



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 4520.1
27/USNA Sailing
03 JAN 1990

USNA INSTRUCTION 4520.1

From: Superintendent _____

Subj: PROCEDURES FOR ACCEPTING AND DISPOSING OF A SAIL TRAINING VESSEL

Encl: (1) Procedures for Accepting a Donated Sail Training Vessel
(2) Procedures for Disposal of a Sail Training Vessel

1. Purpose. To publish procedures for acquiring or disposing of a donated sail training vessel.

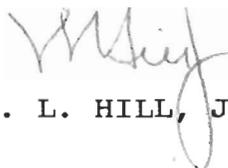
2. Background. The principal means of obtaining sail training vessels for the Naval Academy sailing programs is through donations to the Naval Academy Sailing Foundation, Inc. (NASF). These are sailed by the midshipmen as part of the Command Seamanship Training Squadron (CSTS) and Varsity Sailing Team. When the donated boat is no longer needed, Secretary of the Navy approval for sale is requested. The funds from the sale are used to maintain the sailing programs.

3. Action

a. An orderly means of accepting or disposing of a donated sail training vessel must be used to account for both the administration and material of the vessel.

b. Enclosure (1) will be used when accepting a donated sail training vessel.

c. Enclosure (2) will be used when disposing of a donated sailing vessel. These procedures are a minimum listing only and additional actions may be necessary.


V. L. HILL, JR.

Distribution:

A
Staff Judge Advocate (2)
D,NAS (2)
Executive Director, NASF (1)

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PROCEDURES FOR ACCEPTING A DONATED SAIL TRAINING VESSEL

1. Before the Executive Director, Naval Academy Sailing Foundation (NASF), makes a firm commitment to a prospective donor, approval must be obtained from the Director, Naval Academy Sailing (DNAS) as to the requirement for the vessel in the sail training program. If the sail training vessel is accepted, proceed with the steps listed below.
2. In coordination with DNAS, the Executive Director decides whether a professional survey is desirable and arranges it if required. The Executive Director receives inventory of removable equipment and sails from donor.
3. If the donation is handled through a broker, the Executive Director will negotiate the finder's fee.
4. The Executive Director of NASF is responsible for preparing all required transfer documents.
 - a. Deed of Gift/Coast Guard Bill of Sale (to be signed before acceptance/delivery of the sail training vessel). Every effort should be made to obtain the Master Carpenter Certificate of vessel if not documented.
 - b. Insurance coverage must be in force before physical movement and/or effective on the date of title transfer.
 - c. Any other title documents, e.g., State Title (essential if the sail training vessel is not documented).
 - d. Letter of acceptance for the signature of the President of NASF.
5. The Executive Director, NASF, and/or delivery crew will make final inspection of the sail training vessel, receive onboard orientation by the owner or his representative if at all possible, prepare detailed inventory of all removable equipment, (sails, etc.) and compare with original inventory.
6. The Executive Director, NASF, and/or delivery crew will maintain an operational log as well as detailed expense account for the delivery voyage.

Enclosure (1)

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7. For those sail training vessels remaining under NASF ownership, the Executive Director will be responsible for arranging for storage and maintenance until ultimate disposition is decided. Depending on the season and mode of delivery, the vessel will be turned over to either Head, Small Craft Repair Facility (HSCRF), Naval Station, Annapolis, or DNAS. Before the arrival of the vessel, the Executive Director, NASF, will publish a notice/memorandum advising the date the vessel will arrive in Annapolis and designating a date and time to conduct a "receipt inventory." DNAS and HSCRF will appoint members to conduct the inventory in conjunction with Executive Director, NASF, or his designee. In the event the vessel cannot be inspected immediately upon arrival in Annapolis, it will be the responsibility of DNAS or HSCRF, whoever receives the vessel, to make sure loose gear topside is either struck below or stowed elsewhere under lock and key. The recipient will also make sure the vessel's cabin is locked. The vessel will then be subject to a full and complete inventory. The inventory will be conducted jointly by appointed members of NASF, Small Craft Repair Facility, and DNAS staff. The inventory will be recorded on a Boat Characteristic Card and copies provided NASF and DNAS.

8. The Executive Director, NASF, in coordination with DNAS will prepare transfer documents for sail training vessels that NASF will donate to the Naval Academy.

- a. NASF letter of donation.
- b. Letters of acceptance, from USNA and SECNAV.
- c. Coast Guard notification of documentation as appropriate.

9. The Executive Director, NASF, will prepare necessary federal or state documentation to transfer title to NASF for those sail training vessels that will remain under NASF control.

10. The master sail training vessel file will be maintained by the Executive Director, NASF, for all donated sail training vessels. Copies of all correspondence will be forwarded to NASF for inclusion in this file.

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PROCEDURES FOR DISPOSAL OF A SAIL TRAINING VESSEL

1. The Director, Naval Academy Sailing (DNAS) will advise the Chairman of the Fales Committee, and Executive Director of Naval Academy Sailing Foundation (NASF) of intent to sell a vessel, subject to SECNAV approval. If the sale is less than two years from date of donation, the desire to sell will normally be discussed with donor and any Fales Committee members who were involved in the donation.
2. After SECNAV approval, the Executive Director, NASF, will advertise the vessel for sale with the brokerage community. DNAS will approve the listing before it is made public in consultation with the Head, Small Craft Repair Facility (HSCRF). It will include the asking price and the fact that the sail training vessel will be sold in its current condition. The sail training vessel will not be moved to another location as a condition of the sale.
3. DNAS is responsible for maintaining sail training vessels in good condition with all advertised equipment either onboard or secured for inspection by prospective buyers. HSCRF will provide assistance required for accomplishing maintenance, repairs, and upgrading as dictated through the normal repair channels. Should the particular sail training vessel being sold be in a repair, upkeep, or layed-up status, then HSCRF will assume the responsibilities of making sure its condition and inventory are as advertised and make it ready as directed for turnover.
4. Executive Director, NASF, in conjunction with DNAS, will prepare correspondence for SECNAV approval for the sale and track flow of correspondence.
5. Under no conditions will a USNA representative sign a sales contract before SECNAV approval.
 - a. After the sales contract is negotiated with a deposit either in the possession of the broker or USNA, DNAS or, in his or her absence, a designated representative will sign the contract for the Navy. Before signing, DNAS will consult with the Superintendent to discuss the terms of sale. The contract will contain a specific delivery date that has been approved by HSCRF and DNAS.

Enclosure (2)

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6. Upon notification by the Executive Director, NASF, of a survey or delivery requirement, HSCRF will:

a. Arrange with DNAS to return the craft to Small Craft Repair Facility for preparation or;

b. Prepare the craft as directed, if the craft is in repair, upkeep, or layed up.

7. Executive Director, NASF, will prepare all transfer documents to be given the buyer at settlement to include as a minimum the Coast Guard Bill of Sale and a copy of the Deed of Gift to the NASF/USNA.

8. At closing, the buyer/broker will present a cashier's check or certified check made payable to the Treasurer of the United States. If a personal check is accepted, the sail training vessel will not be delivered to the buyer until the check has cleared.

9. Executive Director, NASF, will insure the check is given to DNAS or his designated representative for deposit to the Dudley Wolfe account.

10. The sail training vessel will be shipped or commissioned in the water, per the terms of the contract, by HSCRF with all the equipment specified on the listing and inventory forms. Small Craft Repair Facility representatives will check off the inventory in the presence of the buyer, and, if requested, provide the buyer a basic dockside orientation of the sail training vessel. For protection of both parties, the sail training vessel will not depart the dock without adequate insurance coverage.