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//