



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY

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ANNAPOLIS, MARYLAND 21402-5000

USNAINST 3500.2B
27/DNAS

19 JAN 1995

USNA INSTRUCTION 3500.2B

From: Superintendent

Subj: OFFICER IN CHARGE (OINC), U.S. NAVAL ACADEMY SAIL TRAINING CRAFT (STC)

1. Purpose. To set forth the qualification for and functions of personnel designated as Officer-in-Charge (OINC), U.S. Naval Academy (USNA) Sail Training Craft (STC) and to define the Qualifications Review Board chaired by the Director of Naval Academy Sailing (DNAS) which is tasked with reviewing the qualification level and standards used to certify OINCs of U.S. Naval Academy STC involved in Midshipmen Sail Training, including racing.
2. Cancellation. USNA Instruction 3500.2A. This directive is a complete revision and should be read in its entirety; therefore no special markings appear to annotate changes.
3. Background. The policies established herein support Goal Number 6 of the Strategic Plan, which is to adopt the Total Quality Leadership (TQL) philosophy throughout the USNA culture.
4. Officer in Charge (OINC) Qualification. Any commissioned officer, noncommissioned officer, civilian government employee assigned to the USNA Complex, or member of the Naval Academy Sailing Squadron may, when certified by the Director, Naval Academy Sailing, be designated as the OINC of a Naval Academy STC for specific periods of time. Persons so designated shall be assigned in writing. OINC designation both grants the authority and defines the responsibility of the senior qualified person aboard. While they have overall responsibility for the safety of the vessel, they normally do not exercise their command authority as long as the assigned Midshipman Skipper is exercising the requisite judgment, leadership, and seamanship. Maintaining this balance requires a mature individual who is more than a qualified skipper in his/her own right.
5. Policy. Prior to designation as an OINC of a U.S. Naval Academy STC, personnel shall satisfactorily complete the requirements listed in subparagraphs 5a through 5k or obtain a written waiver, in which case they will be assigned as a

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provisional OINC by the Qualifications Review Board. The criteria for selection as an OINC are:

- a. Hold at least a Senior Skipper "D" qualification.
- b. Participated as an Assistant OINC/Coach on a previous USNA cruise or race block.
- c. Attend scheduled training sessions ashore that cover the planned cruise or race block.
- d. Pass a Rules of the Road Test.
- e. If racing, have previous racing experience and pass a racing rules test.
- f. Attend a recent Safety at Sea Seminar at USNA (within two years).
- g. Participate and be observed during on-the-water training under sail.
- h. Hold a current First Aid qualification.
- i. Hold a current Cardiopulmonary Resuscitation (CPR) certification.
- j. Qualify as a swimmer (second class).
- k. Be a mature role model capable of maintaining the required military bearing and standards of cleanliness and behavior required by the USNA Sailing Program.

6. Responsibility for Action. The OINC of a STC shall be the senior qualified instructor or coach assigned and will have overall command. This individual is responsible to the Senior Officer designated as Officer-in-Tactical Command (OTC), or in his/her absence, to the Director, Naval Academy Sailing. The OINC will keep his/her seniors informed on matters concerning the assigned STC. The OINC will take necessary action to:

- a. Train the assigned crew per applicable standard operating procedures and regulations, operational orders, training plans, and syllabi.
- b. Supervise the material condition of the STC.

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(1) Conduct Preventive Maintenance Schedule (PMS) (crew) maintenance as directed.

(2) Be cognizant of and responsible for all sails, line, and equipment currently on board and/or in the inventory of the STC.

(3) Maintain appropriate accountability for equipment assigned to the crew and carried aboard.

c. Enforce DNAS regulations for the adequate safety and security of the STC and Commandant of Midshipmen Regulations (CSORM) for the conduct and behavior of USNA midshipmen.

d. Assume responsibility for:

(1) Conduct of the crew embarked in the STC.

(2) Navigation, safety, and security of the STC and crew.

(3) Proper execution of all operation orders pertaining to the STC.

(4) Proper decorum and behavior of the crew while ashore.

7. Qualifications Review Board. The Qualifications Review Board will be chaired by DNAS. Members include the Deputy DNAS, the Director of Varsity Offshore Sailing Team (VOST) and the Director of Command Seamanship Training Squadron (CSTS), the Sail Training and Qualifications Advisor, and the NASS Fleet Captains and Coach Committee Chairman (as appropriate). The Director of VOST and CSTS shall maintain written records on each candidate that include as a minimum those criteria contained in paragraph 5. These records concerning the qualifying experience or completed training shall be used by this board solely for the purpose of assigning potential Officers-in-Charge to specific sail training periods, sail training craft, and in determining crew composition.

8. OINC Designation. Individuals whose records meet the requirements of this instruction will be recommended for designation as an OINC by the Qualifications Review Board. Those individuals whose records reflect less than 100% attainment of criteria listed in this instruction may be assigned to OINC responsibility only after those criteria have been waived for him/her by the DNAS and designated as a provisional OINC. All designations will be made in writing and signed by DNAS. Designations normally expire at the end of the assigned period of

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operations or training. Thereafter, candidates may be reexamined; or the Director may extend the designation for successive periods, or may simply extend the period of qualification for an additional 180 days.

9. Authority. OINCs designated by DNAS are the direct representative of the Superintendent for the midshipmen embarked, and serve at his pleasure. OINC designation may be terminated by the Director for cause. This in no way limits, denigrates, or invalidates other sailing qualifications the individual may have attained. Individuals so removed from OINC assignments may appeal to the Superintendent who has final authority in such cases.



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