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

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//