



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5100.1B CH-1
ADEO
5 Nov 13

COMMANDANT OF MIDSHIPMAN INSTRUCTION 5100.1B CHANGE TRANSMITTAL 1

Subj: BRIGADE SHIPMATE DESIGNATED DRIVER INITIATIVE

Encl: (1) Revised enclosure (2)
(2) Revised enclosure (3)

1. Purpose. To publish change 1 to the basic instruction.

2. Action

a. Remove enclosure (2) of the basic instruction and replace with enclosure (1).

b. Remove enclosure (3) of the basic instruction and replace with enclosure (2).

A handwritten signature in black ink, appearing to read "R. L. Shea", is positioned above the typed name.

R. L. SHEA
By direction

Distribution:
Non-Mids (Electronically)



DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN
U.S. NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 5100.1B
ADEO
27 Mar 13

COMMANDANT OF MIDSHIPMEN INSTRUCTION 5100.1B

Subj: BRIGADE SHIPMATE DESIGNATED DRIVER INITIATIVE

Ref: (a) COMDTMIDNINST 5350.1C

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

1. Purpose. To establish procedures and responsibilities regarding the administration, operation, training, and logistics associated with the Shipmate designated driver initiative in accordance with reference (a).

2. Cancellation. COMDTMIDNINST 5100.1A

3. 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. The goal is to deter the inappropriate choice of driving after drinking or riding with someone that has been drinking.

4. Responsibilities. Responsibilities and execution plans for the Brigade Assistant Alcohol and Drug Education Officer (ADEO) and all members of Shipmate are delineated in enclosures (1) through (3).

5. Action. Midshipmen will conduct operations in order to provide other Midshipmen with a reliable and safe option to return to the Naval Academy in accordance with the operational risk assessment in enclosure (4).

A handwritten signature in blue ink, appearing to read "R. E. CLARK II", is positioned above the printed name.

R. E. CLARK II

Distribution:
Non-Mids (Electronically)

INDIVIDUAL RESPONSIBILITIES

All responsibilities discussed below are utilized by Shipmate. The specific tasks assigned to each position may be modified as required under the direction of the Commandant's ADEO.

1. Assistant Brigade ADEO. The Assistant Brigade ADEO will have the following responsibilities:

- a. Attend, lead, and coordinate all regular meetings of Shipmate volunteers.
- b. Work with officer staff to facilitate volunteer training.
- c. Ensure good communication through Shipmate staff and volunteers.
- d. Work with the officer staff to create a vision for Shipmate and guide Shipmate towards this vision.
- e. Organize the application and interview process for oncoming staff and volunteers.
- f. Meet with the Commandant's ADEO monthly to keep him/her updated and share ideas.
- g. Meet weekly with oncoming weekend watch teams to brief and inspection.
- h. Promote Shipmate throughout the Brigade.

2. Shipmate Administrator. The Shipmate Administrator will be the lead volunteer and have the following responsibilities:

- a. Attend and assist at all Shipmate meetings.
- b. Coordinate all Shipmate meetings.
- c. Keep a record of personal information of drivers and navigators to include copies of driver licenses.
- d. Create watchbills, with the assistance of the Assistant ADEO, and monitor execution of those watches.
- e. Continually review and update, as necessary, all documentation of Shipmate.
- f. Develop and maintain a training plan for all Shipmate volunteers.
- g. Schedule and track all training for Shipmate personnel.
- h. Follow and promote Shipmate values, mission, and vision at all times.

3. Officer Representative (O-Rep). The O-Rep for Shipmate is the Commandant's ADEO. The Commandant's ADEO will act as a liaison and mentor for the Shipmate program and Shipmate staff. The primary responsibility of the O-Rep is to lend professional guidance to the program, ensure its safety and reliability, and review all Shipmate logs. The O-Rep will also keep the Assistant Brigade ADEO informed of all happenings within the Academy and work to ensure Shipmate is abiding by Naval Academy policies.

4. Brigade ADEO. The Brigade ADEO will work closely with the Assistant 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. The Brigade ADEO will also review the Shipmate operations manual at the beginning of each year to ensure the manual reflects the goals of the Shipmate program.

5. Shipmate Driver/Navigator Teams (DNT). The Shipmate DNTs will be volunteers and are the backbone of the Shipmate program. They shall work on nights as a team with a driver and a navigator that will maintain the Shipmate cellphone and record all calls and directions to pick up Midshipmen utilizing the Shipmate program.

6. Staff Duty Officer (SDO). The SDO will maintain possession of the Shipmate duty bag and keys during the day on weekends. This is to provide additional oversight and accountability for the Shipmate program.

OVERVIEW OF OPERATIONS

Shipmate is an intricate and complex operation and requires an understanding of the various operations and training in order to be fully successfully executed. The following is a brief list of general information to better understand and implement the program:

Shipmate operates every Friday and Saturday. If there is a three-day weekend, Shipmate will also operate Sunday evening.

Shipmate operates from 2100 to 0300.

Shipmate does not operate during leave periods or during the summer.

Shipmate is confidential.

Shipmate uses one government vehicle provided by Public Works.

The Shipmate vehicle is always operated by two members of Shipmate, the driver and navigator.

Shipmate does not provide rides to bars, clubs, or parties.

Shipmate only provides rides to Bancroft Hall.

Patrons need not be intoxicated to get a ride to Bancroft Hall.

Shipmate keeps a record of every phone call received and ride given during the hours of operation.

Shipmate and the navigator will maintain the numbers of the Duty Victim Advocate and will contact them for any rider that requests it.

Shipmate DNTs will read the Shipmate Passenger Agreement to each passenger before they enter the vehicle.

Shipmate will maintain a duty bag that contains a cell phone, trash bags, plastic gloves, flashlights, a basic first aid kit, and log book that will be signed by the oncoming watch team and the SDO to turn over custody and account for all items, including returning Shipmate van keys to Public Works.

The Shipmate team will wear Blue over Khaki uniform while operating the van.

OVERVIEW OF SHIPMATE TRAINING

1. Medical/Alcohol Awareness

a. One of the keystones of Shipmate training will be medical and alcohol awareness. Every volunteer of Shipmate will be CPR certified and possess a working knowledge of first aid in order to provide limited care until the arrival of professional emergency personnel. Everyone should recognize and know the proper procedures in a case of alcohol poisoning when picking up a Midshipman. CPR certifications will be tracked and maintained by the Commandant's ADEO.

b. Shipmate and navigator personnel will contact the Duty Victim Advocate if they believe a passenger may have been the victim of unwanted sexual contact.

2. Shipmate Operations, Procedures, and Watch Organization

a. Training will be conducted at the beginning of every semester for new personnel and monthly thereafter for refresher training on common situations a DNT may find themselves in during the course of picking up a Midshipman.

b. 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.

SHIPMATE ORM

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.

Hazard Severity
Category Matrix:

I - Death, loss or grave damage

II - Severe injury damage or inefficiencies

III - Minor injuries, damage, or inefficiencies

IV - Minimal Threat to personnel and property

Mishap Probability
Sub-category Matrix:

A - Likely to occur immediately

B - Probably will occur in time

C - May occur in time

D - Unlikely to occur

<u>Hazard Severity</u>	<u>Mishap Probability Rating</u>				<u>Risk Assessment Code</u>
	A	B	C	D	
I	1	1	2	3	1 = Critical
II	1	2	3	4	2 = Serious
III	2	3	4	5	3 = Moderate
IV	3	4	5	5	4 = Minor
					5 = Negligible

<u>HAZARDS</u>	<u>CAUSES</u>	<u>RAC</u>
Unsafe Driving	- Fatigue	- I/C: 2
	- Equipment Broken	- II/C: 3
	- Drunk drivers	- I/C: 2
	- Speeding	- II/A: 1
	- Accidents	- I/C: 2
	- Weather	- III/B: 3
Medical	- Midshipmen becoming nauseous	- IV/A: 3
	- Cleaning up bodily fluids	- IV/A: 3
Passenger	- Midshipman vomiting on self	- IV/A: 3
	- Alcohol poisoning	- I/B: 1
	- Falling while entering/exiting the vehicle	- II/B: 2

Risk Decision

Although risks are involved in Shipmate, these risks are justified if at least one Midshipman's life is saved by offering him/her a ride back to the Naval Academy.

Implement Controls

By following all safety regulations to operate a motor vehicle, ensuring drivers receive enough rest prior to late night driving, and appropriate alcohol and medical safety training, DNTs will be able to minimize the risk for all Midshipmen participating in the Shipmate program.

Supervise

COMDTMIDNINST 5100.1B
27 Mar 13

All medical and alcohol training will be conducted by qualified personnel.
Every other aspect of the operation will be supervised by the Assistant
Brigade ADEO who will be overseen by the O-Rep.