COMMANDANT OF MIDSHIPMEN INSTRUCTION 5100.1C

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

Subj: BRIGADE SHIPMATE DESIGNATED DRIVER INITIATIVE

Ref: (a) COMDTMIDNINST 5350.1D

Encl: (1) Individual Responsibilities
(2) Overview of Operations
(3) Overview of Shipmate Training
(4) Shipmate Operational Risk Management

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. Scope and Applicability. This instruction applies to all midshipmen at the U.S. Naval Academy (USNA) comprising the Brigade of Midshipmen, as well as USNA faculty and staff.

3. Cancellation. COMDTMIDNINST 5100.1B

4. 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.

5. 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).

6. Action. Midshipmen will conduct operations in order to provide other midshipmen with a reliable and safe option to return to the USNA in accordance with the operational risk assessment in enclosure (4).
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.seanv.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 records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the ADEO will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. P. MCDONOUGH III

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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. **Shipmate Commander.** The Shipmate Commander will be the lead volunteer and have the following responsibilities:
   
   a. Attend, lead, and coordinate all regular meetings of Shipmate staff and volunteers.
   
   b. Coordinate all Shipmate meetings.
   
   c. Organize the application and interview process for oncoming staff and volunteers.
   
   d. Keep a record of personal information of drivers and navigators.
   
   e. Create watchbills, with the assistance of the Assistant Brigade ADEO, and monitor execution of those watches.
   
   f. Meet weekly with oncoming weekend watch teams to brief and inspection.
   
   g. Continually review and update, as necessary, all documentation of Shipmate.
   
   h. Develop and maintain a training plan for all Shipmate volunteers.
   
   i. Schedule and track all training for Shipmate personnel.
   
   j. Follow and promote Shipmate values, mission, and vision at all times.

2. **Brigade Alcohol and Drug Education Officer.** The Brigade ADEO will work with his/her staff 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, and have the following responsibilities:

   a. Review the Shipmate operations manual at the beginning of each year to ensure the manual reflects the goals of the Shipmate program.

   b. Work with the officer staff to create a vision for Shipmate and guide Shipmate towards this vision.

   c. Work with officer staff to facilitate volunteer training of Shipmate staff.

   d. Ensure good communication through Shipmate staff and volunteers.

   e. Promote Shipmate throughout the Brigade.

   f. Meet with the Commandant’s ADEO monthly to keep him/her updated and share ideas.

Enclosure (1)
3. Officer Representative. The Officer Representative (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 when needed. The O-Rep will also keep the Brigade ADEO informed of all happenings within the Academy and work to ensure Shipmate is abiding by Naval Academy policies.

4. Shipmate Driver/Navigator Teams. The Shipmate Driver/Navigator Teams (DNT) 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 cell phone and record in the logbook all calls and directions to pick up midshipmen who are utilizing the Shipmate program.
OVERVIEW OF OPERATIONS

1. 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:

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

   b. Shipmate operates from 2100 to 0300.

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

   d. Shipmate is confidential.

   e. Shipmate uses one government vehicle provided by Public Works.

   f. The Shipmate Commander is responsible for coordinating the pickup and drop-off of the vehicle. The vehicle must be picked up prior to 1800 on Friday, and returned no later than 1800 on Monday after the weekend or Tuesday of a three-day weekend.

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

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

   i. Shipmate only provides rides to Bancroft Hall.

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

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

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

   m. Shipmate will maintain a duty bag that contains the duty cell phone, logbook, and trash bags that will be turned over to the oncoming watch team. The duty bag will remain in possession of the Shipmate Commander during the week to account for all items.

   n. 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 most important aspects of Shipmate training will be medical and alcohol awareness. All volunteers of Shipmate will be briefed by the Shipmate Commander with the help of the Brigade ADEO staff on alcohol awareness and how to help people who may have alcohol poisoning. Everyone should recognize and know the procedures in case of alcohol poisoning when picking up a midshipman.

   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 a refresher training during each meeting of the week for oncoming watch standers 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.
1. 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.

<table>
<thead>
<tr>
<th>Hazard Severity</th>
<th>Mishap Probability</th>
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<tbody>
<tr>
<td>Category Matrix:</td>
<td>Sub-Category Matrix:</td>
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<tr>
<td>1 - Death, loss or grave damage</td>
<td>A - Likely to occur immediately</td>
</tr>
<tr>
<td>2 - Severe injury damage or inefficiencies</td>
<td>B - Probably will occur in time</td>
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<tr>
<td>3 - Minor injuries, damage, or inefficiencies</td>
<td>C - May occur in time</td>
</tr>
<tr>
<td>4 - Minimal Threat to personnel and property</td>
<td>D - Unlikely to occur</td>
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<tr>
<th>Hazard Severity</th>
<th>Mishap Probability Rating</th>
<th>Risk Assessment Code</th>
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<thead>
<tr>
<th>HAZARDS</th>
<th>CAUSES</th>
<th>RAC</th>
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<tbody>
<tr>
<td>Unsafe Driving</td>
<td>- Fatigue</td>
<td>- I/C: 2</td>
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<tr>
<td></td>
<td>- Equipment Broken</td>
<td>- II/C: 3</td>
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<tr>
<td></td>
<td>- Drunk Drivers</td>
<td>- I/C: 2</td>
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<td></td>
<td>- Speeding</td>
<td>- II/A: 1</td>
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<td>- Accidents</td>
<td>- I/C: 2</td>
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<tr>
<td></td>
<td>- Weather</td>
<td>- III/B: 3</td>
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<tr>
<td>Medical</td>
<td>- Midshipmen becoming nauseous</td>
<td>- IV/A: 3</td>
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<tr>
<td></td>
<td>- Cleaning up bodily fluids</td>
<td>- IV/A: 3</td>
</tr>
<tr>
<td>Passenger</td>
<td>- Midshipmen vomiting on self</td>
<td>- IV/A: 3</td>
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<tr>
<td></td>
<td>- Alcohol poisoning</td>
<td>- I/B: 1</td>
</tr>
<tr>
<td></td>
<td>- Falling while entering/exiting the vehicle</td>
<td>- II/B: 2</td>
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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 USNA. We cannot afford to lose one of our Nation’s future leader’s lives due to drunk driving. The Shipmate program is here to help ensure that does not happen.

3. 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.

4. Supervise. All training at the beginning of the semester and meetings each week for oncoming watchstanders will be conducted by the Brigade Shipmate Commander. They will be knowledgeable in how to respond in case of alcohol poisoning, or any other circumstance that may come up. Every other aspect of the operation will be supervised by the Assistant Brigade ADEO who will be overseen by the O-Rep.