



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1500.5A  
7/PRODEV  
24 Oct 2022

USNA INSTRUCTION 1500.5A

From: Superintendent, U.S. Naval Academy

Subj: U.S. NAVAL ACADEMY SAILING PROGRAMS

Ref: (a) USNAINST 5450.3G  
(b) USNAINST 4780.1D  
(c) U.S. Sailing Basic Keelboat Certification Course  
(d) 10 U.S.C. § 8481  
(e) USNAINST 4520.1B  
(f) USCG Navigation Rules and Regulations Handbook  
(g) NAVPERS 15839I, Part D  
(h) MILPERSMAN 1200-040  
(i) USNAINST 1500.1

Encl: (1) Sailing Organization Chart  
(2) Designation of Navy Sailing Qualification Template  
(3) Qualification Validation Template  
(4) Suspension of Qualification Template

1. Purpose. To specify the organization, objectives, Sail Training Craft (STC), and training requirements of the U.S. Naval Academy (USNA) Sailing Program.

2. Cancellation. USNAINST 1500.5.

3. Scope and Applicability. This instruction applies to all faculty, staff, and midshipmen at the USNA comprising USNA Sailing Programs.

4. Background. Naval Academy Sailing is an integral part of the professional development of midshipmen at USNA, making midshipmen competent leaders and mariners while developing endurance, self-reliance, and the will to win in an environment similar to that in which they will serve. It teaches teamwork under the controlled stress of close quarters maneuvering in small boats while contending with environmental forces at sea. Sailing provides an unparalleled learning laboratory in which they can have the skills they will need to succeed in the fleet. The Division of Professional Development shall afford to every midshipman the maximum opportunity to participate in sailing activities throughout their four years at USNA. The Sailing Program is divided into five general areas: (1) Basic Sail Training (BST), (2) Command and Seamanship Training Squadron (CSTS), competitive sailing that includes (3) the Offshore

Sailing (OS) Team and (4) the Intercollegiate (IC) Sailing Team, and (5) extracurricular and proficiency sailing.

5. Responsibilities and Organizational Relationships. Enclosure (1) contains the sailing program organizational chart. The following paragraphs describe key components.

a. Commandant of Midshipmen. Per reference (a), the Commandant of Midshipmen maintains overall responsibility for midshipmen professional training, including integration of sailing into the broader training program.

b. Deputy Commandant for Professional Development (PRODEV). PRODEV is responsible for the primary tasks of leadership development, quality instruction (classroom, simulators, Yard Patrol craft, and sailing), safe vessel operations at sea, vessel maintenance, midshipman training, and matching skill sets with Navy and Marine Corps needs. More specifically, PRODEV is responsible for:

(1) Coordinating with the Plebe Summer Officer in Charge to ensure BST is integrated into the Plebe Summer curriculum.

(2) Communicating Ensign and Second Lieutenant Temporary Additional Duty (TAD) requirements to the Commandant of Midshipmen to ensure sufficient instructor manning during Plebe Summer.

(3) Coordinating with Commandant Operations to ensure sufficient sailing team training time, in the form of intramural or drill exemptions, during the academic year.

c. Director, Naval Academy Sailing (DNAS). DNAS is responsible for the overall coordination and operation of sailing programs at the Naval Academy. DNAS shall be responsible to PRODEV for:

(1) Creating, updating, and administering professional proficiency sail training and competitive sailing.

(2) Adhering to boat control procedures as delineated in reference (b).

(3) Conducting routine operational maintenance of STC and support power craft and coordinating with Small Craft Repair Department (SCRD) at Waterfront Readiness Department for depot level maintenance.

(4) Coordinating with the Director of Athletics in the administration, to include logistics and purchasing, of the competitive sailing teams.

(5) Maintaining effective and cordial relations with sailing organizations and activities outside the Naval Academy.

24 Oct 2022

d. Director of Athletics. The Director of Athletics provides support to the intercollegiate and offshore sailing teams in the form of awarding varsity letters and accounting for varsity sailing team expenses. Although sailing is not governed by the National Collegiate Athletic Association (NCAA), the Naval Academy varsity sailing programs comply with all NCAA recruiting and accountability standards. The Director of Athletics assists the varsity sailing coaches with maintaining these standards.

e. Vanderstar Chair. The Vanderstar Chair, named in honor of Mr. Cornelius Vanderstar, supplements the services of federal employees within the Sailing Department and reports directly to and advises DNAS concerning training issues specifically related to the safety of personnel and equipment. Gift funds enable this position.

## 6. Sailing Programs and Objectives

a. Basic Sail Training (BST). BST is the cornerstone of the USNA sailing program, as all leadership and seamanship training builds on skills taught during the Plebe Summer program. BST provides midshipmen with basic seamanship and teamwork training in a hands-on environment and conforms to skills described in reference (c). As part of the broader midshipmen training program, the BST Director works closely with U.S. Sailing certified instructors, Intercollegiate and Offshore Sailing team coaches, and the newly commissioned TAD training detail to accomplish training objectives during Plebe Summer.

b. Command and Seamanship Training Squadron (CSTS). CSTS conducts training locally, offshore, and to ports along the east coast. The objective of CSTS is to provide midshipmen with small unit leadership and teamwork training as well as intermediate-level seamanship and navigation training in an offshore environment. The ultimate expression of this concept is the all-midshipmen crew, where qualified midshipmen lead their peers during an offshore passage. The Navy 44 MKII STC is the principal training platform used in CSTS. During the academic year, midshipmen involved in the sailing extracurricular activity (ECA) can train toward eventual qualification as Executive Officers and Skippers in the CSTS summer program. The hours of on-the-water training received aboard the Navy 26 and Navy 44 STCs are a vital component of their qualification for leadership positions in the summer training blocks.

c. Intercollegiate Sailing (IC) Team. IC sailing is a two-season sport with three national championship regattas in both the spring and fall. IC sailing competes on a national and international scale in the realm of dinghy and small boat sailing. Training commences immediately after Reform of the Brigade and continues until Thanksgiving. The Match Race National Championship and Men's and Women's Single-handed National Championships are decided during the fall season. During the winter, team members work in the classroom on boat handling, tactics, and strategy. On-the-water training resumes in late winter and continues through the spring. The Team Race National Championship, Women's Dinghy National Championship, and Co-ed Dinghy National Championship regattas conclude the spring season.

d. Offshore Sailing (OS). Offshore Sailing is a multi-season sport that extends through the summer. Offshore sailing competes on the national and international stage in ocean-capable sailboat regattas. The spring season includes daily practices and participation in local regattas.

During the summer, midshipmen receive Professional Training Event (PTE) credit for offshore transits to, and participation in, a variety of inshore, coastal, and offshore regattas. The fall championship season includes several USNA-hosted intercollegiate big boat regattas, culminating with the Kennedy Cup, which is the national intercollegiate championship for big boat racing. Every other year, USNA hosts the Lloyd Phoenix Trophy, which is the U.S. Sailing big boat national championship.

e. Proficiency Sailing (PROSAIL). Proficiency Sailing encourages the use of STC for midshipmen, military, and civilian personnel affiliated with the Sailing Program as a means to improve leadership and seamanship skills and bolster enjoyment of the sport of sailing. Midshipmen are not required to be in a liberty status to sail within local operating areas. DNAS may authorize PROSAIL privileges for midshipmen, program staff, and volunteers with a Navy 26 qualification. DNAS must approve all requests for Navy 44 PROSAIL by "D" qualified personnel. Use of STC for PROSAIL must not interfere with previously scheduled training or varsity regattas. Participants must check in and out at the Vandergrift Cutter Shed and follow all procedures outlined by Director, Naval Academy Sailing.

## 7. Sailing Support Entities

a. Vandergrift Cutter Shed Maintenance Division. Cutter Shed personnel are responsible for routine level maintenance, load-out of STC, and ordering and inventorying consumable equipment and gear. Additionally, they function as "Santee Basin Control" which monitors and manages the arrival and departure of all craft in Santee Basin. SCRCD shall take all maintenance requirements beyond the Cutter Shed's capability.

b. Small Craft Repair Division (SCRCD) at Waterfront Readiness Department. SCRCD serves as the primary custodian of all STC and support power craft, completing intermediate to depot level upkeep and maintenance.

c. Training Department. The Training Department provides operating funds for execution of summer CSTS and OS Professional Training Events and schedules midshipmen for participation.

## 8. Organizational Funding

a. Sources of Operating and Maintenance Funds. The Sailing Program receives operating and maintenance funding from a variety of both appropriated and non-appropriated sources.

b. Appropriated Funds. There are three categories of appropriated funds for sail training:

(1) Annual operating and maintenance funds assigned to DNAS (AJ).

(a) Administrative and operating costs associated with the Sailing Program.

(b) Staff travel not involving midshipmen training (e.g. off-site meetings).

(c) Purchase of equipment to ensure safety of midshipmen or enhance training on STC (e.g. foul weather gear, textbooks, and hand-bearing compasses).

(d) Reproduction of USNA-specific sail training material (e.g. Navy 44 Boat Information Book, sailing Standard Operating Procedures, and summer Operations Orders).

(2) Funds assigned to Training Department (AG).

(a) Midshipmen and Skipper/XO travel directly related to CSTS or OS summer cruise blocks.

(b) Summer sail training logistics and operational costs.

(3) Funds assigned to Waterfront Readiness Department for fuel purchases (AK).

c. Non-appropriated Funds. Several non-appropriated fund sources help support midshipmen sail training.

(1) Gift Funds. The Naval Academy Sailing department budget is augmented with gift funds provided from various donors.

(2) Naval Academy Athletic Association (NAAA). Per reference (d), NAAA provides annual funding to offset some sailing team expenses. Additionally, the sailing department budget is augmented by NAAA donations.

## 9. Sail Training Craft and Support Craft

a. STC. Naval Academy Sailing Program utilizes a variety of sailing and power craft in order to conduct training and operations.

(1) Dinghies. The general term for STC utilized by the IC team. This includes Lasers, FJs, and Z420 sailboats. Unless explicitly authorized by DNAS, IC uses dinghies exclusively for training and competition.

(2) Navy 26. The 26-foot Colgate STC utilized during BST, Offshore Sailing training, and CSTS basic training. They are also available for proficiency sailing.

(3) Navy 44. The term for the 44-foot STC that is primarily used for training midshipmen and volunteers in the CSTS program. OS uses these for offshore racing and local one-design regattas hosted at USNA.

b. Vessels on Charter. In addition to the Navy 44 STC, OS utilizes a variety of STC under charter from the Naval Academy Sailing Foundation. Acceptance of these vessels into the Sailing program allows OS to compete on like terms with civilian crews in local and offshore regattas while reducing the burden on the appropriated (Navy 44) assets.

c. Support Craft. Various small powerboats are assigned to DNAS to fulfill transportation, support operations, and other logistical requirements. These boats are only available for official use. Barring express authorization from DNAS, only USNA staff on the authorized user list are permitted aboard Navy Sailing support craft, as either operators or passengers. Reference (e) governs operation of these craft.

## 10. STC Regulations and Responsibilities

### a. Use of STC

(1) STC are for midshipmen training and training support. Any exception to this policy requires the approval of DNAS. Exceptions must not interfere with midshipmen training requirements or levy additional maintenance upkeep tasking for the maintenance support personnel and facilities.

(2) Personnel must complete USNA 1500/4 Sail Training Craft Request for Navy 26 and, additionally, a USCG Float Plan for Navy 44 use.

b. Prioritized Assignment of Craft. The hierarchy of priority for use of Naval Academy STC is as follows:

- (1) Instruction of midshipmen during Plebe Summer.
- (2) Organized midshipmen training programs.
- (3) Organized midshipmen racing programs.
- (4) VIP and other introduction/indoctrination operations.
- (5) Proficiency sailing.

### c. Proficiency Sailing

(1) In order to reserve a Navy 44 STC, qualified personnel must submit a USNA 1500/4 Sail Training Craft Request, a USCG Float Plan, and USNA 1500/3 signed by all passengers. The form is submitted to DNAS through the cognizant program director (OS, CSTS/ECA), at least 72 hours in advance. Approved requests are routed through the Cutter Shed. Boats must be checked out and in through the Cutter Shed. Final assignment is predicated on the priorities listed in paragraph 10.b.

(2) Before rigging the Navy 44 STC, the Cutter Shed must verify the required forms. The skipper, or a designated crew member, will conduct a radio check with Santee Basin Control on Channel 82A. The Cutter Shed watch may cancel or restrict sailing if observed or forecasted weather conditions are not suitable. The Cutter Shed watch will notify the Navy Sailing Duty Officer (NSDO) immediately when cancellations or restrictions are imposed.

(3) Midshipmen proficiency sailing is permitted during daylight hours provided the midshipman is qualified and the sail does not conflict with any military obligations.

(4) Large STC may sail at night with DNAS approval. Requestors shall specifically point out the intent to sail at night in their sail plan request form.

d. Crew Requirement

(1) Ensure the following minimum and maximum capacities:

<u>Type</u>	<u>Minimum</u>	<u>Maximum</u>
Navy 26 STC	2	6
Navy 44 STC	4 (Day) / 6 (Night)	12*

*\* Limited to 10 for operations outside of local OPAREA due to life raft capacity.*

(2) Embark the following qualified personnel:

(a) Navy 44 and chartered vessels:

1 One Offshore Skipper (D-OS) and two Inshore Skipper (B) qualified crewmembers.

2 Two Offshore Skippers (D-OS).

3 One Offshore Skipper (D-OS) and one Coastal Skipper (D-CS) XO.

4 Two Coastal Skippers (D-CS) and four Inshore Skippers (B).

5 Additional personnel as specified by the program director.

(b) Navy 26 and chartered vessels under 30 feet:

1 One Inshore Skipper (B) and one able-bodied crewmember.

2 Additional personnel as specified by the program director.

e. Rules of the Road

(1) All personnel will observe Navigation Rules as delineated in reference (f).

(2) Current racing rules of World Sailing (formerly International Sailing Federation (ISAF)), as amended by the United States Sailing Association, will apply in all races unless otherwise specified.

(3) Customs and courtesies of the sea and professionalism will govern conduct between vessels.

(4) USNA STC will give U.S. Navy ships and other large ships a wide berth and will indicate their intended action to the larger ship as early as possible. Use of the maritime Automatic Identification System (AIS) and VHF radio for this purpose is encouraged.

f. Damage to STC

(1) Skippers will report any damage, whether caused by human error or material failure, on discrepancy sheets and turn them into the Cutter Shed.

(2) Skippers will immediately report damage to STC, collisions, and groundings (however minor) and will submit a written report to DNAS.

(3) DNAS will remove all STC involved in a grounding from active use until the STC may be hauled out and its keel inspected. If away from the local area, this inspection will be conducted at the nearest suitable boat yard.

(4) Failure to make proper and timely reports may result in loss of sailing privileges and/or other disciplinary action.

(5) Report all collisions or incidents involving civilian boats and/or civilian property will to DNAS immediately. If the incident occurs outside of normal working hours, the Navy Sailing Duty Officer will report the incident to DNAS.

g. Emergencies. When a STC requires assistance due to grounding, becalming, or for any other reason, the STC will contact Santee Basin Control (VHF) or the NSDO.

h. Sailing Uniform. DNAS may modify the sailing uniform listed below.

(1) All uniforms will be clean and in good repair with shirt tails tucked into trousers.

(2) The working uniform is a short-sleeved white or blue polo-style shirt and khaki trousers/shorts.

(3) Naval Academy Sailing burgee belt or plain brown leather belt will be worn.

(4) Leather boat shoes or sneaker style boat shoes are authorized with the working uniform. Non-marking rubber soles shall be worn at all times.

(5) For local area training, the approved midshipmen Physical Education uniform is authorized.

i. Guest Policy. Guests may embark the Navy 44 STC if they are on the crew list approved by DNAS in the applicable USNA 1500/4 U.S. Form and sign USNA 1500/3. Inshore Skipper

(B) qualified personnel may take guests sailing. Navy 26 guests must also sign USNA 1500/3 prior to sailing.

j. Children. Children under the age of eight years old may not embark any STC or support craft. Parents or legal guardians of children between the ages of eight and eighteen must sign USNA 1500/3 and bring their own proper fitting personal floatation device (PFD) for children that are too small for the Navy provided adult sizes. No more than four children will be permitted on a Navy 44 at one time; no more than two children will be permitted on a Navy 26 at one time.

k. Alcoholic Beverage Policy. Per U.S. Navy regulations, no alcoholic beverages will be consumed while on a STC. There are absolutely no exceptions to this policy.

l. Safety Requirements. All personnel will wear PFDs and closed-toed shoes (or other appropriate footwear) while embarked on USNA STC, unless otherwise directed by DNAS. Safety gear (such as tethers) will also be worn as weather dictates or at the discretion of the Skipper.

## 11. Sailing Qualifications and Requirements

a. Sailing Qualifications. Per reference (g), there are five Sailing Additional Qualification Designations (AQDs) listed below. Additionally, per reference (h), the qualification of Craftmaster may be obtained on a 40+ foot STC. USNA applies U.S. Navy qualifications and designations as follows:

(1) AQD 111 "Inshore Skipper" (B). This qualification is obtained on small keelboats (less than 30 feet) and indicates qualification to serve as a "Skipper".

(a) Navy 26. Personnel qualified Inshore Skipper (B) on Navy 26 Colgates are qualified to operate ballasted day sailers/cruisers.

(2) AQD 112 "Coastal Skipper" (D-CS). This qualification is obtained on 30+ foot STC and is awarded upon completion of the Inshore Skipper (D-CS) JQR.

(a) Coastal Skippers (D-CS) command an offshore-capable, inboard auxiliary-powered sailing vessel during short passages within designated inland and near-coastal waters during day, night, and reduced visibility in protected to moderate wind and sea conditions.

(b) They further act as Executive Officers during continuous offshore passages across unfamiliar waters day and night.

(3) AQD 113 "Offshore Skipper" (D-OS). This qualification is obtained on 30+ foot STC and is awarded upon completion of the Offshore Skipper (D-OS) JQR.

(a) Offshore Skippers (D-OS) command an offshore-capable, inboard auxiliary-powered sailboat during continuous offshore passages across unfamiliar waters during day, night, and reduced visibility in strong to heavy wind and sea conditions.

(b) This AQD supersedes AQD 112 - Coastal Skipper (D-CS).

(4) AQD 114 "Master Skipper" (E-MS). This qualification is an upgrade to the Offshore Skipper (D-OS) qualification and signifies advanced experience and proven knowledge.

(a) Master Skippers (E-MS) command, race, or cruise large sailing craft offshore under all conditions.

(b) This AQD supersedes AQD 113 - Offshore Skipper (D-OS).

(5) AQD 115 "Inshore Instructor". This qualification indicates that the instructor may officially qualify trainees in a specific craft.

(a) Inshore Instructor is generally associated with the Basic Sail Training (BST) program.

(b) This AQD supersedes AQD 111 - Inshore Skipper (B).

(6) Craftmaster. This qualification is obtained on 30+ foot STC once a person has served as Skipper for a minimum of six months and met all other requirements and prerequisites per reference (h) and local policies.

**b. Qualification Terms and Procedures**

(1) Reference (d), local instructions, and JQRs shall be used in all Naval Academy Sailing Programs for initial qualification and as the basis of all training programs leading to upgrading current qualifications.

(2) Personnel who join Naval Academy Sailing programs with existing or equivalent qualifications may be assigned an initial provisional qualification which they can upgrade by completing the indoctrination and familiarization detailed in reference (c) and local policies and procedures. DNAS will make this determination.

**c. Sailing Positions**

(1) Skipper. The qualification of "Skipper" signifies the ability to command a STC. In the CSTS and OS programs, it qualifies a person to command a large STC in coastal (D-CS) or offshore (D-OS) waters, day, and night. Large STC Skippers are designated in writing by DNAS. STC Skippers are responsible for the safety of their craft, crew, and passengers. They will ensure their crew follows the regulations and instructions applicable to sailing in USNA STC.

(2) Executive Officer (XO). "XO" is a position specific to large STC in the CSTS and OS programs. XOs are Coastal Skipper (D-CS) qualified. Consequently, they are qualified to command a large sailing yacht in coastal waters, day and night. They are generally less experienced within the Naval Academy Sail program and are working towards their Offshore

Skipper (D-OS) qualification. They are designated in writing by DNAS. Additionally, they are responsible for the safety of their craft, crew, and passengers. They will ensure their crew follows the regulations and instructions applicable to sailing in USNA STC.

(3) Officer in Tactical Command (OTC). OTCs are senior military officers or experienced civilian staff or volunteers who serve as the single point of contact to DNAS for sailing squadrons out of the local operating area. They must understand Naval Academy Sailing program procedures and proper communications.

(4) Officer in Charge (OIC). Used only for OS. OICs are senior military officers or experienced civilian staff or volunteers assigned by DNAS as the senior qualified instructor or coach aboard a STC. While they have overall responsibility for the safety of the vessel, they normally do not exercise their command authority as long as the midshipman skipper is demonstrating the requisite judgment, leadership, and seamanship.

d. Qualification Eligibility. The following personnel may pursue sailing qualifications within the various sailing programs:

(1) Midshipmen at USNA.

(2) Staff at USNA Sailing.

(3) Active volunteers of the Naval Academy Sailing program.

e. Qualification Documentation. DNAS shall designate in writing personnel receiving a qualification. Enclosures (2) and (3) contain sample letters of designation.

(1) Navy 44 qualifications are valid for the duration of an individual's tour at USNA as long as proficiency requirements are maintained. Navy 26 qualifications shall be renewed annually. Sailing qualifications must be updated for subsequent tours of duty.

(2) DNAS may revoke any sailing qualification for abuse of sailing privileges or displays of poor seamanship. Enclosure (4) contains a sample revocation of qualification.

(3) All volunteers must complete DD Form 2793 Volunteer Agreement prior to assuming a formal position of authority.

f. High Risk Training. Sailing programs will comply with applicable high-risk training standards delineated in reference (i).

## 12. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at

<https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

13. Review and Effective Date. Per OPNAVINST 5215.17A, Director, Naval Academy Sailing will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

14. Forms

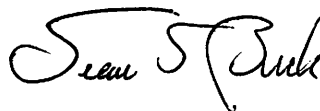
a. USNA 1500/3 Marine Event Liability Waiver and USNA 1500/4 US Naval Academy Sail Training Craft Request Forms can be found at the USNA official form issuance website at <https://www.usna.edu/Sailing/Proficiency/index.php>.

b. DD Form 2793 Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities can be found at <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2793.pdf>.

c. USCG Float Plan can be found at <https://floatplancentral.cgaux.org/>.

d. All forms should be submitted to the U.S. Naval Academy Sailing Center Director through the appropriate Program Director at:

Director, Naval Academy Sailing  
U.S. Naval Academy Sailing Center  
601 Brownson Road  
Annapolis, MD 21402-1302



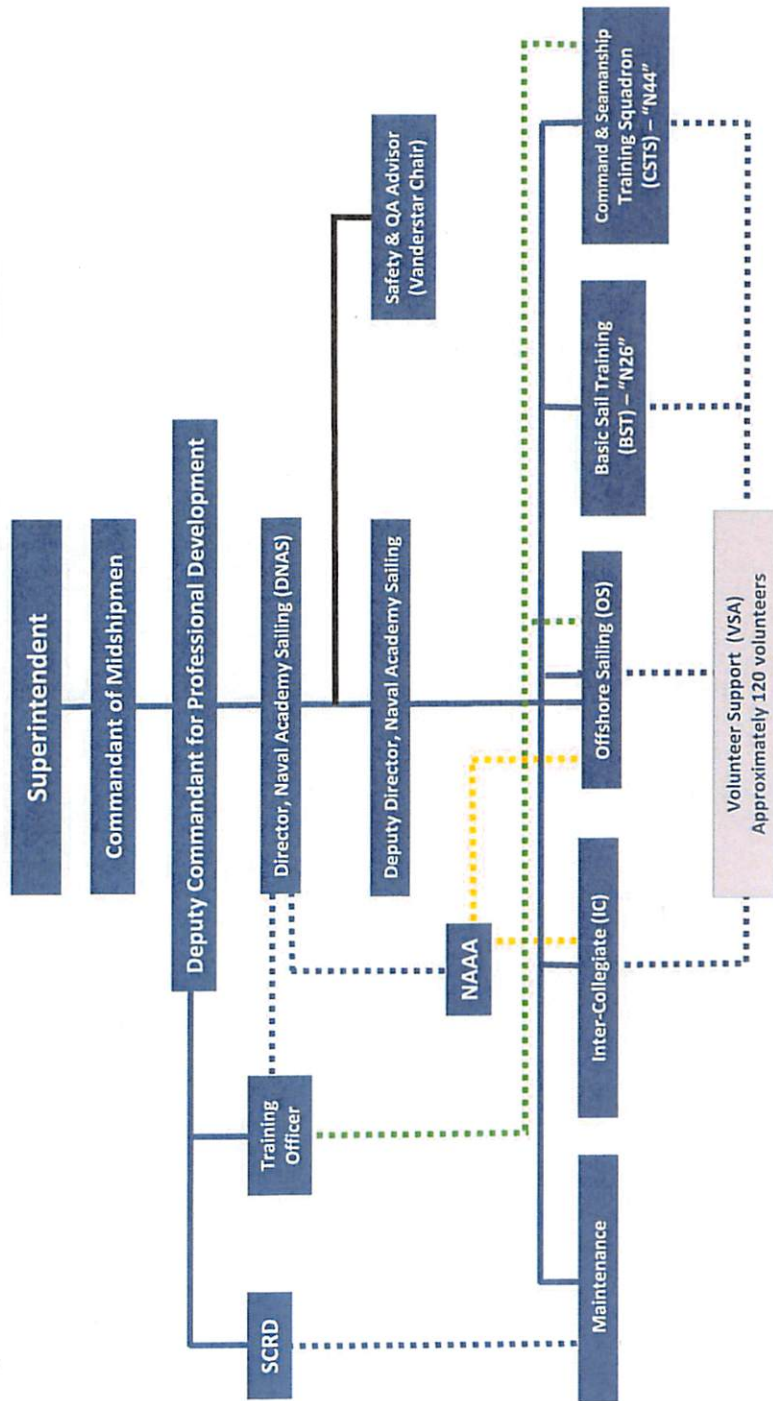
S. S. BUCK

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, <https://www.usna.edu/AdminSupport/Inst/>



# Sailing Organization Chart



DESIGNATION OF NAVY SAILING QUALIFICATION TEMPLATE

SSIC  
DD Mmm YY

From: Director, Naval Academy Sailing  
To: CAPT John P. Jones, USN  
Via: Deputy Director, Naval Academy Sailing

Subj: DESIGNATION OF NAVY SAILING "X" QUALIFICATION (AQD XXX)

Ref: (a) MILPERSMAN 1200-040, Criteria for Craftmaster Insignia  
(b) NAVPERS 158391 Manual Navy Officer Manpower and Personnel Classifications  
(c) XXXX (Craft Standard Operating Procedures)  
(d) XXXX (AQD JQR)

Encl: (1) Certificate

1. Congratulations! You have met all the requirements to be recognized as a Navy Sailing "X" qualification (AQD XXX) holder.
2. Enclosure (1) is sent to you to commemorate this milestone. In that regard, I hope you will not view your "X" qualification as a certification that your training is finished. We all view sailing as an art rather than a science, and I know of no skipper, regardless of how long they have been sailing, who considers their education complete.
3. I encourage staying involved in the Sailing Program here at the Naval Academy and work to achieve an even higher sailing qualification.
4. Once again, congratulations on this significant achievement!

F. M. LAST NAME

Copy to:  
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Service Record

Enclosure (2)

QUALIFICATION VALIDATION TEMPLATE

SSIC  
DD Mmm YY

From: Director, [CSTS/OS/IC/BST]  
To: Director, Naval Academy Sailing  
Via: Deputy Director, Naval Academy Sailing

Subj: AQD XXX QUALIFICATION VALIDATION ICO XXXXXXXXXXXX

Ref: (a) NAVPERS 15839I, Part D

Encl: (1) Documentation  
(2) Documentation

1. Pursuant the provisions in reference (a), XXXXXXXXXXXX is recommended for a XXX Qualification with an effective date of [Day/Month/Year].

a. XXXXXXXXXXXX has completed the required familiarization training for the [N26/N44] STC.

b. Satisfactory check ride was conducted on [Date].

2. I have reviewed the documentation contained in enclosures (1) and (2), and can verify that XXXXXXXXXXXX has received satisfactory training equivalent to the XXX qualification JQR.

Recommended:

\_\_\_\_\_  
Director, [CSTS/OS/IC/BST]

Approved/Disapproved:

\_\_\_\_\_  
Director, Navy Sailing

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SUSPENSION OF QUALIFICATION TEMPLATE

SSIC  
DD Mmm YY

From: Director, [CSTS/OS/IC/BST]

To: [Program participant]

Subj: SUSPENSION OF XXX QUALIFICATION

Ref: (a) USNAINST 1500.4A

Encl: (1) [Documentation]

(2) [Documentation]

1. Pursuant to the provisions in reference (a), and due to [incident or action leading to suspension], your XXX Qualification is suspended until further notice.

2. In order to be reinstated, you are required to complete the following actions:

a. [Requirement 1]

b. [Requirement 2]

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Director, [CSTS/OS/IC/BST]

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Service Record