy Marine Corps Memorial Stadium operations representatives.

c. Midshipman Food Services Division (MFSD) coordination. Ten (10) days prior to the event, a request for food shall be submitted to MFSD in accordance with (IAW) the procedures listed on the intranet under MFSD at: <https://intranet.usna.edu/MFSD/events.php>. The unit shall designate representatives to pick up food supplies. A standard request is provided in enclosure (2), and a fillable form is on the website. Be aware that MFSD does have equipment to loan to support the event on a first come first served basis.

d. Alcohol chit. If alcohol is planned at the tailgate, a chit must be routed IAW refs (a) and (b). Nominal lead time is ten (10) days prior and the approval level is the Battalion Officer per reference (a). For company level events, the CO or Senior Enlisted Leader shall be present with the exception of home football games. For battalion level events, the BATTO shall be present. Exceptions, other than as noted, will be rare and approved on a case by case basis at the next higher level. **ALCOHOL SHALL BE LIMITED TO BEER AND/OR WINE ONLY.**

e. Duty section. If alcohol is approved and present, there shall be an alcohol free duty section comprised of upper class midshipmen. While the Unit Commander does not have to be a member of this duty section, responsibility for overall execution still resides with the Commander.

f. ID check and bracelet issue. If alcohol is approved and present, members of the duty section shall be assigned to check IDs and issue bracelets to upper class midshipmen 21 years of age or older. Per reference (a), no 4/C Midshipmen may consume alcohol, regardless of age.

g. Designated driver. If alcohol is approved and present, the Company shall have a designated driver assigned as a member of the duty section. Alternate transportation is permitted under the supervision and approval of the unit commander, but the designated driver shall be available until the last midshipman that consumed alcohol has safely departed.

h. Trash, gear and equipment removal. Close coordination with the location POC is required to ensure the proper handling and disposal of trash. The standard shall be that trash is removed from the site and placed in USNA dumpsters, unless the facility provides them in close proximity to the tailgating site. If the coordination POC allows for trash to remain on site, it shall be neat and orderly secured in trash bags at a minimum. All gear and equipment used to execute the tailgate shall be removed from the site at the conclusion of the tailgate. Arrangements for proper handling of grills and fire pits must be coordinated in advance.

i. Reimbursement. The Midshipman Welfare Fund can reimburse approved expenditures. All requests for reimbursement must be IAW ref (c), and shall be submitted no later than two business days after the tailgate.

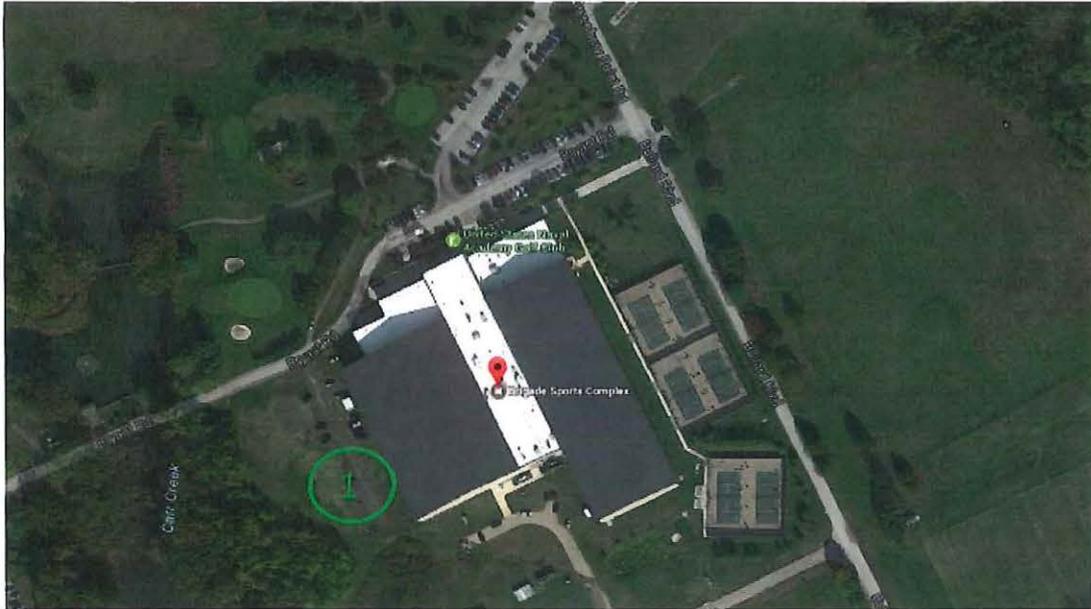


S. E. LISZEWSKI

Copy to:
Non-Mids (Electronically)
Brigade (Electronically)

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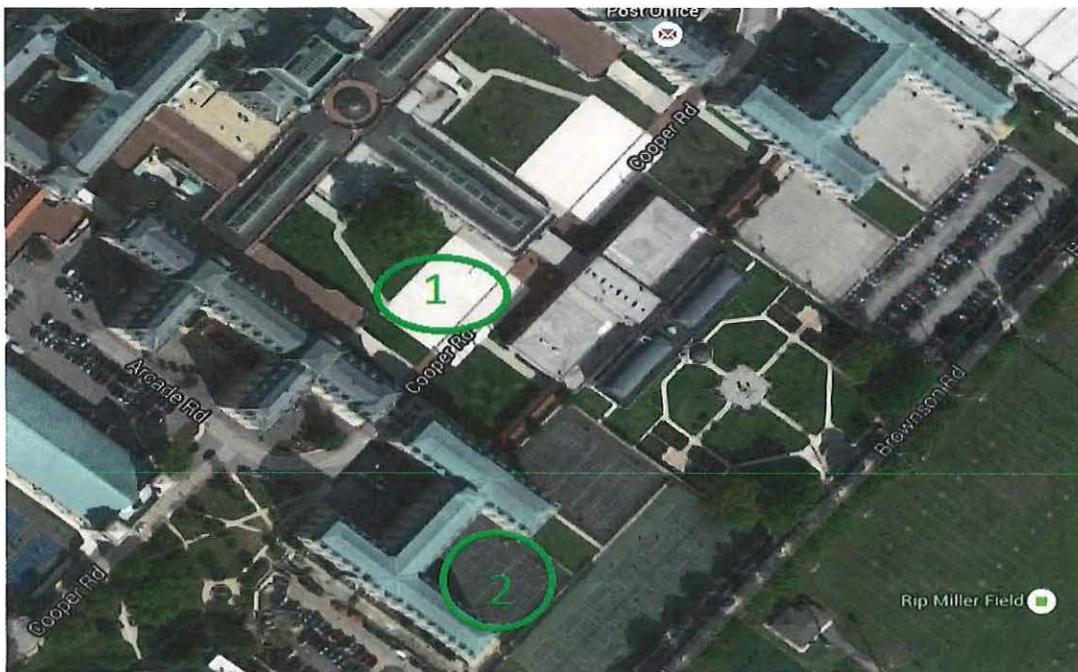
Designated Tailgate Locations



Brigade Sports Complex:

Coordination POCs – BSC Facility Manager (410-293-9707) and NSA Annapolis Deputy Commanding Officer (410-293-9321)

Info copy the Director of Club Sports when preceding club sporting event (410-293-8776)

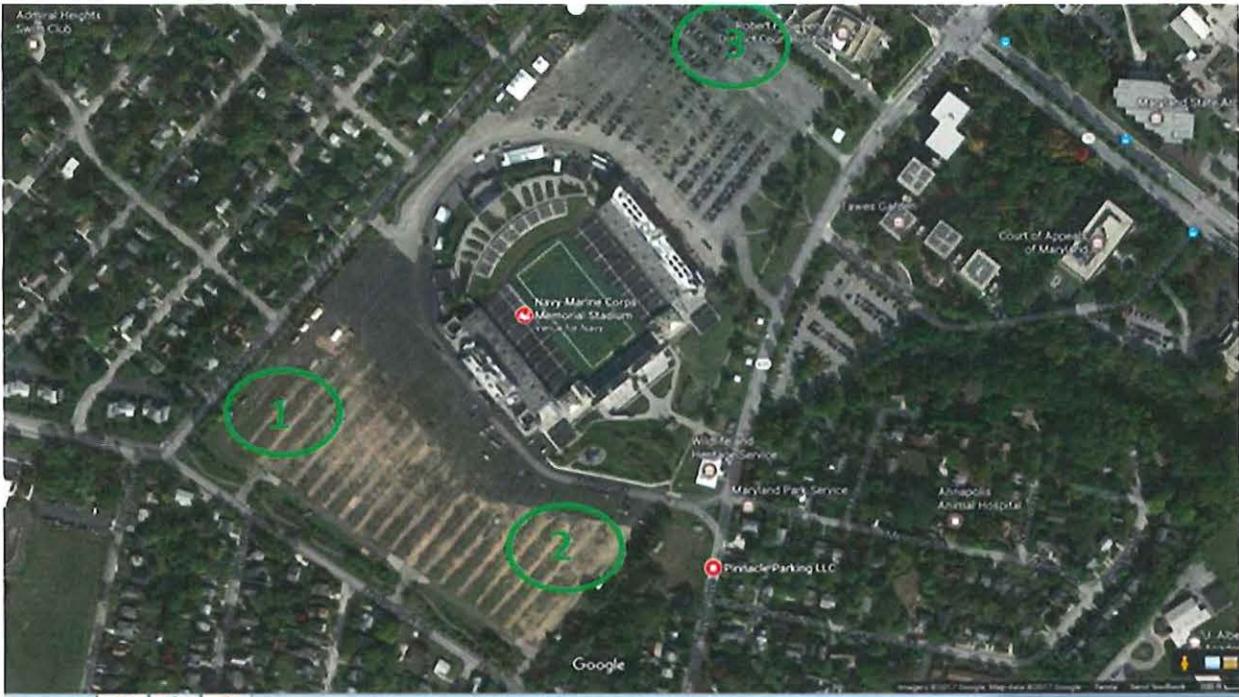


On the Yard:

Coordination POC - Commandant Operations Department (410-293-7127)

Location 1 includes either side of Smoke Park depending on the availability and the unit's preference;

Info copy the Military Deputy to the Athletic Director when preceding NAAA sporting events



Navy Marine Corps Memorial Stadium:
Coordination POC - NAAA Operations Officer (410-293-8722)
Company tailgate locations for football season will be promulgated in the fall prior to the first home game. Lacrosse tailgate locations will be promulgated in the spring.



Max Bishop Stadium:
Coordination POC - Commandant Operations Department (410-293-7127) and Military Deputy to the Athletic Director (410-293-5832)

