

SAILING DEPARTMENT INSTRUCTION 1601.2D

From: Director of Naval Academy Sailing, U.S. Naval Academy

Subj: STANDING ORDERS AND INSTRUCTION FOR NAVY SAILING WATCH
ORGANIZATION

Ref: (a) USNAINST 1500.5 (series), U.S. Naval Academy Sail Training Programs
(b) USNAINST 1601.1 (series)
(c) DIVPRODEVINST 3140.1 (series), Hurricane Sortie and Mooring Procedures for Hazardous or Destructive Weather
(d) DIVPRODEVINST 3140.2 (series), Heavy Weather Early Warning Requirements and Actions
(e) DIVPRODEVINST 3120.3 (series), N26 Proficiency Sailing Policies and Procedures
(f) DIVPRODEVINST 3120.7 (series), Sail Training Craft Standard Operating Procedures
(g) DNSAINST 1701.1 (series), Small Boat Operator/Coxswain Qualification Program
(h) DNASNOTE 3140.1 (series), Cold Weather Sailing Operational Risk Management
(i) NSAA Building 601 – Robert Crown Sailing Center Emergency Action Plan
(j) NSAA Building 145 – Vandergrift Cutter Shed Emergency Action Plan

Encl: (1) Navy Sailing Duty Officer JQR and Designation Sheet
(2) Santee Basin Control Watch JQR
(3) Safety and Security Daily Checklist
(4) Heavy Weather Procedure
(5) Control Watch Communication Guide
(6) U.S. Naval Academy Sail Training Craft Request

1. Purpose. To set forth procedures for the Navy Sailing Duty Officer (NSDO) and Santee Basin Control Watch (SBCW) and supervisors. These procedures are a guideline and in no way relieve individuals from using common sense and good watchstanding principles in the performance of their duties. This instruction amplifies guidance set forth in references (a) through (j).

2. Cancellation. DNASINST 1601.2C

3. Scope and Applicability. This instruction is published to provide guidance to all Navy Sailing watchstanders. The importance of diligent watchstanding and communication between watchstanders cannot be over-emphasized. Naval Academy Sailing will have a watch organization composed of two primary positions: Navy Sailing Duty Officer (NSDO) and SBCW.

4. Watchstanding Policy. Naval Academy Sailing Watch Organization is responsible for the safety and physical security of Robert Crown Sailing Center (RCSC), Vandergrift Cutter Shed (CS), and Santee Basin, to include the surrounding equipment, as well as all watercraft assigned

to Naval Academy Sailing, either moored or hauled in/around Santee Basin, or otherwise conducting operations or shore maintenance.

5. Navy Sailing 1st LT. An officer from the Sailing staff shall be responsible for maintaining the highest level of material readiness for all Sailing assigned buildings. The 1st LT shall also maintain the key and lock control program in accordance with reference (a) and serve as liaison with Public Works to correct all building material deficiencies.

6. Watch Responsibility. The Navy Sailing Senior Watch Officer (SWO) and Cutter Shed Maintenance Division Officer (DIVO) are responsible for this instruction and the conduct of the watch.

a. General Policy. The SBCW is headquartered in the Vandergrift Cutter Shed and is responsible for the operability and readiness of the moored craft in the basin, and providing assistance to STC underway within the local operating area. The NSDO is headquartered in the vicinity of Santee Basin, and is responsible for the safe conduct of Navy Sailing operations at and around Santee Basin; maintaining knowledge and understanding of the status of all Navy Sailing vessels operating in or out of the operating area; communicating all changes to operational craft status and using discretion for determining afterhours presence around Santee Basin to support operations. SBCW shall be available by cell phone and within 60 minutes of base at all times. The chain of command for all Navy Sailing watchstanders is as follows:

- (1) Director for Professional Development (PRODEV)
- (2) Director, Naval Academy Sailing (DNAS)
- (3) Deputy Director, Naval Academy Sailing (DDNAS)
- (4) Navy Sailing Duty Officer (NSDO)
- (5) Santee Basin Control Watchstander (SBCW)

b. Watch Administration. The SWO, Cutter Shed LCPO and DIVO are responsible for the watch administration for both NSDO and SBCW.

(1) Watch assignments for the NSDO shall be made by the Navy Sailing SWO. Watch assignments for Santee Basin Control shall be made by the Cutter Shed Leading Petty Officer (LPO) submitted to the Leading Chief Petty Officer (LCPO) and Division Officer (DIVO) for approval on a monthly basis.

(2) Conduct training on watchstanding principles and guidelines covered in this instruction.

(3) Cutter Shed Divo and LCPO shall conduct semi-annual training with all SBCW's. Material must include, but is not limited to: adverse weather observations and use of online

weather forecasting applications, normal and weather-dependent mooring configurations, basin entry/exit protocol, check out/in procedures, towing procedures and sail boundaries.

(4) Ensure all applicable watch materials are available as required.

(5) The Cutter Shed DIVO, or LCPO in his/her absence, will be the Senior Watch Officer's single point of contact to handle all administrative matters regarding the department's daily duty section watch organization, specifically:

(a) Send the approved monthly watchbill and any changes to that watchbill to the SWO for situational awareness.

(b) Ensure each duty section is adequately manned with qualified personnel.

(c) Ensure accurate recall and alpha roster of all Navy Sailing personnel is available in the Cutter Shed.

(d) Review and approve all leave and other special requests pertaining to duty.

(6) Navy Sailing Duty Officers may exchange duty with the approval of the Senior Watch Officer.

7. Watch Outline

a. Sailing Operational Duty Hours. SBCW and NSDO are 24/7 watch assignments. Presence is required, as follows:

(1) Santee Basin Control hours and manning are based on daily operations of Sail Training Craft (STC). The SBCW shall be on location in the Cutter Shed until STC have returned to their assigned slip.

(a) Weekend hours are as required when STC are hauled out of the basin.

(b) At the discretion of the Cutter Shed LCPO and DIVO, Santee Basin Control manning may be reduced from two to one SBCW from Thanksgiving week through Spring Break.

(c) While operating in a reduced manning status, the NSDO shall accompany the SBCW during their rove.

(d) The SBCW shall wear a PFD during the rove.

(e) Santee Basin Control will not be manned on Thanksgiving, Christmas Day, and New Years Day, unless otherwise directed by the NSDO during events of heavy or inclement weather.

(2) The NSDO is responsible for maintaining the Weekend Orders. The Weekend Orders are a google document detailing the events occurring within the Sailing Department from Friday through Sunday of each week during the Academic Year. During the summer it shall include all summer training events occurring away from the basin, regardless of day of the week.

b. Routine

(1) A daily brief between the NSDO and the SBCW will occur at 0800 in person or via cell phone. They will discuss operations for the day to include boat movements, Varsity practice hours, Pro-Sail hours, weather, and any other pertinent information.

(2) The SBCW will conduct a complete rove of Santee Basin at turnover in the morning, during the lunch hour, and when all of the boats are moored for the evening. All discrepancies will be reported to the NSDO and passed down to the oncoming duty section via log entries.

(3) The NSDO will conduct at least one rove daily.

(4) At the conclusion of operations, the SBCW will report to the NSDO that all boats have returned to the basin, a final rove has been completed, and all buildings are locked prior to departing.

(5) Based on current operations, a status report may be required to DNAS.

c. Miscellaneous

(1) For all issues regarding midshipmen, NSDO shall maintain communications with the Summer Training Duty Officer (STDO) and the Naval Academy Summer Programs (NASP) Duty Officer during summer operations. During regular, non-summer sailing operations, NSDO shall maintain communications with the Officer of the Watch (OOW).

(2) Communicate with the Naval Academy Duty Officer (NADO) for any urgent, non-midshipman-related situations as deemed necessary or situation warrants.

(3) Notify the 1st Lieutenant of any known building or basin issues requiring work orders.

(4) Ensure no personal craft transit or moor in Santee Basin or enter the Naval Academy without proper base access. SBCW will notify the NSDO, who will then communicate any incident to the base police immediately; notify DDNAS and DNAS.

(5) SBCW shall notify NSDO of any irregularities and NSDO shall notify DNAS of any irregularities or any other information deemed necessary to inform the chain of command. If there is any doubt as to whether or not to contact the chain of command, err on the side of caution and contact DNAS.

(6) Liaise with the United States Naval Academy base Police and local law enforcement agencies as necessary.

(7) Continuously monitor the duty phones.

(8) No alcohol shall be consumed while in a duty status.

8. Navy Sailing Duty Officer (NSDO) Qualification

a. Description. The NSDO supervises the watch section in matters concerning safety, security, and general operation of Navy Sailing at and around Santee Basin. The NSDO is responsible to, and serves as, the direct representative for DNAS.

b. Qualification. NSDO Qualification must be completed within 30 days of checking in with the Senior Watch Officer. The NSDO is a Commissioned Officer, Chief Petty Officer, or First-Class Petty Officer authorized to carry out the daily routine of the Naval Academy Sailing Department. They will complete enclosure (1) and be designated in writing by DNAS.

9. Santee Basin Control Watch Qualification and Duties

a. Description. SBCW is responsible for all STC moored in Santee Basin and maintaining a vigilant watch over craft underway for recreational purposes in the operating area.

b. Qualification. Santee Basin Control JQR will be completed within 60 days of checking in with the Cutter Shed LCPO.

c. Duration of watch. The SBCW's will be in the Vandergrift Cutter Shed as prescribed in paragraph 8. The duration of watch is dependent on sailing operations, watchstander experience, and approved by the Cutter Shed LCPO and DIVO. NSDO will give final approval for securing the watch.

d. Duties and Responsibilities. In accordance with enclosure (2) and enclosure (3), SBCW shall:

(1) Ensure STC engine logs are stocked with at least ten (10) blank chits and four (4) blank log pages on a daily basis during operational periods.

(2) Ensure that all craft are moored properly. In rough weather, pay particular attention to mooring lines.

(3) Do not allow any equipment to be used or taken from the USNA Sailing Department without proper authority, except in case of an emergency.

(4) No later than 0715 each day, open RCSC and Vandergrift Cutter Shed. At the end of each day lock both buildings and ensure all windows are closed.

Note: Any requests to keep RCSC unlocked after SBCW departure must be coordinated ahead of time, approved by DNAS and USNA Security shall be notified.

10. Professional Sail. Execute PROSAIL operations per reference (e), specifically:

a. N26 Professional Sail (PROSAIL)

(1) The NSDO has overall responsibility for the PROSAIL day-to-day execution. The Basic Sail Training (BST) Operations Officer has overall responsibility for the PROSAIL qualification process and program management. The SBCW maintains authority over the qualified skippers' safe operation of the N26 while underway in the operating area and within Santee Basin.

(2) The SBCW shall review all go no-go conditions with the skipper prior to check out. This brief will also include the current weather conditions, any possible inclement weather, and the N26 boundaries. B-qualified skippers shall adhere to the go no-go conditions IAW reference (e).

(3) In the event weather changes during PROSAIL operations, and it is outside N26 limitations, the SBCW shall immediately notify the NSDO and, upon receiving authorization from the NSDO, secure PROSAIL. When a watchstander is in doubt or worried about current or changing weather conditions, or has any other questions, they are directed to call the NSDO. If necessary, the SBCW will assist all N26 recovery using powerboats and report to the NSDO.

(4) SBCW shall ensure all personnel requesting the check-out of a N26 Colgate are properly equipped with a functioning radio and are qualified IAW reference (e). An updated list will be online in the Navy Sailing Google Drive. If an individual believes they are qualified and are not on the list, call the Basic Sail Training Operations Officer.

(5) The SBCW will maintain a vigilant watch IAW semi-annual program training over N26 boats that are sailing and be ready to proactively lend assistance at the dock or in a support craft within moments for any reason, such as lack of wind, approaching weather, groundings, or other reasons.

(6) The SBCW shall report any incidents or injuries, no matter how minor, to the NSDO immediately.

(7) The NSDO will ensure that all incidents or injuries are documented using the Incident Report Form in reference (e). BST Operation Officer, DDNAS, and DNAS will be notified by the NSDO.

b. N44 Professional Sail (PROSAIL)

(1) Shall ensure all personnel requesting the check-out of a N44 are eligible and approved by the appropriate Program Director and DNAS.

(2) If the wind is greater than 20mph or there are observed gusts up to 22mph, the SBCW shall request authorization from the NSDO to restrict non-Varsity or Offshore N44 craft from getting underway, or to issue a recall.

(3) The SBCW will maintain a vigilant watch IAW semi-annual program training over N44 boats that are sailing and be ready to proactively lend assistance at the dock or in a support craft within moments for any reason, such as lack of wind, approaching weather, groundings, or other reasons.

(4) Shall report any incidents or injuries, no matter how minor, to the NSDO as soon as possible.

(5) The NSDO will ensure that all incidents or injuries are documented using the Incident Report Form in reference (e). Program Operation Officer, DDNAS, and DNAS will be notified by the NSDO.

c. Power Boat Issue

(1) Ensure all personnel requesting an Edgewater or Zodiac are qualified coxswain IAW reference (g) and entered into the qualification spreadsheet (Annual Coxswain Qualification List) controlled and edited by the CS leadership.

(2) Verify the mooring alignment of the small boats to avoid issuing a boat that is inaccessible. Verify that personnel have filled out and signed the log book correctly. Personnel checking out a boat must write their cell phone number in the log, or a number that the SBCW watch can reach if the coxswain is unreachable via radio.

(3) Ensure small power boats are breasted out on mooring whips, engines raised and turned facing away from the pier when not in use, and batteries secured. During winter months, engines will be left in the water to ensure they do not freeze.

(4) All keys issued will be returned by the individual who checked out the boat; if custody of the key is expected to change, the exchange will be done in the CS with the SBCW, and a new entry will be made in the check-out log.

(5) In exception to the above, all keys to powerboats that have been checked out for sports period will be left in the boat at the end of practice. The SBCW will collect the keys from

the boats during their end of day rove.

11. Records Management

a. Records created as a result of this notice, 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 notice or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

12. Review and Effective Date. Per OPNAVINST 5215.17A, (responsible organization) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R. AHO

Distribution:
Senior Watch Officer
DNAS

NAVY SAILING DUTY OFFICER (NSDO) JOB QUALIFICATION REQUIREMENT

NAME _____ RATE / RANK _____

NSDO Overview

1. Review DNASINST 1601.2D, Standing Orders and Instruction for Navy Sailing Watch Organization and all relevant enclosures. _____
2. Conduct a Santee Basin Rove with the Santee Basin Control Watch (SBCW). _____
3. Complete sit down discussions regarding NSDO with two qualified NSDO's.
(a) _____ (b) _____
4. Demonstrate understanding of the required daily/weekly actions (i.e. daily call, weekend orders, etc.). _____
5. Understand the responsibilities of the NSDO in an emergency (to include reporting Chain of Command). _____

Recommendation

I, _____, recommend _____ to be designated as NSDO.

(Signature and Date)

NAVY SAILING DUTY OFFICER DESIGNATION LETTER

From: Director of Naval Academy Sailing, U.S. Naval Academy

To: XX XXX, USN

Subj: DESIGNATION AS NAVY SAILING DUTY OFFICER

Ref: (a) DNASINST 1601.2(series)

1. Pursuant to reference (a), you are hereby designated as a Navy Sailing Duty Officer.
2. This designation is granted in recognition of your professional ability and reflects my confidence in your judgement. It carries with it the responsibility for the fair judgement, performance, and supervision of Navy Sailing operations and duty personnel.
3. This assignment will remain in effect until you transfer or are otherwise removed from this position.

X. X. XXX

FINAL QUALIFICATION AS
SANTÉE BASIN ROVING WATCH

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

Trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified Santee Basin Roving Watch.

RECOMMENDED	_____	DATE	_____
	(Watch Supervisor)		
RECOMMENDED	_____	DATE	_____
	(LPO)		
RECOMMENDED	_____	DATE	_____
	(LCPO)		
QUALIFIED	_____	DATE	_____
	(Commanding Officer or Designated Representative)		

POWER BOAT FUNDAMENTALS

TASKS:

- a. Boat familiarization
- b. How do you start them?
- c. How do you prevent flooding?
- d. What is the proper way to moor the boat?
- e. What safety precautions must be observed?
- f. Where is the man overboard equipment located?
- g. Where do you check the oil levels?
- h. When do you check oil levels?

1. Complete two boat reports.

(Signature)

(Date)

(Signature)

(Date)

2. Check Oil levels.

(Signature)

(Date)

(Signature)

(Date)

3. Properly moor and secure boats.

(Signature)

(Date)

(Signature)

(Date)

NAVY 44" SAIL BOATS

TASK:

- a. Boat Familiarization?
- b. Where are the through holes?
- c. Where are the bilges located?
- d. What valves need to open and closed to start and secure the boat?
- e. How do you connect shore power?
- f. Where do check shore power on the craft?
- g. In case of emergency how do you pump the bilge?

1. Complete two boat reports.

(Signature)

(Date)

(Signature)

(Date)

2. Connect and verify shore power.

(Signature)

(Date)

(Signature)

(Date)

3. Verify valve alignment for start-up/ securing.

(Signature)

(Date)

(Signature)

(Date)

4. Check fuel levels manually and via gauge panel.

(Signature)

(Date)

(Signature)

(Date)

5. Pump bilges.

(Signature)

(Date)

(Signature)

(Date)

DUTY OFFICE RESPONSIBILITIES

TASKS:

- a. Procedures for issuing power boats?
- b. Procedures for issuing recreation sail boats?
- c. How to use proper radio communication?
- d. How to log boats in and out of Santee Basin?
- e. Who to notify in case of emergency?
- f. Where to find updated qualification list?
- g. How to issue galley gear?
- h. Procedures for issuing 244 and bread truck Keys.
- i. Weather restrictions for boat issue?
- j. Who gives authorization to check out a 44"
- k. Who gives final power boat qualification

1. Use proper radio communication.

(Signature)

(Date)

(Signature)

(Date)

2. Issue power boats.

(Signature)

(Date)

(Signature)

(Date)

3. Issue recreation sail boat.

(Signature)

(Date)

(Signature)

(Date)

4. Maintain a proper watch log.

(Signature)

(Date)

(Signature)

(Date)

WATCHES

STAND THE FOLLOWING WATCHES UNDER QUALIFIED SUPERVISION:

1. SANTEE BASIN CONTROL (3 times)

(Signature)

(Date)

(Signature)

(Date)

(Signature)

(Date)

EXAMINATION

1. Pass an oral examination board

(Signature)

(Date)

SANTEE BASIN CONTROL DAILY CHECKLIST	
TASK	COMPLETED
0715 OPEN ROBERT CROWN LOBBY DOORS	
0800 TEXT NSDO FOR UPDATES	
CHECK THE ENSIGN/PENNANT AM/PM - VERIFY ENSIGN IS AT CORRECT POSITION COMPARED TO HOSPITAL POINT ENSIGN	
0800 MORNING BASIN WALKTHROUGH	TIME:
1200 MID DAY BASIN WALKTHROUGH	TIME:
END OF DAY BASIN WALKTHROUGH	TIME:
WEEKEND DUTY* CHECK FOR MAJOR DEBRIS IN THE BASIN.	
COMPLETE BOAT REPORT FOR STC AND POWERBOATS. TROUBLESHOOT ALL UNSAT ITEMS. IF UNABLE TO CORRECT WRITE CHIT AND ANNOTATE TROUBLESHOOTING STEPS.	
ENSURE MOORING LINES ARE SECURED PROPERLY AND 44'S ARE ALIGNED WITH YELLOW MARK. UNUSED LINES ARE NEATLY COILED ON PIER.	
ENSURE SHORE POWER CABLES ARE CONNECTED & UNDER LIFE LINES ON ALL NAVY 44'S.	
ENSURE ALL ENGINE LOGS ARE COLLECTED AND FILLED OUT BY BOAT OPERATORS	
ENSURE ALL SMALL BOAT AND BREAD TRUCK KEYS ARE COLLECTED	
WEEKEND DUTY* ENSURE CUTTER SHED IS CLEAN TO INCLUDE THE KITCHEN, WORK AREA, AND HEAD	
ENSURE PUMPOUT STATION IS SECURED AND HOSE IS STOWED	
ENSURE ALL CUTTER SHED AND RCC WINDOWS AND DOORS ARE LOCKED	
CONTACT NSDO WITH WITH END OF DAY UPDATE	
PLACE COMPLETED CHECK LIST, DECK LOG AND BOAT REPORTS IN DOOR FILE.	
NAME _____ DATE _____ (PRINT) NAME _____ (SIGN)	



DEPARTMENT OF THE NAVY
OFFICE OF THE COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS MARYLAND 21402-5100

DIVPRODEVINST 3140.2C
05 Nov 2021

DIVISION OF PROFESSIONAL DEVELOPMENT INSTRUCTION 3140.2C

From: Deputy Commandant for Professional Development

Subj: HEAVY WEATHER EARLY WARNING REQUIREMENTS AND ACTIONS

Ref: (a) NATO STANAG 4194, Standardized Wave and Wind Environments
and Shipboard Reporting of Sea Conditions
(b) DIVPRODEVINST 3140.1(series) Hurricane Sortie and Mooring Procedures for
Hazardous or Destructive Weather

1. Purpose. To promulgate the duties and responsibilities for personnel when the Division of Professional Development (PRODEV) receives warning of heavy weather.

2. Cancellation. DIVPRODEVINST 3140.2B.

3. Discussion. Heavy weather at sea and in port is a formidable adversary to fleet operations. The policies in this instruction are designed to minimize the probability of personnel casualties and material damage to small craft and facilities due to weather.

4. Action. Use the following guidelines to take prompt and adequate safety measures are taken for all small craft assigned to PRODEV. Proactively move to put mitigations in place when heavy weather conditions are forecasted.

5. Heavy Weather Warnings

a. Sources

(1) United States Naval Academy (USNA) Oceanography Department.

(2) USNA Hazardous Weather Hotline at (410) 293-0032.

(3) National Oceanic and Atmospheric Administration (NOAA) National Weather Service
Baltimore/Washington Forecast Office at (571) 888-3500 or
<http://w1.weather.gov/obhistory/KBWI.html>.

(4) Fleet advisory forecast message traffic.

(5) Local weather broadcast (i.e., weather channel).

(6) NOAA active watches, warnings, or advisories at
<https://alerts.weather.gov/cap/wwaatmget.php?x=MDC003&y=1>

b. Procedures. When the Waterfront Readiness (WFR) Yard Patrol (YP) Craft Operations Department receives early heavy weather warnings, including small craft and gale warnings, the initial action shall be to call and relay all information, including expected time of arrival and duration of heavy weather, to the following personnel at a minimum:

- (1) Deputy Commandant, PRODEV, at (410) 293-6002.
- (2) Director, Waterfront Readiness, at (410) 293-9009.
- (3) Waterfront Readiness YP Operations Officer at (410) 293-9167.
- (4) Seamanship and Navigation (SEANAV) Operations Officer at (410) 293-6060.
- (5) Deputy Director, Waterfront Readiness, at (410) 293-9139.
- (6) Waterfront Readiness Command Duty Officer (WRDO) at (410) 320-9716.

6. Operating Limits

a. Wind, sea state/wave height, or visibility can affect small craft operations conducted by small craft. Adverse conditions beyond a certain limit will make training operations counter-productive and dangerous to personnel or equipment. If at any time the Officer-In-Charge (OIC) or Craftmaster (CM) of any USNA training vessel recognizes a situation is developing that presents a danger to Midshipmen or the crew, the OIC or CM shall immediately suspend underway training, return to USNA, and notify the appropriate department chairman (Seamanship and Navigation for YPs, Sailing for sail training craft [STCs]).

b. It is difficult geographically to match a wind speed to a set sea state in the majority of areas in which YP craft or STC operate due to the dramatically increased and decreased fetch relative to the direction of the wind. Personnel must evaluate each situation on its own merits. The following table is a guideline to drive discussions, recognizing that any single element of the stated limits may be enough to call off training operations.

YP-676 Class Operational Limits

Evolution	Sea State ¹ STANAG 4194	Significant Wave Height ² (feet)	Wind Speed (knots)	Visibility (nautical miles)
Oceanographic Data Collection (YP-686)	3	3	20-25	1.0
Shiphandling & Navigation Training	3	4	20-25	1.0
Sheltered Transit ³	3	4	32	1.0
Open Ocean Transit	4	6	25-30	1.0

YP-703 Class Operational Limits

Evolution	Sea State ¹ STANAG 4194	Significant Wave Height ² (feet)	Wind Speed (knots)	Visibility (nautical miles)
Oceanographic Data Collection (YP-703)	3	3	15-20	1.0
Shiphandling & Navigation Training	3	4	15-20	1.0
Sheltered Transit ³	3	4	25	1.0
Open Ocean Transit	4	6	20-25	1.0

(1) Sea State as defined in reference (a) is not the same as the Beaufort Scale Force numbers. Using wind speed values, Sea State 3 (STANAG 4194) is equal to Force 4 on the Beaufort Scale (moderate breeze, small waves becoming larger, fairly frequent white horses). Sea State 4 is equal to Force 5 (fresh breeze, moderate waves, taking a more pronounced long form, many white horses, chance of some spray).

(2) Significant wave height is defined as the average of the highest 1/3 of all waves present. Routine wave height observations recorded by Quartermasters and Aerographer's Mates are assumed to represent significant wave height.

(3) Wind limits for sheltered transits depend upon available fetch which may vary considerably with wind direction. In the Chesapeake Bay for example, higher wind limits (35-40 knots) may be acceptable for easterly and westerly winds since the east-west fetch is limited, and the resulting seas will be less energetic than would be the case for northerly or southerly winds.

c. Cold-weather conditions can be equally dangerous and dramatically reduce the effectiveness of training. Wind chill will rapidly reduce core body temperature and cause frostbite on extremities. Personnel conducting training must be aware of these dangers and ensure persons under their care are correctly dressed and position changes are sufficiently frequent to reduce the danger. The following table shows the effect of wind chill in reducing temperature.

Wind Chill Table

Wind (knots)	Temperature (Fahrenheit)									
	-5	0	5	10	15	20	25	30	35	40
5	-17	-12	-6	0	6	12	18	24	30	36
10	-23	-17	-11	-5	2	8	14	20	27	33
15	-27	-21	-14	-8	-1	5	12	18	25	31
20	-30	-23	-17	-10	-3	3	10	17	23	30
25	-32	-25	-19	-12	-5	2	8	15	22	29
30	-34	-27	-20	-14	-7	0	7	14	21	28
35	-36	-29	-22	-15	-8	-1	6	13	20	27
40	-37	-30	-23	-16	-9	-2	5	12	19	26
Frostbite Times:										
					10 minutes			30 minutes		

d. Ice build-up is an issue with any vessel. A covering of ¼ inch of ice on most exterior surfaces of a YP craft will add 8,000 pounds of weight high above the keel. This would give an expected increase in roll on the order of 30 percent. Take care to reduce ice build-up. This reduction in stability must be taken into consideration when deciding if operations are to continue.

7. **Actions.** Take the following actions during periods of actual or forecasted high winds and seas, tornado warnings, seismic sea wave (tsunami) or storm surge, severe thunderstorms, hail, or shipboard icing.

a. **Safety Precautions.** When heavy weather procedures are in effect:

(1) No personnel shall be permitted on weather decks without permission of the OIC/CM. On STC, all topside personnel shall wear a safety harness that is attached at all times to the vessel.

(2) Personnel working or standing watch on weather decks during heavy weather, even when proceeding briefly from one station to another, shall wear a life jacket (YP craft) or inflatable personal flotation device (STC).

(3) Personnel working in the weather shall wear a standard Navy safety harness attached to the life line by means of the harness "D" rings. A life jacket shall be worn over the safety harness.

b. **Duties and Responsibilities**

(1) The SEANAV Operations Officer shall:

(a) Report and recommend setting of material and heavy weather conditions to Chairman, Seamanship and Navigation.

(b) Cancel underway training, either prior to or during classes, if weather conditions prevent safe underway operations or exceed limits mandated in paragraph 6 of this instruction.

(c) Inform the SEANAV Academic Officer and all SEANAV course coordinators to ensure all classes are aware of the suspension of YP operations and make alternative arrangements for classes.

(2) The Navy Sailing Duty Officer shall:

(a) Report and recommend setting of material and heavy weather conditions to Director, Naval Academy Sailing.

(b) Consult with Sailing Program Managers for OSTs, BST, VOST, and IC on training achievable in the forecasted conditions and cancellation/recall of STCs.

(c) Direct general recall of STC to Santee basin or designated safe havens.

(d) Notify Vandergrift Cutter Shed of heavy weather condition in effect and ensure they make proper preparations.

(e) Track and report weather and sea-state conditions for STC deployed out of the surrounding Chesapeake Bay area.

(3) The WFR YP Operations Officer shall:

(a) Report and recommend setting of material and heavy weather conditions to Director, Waterfront Readiness.

(b) Supervise overall preparations of the Heavy Weather Bill.

(c) Report expected weather conditions and preparations taken or needed to the WRDO and chain of command.

(d) Consult with scheduling authority on training achievable in the forecasted conditions and cancellation/recall of vessels.

(e) Direct general recall of YP craft to YP basin or designated safe havens.

(f) Track and report weather and sea-state conditions for YP craft deployed out of USNA waterways.

(4) The WRDO shall:

(a) Assume responsibilities of WFR YP Operations Officer in their absence.

(b) Notify Director, Waterfront Readiness, Deputy Director, Waterfront Readiness, and Department Heads of degrading weather conditions, change in forecast, or severe unexpected degrading weather conditions.

(c) Supervise general recall for vessels operating within local operations area, when directed by WFR YP Operations Officer.

(d) Keep informed of the heavy weather condition in effect and make proper preparations.

(e) Station duty personnel to tend lines as appropriate.

(f) Remove all service lines not required from the YP or small craft.

(g) Supervise setting of material and heavy weather conditions.

(h) Secure unnecessary ventilation and power.

(i) Coordinate security patrols.

(j) Regulate trim and list of all craft. Make recommendations to Director, Waterfront Readiness, for ballasting and ballast as ordered. (NOTE: There are no installed ballast systems aboard YP craft or Navy 44-foot STC.)

(k) Consolidate liquid cargo as feasible to reduce surface effects.

(l) Keep all bilges and voids as dry as possible.

(m) Keep Director, Waterfront Readiness, and WFR YP Operations Officer informed as to watertight integrity.

(n) Ensure all doors, hatches, manhole covers, and tank tops are secure.

(o) Maintain every precaution against fire.

(p) Set steaming watch as prescribed.

(5) YP Craftmasters shall:

(a) In Port

1 Run additional mooring lines.

2 At anchor, prepare to veer, slip the moor, and/or drop another anchor as directed.

3 If moored to a buoy, prepare to veer, slip the moor, or drop an anchor.

4 If possible, clear any boats from alongside or rig fenders between the boats.

(b) At Sea

1 Put preventers on the anchors.

2 Secure all hatches, covers, and equipment, striking below all moveable equipment.

(c) At Sea or In Port

1 Lower and lash fueling rigs to the deck.

2 Run any span wire to padeyes on the deck.

3 Double lashings on equipment stowed on the main deck and weather decks.

4 Check stowage of all storerooms, lockers, and living spaces under their cognizance.

5 Secure all lifeboats and inflatable life rafts.

6 Check closure of all hatches and doors.

7 Rig heavy weather life lines.

8 Keep informed of the condition in effect and make proper preparations.

9 Station personnel to tend lines as appropriate.

10 Remove all service lines not actually required from the ship.

11 Ensure personnel on watch are adequately protected and if advisable, move watches to sheltered areas while maintaining safety of the ship.

12 Minimize number of personnel on weather decks and if necessary, restrict movements on weather decks except by direct permission of WFR YP Operations Officer or WRDO.

13 Ensure personnel on weather decks wear life jackets (also safety lines if working where they may be swept over the side).

14 Be alert for impending material damage to the ship and take appropriate steps to prevent or minimize it.

15 Keep Director, Waterfront Readiness, Deputy Director, Waterfront Readiness, Repair Officer, WFR YP Operations Officer, and WRDO informed of the status of preparations to get underway or cope with the storm when remaining in port.

16 If expecting a seismic sea wave (tsunami) or storm surge, have additional mooring lines run out, leaving considerable slack in regular mooring lines. If necessary, place fenders between the boat and pier.

(6) Officer in Tactical Command (OTC)/OIC shall:

(a) When within local operating area, follow orders promulgated by Chairman, SEANAV, or DNAS.

(b) When outside the local operating area, consult with the Chairman of SEANAV or the Director of Naval Academy Sailing, and scheduling authority to ensure the safest and most appropriate course of action while keeping the Director of Waterfront Readiness and the WFR YP Operations Officer informed of any decisions. Consider the following actions: return to Annapolis, proceed to nearest available harbor, proceed to sheltered anchorage and heaving to.

(7) Craftmasters, OTCs, and OICs shall be conversant with the dangers inherent in operating in heavy weather and methods of avoiding dangers, including slamming, broaching, pooping, and turning a vessel in high seas.

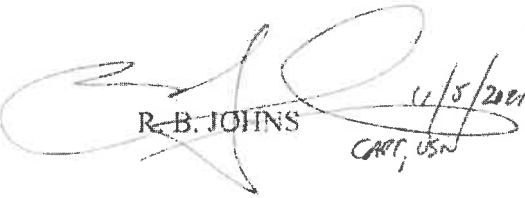
(8) Secondary responses for YP basin/Santee basin security watches shall be to start and complete an entire round of all small craft in YP and Santee basins, with special attention paid to moorings and topside equipment as described in reference (b). Mooring lines shall be adjusted as required and topside equipment shall be stowed below decks. Both basin security watches are also required to make continuous rounds of all vessels in the basins for the heavy weather duration. Additional watch procedures shall be followed under heavy weather YP standard operating procedures directives.

(9) Deputy Director, Waterfront Readiness, shall ensure all dry-docked craft are secured and prepared for heavy weather at all times.

(10) YP Communications Watch shall inform WRDO at (410) 320-9716, and Director, Waterfront Readiness, at (410) 293-9009 when the Heavy Weather Bill has been completed.

(11) Reference (b) shall be placed in effect in the event hazardous or destructive weather should strike the Annapolis area.

8. Review and Effective Date. Per OPNAVINST 5215.17A, the WFR YP Operations Officer will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17 A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNA V Manual 5215.1 of May 2016.



R. B. JOHNS
11/5/2021
CART, USN

Distribution:

All Waterfront Readiness (electronically)
Chairman, SEANAV (electronically)
SEANAV Operations Officer (electronically)
Dir, Naval Academy Sailing (electronically)
Deputy Director, Naval Academy Sailing (electronically)
U.S. Navy Sailing Association (electronically)
NSA Annapolis Security Officer (electronically)

28 Sep 2012

Cutter Shed Watchstander Communication Guide

1. Cutter Shed Watchstanders shall ensure the following personnel are contacted in case of any of the below emergencies:

Cutter Shed LPO
Cutter Shed LCPO
Maintenance Officer, Navy Sailing
Navy Sailing Duty Officer
Director, Naval Academy Sailing

Emergencies:

- a. Any Medical Emergency in Santee Basin or on a Navy Sailing vessel while in-port or underway
- b. Navy Sailing vessel Collision
- c. Navy Sailing vessel Grounding
- d. Loss of Asset (Vessel Theft)
- e. Any major material discrepancy on a Navy Sailing vessel that results in life threatening conditions (i.e. dismasting, flooding, or fire)
- f. Fire or flooding in or around Santee Basin facilities
- g. Any oil or fuel inside or adjacent Santee Basin
- h. MSD spill inside Santee Basin

2. Cutter Shed Watchstanders shall contact the following personnel in case of any of the following events:

Cutter Shed LPO
Cutter Shed LCPO
Maintenance Officer, Navy Sailing
Navy Sailing Duty Officer

Events:

- a. Any material discrepancy that prevents a Navy Sailing vessel from fulfilling its required mission.
- b. The delayed return of any USNA Sailing Vessel after sunset (unless previously authorized).

- c. A reprimand from anyone, military or civilian, outside of the Navy Sailing chain of command
 - d. The unannounced arrival of any Flag Officer or VIP
 - e. Unauthorized entry into Robert Crown Sailing Center or a Navy Sailing vessel by Midshipmen/Civilian/Military Personnel.
 - f. Unauthorized entry into Santee Basin by any Civilian or Military Watercraft
 - g. The occurrence of unexpected severe weather (Winds 20+)
3. Cutter Shed Watchstanders shall contact the following personnel in case of any of the below occurs:

Cutter Shed LPO
Cutter Shed LCPO
Maintenance Officer, Navy Sailing

Events:

- a. Any material discrepancy that prevents a Navy Sailing vessel from being fully mission capable.
- b. Any complaint from any Midshipmen or Navy Sailing Program Volunteer
- c. Any time a Santee Basin facility cannot be secured prior to securing the watch.
- d. When large debris (Hazard to navigation) enters Santee Basin.
- e. When, in their judgment, the Chain of Command needs to be notified.

N26 PROFICIENCY SAILING CHECK-OUT/ACKNOWLEDGEMENT SHEET

Date: _____ Boat Number: _____
Time Out: _____ Time In: _____
Skipper(s) Name: _____
Skipper Phone Number: _____ E-mail: _____
Emergency Contact Name: _____ Phone: _____
Radio #: _____ Total # of people on boat: _____
Cell Phone # _____
Name/Age of those on board: _____

N26 PROFICIENCY SAILING ACKNOWLEDGEMENT
(To be completed by MIDN, active duty military, and USNA employees)

Initials: _____

_____ In consideration of my participation PROSAIL today, I agree to abide by all guidelines established in this instruction.

_____ I understand that I and all other personnel shall properly wear a U.S. Coast Guard approved Type III, or equivalent, Personal Flotation Device (PFD) at all times when on board an N26.

_____ I further understand that alcoholic beverages of any kind and swimming off of an N26 are strictly prohibited.

_____ I understand that I am responsible for my conduct, and any guests I may have, and that I will act professionally and appropriately at all times.

Signed: _____ Skipper

Witnessed: _____ Cutter Shed Duty Watch Stander

Satisfactory status of boat verified by Cutter Shed Duty Watch Stander after boat is returned:

_____ Watch Stander's Name/Date/Time

MARINE EVENT LIABILITY FORM

EVENT: _____

DATE OF EVENT: _____

In consideration of my participation in recreational sailing and/or racing aboard a Naval Academy marine craft, I, the undersigned, intending to be legally bound hereby waive for myself, parents, guardians, heirs, executors, assigns and administrators any and all rights and claims for damages, demands, and other actions whatsoever, including that which I may have against any of the following entities: the U.S. Naval Academy, Annapolis, Maryland; the Department of the Navy; the Department of Defense; the United States Government; all U.S. Naval Academy military and civilian personnel; the Naval Academy Sailing Foundation; plus, United States Sailing Association, all participating supporters and their entities; all individuals associated with planning or conducting marine events; any medical support personnel provided; and these entities' representatives, successors and assigns, arising out of my participation in this event, including any and all injuries or illnesses suffered by me as a result of my participation in this event or use of any U.S. Naval Academy or government facilities, equipment or sailing vessel in conjunction with my participation. I further verify that I have full knowledge of the risks involved in participation in events of this nature where marine craft are used. By participating in this event, I hereby permit the above mentioned entities to utilize my name, likeness and scores for any purpose whatsoever.

I understand that I am responsible for the cleanliness of any marine craft that I may have been assigned, and for my conduct. I am further aware that no alcoholic beverages of any type are allowed aboard any Navy marine craft, and that any misuse of equipment or its facilities will result in revocation of my privileges to participate in this or any future marine event at the U.S. Naval Academy.

I also understand that I and all other personnel involved will wear a USCG approved Type III Personal Flotation Device (PFD) when aboard a Navy vessel when at the pier and when sailing.

Additionally, I fully accept financial responsibility for any damages incurred while operating a Naval Academy marine craft due to my negligence or improper action(s).

If under age 18: I, the undersigned parent or lawful guardian of the below named person, do hereby grant my permission and consent for my child to participate in the above described event. I have read and agree to be bound by the terms of the above mentioned provisions. I understand that my child must be at least 8 years of age and must have a certified Type III U.S. Coast Guard approved Personal Flotation Device on the day of the sailing event which must be worn at all times while involved with this event, including pier side. Furthermore, I understand that no more than four children will be permitted on a boat at one time unless supervised by members of a Naval Academy sailing team or Robert Crown Center staff.

Name

Signature (or parental signature if under 18)

Date