

3120  
DNAS OPORD 12/003  
25 May 12

From: Director, Naval Academy Sailing  
To: Distribution

Subj: 2012 NAVY SAILING SUMMER CRUISE PROGRAM OPERATION ORDER

Ref: (a) DNASINST 3120.1D Standard Operating Procedures and Regulations Manual for Large Sail Training Craft at the United States Naval Academy  
(b) Boat Information Book for United States Naval Academy Navy 44 MKII Sail Training Craft  
(c) Personnel Qualification Standard for Large Sail Training Craft  
(d) DNASNOTE 3120 2012 Experiential Leadership Guide

1. Purpose. To promulgate the 2012 Navy Sailing Summer Cruise Program Operation Order (OPORDER) which governs the conduct of summer offshore sailing programs. This OPORDER complements and supplements the requirements contained in the Standard Operating Procedures (SOP) and Regulations Manual for Large Sail Training Craft (STC) at the United States Naval Academy (reference (a)).

2. Background. The Navy SAILTRAMID Cruise Program provides midshipmen with small unit leadership and teamwork training, as well as intermediate-level seamanship training. In addition to the overall Navy Sailing Program objectives defined in Chapter 1 of reference (a), the SAILTRAMID Program seeks to:

a. Develop the leadership skill of the first and second class midshipmen participants, with specific emphasis on:

(1) Building on the skills learned during Leadership: Theory and Application (NL302), that leadership is a function of the leader, the follower, and the situation. Explore personal leadership style and discover areas requiring further development, particularly in response to periods of intense physical and psychological stress.

(2) Refining delegation skills.

(3) Developing team-building skills.

3120

DNAS OPORD 12/003

25 May 12

(4) Reinforcing the importance of training in successful completion of a mission.

(5) Recognizing the importance of detailed planning to complete successfully a complex project.

b. Develop seamanship and leadership skills of the third class midshipmen participants, with emphasis on:

(1) Building on lessons from Leadership and Human Behavior (NL102), to "know yourself, know your troops, and know your job." Exploring personal strengths and limitations as a team member while experiencing physical and emotional stresses in a real-world environment at sea aboard a small craft.

(2) Developing further understanding of importance of an individual to the team effort, in the particular instance when the team is small and stakes are high.

(3) Improving communication skills.

(4) Reinforcing the importance of training in successful completion of a mission.

(5) Recognizing the importance of detailed planning necessary to successfully complete a complex project.

(6) For those who demonstrate aptitude, qualify as Local Area Skipper in preparation for furthering their qualifications to serve as skipper or XO on a subsequent OSTs-SAILTRAMID summer cruise blocks.

c. Develop the intermediate-level seamanship skills defined below in all midshipmen involved in the program:

(1) Understanding of and proficiency in using controllable and uncontrollable shiphandling forces.

(2) Weather observation skills and introduction to elements of practical weather forecasting, including forecasting products available from various external sources.

(3) Detailed understanding and application in actual situations of the Rules of the Road.

(4) Piloting and electronic navigation skills taught during Fundamentals of Naval Science (NS100), Navigation and Piloting (NN200), and other summer training cruises.

(5) Practical application of engineering fundamentals learned during core and majors courses.

3. Command Authority. Command authority is defined in chapter 2 of reference (a).

4. Action.

a. All personnel participating in the 2012 Navy SAILTRAMID Cruise Program will comply with the requirements promulgated in this OPORDER.

b. All Sail Training Craft (STC) shall be operated in strict compliance with the SOP promulgated in reference (a) and the applicable Boat Information Book (reference (b)), as well as applicable technical manuals/documentation.

c. The Officer in Tactical Command (OTC) shall publish an OTC Supplement to outline any additional requirements he/she may deem necessary for the cruise block. These OTC Supplements shall be approved by the Director, Naval Academy Sailing (DNAS) prior to the Phase II crew and vessel certification.

d. Except when dictated by safety considerations, only DNAS may authorize changes to scheduled departures, destination ports, and SOPs. If diverted, DNAS shall be notified by the most expedient means.

e. By the nature of offshore sailing, no OPORDER can foresee every potential pitfall or emergency, and thus is no substitute for sound and prudent headwork when required. Skippers have complete authority and responsibility for the conduct, performance and safety of their Midshipmen/Crew and STC. Nothing in this OPORDER relieves the assigned Skipper of the total accountability for the safe operation of their STC and for the safety of embarked personnel.

5. Cancellation. This OPORDER is effective upon receipt until 1 September 2012.

3120  
DNAS OPORD 12/003  
25 May 12



L.L. SPANHEIMER

Distribution:

Director, Division of Professional Development  
DDNAS  
Director, OSTs  
Director, VOST  
OIC, Naval Academy Summer Programs  
All Skippers of STC  
Navy Sailing Maintenance Officer  
Cutter Shed Maintenance Supervisor  
File -OSTS Operations Officer (5)

TABLE OF CONTENTS

	<u>page</u>
ANNEX A - OPERATIONS	
Concept of Operations	A-1
Offshore Sail Training Squadron (OSTS)	A-1
Varsity Offshore Sailing Team (VOST)	A-2
Medical	A-2
Turnover	A-4
Appendix I - STC Assignments	A-5
Appendix II - Communications	A-6
Tab A - Useful Telephone Numbers	A-10
Appendix III - STC Turnover Procedures	A-11
ANNEX B - LOGISTICS	
Provisions	B-1
Purchase Orders	B-2
Travel Claims	B-3
Mail	B-3
ANNEX C - TRAINING	
Training Objectives	C-1
Emergency Plan	C-2
Appendix I - Phase I Crew Certification	C-3
Appendix II - Phase II Crew and Vessel Certification	C-5
Appendix III - Phase III Classroom Afloat	C-9
Appendix IV - Sample OTC Readiness for Sea Repo	C-12
Appendix V - Sample Skipper Readiness for Sea Report	C-13
ANNEX D - ADMINISTRATION	
Required Reports	D-1
Miscellaneous Reports	D-2
Awards	D-2
Conduct	D-3
Alcohol Policy	D-3
Missing Movement	D-4
Inport Watch Organization	D-4
Liberty/Shore Leave Policy	D-4
Uniform Policy	D-5
Official Calls	D-6
Public Affairs Guidance	D-6
Appendix I - Post-Cruise Reports	D-7
Appendix II - FITREPs	D-9
Appendix III - Public Affairs Guidance	D-13
Appendix IV - Acknowledgement Of Understanding	D-16

ANNEX A TO DNAS OPORDER 12/003 - OPERATIONS

1. Concept of Operations. The Navy Sailing Summer Cruise Program supports the Naval Academy's mission to prepare midshipmen to be professional officers in the naval service. Participating in the Navy Sailing Summer Cruise Program is very similar to the Division Officer role Academy graduates will assume upon arrival in the Fleet. Each midshipman is responsible for their own performance and, if senior, the performance of their subordinates. They are also responsible for equipment that is central to their success at sea. These lessons transfer directly to service in the Fleet.

2. Offshore Sail Training Squadron (OSTS). The 2012 OSTs Summer Cruise Program is divided into 4 cruise blocks. The dates for the cruise blocks are:

Block 1	30 May - 22 Jun
Block 2A	25 Jun - 20 Jul
Block 2B	25 Jun - 20 Jul
Block 3	23 Jul - 16 Aug

a. OSTs Block Schedule.

Week 1 - Midshipmen only Classroom Training

- Crew Check-in and in-brief
- Completion of administration items
- Classroom and practical on leadership, navigation and seamanship and chart preparation

Week 2 - Phase I - Crew Familiarization/Refresher

- Skipper/Crew introductions and in-brief (Sunday)
- Boat familiarization and underway training (Sunday-Wednesday)

Week 2 - Phase II - Crew and Vessel Certification

- Depart USNA for 48 Hr Overnight: Thursday 1000-1200
- Complete Standardization Checkride Friday IVO USNA
- Arrive USNA: Saturday 0800 +/- 2 Hours
- Submit written Readiness for Sea Reports per Appendix IV to Annex C

Week 3 - Phase III - Classroom Afloat

- Depart Home Port Monday ETD determined by destination

3120  
DNAS OPORD 12/003  
25 May 12

- Verify midshipmen acquired the skills taught in Phases I- III using Appendices I, II, and III to Annex A as examination tools

#### Week 4 - Phase IV - Verification

- Depart Remote Port: Monday 1000-1200
- Verify midshipmen acquired the skills taught in Phases I- III using Appendices I, II, and III to Annex A as examination tools
- Draft FITREPs
- Arrive USNA Thursday mid-late afternoon, pump-out, clean boat, pass boat inspection
- Determine which of the midshipmen have the leadership potential, aptitude and skills for follow-on assignment as a Skipper/XO in subsequent OSTs cruises.

#### Upon Return to Port

- Midshipmen complete LDR survey, individual debrief with Skipper and XO
- Skipper conduct boat turnover with boat captain
- Skipper and XO turn in travel claims
- Skipper submit FITREPs and certification reports before leaving, and post-cruise critiques and award recommendations within one week of return.

b. Deviation from the time windows listed for departure or arrival requires prior DNAS approval, except in emergency situations. Specified departure/arrival times should in no way restrict OTC/Skipper discretion to adjust the schedule in response to heavy weather, safety, or mission-limiting material casualties. In such cases, the OTC shall inform DNAS of the situation at the earliest possible opportunity.

3. Varsity Offshore Sailing Team (VOST). Since a higher level of operational proficiency is expected of racing crews, the Crew and Vessel Certification checklists defined in Appendices I, II, and IV shall be completed during a DELMARVA circumnavigation. Upon completion of the DELMARVA, written certification that the crew and vessel are ready to support offshore operations is required. The Director, VOST may also define additional specific training requirements based on vessel type and his assessment of crew's proficiency and scheduled operations.

4. Medical. All personnel participating in the Navy Sailing Summer Cruise Program are required to fill out a medical questionnaire at

3120  
DNAS OPORD 12/003  
25 May 12

the beginning of the cruise block. One will be kept aboard the STC by the Skipper, and one will be kept on file with the respective summer program office. Information is confidential unless needed in the event a serious injury prevents a person from being able to provide medical information. Skipper will return questionnaires to the sailing center upon return.

a. For emergencies at sea, call the Coast Guard and consider medical evacuation (MEDEVAC). In non-emergency cases, telephone medical consultations may be used. **They are not a substitute for MEDEVAC procedures**, however, providing timely medical assistance to the at-sea health care provider via telephone consult may preclude the need for a MEDEVAC.

(1) Each Squadron OTC is equipped with a Satellite Phone (SATPHONE) for direct communication with the appropriate medical facility. For other STC sailing in company, establish VHF communications (comms) with the OTC and allow the OTC to communicate via SATPHONE. For those STC sailing alone, or if unable to establish comms with the OTC, establish high frequency (HF) comms with the High Seas Operator. Have the Operator call the number of the nearest naval medical facility (below).

(2) Tell the nurse on duty that this is (your name) calling from (boat name) with a non-emergency at-sea medical consultation request. Ask to speak with the medical OIC of the emergency room regarding your patient.

(3) Be ready to provide the following information:

- Patient's Name
- Age/Sex
- Accident/Injury/Illness
- Mechanics of injury or history of present illness
- Vital signs (temperature and pulse)
- Pertinent physical exam findings
- Treatment already rendered
- Allergies
- Pertinent medical history
- Current medications, if any

b. Personnel who require medical treatment while ashore in the remote port will report to the dispensary at the nearest military

3120  
DNAS OPORD 12/003  
25 May 12

base. Civilians will report to the nearest hospital emergency room.

c. If any person is hospitalized, the following information shall be provided to the Commandant of Midshipmen via the NSDO as soon as feasible.

- Name/rank/rate/service or alpha number
- Nature and extent of injury or illness
- Medical facility to which admitted
- Estimated duration of hospitalization

Prior to getting underway, ensure the Naval Academy (Navy Sailing staff, Professional Development (PRODEV), or Commandant's Department) has assumed responsibility for any midshipman who was hospitalized.

d. The following is a list of 24-hour medical/emergency room telephone numbers for the Naval Hospitals located within the Navy Sailing Summer Cruise Program Area of Operations:

Annapolis, MD:

Clinic (410) 293-1758/59 (During working hours)  
Emergency (410) 293-3333 (24 hours a day)

Portsmouth, VA:

ER Nurse Station (757) 953-1365/1399 (24 hours a day)

Groton, CT:

Clinic (860) 694-4123  
(M-F 0730-1800 Sa-Su 0900-1500)  
Emergency 911 (24 hours a day) cell phone only

Newport, RI:

Medical Clinic (401) 841-3771/3772 (0730-1800)  
Base Dispatch (401) 841-2225 (24 hours a day)

5. Turnover. The turnover procedure involves the transfer of accountability for the STC and associated equipage from the off-going to the oncoming crew. A detailed discussion of crew turnover procedures is at Appendix III to Annex A.

3120  
DNAS OPORD 12/003  
25 May 12

APPENDIX I TO ANNEX A OF DNAS OPORDER 12/003 - SAIL TRAINING CRAFT  
ASSIGNMENTS

1. OSTS. STC assignments for summer cruise blocks will be:

Block 1

NA-31 Courage  
NA-32 Commitment  
NA-34 Audacious  
NA-35 Valiant  
NA-36 Fearless

Block 2A

NA-26 Invincible  
NA-27 Warrior  
NA-28 Daring  
NA-29 Brave  
NA-30 Honor

Block 2B

NA-31 Courage  
NA-32 Commitment  
NA-33 Intrepid  
NA-34 Audacious  
NA-35 Valiant  
NA-36 Fearless

Block 3

NA-26 Invincible  
NA-27 Warrior  
NA-28 Daring  
NA-29 Brave  
NA-30 Honor

2. VOST. STC assignments will be:

Block 1A 30 May - 24 June NA-22, NA-24  
Block 1B 1 June - 1 July NA-11, NA-23, Invictus  
Block 2 3 July - 5 August NA-23, Dolphin, Seawolf, J-105

APPENDIX II TO ANNEX A OF DNAS OPORDER 12/003 - COMMS

1. Purpose. To provide guidance for communication between DNAS, the Director, PRODEV, and deployed units participating in the Navy Sailing Summer Cruise Program.
2. Background. In order to ensure reliable comms up and down the chain of command, a Navy Sailing Duty Officer (NSDO) is assigned and will serve as the initial point of contact for all deployed STC. The NSDO will be available 24 hours a day via cellular phone, and should be contacted first when trying to communicate with the Naval Academy.
3. NSDO. The NSDO must be available by cellular phone at all times. The NSDO will make contact with each deployed STC, both underway and in remote port, every day at the times specified in paragraphs 6 and 8 below. The NSDO will then report the positions and conditions of the STC to the applicable program directors, OPS Officers, DDNAS and DNAS. The NSDO may also receive emergency reports from deployed STC, and must pass that information to the appropriate personnel including the Waterfront Readiness Duty Officer (WRDO). The NSDO Watchbill, promulgated separately, has been approved by the Director, Naval Academy Sailing (DNAS).
4. Call Signs. The call sign for all Naval Academy STC engaged in summer cruise activities is the STC's name (for example, *Audacious*). Call signs for OTCs are the blocks designation e.g. "OSTS Zero" for the block. The other call signs applicable to race/cruise offshore events are:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| a. Director, Naval Academy Sailing | DNAS                                 |
| b. Navy Sailing Duty Officer       | NSDO                                 |
| c. Director, VOST                  | VOST                                 |
| d. OTC, VOST "A" Block             | VOST __ Alpha                        |
| e. OTC, VOST "B" Block             | VOST __ Bravo                        |
| d. Director, OSTs                  | OSTS                                 |
| e. OTC, OSTs Blocks                | OSTS __ "Block #"                    |
| f. Robert Crown Center/NSDO        | Robert Crown                         |
| g. Vandergrift Cutter Shed         | Cutter Shed/<br>Santee Basin Control |
| h. NSA Annapolis                   | Annapolis Harbor<br>Control          |

5. Comms Watch Procedures.

a. Very High Frequency (VHF). Underway, all STC will monitor the VHF radio as required by reference (a), Section 405.

b. SATPHONE. Each OSTs Squadron's OTC, and each STC participating in ocean racing will be outfitted with a SATPHONE for communication with the NSDO and for emergencies.

c. HF VOICE. Each Squadron OTC shall ensure that at least one STC maintains guard on HF voice during the HF comms windows defined in paragraphs 6 and 11 if SATPHONE/cellular connectivity with RCC is unable to be established for greater than 12 hours. The NSDO shall guard the HF voice net during the comms windows if reports have not already been made by other means (for example, by SATPHONE) for greater than 24 hours. STC will not secure their guard early unless they exchange traffic or pass "no traffic to report" to the NSDO. The NSDO will not secure his/her guard early unless he/she exchanges traffic or has received "no traffic" reports from all squadrons. HF comms may also be used within a squadron if VHF is not operable.

d. CELLULAR PHONES. The NSDO will have a duty cell phone with him/her at all times. A recall bill with cell phone numbers for Skippers and XOs will be kept in the NSDO file.

e. EMERGENCY POSITION INDICATING RADIO BEACON (EPIRB). All STC are equipped with an EPIRB. If activated for emergency use, the EPIRB should be left on for continuous transmission. If a STC is abandoned, the EPIRB should be taken to the life raft.

f. OTHER COMMS SERVICES. Information on other radio services available (weather broadcasts, dial-a-buoy, emergency communications, storm warnings, etc.) may be obtained by referring to the appropriate section of Eldridge's Tide and Pilot Book.

6. Occasions for Making Situation Reports (SITREPs) Underway. OTCs of underway squadrons and Skippers of STC proceeding independently shall conduct twice-daily comms checks/make required reports. Additionally, STC and crew status reports will be made upon finishing or retiring from the race. If an STC cannot establish contact with the OTC, they are required to contact the NSDO individually via SATPHONE, cell phone or HF voice. OTCs are to report as follows:

3120  
DNAS OPORD 12/003  
25 May 12

a. Daily comms check/SITREP to NSDO by one of the following methods (in order of priority):

(1) Cellular Phone -

a. Both OSTs and VOST - 0900 and 2000 to NSDO

(2) SATPHONE

a. Both OSTs and VOST - 0900 and 2000 to NSDO

(3) HF Voice - On the frequency defined in paragraph 11 (if cellular/SATPHONE is unsuccessful for >12 hours).

(4) If the morning comms check is unsuccessful, another attempt shall be made at 1300, then every hour afterwards moving closer to shore, as possible.

b. In the event of personal injury or significant material casualty - by the fastest means available.

c. When heavy weather is forecast, such as can be expected to affect operations or the cruise itinerary - during daily comms check, or as required.

d. When a significant deviation from the SOE is anticipated/has occurred - during daily comms check, or as required.

e. Upon arrival in port, provide a one-time report covering the highlights of the transit.

7. Content of the Underway Daily Comms Check/SITREP.

a. SITREP shall include, as a minimum:

(1) Position (latitude, longitude and geographical reference)

(2) Course, speed, and estimated time of arrival at the next port

(3) Weather

(4) Status, or any unusual information

(5) The phrase "nothing significant to report" is only

authorized when conditions preclude giving the information required above.

8. Occasions for Making Reports in Port. OTCs of inport units shall make reports by telephone to the NSDO by 0900.

9. Content of the Inport Daily Report.

- a. Time of arrival (first day only)
- b. Daily status, as of 0700
- c. Ready to get underway (day of departure)
- d. Other information deemed pertinent

10. HF Frequencies to be Programmed into Equipment. The following are military frequencies assigned by Joint Forces Maritime Operations Atlantic for the use by Naval Academy Summer Cruise Programs. Do not adjust these frequencies.

<u>VOICE (KHZ)</u>	<u>DATA (KHZ)</u>
4037.0 (A)	6258.0 (A)
6793.5 (B)	8339.0 (B)
8187.0 (C)	12370.0 (C)
12417.0 (D)	

11. HF Voice Communication Times. In the event that cellular/SATPHONE comms are unsuccessful for >12 hours, the OTC (or Skippers operating independently) will establish HF comms. Starting at the times indicated, the NSDO will establish the net on the first frequency. Every 10 minutes the NSDO will kick to the next frequency until an account of all underway STC has been received. The NSDO is NET CONTROL and should establish the net by broadcasting "THIS IS ROBERT CROWN, STANDING BY FOR TRAFFIC."

<u>Time (local USNA)</u>	<u>Frequency</u>
0930-0940	6793.5 (B)
0940-0950	8187.0 (C)
0950-1000	12417.0 (D)
1000-1010	4037.0 (A)
2030-2040	8187.0 (C)
2040-2050	6793.5 (B)
2050-2100	12417.0 (D)
2100-2110	4037.0 (A)

3120  
DNAS OPORD 12/003  
25 May 12

TAB A TO APPENDIX II TO ANNEX A OF DNAS OPORDER 12/003 - USEFUL  
TELEPHONE NUMBERS

<u>Name</u>	<u>Commercial</u>	<u>DSN</u>
Director, Naval Academy Sailing Commander Spanheimer	(410) 293-5601 (805) 512-6012 (C) (301) 693-5924 (C2)	281-5601
Director, OSTs Ms. Renee Mehl	(410) 293-5610 (410) 703-9560 (C)	281-5610
Director, Offshore Racing Mr. Jahn Tihansky	(410) 293-5608 (410) 320-1710 (C)	281-5608
Navy Sailing Duty Officer (NSDO) (Manned 24 hours per day)	(443) 871-2330 (C)	
OSTS Operations Officer LT James Jenkins	(410) 293-5614 (361) 215-9287 (C)	281-5614
Offshore Racing Operations Officer LT Doug Weatherhead	(410) 293-5605 (410) 507-7863 (C)	281-5605
Small Craft Repair Facility	(410) 293-9130	281-9130
Cutter Shed Duty Cutter Cell	(410) 293-5630 (410) 320-4891 (C)	281-5630
Naval Academy Summer Programs Summer Training Duty Officer	(410) 293-8500 (410) 320-9060 (C)	281-8500
Naval Academy Duty Office (NADO)	(443) 569-2180	
Bancroft Hall Watch Officer	(410) 293-5001	281-5001
Medical	(410) 293-1758	281-1758
USCG Rescue Center Boston	(617) 223-8555	
USCG Rescue Center Norfolk	(757) 398-6231	
USCG Rescue Center Bermuda	(441) 297-1010	
SATPHONES		
OSTS A OTC	8816 234 18741	
OSTS B OTC	8816 234 18747	

APPENDIX III TO ANNEX A TO DNAS OPORDER 12/003 - SAIL TRAINING CRAFT  
TURNOVER PROCEDURES.

1. Turnover Procedures - General.

a. A face-to-face turnover between boat captains and off-going/on-coming Skippers shall be conducted.

b. All STC shall be turned over in excellent condition, with all known material deficiencies clearly identified in writing and chitted. Issued gear will be cleaned, inspected, and documented as part of the turnover.

c. The attached checklists define the details of the turnover procedure for both off-going and oncoming crews. Checklists will be turned in to the respective program's Operations Officer upon completion.

2. On-coming Turnover Procedures

a. Verify Loadout Inventory is complete.

b. Inspect the cleanliness and gear stowage on the STC.

c. Ensure all known material deficiencies are reported to maintenance personnel. Obtain the list of material deficiencies for tracking.

d. Pump out holding tank as needed (do not pump after dark).

e. Check out OPTIONAL gear: Dodger, Spinnaker, Reaching Strut, #2 headsail, 96 quart Cooler from Cutter Shed.

f. Rinse out and fill potable water tanks.

g. Fuel at SCRD, Robert Crown Center (RCC) Sailing Staff and Cutter Shed will coordinated refueling evolutions for each squadron or individual STC.

3. Gear issue

The following equipage will be issued by RCC Staff:

3120  
DNAS OPORD 12/003  
25 May 12

- a. Charts per block chart list
- b. Foul weather gear
- c. Abandon Ship Bag with high-value loadout
- d. Publications to include the following:
  - Navy Sailing Summer Cruise Program OPORDER
  - Standard Operating Procedures for Large STC
  - Boat Information Book (Navy 44s only)
  - Boat specific Technical Manuals
  - Offshore Log
  - Narrative Log
  - Bearing Book
  - Nautical Rules of the Road (COMDTINST M16672.2D)
  - Chart 1
  - Eldridge Nautical Almanac (current year)
  - Fleet Guide (applicable chapters)
  - Sailing Directions (if making passages to non-US ports)
  - Marine Navigation (Hobbs) or Dutton's Nautical Navigation
  - Annapolis Book of Seamanship
  - Caulder's Boatowners' Mechanical and Electrical Manual
  - Advanced First Aid Afloat
  - \* Light List (applicable operating areas)
  - \* United States Coast Pilot (applicable volumes)
  - \* These pubs may be available for use on some boats.

The following equipage will be issued by Cutter Shed staff:

- Propane tanks
- 96-quart Cooler with galley gear
- Optional Gear listed in Item 2 above.
- Flares will be onboard each boat in waterproof orange boxes, sealed with a lead wire. Flares must be inventoried and accounted for at boat turnover.

NOTE: Launching flares for training is NOT authorized.

#### 4. Off-Going Turnover Procedures

a. Pump out holding tank at the Santee Basin pump-out station.  
Do not pump after dark.

b. Submit discrepancy chits for material deficiencies as soon as possible upon return.

3120  
DNAS OPORD 12/003  
25 May 12

- c. Conduct equipage inventories per the checklists provided by the staff.
- d. Submit discrepancy chits for expended items to include any oil, anti-freeze, impellers, belts, etc. used.
- e. Check propane tank levels and turn in all tanks that require a refill.
- f. Remove perishable food items from the boat. Stow all non-perishable food items in the galley food locker.
- g. Rinse and dry all foul weather gear and boots with fresh water, remove all trash from pockets.
- h. Remove the deckplates, seat cushions, and other gear that would interfere with cleanup. Scrub the deckplates and wash the galley gear topside.
- i. Thoroughly scrub and fresh water wash down the interior. Ensure no water is sprayed on the electrical/electronic equipment, or propane sensor.
- j. Clean engine and engine bilge with Simple Green. Thoroughly dry the bilge area and place a fresh oil-absorbent pillow in the engine bilge.
- k. Clean the deep bilge with Simple Green.
- l. Ensure reefer gaskets are carefully cleaned and latch the reefer lids in the upright position.
- m. Scrub deck and rinse salt off topsides. Ensure all black smudges are scrubbed off the white cabin top.
- n. Scrub the water line. Do not use abrasive scrubbing pads above the waterline - to include along the boot top or blue topsides.
- o. Drain potable water tanks.
- p. Clean, dry, and refold sails. Stow all sails in the forepeak. Turn in damaged sails to the Cutter Shed for repair (with

3120  
DNAS OPORD 12/003  
25 May 12

chits).

q. Restow all gear removed for cleaning.

r. Remove all trash from the boat. Turn in hazardous material to the Cutter Shed.

s. Rinse and dry binoculars and hand bearing compass and return to Abandon Ship Bag.

t. Carefully rinse, dry and wrap Techvests with harnesses and stow in the wet gear locker.

u. Remove, wash, dry and stow jacklines in the starboard cockpit locker.

All STC will be inspected by a staff member prior to crew departure.

5. Gear Turn-in to OSTS Operations Officer:

- Offshore Log Book, Narrative and Bearing Book, and charts.

- Foul weather gear and boots.

- Abandon Ship Bag with controlled equipment.

- Turn over the safe-haven charts to the oncoming crew. If any safe-haven charts were used, inform the staff as soon as possible to allow sufficient time to obtain replacements.

6. Administrative End of Cruise Responsibilities.

a. Contact the Navy Sailing administrative assistant, Mrs. Terri Paukert to sign and submit travel claims, in person or via fax/scan. Fleet Card Holders need to return cards and receipts.

b. OTC must turn in completed summary of cruise reports, compiled Qualification reports, and completed end of cruise Fitness Reports.

c. Turn in any local newspaper articles pertaining to the port visit and email pictures to DNAS.

3120  
DNAS OPORD 12/003  
25 May 12

7. End-of-Summer Items. In addition to the items listed above, the following apply to the last cruise block of the summer:

- Bleach the MSD tank after pump out.
- Clean all tools and preserve with Spray Lube.
- Turn in all propane tanks.
- Remove all food items from the boat.
- Clean all galley gear and turn in to the Cutter Shed.
- Remove speedos and insert dummy plugs.
- Turn in Offshore first aid kit to OSTS Operations Officer.
- Turn in all publications to OSTS Operations Officer.
- All STC will be inspected by a staff member prior to crew departure.

ANNEX B TO DNAS OPORDER 12/003 - LOGISTICS

1. Provisions.

a. Designated Supply Officers. The Executive Officer is the STC Accountant. One midshipman aboard each STC will be designated as Supply Officer. His/her duties and responsibilities are defined in reference (a), Section 209.4.

b. Policy. Unless otherwise stated, the cost of food provided to midshipmen will be underwritten by the Midshipmen Food Service Division (MFSD).

(1) Midshipmen who participate in the Navy Sailing Summer Cruise Program will receive a food allowance from the MFSD.

(2) Military personnel will be expected to pay their pro-rated share of the total cost incurred during their cruise. They are compensated through a Basic Allowance for Subsistence.

(3) Non-military participants will be issued cost orders. These individuals will be expected to pay their pro-rated share of the total cost incurred during their cruise. They will be reimbursed for their expenses by filing a travel claim, which is submitted upon cruise completion.

c. Mess Accounting Procedures for the OSTS Program.

(1) Prior to departing on summer cruise, each midshipman will receive a rations check which should cover the cost for all underway meals. Each Midshipman will cash their check and pool their food money with the Executive Officer/Accountant. The Accountant and Supply Officer will spend the pooled funds for STC meals and must budget accordingly for the entire block.

The formula for computing the amount of rations is:  
(# of midshipmen) X (# of days underway) X (\$11.55)

If crews will be underway for partial days, they will

3120  
DNAS OPORD 12/003  
30 May 12

receive the appropriate amount of money for the meals that they will not eat in the galley. The meal rates are as follows:

Breakfast - \$2.45  
Lunch/Dinner - \$4.55

(2) Money disbursed by the MFSO may not be used for any items other than food. In the event the amount supplied by the MFSO is depleted, individuals aboard the vessel must absorb the cost overrun themselves.

(c) When provisioning, Supply Officers should use available commissaries and other military procurement facilities if available.

## 2. Purchase Order Procedures.

a. Emergent (unscheduled) repairs. In the event that emergent repairs, services, or fuel are needed, **each boat/squadron has been issued a GSA Fleet Card to use.** The cardholders have received required training on use of the cards. If time permits during normal working hours, a phone call to DNAS prior to purchase on the Fleet card is requested stating the nature of the emergent issue, proposed corrective action, name of vendor, and estimated cost. If time does not permit, the Fleet card Holder may use his/ her judgment to make the purchase for the corrective action. Upon the completion of the purchase, the fleet card holder shall communicate to DNAS either directly or through the program operations officer with the details of the transaction to include:

- (a) Purchase date
- (b) Vendor name and location
- (c) Vendor phone number
- (d) Transaction type (fuel, oil, maintenance, etc.)
- (e) Exact dollar amount of transaction
- (f) Copy of receipt via fax (410.293.5233) or email, (jpalmer@usna.edu)

*Upon return to USNA or end of the block, fleet card holders shall immediately return the credit card to DNAS and provide original receipts of all purchases.*

b. Scheduled dockage and fueling. Scheduled dockage and

3120  
DNAS OPORD 12/003  
30 May 12

fueling has been arranged prior to the commencement of the block. The programs operations officer shall communicate to the Fleet Card Holders the name of the vendor and the 'not to exceed' dollar amount for each evolution. **Upon arrival in the scheduled port, make all scheduled purchases with the pre-approved vendor using the Fleet Card.** If for some reason the purchase is not needed, communication to DNAS is required so the financial obligation can be cancelled. Upon the completion of the purchase, the fleet card holder shall communicate to DNAS either directly or through the program operations officer with the details of the transaction to include:

- (a) Purchase date
- (b) Vendor name and location
- (c) Vendor phone number
- (d) Transaction type (fuel, oil, maintenance, etc.)
- (e) Exact dollar amount of transaction
- (f) Copy of receipt via fax (410.293.5233) or email(jpalmer@usna.edu)

c. Lodging. All scheduled lodging requirements have been arranged prior to the commencement of the block. The program operations officer shall communicate to the OTC the details of the lodging reservations and the 'not to exceed' dollar amount for each evolution. If for some reason the purchase is not needed, communication to DNAS is required so the financial obligation can be cancelled. Upon checkout, the OTC shall communicate to the program operations officer with the details of the transaction to include a fax or email copy with the details of the invoice. The operations officer will then work with the UTC holder in the Commandant Budget office to finalize payment.

3. Travel Claims. Upon completion of the summer cruise block personnel must file their travel claims through the Sailing Administrative Assistant Ms. Terri Paukert (410-293-5602). Travel claim settlements typically require 1 to 2 weeks for processing.

4. Mail. U.S. mail for midshipmen will be held at the Naval Academy Post Office. Under no circumstances should midshipmen direct personal mail to the Robert Crown Center.

ANNEX C TO DNAS OPO RD 12/003 - TRAINING

1. Training Objectives. Successfully complete all phases of training. Midshipmen should obtain signatures for Personal Qualification Standards (PQS) requirements defined in reference (c) and maximize leadership opportunities while training.

a. Phase I - Crew Familiarization/Refresher. Training consists of Navy 44 familiarization, sailing maneuvers and navigation during local area day sailing. The goal of this phase is to ensure all hands understand the risks inherent in offshore sailing. The objectives ensure that the minimum required boat and sail-handling skills are resident IN THE CREW. Required skills are defined in Appendix I.

b. Phase II - Crew and Vessel Certification. Training consists of building and verifying navigation skills, gaining proficiency in all sailing evolutions and to shake down the vessel and its systems during a 48 hour underway. The objectives ensure that the minimum required boat-handling, sail-handling, and navigation skills are resident IN THE WATCH SECTION. A Standardization Check-ride will be conducted on the second day of the 48 hour to verify skills. Required skills are defined in Appendix II. At the end of Phase II, the Skipper is required to submit a written Readiness for Sea Report to the OTC certifying crew and vessel readiness to conduct an extended offshore passage. The OTC will make a consolidated Readiness for Sea Report for his squadron to DNAS. The format for these reports is at Appendix IV and V.

c. Phase III - Classroom Afloat. This training will be conducted while enroute to a remote port. Training objectives stated in Appendix III are designed to ensure that the minimum required boat-handling, sail-handling, and navigation skills are resident IN THE INDIVIDUAL.

d. Phase IV - Verification. Skippers must verify that midshipmen acquired the skills taught in Phases I through III by observation and/or oral examination, while transiting from a remote port to USNA. They must also determine if leadership candidates would be able to direct crew and vessel operations without supervision. This does not mean that Skipper/XO supervision is removed from the on-deck operational process. The results of this evaluation shall be documented in each midshipman's performance evaluation (FITREP). Guidance for completing these evaluations is contained at Appendix II to Annex D.

## 2. EMERGENCY PLAN

a. Safety. A safety brief is required before any evolution is conducted that the skipper believes poses a risk to personnel or equipment. A safety brief is also required prior to conducting infrequently used Normal Operating Procedures. The brief should include, as a minimum, an overview of the evolution, personnel assignments, and responsibilities, hazards, actions to be taken to mitigate those hazards, and actions to be taken in case of an accident.

### b. Emergency Outline.

(1) Prevention. Prevent accidents BEFORE they happen. Use Operational Risk Management (ORM) procedures to anticipate problems, identify hazards and mitigate risk to the greatest practical extent.

#### (2) Should an accident occur:

(a) Look for injuries first - don't focus on broken equipment. If you are involved in the accident, check yourself for injuries.

(b) Take action. Administer first aid. Check for the ABCs (Airway, Breathing, Circulation). Secure medical help, ensure STC and remaining crew are not in danger.

(c) In the Local Operating Area, contact the Cutter Shed on VHF channel 82A. This should be your primary point of contact. If the situation warrants, the Cutter Shed will contact the NSDO who can contact the Department of Natural Resources at (410) 260-8888, or Coast Guard Search and Rescue at (410) 576-2521.

(d) If outside the Annapolis Operating Area, do not hesitate to call the Coast Guard on VHF channel 16.

APPENDIX I TO ANNEX C OF DNAS OPORDER 12/003 - PHASE I CREW  
FAMILIARIZATION/REFRESHER

SAFETY Read, and initial for having read the following:

\_\_\_\_ SOP, chapter 4.

\_\_\_\_ OIC's (skipper's) Standing Orders.

\_\_\_\_ Man Overboard Bill. Describe the actions taken by all hands if someone falls overboard. Sketch the Quick Stop Man Overboard Procedure.

WATCHSTANDING

\_\_\_\_ Demonstrate formality and use proper terminology while conducting evolutions.

SEAMANSHIP Properly label all components of the following:

\_\_\_\_ Deck hardware, standing and running rigging, jib and mainsail.

\_\_\_\_ Demonstrate proficiency tying the following knots:

- |                |              |
|----------------|--------------|
| - Cleat Hitch  | - Bowline    |
| - Figure eight | - Reef knot  |
| - Sheet bend   | - Half Hitch |
| - Clove Hitch  |              |

\_\_\_\_ Demonstrate proficiency in:

- |                   |                   |
|-------------------|-------------------|
| - Tossing a line  | - Receiving lines |
| - Cleating a line | - Coiling a line  |
| - Easing lines    | - Stowing lines   |

\_\_\_\_ Demonstrate proficiency while using proper line-handling commands:

- |            |           |
|------------|-----------|
| - Cast off | - Take in |
| - Slack    | - Ease    |
| - Check    | - Hold    |
| - Pass     | - Surge   |

\_\_\_\_ Demonstrate proficiency at various stations while tacking and jibing.

\_\_\_\_ Demonstrate proficiency while reefing and changing headsails.

\_\_\_\_ Describe what it means to sail "by the lee."

\_\_\_\_ Demonstrate how to properly rig a preventer, and describe what it prevents.

\_\_\_\_ Demonstrate repeated proficiency as Helmsman during a Man Overboard.

#### ENGINEERING

\_\_\_\_ Ready the STC for underway by using the Prior to Underway Checklists.

\_\_\_\_ Describe how to properly connect and disconnect shore power.

\_\_\_\_ Properly secure the STC using the Santee Basin Securing Checklist.

#### NAVIGATION

\_\_\_\_ Prepare charts for underway using the Navy Sailing Chart Preparation Checklist.

\_\_\_\_ Describe the types of information found in Chart Number 1, the Notice to Mariners and the Eldridge Tide and Pilot book.

#### CONTACT AVOIDANCE

\_\_\_\_ Demonstrate knowledge of basic Rules of the Road.

APPENDIX II TO ANNEX C OF DNAS OPORDER 12/003 - PHASE II CREW AND VESSEL CERTIFICATION

1. General. The Phase II Crew and Vessel Certification is a sailing exercise designed to simulate, to the maximum extent possible, offshore sailing conditions. Except in the case of emergencies, pulling into port/anchoring should be accomplished for demonstration purposes only during this portion of the cruise.
2. Command and Control. DNAS shall be contacted via the NSDO as soon as possible before a decision to abandon this phase of crew and vessel certification is implemented. This does not preclude OTCs or skippers from making on-the-spot decisions necessary to ensure the safety of their crews or STC. The intent is to involve DNAS personally in any decision to change the published training schedule.
3. Right-of-Way Rules. All STC are to comply with the Navigation Rules, International - Inland during all phases of the Summer Cruise Program.
4. Comms. During Phase II Crew and Vessel Certification, all STC will follow the comms check and reporting requirements defined in Appendix II to Annex A.
5. Exercise Requirements. All STC are required to perform the exercises listed below. Each exercise may be performed at a time selected by the skipper, as long as the required initial conditions are satisfied. Two different drills shall not be conducted simultaneously. Performance of each exercise shall be noted in the Narrative Log. This log shall be provided for review to the OSTS/VOST Program Director upon the conclusion of the Phase II Crew and Vessel Certification.
6. Crew Manifest. A correct crew manifest shall be left with the NSDO and the applicable program OPS Officer prior to departure.

SAFETY

\_\_\_\_ Describe your duties and responsibilities per the Watch, Quarter, and Station Bill for various evolutions and casualties.

\_\_\_\_ Properly sketch and label all through hulls and below waterline penetrations.

\_\_\_ State the location of the following safety equipment:

- Kapok life jackets
- Man overboard equipment
- Life raft(s)
- First-Aid kits
- Fire extinguishers

\_\_\_ Describe your actions if you discover fire or flooding.

\_\_\_ Correctly don an auto inflatable life vest with internal harness and describe automatic and manual actuation methods. Verify CO2 cartridge and replace bobbin. Discuss the use of the whistle and strobe.

\_\_\_ Describe the difference between the emergency alarms.

\_\_\_ Describe the safety precautions associated with the liquefied petroleum gas (LPG) stove.

#### WATCHSTANDING

\_\_\_ Perform proper Pre-watch procedures per SOP

\_\_\_ Conduct a proper face-to-face watch turnover.

#### SEAMANSHIP

\_\_\_ Demonstrate proficiency while serving as helmsman on various points of sail, including after dark.

\_\_\_ Demonstrate proficiency while serving as helmsman under power.

\_\_\_ Review heavy weather procedures.

\_\_\_ Set and operate with Storm Sails.

\_\_\_ Break out and deploy the Gale Rider.

#### NAVIGATION

\_\_\_ Demonstrate proficiency while coordinating with the helmsman and lookout to determine best course to steer.

\_\_\_ Demonstrate proficiency translating the navigation picture from the chart to topside, and vice versa.

\_\_\_ Demonstrate proficiency while maintaining the Deck Log.

\_\_\_ Demonstrate proficiency while navigating using visual fixes, to include properly maintaining the U.S Navy Standard Bearing Log.

\_\_\_ Demonstrate proficiency in sighting, identifying, gaining, and subsequently dropping visual navigation aids while proceeding down track.

\_\_\_ Demonstrate proficiency while navigating using electronic (radar) fixes.

\_\_\_ Compare charted depth with fathometer depth. Make proper reports to the navigator and skipper if charted depth and actual depth differ by more than 10 feet when operating in less than 50 feet of water.

\_\_\_ Demonstrate proficiency while navigating using the Six Rules of dead reckoning (DR).

\_\_\_ Describe the purpose of the following buoys:

- Channel buoys
- Isolated danger marks
- Special marks
- Preferred channel buoys
- Safe water marks

\_\_\_ Properly determine set and drift.

\_\_\_ Calibrate B&G instruments (racing crews only)

#### CONTACT AVOIDANCE

\_\_\_ Maintain a proper lookout following COLREGS rule 5.

\_\_\_ Define the significance of constant bearing, decreasing range (CBDR).

\_\_\_ Demonstrate proficiency while determining bearing drift and evaluating whether a risk of collision exists for various contacts.

\_\_\_ Determine the target angle of a visual contact.

COMMS

\_\_\_ Demonstrate proficiency in Bridge-to-Bridge comms.

\_\_\_ Explain the difference between SECURITE, PAN PAN, and MAYDAY procedures. Simulate making these calls.

ENGINEERING

\_\_\_ Label all components of the STC's steering system.

DAMAGE CONTROL

\_\_\_ Describe your abandon-ship responsibilities per the Watch, Quarter, and Station Bill.

\_\_\_ Explain the use of the DC Bag's contents.

\_\_\_ Describe the recommended extinguishing agents for each class of fire and explain the:

- Activation and operation of HALON-type extinguishers.
- Operation of portable Dry Chemical extinguishers.
- Use of the galley fire blanket.

\_\_\_ Describe the actions required for failed rigging components/dismasting.

\_\_\_ Describe the actions required for loss of steering casualties.

\_\_\_ Rig, and operate with, the emergency steering system.

APPENDIX III TO ANNEX C OF DNAS OPORD 12/003 - PHASE III -  
OFFSHORE PASSAGE/CLASSROOM AFLOAT

SAFETY

\_\_\_ Describe your duties and responsibilities per the Watch, Quarter, and Station Bill for various evolutions and casualties.

\_\_\_ Describe hazards associated with offshore sailing.

\_\_\_ Describe methods to minimize the chance/impact of seasickness (complete before exiting the bay).

WATCHSTANDING

\_\_\_ Demonstrate proficiency as lookout in identifying contacts per rules of the road.

SEAMANSHIP

\_\_\_ Demonstrate proficiency as helmsman while sailing in steep seas.

\_\_\_ Discuss heavy weather tactics.

\_\_\_ Prior to arrival in the remote port, describe the following with regard to ship handling:

- Controllable and non-controllable forces
- Effect current has on your vessel while mooring or getting underway from a pier
- How to determine the state of the tides and current using stationary objects and floating aids to navigation
- Mooring strategies for expected pier configuration

\_\_\_ Determine the status of mooring lines and ground tackle.

\_\_\_ Discuss line handler duties and responsibilities and review standard commands to line handlers.

NAVIGATION

\_\_\_ Discuss the capabilities and limitations of GPS.

\_\_\_ Demonstrate proficiency while navigating using electronic (GPS) fixes.

\_\_\_ Demonstrate proficiency while navigating using Running Fixes.

\_\_\_ State and apply the 3-minute rule.

\_\_\_ State and apply the 6-minute rule.

\_\_\_ Conduct a detailed Navigation Brief per the Navy Sailing Navigation Brief Checklist prior to entering the remote port.

#### CONTACT AVOIDANCE

\_\_\_ Define CBDR.

\_\_\_ Demonstrate proficiency while determining bearing drift and evaluating whether a risk of collision exists for various contacts.

\_\_\_ Determine the target angle of a visual contact.

\_\_\_ Track contacts using visual observations.

\_\_\_ Track contacts on radar.

#### COMMS

\_\_\_ Demonstrate proficiency making daily comms checks/reports.

\_\_\_ Demonstrate proficiency using the HF comms suite.

\_\_\_ Line up for, receive, and interpret information from off-hull sources (for example, weatherfax)

#### ENGINEERING

\_\_\_ Sketch the STC's auxiliary propulsion system from the fuel tank to the propeller. Include the fuel oil system in the diagram, and identify the location of the fuel isolation valves.

3120  
DNAS OPORD 12/003  
25 May 12

\_\_\_\_ Sketch the electrical distribution system and identify the location of the main power isolation (Perko/Guest) switches.

DAMAGE CONTROL

\_\_\_\_ Describe emergency procedures in the event the STC has been holed by a submerged object.

\_\_\_\_ Describe the proper procedures for protection against lightning strikes.

\_\_\_\_ Describe the procedures involved with air-rescue operations.

\_\_\_\_ Discuss abandon-ship duties and responsibilities, as well as physical/emotional considerations.

     Discuss/simulate the use of signaling devices, including flares.

3120  
DNAS OPOD 12/003  
25 May 12

APPENDIX IV TO ANNEX C OF DNAS OPOD 12/003 - SAMPLE SKIPPER  
READINESS FOR SEA REPORT

## MONTH 12

From: (name), Skipper, NA-XX \_\_\_\_\_(boat name)  
To: Officer in Tactical Command, Cruise Block \_\_\_\_\_

Subj: READINESS FOR SEA REPORT ICO NA-XX \_\_\_\_\_

Ref: (a) Navy Sailing 2012 Summer Cruise Program Operation  
Order 12/003

Encl: (1) Phase I and II Crew and Vessel Certification Checklist.  
(2) Standardization Checkride

1. I report that NA-XX \_\_\_\_\_ is ready for sea. The crew and vessel certifications required by reference (a) are complete, and I am satisfied that the material condition of my vessel is satisfactory to complete the offshore portion of my Offshore Sail Training Squadron Cruise/Varsity Offshore Sailing Team Cruise/Race (as appropriate).

2. A copy of my Phase I and Phase II Crew and Vessel Certification checklists are attached as enclosure (1).

3. My Standardization Checkride, enclosure (2), was passed successfully and will be submitted by the approved Standardization officer.

4. The following known material, personnel, and training deficiencies exist:

a. List and explain any concerns you might have. Also explain your plan to correct these, or mitigate their impact on the passage.

Very respectfully submitted,  
//Signature//

3120  
DNAS OPO RD 12/003  
25 May 12

APPENDIX V TO ANNEX C OF DNAS OPO RD 12/003 - SAMPLE OFFICER IN  
TACTICAL COMMAND (OTC) READINESS FOR SEA REPORT

## MONTH 12

From: (name), Officer in Tactical Command, Block \_\_\_\_\_  
To: Director, Naval Academy Sailing  
Via: (1) Director, Offshore Sail Training Squadron/Director,  
Varsity Offshore Sailing Team (as applicable)  
(2) Deputy Director, Naval Academy Sailing

Subj: READINESS FOR SEA REPORT ICO SQUADRON \_\_\_\_\_

Ref: (a) Navy Sailing 2012 Summer Cruise Program Operation  
Order 12/003

Encl: (1) Skipper Readiness for Sea Reports

1. I report that Squadron \_\_\_\_\_ is ready for sea. The crew and vessel certifications required by reference (a) are complete, and are attached as enclosure (1).

2. The following known material, personnel, and training deficiencies exist:

a. List and explain any concerns you might have. Also explain your plan to correct these, or mitigate their impact on the passage.

3. The following shore-based support will be required during the passage/upon arrival in the remote port:

a. List any support you feel will be required to successfully complete your passage/will be required at the remote site.

Very respectfully submitted,  
//Signature//

ANNEX D TO DNAS OPORDER 12/003 - ADMINISTRATION

1. Required Reports.

a. Crew Certification Report.

- (1) Made by: Each Skipper
- (2) Periodicity: Prior to release from cruise block.
- (3) Reports made to: DNAS via Director, OSTS or Director, VOST (as appropriate).
- (4) Format: Forms will be consistent with Annex C, Appendices I-III.
- (5) The OTC will collect all reports and turn them in to the OSTS Training Officer or VOST Operations Officer.

b. Post-Cruise Reports.

- (1) Made by: Each Skipper
- (2) Periodicity: Within 7 days after the completion of the cruise.
- (3) Reports made to: DNAS via the Director, OSTS or Director, VOST (as appropriate).
- (4) Format: Appendix I to this Annex.
- (5) Skippers should forward, as enclosures to the Post-Cruise Report, copies of thank-you notes sent, or draft thank-you notes, (including an electronic copy in Microsoft Word), for DNAS signature, as appropriate.

c. FITREPs.

- (1) Made by: Skippers on all midshipmen crew members. First class midshipmen, if assigned as a Skipper or XO, are responsible to ensure midshipmen FITREPs meet Naval Academy standards. Any FITREPs returned for correction will be sent to those first class midshipmen for correction.
- (2) Periodicity: Prior to release from cruise block.
- (3) Report made to: The midshipman's Company Officer via Director, VOST/OSTS (as appropriate).
- (4) Format: Forms will be supplied prior to cruise. Guidance on how to critique midshipmen performance is attached in Appendix II to this Annex.

- d. All operational reports (arrival, departure, and daily, SITREP) shall be made per Appendix II To Annex A.

e. Logs and Records.

(1) Several of the logs and records maintained aboard STC are required by law and are, therefore, legal documents. As such, the following logs will be meticulously maintained while underway:

- (a) Offshore Deck Log, including narrative
- (b) U.S. Navy Standard Bearing Book
- (c) Engine Log
- (d) Charts

NOTE:

Although maintaining logs and records can be delegated to midshipmen to enhance their training, the completeness and accuracy of these remain the sole responsibility of the Skipper.

(2) Deck Log entries should summarize the daily events onboard the STC. Any person not aboard should be able to recreate the day's events simply by reading the Deck Log. They should also be able to determine the crew's response to changing circumstances.

(3) All logs, records, and charts are official documents and will be collected and returned by the Executive Officer to the OSTS/VOST Operations Officer within 6hrs of returning to USNA at the end of the cruise. OPSO will capture data and make new logs, records and charts available for the next block.

2. Miscellaneous Reports.

a. In addition to the reports outlined above, the OTC is required to submit the following to DNAS via the Director, OSTS/VOST at the end of the cruise block:

- (1) Recommended changes to the Boat Information Book and applicable technical documentation (as applicable).
- (2) Recommended changes to the PQS system.

3. Awards. Skippers may submit nominations for Navy Sailing Summer Cruise Program Awards. These recommendations shall be forwarded as an enclosure to their Post-Cruise Report. The award submission shall be typed. Last year's award recommendations are available for use as guides when preparing nominations.

a. RADM Robert W. McNitt Award (OSTS). The RADM Robert W. McNitt Award is presented to the outstanding first or second

class midshipmen XO's who best demonstrate leadership, seamanship, navigation skills, and moral courage.

b. LTGEN Taber Award (OSTS). The LTGEN Taber Award is presented to the first class midshipman skipper who best demonstrates outstanding leadership and command skills during their cruise.

c. Captain McWethy Award (OSTS). The Captain McWethy Award is presented to the third class midshipman who shows outstanding seamanship ability.

d. Bing Simpson Maintenance Award (VOST and OSTS). The Bing Simpson Maintenance Award will be selected on the basis of the material condition (cleanliness, preservation, and stowage) of the STC as observed at the end of the cruise block.

4. Conduct. All incidents onboard and at liberty shall be reported to DNAS in a timely manner by the Skipper and/or OTC via the NSDO (443-871-2330). Subsequent reports shall be included in daily SITREPs and shall continue from each party until no longer required by DNAS.

a. For major conduct offenses, the applicable program OPS Officer or NSDO will enter the Midshipman into the conduct system and make arrangements to bring the Midshipman back to USNA as soon as possible for immediate adjudication.

b. For minor conduct offenses, the applicable program OPS Officer will enter the Midshipman into the conduct system for adjudication upon completion of the cruise block.

5. Alcohol Policy. Standard Operating Procedures (SOP), Chapter 7.

a. Midshipmen shall comply with all USNA regulations and local laws/statutes if outside of the continental United States.

b. In addition to, para. 701, no alcohol shall be consumed by any SAILTRAMID STC Skipper, XO or midshipmen Crewmember within 8-hours of any "on the STC" event. Any STC member may call for a delay or suspension of training when degraded "human factors" become apparent that a potential safety issue may arise.

6. Missing Movement.

a. In the event a midshipman or crew member misses movement for any reason, he must contact the NSDO. The NSDO will then contact the DNAS and the PRODEV Comms Watchstander. In the event the individual cannot reach the NSDO, he should contact the Bancroft Hall Officer of the Watch and inform him of the situation.

b. Skippers shall instruct each midshipman and crew member regarding his/her responsibilities with regard to missing movement, and what to do in the event a movement is missed.

7. Inport Watch Organization.

a. While in Annapolis, all midshipmen will comply with the requirements promulgated by the NASP Office. The basic in-port watch organization is outlined below:

(1) Squadron Duty Officer (SDO) (a commissioned officer or civilian faculty member/volunteer). The SDO shall be on call to take care of any problems that may arise while ashore and act as a liaison between the Squadron OTC and the NASP Duty Officer after working hours. The NSDO will act as the SDO during Phases I and II of each cruise block.

(2) Assistant Squadron Duty Officer (ASDO) (a first class midshipman serving as XO). Watch responsibilities are similar to those of Company CDO. The ASDO reports to the SDO.

b. Each OTC shall designate a commissioned officer as Senior Watch Officer (SWO). Normally the senior XO will be assigned as SWO. The SWO will prepare and submit a Watch Bill for approval by the OTC. **The Watch Bill shall be promulgated prior to leaving Annapolis for the remote port (if applicable). A copy of the watch bill shall be passed to the NSDO.**

c. In remote ports, the OTC will make official calls as stated in paragraph 10. OTCs may define in the OTC Supplement to the OPORD alternative watch organizations.

8. Liberty/Shore Leave Policy.

a. The OTC of each squadron shall promulgate liberty/shore leave policy when away from the Naval Academy.

b. At a minimum, the OTC shall:

(1) Assemble all hands DAILY for Muster, Instruction, and Inspection.

(2) Promulgate normal working hours.

c. OTCs may delegate liberty call to skippers once the requirements of subparagraphs (1) and (2) above have been satisfied.

9. Uniform Policy.

a. The uniform policy is defined in reference (a), Section 602.

b. OTCs shall promulgate a geographic reference for shifting to/from the uniform for entering port. Upon entering or leaving port, all personnel will be dressed similarly (for example, all long pants or all short pants), at the OTC's discretion. Once outside the geographical reference, skippers may allow midshipmen to dress as will best ensure their comfort and safety.

c. Uniform standards apply equally to STC traveling independently and those traveling in squadrons. For STC traveling independently, the OTC shall delegate to skippers the making of those uniform decisions.

d. Active duty commissioned officers, and ALL midshipmen shall be in the Uniform of the Day prescribed by the local administrative authority when attending official functions. Where there is no cognizant local naval authority, the uniform shall be Summer Whites. Civilian participants shall be in either the attire prescribed by way of invitation, or Civilian Informal (Coat and Tie) when none is prescribed.

e. Summer Whites will be worn for race/regatta ceremonies where a Naval Academy STC or crew member might receive an award. For race/regatta functions not involving presentations, midshipmen shall wear blue over khaki where civilians would wear polo shirts and Summer Whites where civilians would wear jacket and tie.

f. All hands shall bear in mind that their appearance and deportment are a direct reflection on the Naval Academy, the

Navy, and, when abroad, the United States.

g. The Blue-over-Khaki with boating-deck-shoes is the Uniform of the Day for SAILTRAMID. The OTC/Skipper shall make every effort to ensure SAILTRAMID crews represent a clean, military, standardized, uniformed appearance while arriving/departing port, in port and engaged in Public Affairs/Community Outreach initiatives. Be on guard for midshipmen "individuality statements" in attire.

10. Official Calls. OTCs shall conduct official calls on base Commanding Officers or civic officials after arrival. In Newport, the OTC will conduct official calls on the base XO, CO/XO of NAPS, and give base officials contact information.

11. Public Affairs Guidance. For each destination port, ship visit, juniors' group, and other Navy awareness programs, a press release is desirable. A draft Public Affairs Office (PAO) press release is attached at Appendix III which may be used to publicize your visit. In addition, Hometown News Release Forms, available from the Robert Crown Center staff, should be used by OTCs to highlight midshipmen participation in the Naval Academy's Summer Cruise Program. Picture inclusion is highly recommended.

3120  
DNAS OPORD 12/003  
25 May 12

APPENDIX I TO ANNEX D OF DNAS OPORD 12/003 - POST-CRUISE  
REPORTS

## MONTH 12

From: (name), Skipper, NA-XX (boat name)  
To: Director, Naval Academy Sailing  
Via: (1) Director, Offshore Sail Training Squadron  
Squadron/Director, Varsity Offshore Sailing Team (as  
applicable)  
(2) Deputy Director, Naval Academy Sailing

Subj: NA-XX [name] POST CRUISE REPORT

Ref: (a) Navy Sailing 2012 Summer Cruise Program Operation  
Order 12/003

Encl: (1) Training and Certification Report  
(2) Award Recommendations ICO \_\_\_\_\_  
(3) Draft Thank-You Notes ICO \_\_\_\_\_

1. Voyage Summary. Draft a one to two paragraph summary that explains where you went and what you did.

2. Crew Performance. The below listed personnel were embarked in NA-XX [name]. I have also provided a brief summary of my assessment of their professional performance during the cruise.

a. Executive Officer (XO). Be candid in your assessment regarding their aptitude for assignment as a Navy 44 offshore skipper.

b. Midshipmen. Be candid in your assessment regarding their aptitude for assignment as a Navy 44 Local Area Skipper.

3. Training Accomplished. The Training and Certification matrix is attached as enclosure (1). The following additional training was accomplished:

a. List additional training accomplished, qualifications achieved, or thoughts as to how to do this better/more efficiently. Also, explain how you used your time.

4. Navigation. Discuss any navigation issues. Also discuss your view of the midshipmen's navigation proficiency, both upon arrival, and again by the end of the cruise block.

5. Communications. Discuss any communications issues.
6. Sail Training Craft Material Condition. Discuss any material-related issues, especially any that resulted in the loss of training time or training value.
7. Heavy Weather. Discuss any heavy weather encountered, and in particular discuss the XO's and midshipmen's performance.
8. Medical Problems Encountered. List and explain any medical problems encountered.
9. Disciplinary Problems Encountered. Be specific, and discuss your actions to adjudicate.
10. Recommendation for Certification as a Skipper.
  - a. The following personnel are recommended for designation as a Skipper (D qual):
    - (1) List by name (and alpha code, if applicable).

NOTE:

The skipper's at-sea evaluation is the key element of the D-Qual process. Would you trust them to take your children to sea? Do not recommend marginal performers to sit for the D-qual exam.  
BOTTOM LINE: THE GO/NO-GO CHECK RIDE FOR THE D QUAL IS YOUR AT-SEA EVALUATION

11. Lessons Learned and Recommendations. List and explain any lessons learned and recommendations for program improvement. Discuss specifics to include problem areas encountered in scheduling and support arrangements, as well as recommendations for improvement.
12. Evaluation of Leadership Initiative.

Very respectfully submitted,  
//Signature//

APPENDIX II TO ANNEX D OF DNAS OPORDER 12/003 - FITREPS

1. Purpose. To promulgate guidance for completing FITREPS.
2. Guidance. FITREPS are used by the chain of command during the Military Performance grading process to determine a midshipman's aptitude for commissioning. Inputs should focus on the individual's demonstrated leadership, character, professionalism, and performance within their organization, as well as their assessment of the midshipman's future as a commissioned officer in the Navy/Marine Corps.
3. The Navy Sailing Summer Cruise Program. The Navy Sailing Summer Cruise Program is designed to serve as a Leadership Laboratory. Many of the leadership traits necessary to succeed in the fleet are also required to successfully complete an offshore passage. In many cases, you will get to know the midshipmen in your command better in 3 weeks than many will know them in the remainder of their 4 years at the Naval Academy. Accordingly, we cannot overstress the importance of the skipper's input in the effective implementation of the Midshipman Performance System. Clearly and concisely comment on their performance. Comments should focus, where possible, on the following:
  - a. Role model
    - Holds self, subordinates, and peers to high standards of personal and professional conduct.
    - Demonstrates impeccable character even through adversity.
  - b. Public figure
    - Represents highest ideals of the Naval Academy and military service.
    - Fulfills the American people's expectations of a Naval Academy midshipman and future commissioned officer.
  - c. Leadership
    - Sets goals, has a vision, and doggedly pursues completion/implementation.
    - Motivates others towards mission accomplishment.

- d. Pride and Attitude
  - Demonstrates positive outlook and enthusiasm even through adversity.
  - Displays pride in own accomplishments, and those of the team.
- e. Personal Conduct and Standards
  - Accepts responsibility for own conduct.
  - Is on time, in the right uniform, and at the right location.
  - Maintains high uniform and personal grooming standards.
- f. Self-Discipline
  - Demonstrates effective time management.
- g. Listening Skills and Criticism.
  - Is able to receive criticism, learn from it, and incorporate the change.

4. The informal outline below was taken from comments provided by the Commandant's staff, and should help capture the spirit of the system:

- I am interested in their leadership within the crew. Also, how much value do they add to the crew through their leadership when off the boat?
- I'm interested in how they lead in whatever they are doing. What's their overall contribution to the team/organization. Do they set a good example as military professionals? I don't care how capable they are as sailors, athletes, etc. I do care how dedicated, professional, organized, competent, creative and disciplined they are.
- I want to know who works the hardest on the boat... and when ashore - not who has the most talent, but who is the fiercest competitor or the most selfless contributor. I'm looking for leadership distinguishing comments. I could care less how well they drive the boat, or how well they trim sails. I want to know about effort, dedication, relentlessness, and all the

other essential leadership stuff.

- What they do that's above and beyond. Attempt to define their character - do they do the right things for the right reasons, especially when the chips are down and the stakes are high?
- Are they intimately involved? Do they volunteer for additional assignments/collateral duties/the toughest nastiest jobs aboard? Are they continuously involved in the activity outside normal working hours, or are they "liberty hounds?"
- I don't really care about the team's record unless it was a direct result of this midshipman's contributions.
- I'm definitely not for athletic "on the field talent/ability" I'm looking for the little things such as uniform standards, adherence to principles and standards of conduct, support of team policies, and, of course, leadership.
- I am interested in their devotion to the team, their level of selflessness, their level of commitment, and their leadership potential.

The NAVFIT 98A E-7 to O-6 Fitness Report (FITREP) Form will be used to evaluate first and second class midshipmen, and the NAVFIT 98A E-1 to E-6 Evaluation Form (EVAL) will be used to evaluate third and fourth class midshipmen. Include the midshipman's company number in block 7 of the form. Should you choose, an electronic copy of the NAVFIT Evaluation and Fitness Report program can be downloaded from the BUPERS website:

<http://www.npc.navy.mil/CareerInfo/PerformanceEvaluation/SoftwareForms/>

The "Promotion Recommendation" blocks will be used to assign Military Performance grades to FITREPs and EVALs. The "Early Promote" block is the equivalent to a grade of A, the "Must Promote" block is the equivalent to a grade of B, the "Promotable" block is the equivalent to a grade of C, and the "Progressing" block is the equivalent to a grade of D. The "Significant Problems" block should not be used. At a minimum, skippers shall

3120  
DNAS OPORD 12/003  
25 May 12

personally comment on all midshipmen that receive an "A" or a "D" in overall performance. The grader will also indicate the total number of midshipmen in each category in the appropriate summary block. Letter grades are recorded on the Qualification Report, along with a ranking from 1-8 of all crew members.

**NOTE:**

In the absence of substantive comments, Company Officers will assume the midshipman was an average or neutral performer during the Summer Cruise Program.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

APPENDIX III TO ANNEX D OF DNAS OPORDER 12/003 - PUBLIC AFFAIRS  
GUIDANCE

1. Purpose. All OTCs should realize the positive benefit of proper public affairs efforts. For each destination port, ship visit, juniors' groups, and other Navy awareness programs, a press release is desirable. A draft PAO press release is attached which may be used to publicize your visit. In addition, hometown news release forms (available from the Naval Academy PAO) may be used by the skipper to highlight the participation of the assigned crews in the Navy Sailing Summer Cruise Program.
2. Gifts/Gratuities. Each skipper is encouraged to have a small number of "tokens of appreciation" which may be exchanged between crews and hosting activities.
3. Press Guidance. The following local press release is suggested for use upon arrival:

# UNITED STATES NAVAL ACADEMY

## NEWS

### RELEASE

WWW.USNA.EDU



### Public Affairs Office

121 BLAKE ROAD, ANNAPOLIS, MD 21402

MEDIARELATIONS@USNA.EDU

PHONE: (410) 293-2292

Date

## U.S. NAVAL ACADEMY'S SAILING SQUADRON DOCKS

ANNAPOLIS, Md.— Midshipmen of the United States Naval Academy arrived in the port of \_\_\_\_\_ on Friday. They sailed from Annapolis, Maryland on (#) \_\_\_\_\_ 44-foot sail training vessels. These young men and women are participating in an offshore professional development program designed to provide experience in navigation, seamanship, and small unit leadership responsibilities. This experience allows them to integrate skills learned at the Academy during their first year of study. Some midshipmen return the following summers as either Skippers or Executive Officers in the program, providing further command opportunities.

Docked at \_\_\_\_\_, the Naval Academy Sailing Squadron boats will be available for touring and midshipmen crew \_\_\_\_\_ members will be available for comment and conversation. Visiting hours on Saturday and Sunday will be from \_\_\_\_\_ to \_\_\_\_\_.

The sailing craft in which these midshipmen train are the latest of four generations of one-design offshore cruiser-racers to be authorized for the training of midshipmen. Midshipmen began sailing in a fleet of identical 44' wooden yawls at the end of World War II. After 25 years of service, these vessels were replaced by 12 fiberglass yawls with the same exterior lines as the original boats designed by Naval Architect Bill Luders, but with an interior auxiliary diesel engine. After another 25 years of offshore and Chesapeake Bay sailing, a sloop rigged craft

designed specifically for use by midshipmen, was commissioned. McCurdy & Rhodes, Inc. of Cold Spring Harbor, N.Y. designed the boats, and the first was placed in service in 1988.

Midshipmen on this training exercise are on the newest model of Navy 44, designed by David Pedrick. The first boat of this series was delivered in 2007. The Navy 44 has proven to be a very successful design, and a fitting successor to the famous Luders yawls which gave generations of midshipmen a professional appreciation for wind, waves, weather and command responsibility, and introduced them to the pleasure and excitement of going to sea under sail.

The following are the names and hometowns of midshipmen and volunteer instructors embarked in these yachts:

*(List the crews)*

For more information about the Naval Academy, visit [www.usna.edu](http://www.usna.edu). For more information about Naval Academy Sailing, visit <http://www.usna.edu/SailingTeam/newsite/home/>.

### **USNA**

Founded in 1845, the U.S. Naval Academy today is a prestigious four-year service academy that prepares midshipmen morally, mentally and physically to be professional officers in the naval service. More than 4,400 men and women representing every state in the U.S. and several foreign countries make up the student body, known as the Brigade of Midshipmen. Midshipmen learn from military and civilian instructors and participate in intercollegiate varsity sports and extracurricular activities. They also study subjects like small arms, drill, seamanship and navigation, tactics, naval engineering and weapons, leadership, ethics and military law. Upon graduation, midshipmen earn a tax-payer funded Bachelor of Science degree in a choice of 23 different subject majors and go on to serve at least five years of exciting and rewarding service as commissioned officers in the U.S. Navy or U.S. Marine Corps. ###

