

APPENDIX III TO ANNEX C OF DNAS OORDER 20/002 - SAMPLE OFFICER
IN CHARGE READINESS FOR SEA REPORT

XX Jun 04

From: Officer in Charge, NA-XX _____
To: Officer in Tactical Command, Cruise Block _____

Subj: READINESS FOR SEA REPORT ICO NA-XX _____

Ref: (a) Navy Sailing 2004 Summer Cruise Program Operation
Order 20/002

Encl: (1) Phase I and Phase II Crew and Vessel Certification
Checklists

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 NA-XX is satisfactory to complete the offshore portion of my Command, Seamanship and Navigation 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. The following known material/personnel/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//

APPENDIX I TO ANNEX D OF DNAS OPOORDER 20/002 - POST-CRUISE
REPORTS

XX Jun 04

From: Officer in Charge, NA-XX _____
To: Director, Naval Academy Sailing
Via: (1) Director, Command, Seamanship and Navigation Training
Squadron/Director, Varsity Offshore Sailing Team (as
applicable)
(2) Deputy Director, Naval Academy Sailing

Subj: NA-XX _____ POST CRUISE REPORT

Ref: (a) Navy Sailing 2004 Summer Cruise Program Operation
Order 20/002

Encl: (1) Training and Certification Matrix
(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. I have also provided a brief summary of my assessment of their professional performance during the cruise.

a. Assistant Officer In Charge (AOIC). Be candid in your assessment regarding their aptitude for assignment as an Officer in Charge.

b. Midshipmen. You may discuss the midshipmen by group (i.e., all first and/or all third class midshipmen), or you may break them out by name. Address positive and negative aspects of their professional performance.

3. Training Accomplished. Enclosure (1) completion of the minimum training requirements. 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 AOIC'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 Senior Offshore Skipper (D-SS qual):

(1). List by name.

b. The following personnel are recommended for designation as a Cruising Skipper (D-CS qual):

(1). List by name.

NOTE:

The OIC'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.

Very respectfully submitted,
//Signature//