



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

USNAINST 4520.1B CH-1
27/SAILING
28 Aug 2026

USNAINST 4520.1B CHANGE TRANSMITTAL 1

From: Superintendent, U.S. Naval Academy

Subj: POLICY FOR ACTIVATING AND TERMINATING THE CHARTER OF VESSELS
AND SAIL TRAINING CRAFT DONATED TO NAVAL ACADEMY SAILING
FOUNDATION

Encl: (1) Revised Enclosure (4)

1. Purpose. To publish change 1 to the basic instruction.
2. Action.
 - a. Remove enclosure (4) of the basic instruction and replace with updated enclosure (1).
 - b. Enclosure (4) of the basic instruction has been significantly updated to provide more structure to the Naval Support Facility requirements prior to placing a boat on charter.
3. Records Management
 - a. Records created as a result of this change transmittal, 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://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx>.
 - b. For questions concerning the management of records related to this change transmittal or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

A handwritten signature in black ink, appearing to read "MJB", is positioned above the name M. J. Borgschulte.

M. J. BORGSCHULTE

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USNAINST 4520.1B
PRODEV
28 Jan 2021

USNA INSTRUCTION 4520.1B

From: Superintendent, U.S. Naval Academy

Subj: POLICY FOR ACTIVATING AND TERMINATING THE CHARTER OF VESSELS
AND SAIL TRAINING CRAFT DONATED TO NAVAL ACADEMY SAILING
FOUNDATION

Ref: (a) SECNAVINST 4001.2K

Encl: (1) Procedures for Activating a NASF Charter Agreement
(2) Procedures for Terminating a NASF Charter Agreement
(3) USNA Superintendent Gift Acceptance Action Memorandum
(4) Naval Academy Sailing Foundation Sample Charter Agreement
(5) Naval Academy Sailing Foundation Sample Charter Extension
(6) Naval Academy Sailing Foundation Sample Charter Termination

1. Purpose. To publish policy regarding activation and termination of a Naval Academy Sailing Foundation (NASF) charter agreement.

2. Cancellation. USNAINST 4520.1A

3. Background. NASF principally exists to accept privately donated sailing and power craft intended for charter and use in the Naval Academy Sailing Program. NASF vessels no longer active nor under charter by USNA are disposed of after three years or greater for the fiscal health of NASF's professionally managed corpus. Additionally, NASF serves as USNA advisor for DOD disposal and out-year charter replacement of the USNA Barge (i.e. Superintendent's Barge).

4. Action. An orderly means for accepting, activating and terminating the charter of NASF assets by USNA must be used to account for both the administration and material condition of the vessel.

a. Enclosure (1) will be used when activating the USNA charter of a NASF Sail Training Craft (STC) or other NASF owned vessels.

b. Enclosure (2) will be used when terminating the use and USNA charter of NASF Sail Training Craft (STC) or other NASF owned vessels.

c. Per reference (a), a gift offer from NASF must be accepted by the appropriate authority.


J. S. BATES
Chief of Staff

Releasability and distribution:

This instruction is not cleared for public release and is available electronically only via USNA Issuances Intranet Web site, <https://intranet.usna.edu/AdminSupport/Instruction/>.

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PROCEDURE FOR ACTIVATING A NASF CHARTER AGREEMENT

1. Information. The Naval Academy Sailing Foundation (NASF) is a non-federal entity whose mission is to provide the Naval Academy Sailing Program with design-relevant and high-quality Sail Training Craft (STC) that will enable Midshipman to compete in a wide variety of varsity sailing competitions and offshore Professional Development events. The STC is a proven medium for accelerating the seamanship skills and character maturation of future naval officers. The acceptance or rejection of a vessel offered for donation to the NASF, and intended for charter to the United States Naval Academy (USNA), is often a time-sensitive event. Thus, the matter of vessel donations shall be staffed promptly to the Superintendent.

2. Procedure

a. Before the Executive Director of NASF makes an acceptance commitment to a prospective vessel donor, the Director, Naval Academy Sailing (DNAS) must first seek acknowledgement from the Superintendent using enclosure (3). NASF will only accept vessel donation offers that fill a USNA requirement and are pre-approved for charter by USNA.

b. DNAS shall ensure the vessel is design-relevant, seaworthy (e.g. comprehensive marine survey), and meets the long-range strategic requirements of the sailing program or other USNA needs. Valid proposals are staffed to the Superintendent for charter approval to initiate NASF vessel acceptance.

c. Once the Superintendent has acknowledged, DNAS will coordinate with NASF to ensure the Executive Director accepts vessel transfer and ownership in accordance with industry standards, and prepare the vessel for charter to USNA in the following manner:

(1) Survey, Inventory, Deed, Insure and Title said vessel.

(2) Coordinate the delivery of the vessel to WaterFront Readiness Department, Naval Support Activity Annapolis, Maryland.

(3) Coordinate appropriate storage location of vessel at Small Craft Repair Depot (SCRD).

(4) Conduct delivery inventory and acceptance inspection of the vessel and take photographs to document the condition.

(5) Prepare and activate the vessel Charter Agreement with USNA in accordance with enclosure (4).

(6) A gift value determination worksheet will be created by the head coach of the Varsity Offshore Sailing Team (VOST) for any STC that will go on charter, and by the Naval Academy Sailing Maintenance Director for any power vessel that will go on charter. DNAS will approve the gift value worksheet and submit a USNA 4001, Gift Value Acceptance form with the charter. The gift offer to USNA must be accepted by the proper authority per reference (a).

(7) DNAS will coordinate with Director, Water Front Readiness Department the preparation for the boat for use as a Sail Training Craft (STC). All work will be documented in

Enclosure (1)

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the Automated Work Notification (AWN) system for accomplishment by SCRD. The Charter Agreement will provide guidance on which jobs are to be performed by NASF.

d. Parts and maintenance will be funded by NASF for at least the first three years of the charter. If USNA chooses to renew a charter for a vessel for a fourth year, it should plan and budget for any new parts and maintenance requirements for that vessel. This arrangement allows for NASF to maintain a young chartered (0-3 years) vessel in sale condition and be able to sell it promptly upon charter termination. Furthermore, this will relieve NASF of the financial burden of supporting old chartered (greater than 3 years) vessels that could be sold to increase corpus that supports Navy Sailing, but continues to serve in USNA's chartered fleet.

e. Charter Agreements may be terminated at any time via enclosure (6). Charter Agreements considered for extension shall be reviewed annually by DNAS to ensure continued relevance to the sailing program, and the financial costs associated with maintaining a vessel on an old charter. Any amendments to an existing charter, i.e. the change of parts and maintenance responsibility when extending a charter into its fourth year, will be delineated on the Charter Agreement Extension. Charter Agreement Extensions for the new calendar year shall be renewed no later than January 1st, between NASF and the USNA representative. Vessels not renewed under Charter Agreement Extension will automatically lapse into termination and be returned to NASF for appropriate transfer, sale or disposal per enclosure (2).

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PROCEDURE FOR TERMINATING A NASF CHARTER AGREEMENT

1. Information. Naval Academy Sailing Foundation (NASF) vessels under Charter Agreement or Extension with the United States Naval Academy are typically terminated after one or more of the following criteria is met:

- a. A vessel's usefulness and design is no longer in line with the strategic requirements of the sailing program;
- b. The usable inventory (sails, etc.) of the vessel has been depleted, and it has thus become cost prohibitive to maintain; or
- c. After a vessel has remained the property of NASF for at least 3-years, it is deemed beneficial for the financial health of the NASF.

2. Procedure

a. Charter Agreement Extensions shall be renewed annually for the subsequent calendar year and signed no later than January 1st by NASF and USNA representatives. Vessels not renewed under Charter Agreement will automatically lapse into termination and be returned to NASF for appropriate transfer, sale or disposal. Prior to the beginning of the annual winter maintenance period (generally November):

(1) Executive Director, NASF will provide historical and projected future maintenance costs for vessels approaching their fourth year in the program.

(2) Executive Director, NASF and DNAS will discuss present and future STC requirements and availability of desired craft, referencing the latest DNASNOTE 5000.

(3) DNAS will balance projected maintenance costs against ease of replacing the craft (if necessary to meet program requirements) and inform NASF of its intent to extend a vessel's charter or allow it to expire. DNAS will inform NASF which charter extensions will require an amendment to delineate changes in support funding.

(4) With Director, Naval Academy Sailing's consent, charter extensions will be routed utilizing enclosure (5) from NASF to Chief of Staff, USNA for approval.

b. Should a vessel no longer be required for use during the term of the charter, DNAS will inform the Executive Director, NASF, and the charter will be staffed for termination under mutual consent using a Charter Termination, an example of which is provided in enclosure (6).

c. Once the vessel is no longer under charter to USNA, it will remain stored at Small Craft Repair Depot (SCRD), Naval Support Activity, Annapolis, until the time of its transfer, sale or disposal by NASF. SCRD storage time will not exceed four years from the beginning of charter or one year following termination of charter, whichever is longer, without written approval from the Superintendent, USNA. The equipment assigned to the boat will be inventoried and custody

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transferred to NASF. NASF and a representative designated by DNAS will conduct a turnover inspection of the vessel. Once turned over, NASF is responsible for the vessel.

d. The Executive Director, NASF, will notify DNAS once a buyer has been identified and provide vessel delivery details (e.g. whether the vessel will be sailed or trucked away). DNAS will coordinate with the Director, WaterFront Readiness Department to ensure only work required to prepare the boat for delivery is documented in the Automated Work Notification (AWN) system for accomplishment by SCRD.

e. As owner of the donated vessels, upon sale all proceeds are retained by NASF for the health of NASF operating corpus and the general upkeep and preservation of active vessels under charter to USNA, to include Sail Training Craft (STC) in use by the sailing program.

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SAMPLE USNA SUPERINTENDENT GIFT ACCEPTANCE ACTION MEMORANDUM

DATE

ACTION MEMO

FOR: SUPERINTENDENT, UNITED STATES NAVAL ACADEMY

FROM: DIRECTOR, NAVAL ACADEMY SAILING

SUBJ: PROPOSED ACCEPTANCE OF [TYPE/NAME OF VESSEL] INTO NAVAL
ACADEMY SAILING FOUNDATION FOR USNA CHARTER

- BLUF: Request the Superintendent acknowledge [TYPE/NAME OF VESSEL] as a suitable future charter by the Naval Academy Sailing Foundation (NASF) for the United States Naval Academy (USNA) as a Sail Training Craft (STC).
- In order to ensure all vessels accepted by NASF meet sailing program requirements, the Superintendent must acknowledge a prospective donation prior to acceptance by NASF. Upon acknowledgement, the Director, Naval Academy Sailing will coordinate with NASF Executive Director to ensure that the NASF accepts the vessel transfer, assumes vessel ownership in accordance with industry standards, and prepares the vessel for charter to USNA. [NAME OF VESSEL] was officially offered for donation on [DATE] by [NAME OF POTENTIAL DONOR].
- [INCLUDE A DESCRIPTION OF THE VESSEL].
- [INCLUDE DETAILS OF HOW THE PROPOSED CHARTER WOULD BE EMPLOYED BY THE NAVAL ACADEMY SAILING PROGRAM].
- [INCLUDE A DESCRIPTION OF THE CONDITION OF THE PROPOSED VESSEL].
- [SUMMARY REMARKS].

RECOMMENDATION: Superintendent approve [TYPE/NAME OF VESSEL] as a suitable potential Charter to the USNA Sailing Program.

Approve _____ Disapprove _____

NAVAL ACADEMY SAILING FOUNDATION SAMPLE CHARTER AGREEMENT

CHARTER AGREEMENT

THIS CHARTER AGREEMENT, made this ____ day of _____, 2026, at Annapolis, MD, by and among the Naval Academy Sailing Foundation, Inc. (NASF) (hereinafter referred to as OWNER), owner of the vessel _____, and the U.S. Naval Academy (USNA), (hereinafter referred to as CHARTERER), represented by the Chief of Staff, USNA, Annapolis, Maryland.

WITNESSETH:

Whereas, OWNER and CHARTERER desire and intend to enter into a Donative Bareboat Charter covering the operation of the _____ named _____, USCG Doc # _____, hereinafter referred to as the VESSEL;

NOW THEREFORE, in consideration of the mutual promises set forth herein, and other good and valuable considerations, it is agreed as follows:

(1) OWNER agrees to let and CHARTERER agrees to utilize the VESSEL pursuant to the terms and conditions herein.

(2) This charter must be a Bareboat Charter to commence upon date on which both parties have signed this charter and to terminate 31 December ____, unless terminated earlier pursuant to Paragraphs (14) or (15) of this charter. This Charter may be renewed for additional terms of one year by written agreement between OWNER and CHARTERER, subject to the documented completion of Charter Fleet Post-Season Annual Maintenance Checklist at Exhibit A and resolution of discrepancies found in the annual marine survey described in paragraph (7), all other terms remaining unchanged.

(3) The VESSEL must be used by the USNA as a Sail Training Craft in support of training midshipmen and other naval personnel who may be assigned to USNA for professional training. OWNER expressly acknowledges that the VESSEL may be used for the purpose of "Proficiency Sailing" equivalent to a Navy 44 as defined in USNAINST 1500.5 (Series).

(4) The VESSEL will be based at USNA. However, nothing herein must be construed as prohibiting CHARTERER from operating the VESSEL out of other ports and locations for temporary periods.

(5) OWNER agrees to deliver the VESSEL to CHARTERER at Annapolis, MD as of the date of execution of this contract, unless the VESSEL is already in custody of the CHARTERER at the time of execution of this charter, or any renewal thereof, in which case OWNER has no further delivery obligation. OWNER agrees that the VESSEL will be in full commission and proper working order, outfitted as a vessel of her size, type, and accommodations, and in good and reasonable condition throughout and ready for service. An inspection of the VESSEL will be

conducted by the CHARTERER and the OWNER to ensure that she is seaworthy and fit for use by the USNA. Any costs for repair of initial discrepancies found will be borne by the OWNER. CHARTERER will acknowledge Seaworthiness prior to turnover to CHARTERER and prior to each renewal thereof, with the Annual Maintenance and Seaworthiness Certification at Exhibit B.

(6) An initial joint inventory of the VESSEL, IAW USNAINST 4520.1 (Series), will be conducted by representatives of OWNER and CHARTERER prior to turnover to CHARTERER pursuant to this Charter, and prior to each renewal thereof, unless OWNER waives in writing such inventory, in which case OWNER agrees thereby to accept the accuracy and completeness of CHARTERER's own inventory. Any items listed on the initial inventory which are lost, removed, or damaged by the CHARTERER will either be repaired or replaced, at CHARTERER option and expense, before termination of this Charter or last renewal thereof.

(7) CHARTERER must, at its own expense, operate and keep the VESSEL in the same or substantially as good running order and condition as when VESSEL was received from OWNER pursuant to this Charter (normal wear and tear, acts of nature, damage caused by third parties (except agents, employees, guests and invitees of CHARTERER), and loss or damage for which CHARTERER is not liable to make good, excepted). At least once annually during the Charter Period, the VESSEL must undergo a condition survey conducted by a qualified marine surveyor mutually acceptable to OWNER and CHARTERER. The cost of such survey must be borne by the OWNER. The survey report must be provided to CHARTERER within thirty (30) days of completion and must identify any deficiencies, deferred maintenance items, or conditions materially affecting seaworthiness, safety, or long-term value of the VESSEL.

(8) OWNER will pay the cost of necessary safety and material improvements to the VESSEL, prior to execution of this charter. Requested improvements should be forwarded to the OWNER in writing. The CHARTERER may install, at its expense, such other electronics, safety gear, and equipment required by USNA. Any equipment so installed may be removed by the CHARTERER upon termination of this agreement. The CHARTERER may, at its expense, make such other alterations as it may see fit, such as the addition of newer equipment, repainting, renaming, etc.; but will make every reasonable effort to restore the vessel to her prior condition before returning the VESSEL to OWNER, unless agreed to by OWNER. All such alterations, equipment additions and removals must be documented and approved in writing by OWNER.

(9) CHARTERER will maintain the running and standing rigging, sails, spars, engine, hull, electronics, pumps, piping and systems including, at a minimum, the Charter Fleet - Required Post Season and Preventive Maintenance Checklist listed in Exhibit A. Completion of these actions is a material condition of this Charter. OWNER will support the emergent and preventative maintenance of the vessel with the purchase of any required parts for the initial three years under Charter. CHARTERER will be responsible for repair or replacement of damage or loss caused by negligent or incorrect use of equipment or by extraordinary wear on

sails and running rigging. Failure to perform required maintenance constitutes a default subject to cure or termination.

(10) CHARTERER must maintain maintenance logs and make them available to OWNER upon request.

(11) OWNER is responsible for latent defects, but the CHARTERER will repair damages or breakdowns that occur during the charter period, with aforementioned parts support from OWNER.

(12) CHARTERER must, at its own expense, man, berth, fuel, supply, and store the VESSEL and pay any and all other expenses incident to the use, operation, and storage of the VESSEL, during the Charter Period, and any renewal thereof.

(13) During the Charter Period, the VESSEL will be a "PUBLIC VESSEL" within the meaning of the Public Vessels Act; 46 U.S.C., § 31101 et seq. CHARTERER must indemnify, defend, and hold harmless OWNER, its officers, trustees, employees and agents from and against any and all claims, demands, causes of action, damages, losses, liabilities, fines, penalties, and expenses, including reasonable attorney's fees, arising out of or related to the operation, navigation, training use, or crew negligence involving the VESSEL during the Charter Period, except to the extent caused by OWNER's gross negligence or willful misconduct.

(14) OWNER agrees that, should the yacht after delivery to CHARTERER sustain a breakdown of machinery or be disabled or damaged by fire, grounding, collision, or other cause, so as to prevent the use of the VESSEL by the CHARTERER, the same not being brought about by any fault or default of the CHARTERER, CHARTERER must have the right to either negotiate proper repairs with the OWNER, or to terminate this Charter.

(15) If either party fails to comply with any condition, term, or promise of this Charter, the other party must have the right to terminate this Charter without prejudice to its rights with respect to breach of contract or other remedies. This Charter may also be terminated by mutual agreement. This could occur either in the event that the OWNER offers and CHARTERER accepts, a substitute charter of another vessel to replace the VESSEL named herein, or in the event that CHARTERER determines that the VESSEL is no longer serving the needs of the sail training program.

(16) The VESSEL must not be transferred or delivered to any third person or entity without the prior written consent or instruction of the OWNER. This Charter may not be assigned by the CHARTERER to any other person or entity.

(17) Upon termination of this Charter or last renewal thereof, CHARTERER; at his own expense, will deliver the VESSEL to OWNER at Annapolis, MD. If OWNER does not accept delivery of VESSEL within 15 days of termination of this Charter or last renewal thereof, the VESSEL will be hauled and placed in storage at the Naval Academy Waterfront (NAW) Facility at Naval Support Activity, Annapolis, MD.

(18) Each of the provisions of this Charter is severable. If any provision, or part thereof, of this Charter is held invalid, illegal, or unenforceable, the other provisions, or parts thereof, must continue in full force and effect.

IN WITNESS HEREOF, the parties hereto have set their hands and seals on this ____ day of _____, 2026.

For the OWNER

[NAME]
Executive Director
Naval Academy Sailing Foundation, Inc.

For the CHARTERER

[NAME]
Chief of Staff
U.S. Naval Academy

EXHIBIT B

1. Vessel Information

Vessel Name: _____

Vessel Class: _____

Hull Number: _____

Charter Term Year: _____

2. Certification Statement

I, the undersigned, acting in my official capacity on behalf of the United States Naval Academy ("USNA" or "Charterer"), hereby certify that for the charter term identified above, the below actions have been completed:

a. Completion of Mandatory Maintenance. All maintenance actions listed in Exhibit A – Charter Fleet Post Season Annual Maintenance Checklist have been performed in full, documented in maintenance logs, and verified by qualified personnel.

b. Annual marine survey findings, conducted ____ \ ____ \ ____, have been corrected.

c. The vessel has been inspected and is, to the best of my knowledge, seaworthy, fit for its intended training and racing use, and in compliance with applicable U.S. Coast Guard requirements, maritime regulations, and Naval Academy operating standards.

d. Deficiencies and Corrective Actions Identified

☐ No outstanding deficiencies exist.

☐ The following deficiencies exist and corrective actions are scheduled as noted below or attached:

EXHIBIT A

Charter Fleet — Required Post-Season and Preventive Maintenance Checklist

Naval Academy Sailing Foundation | Required as a condition of annual charter renewal

SECTION 1 — MAST / RUNNING RIGGING

#	Task Description
1	Remove mast from boat (unless waived in writing by OWNER)
2	Remove rod and spreaders; clean and inspect for visible signs of wear, cracking, or corrosion (unless waived in writing by OWNER)
3	Clean and wax spar and spreaders (unless waived in writing by OWNER)
4	Store mast inside for winter months (unless waived in writing by OWNER)
5	Reassemble with proper lubrication on all metal and aluminum fittings (unless waived in writing by OWNER)
6	Check all running rigging; document and report any deficiencies

SECTION 2 — DECK / SYSTEMS / ELECTRICAL

#	Task Description
1	Service all winches — disassemble, clean, re-grease
2	Inspect all deck hardware; rebuild or replace as necessary
3	Inspect steering system (wheel-steered boats) — cables, quadrant, bearings
4	Inspect fuel system and hoses for condition, chafe, and security
5	Load-test house batteries, inspect terminals, cables, battery restraints; replace if below standard
6	Winterize all freshwater and head systems
7	Inspect propane system, solenoid, hoses, and locker for leaks
8	De-rust all stainless steel; polish and report any deficiencies
9	Hydraulic system (if installed): pressure test and repair as necessary

SECTION 3 — HULL / APPENDAGES

#	Task Description
1	Inspect rudder bearings for play/slop
2	Remove and service rudder bearing per manufacturer's recommended interval, not to exceed 5 years.
3	Inspect all seacocks: integrity, operation, and watertightness; replace, reassemble, and lubricate as required
4	Wash and clean topsides; polish and wax
5	Empty all on-deck and below-deck contents for winter storage
6	Deep clean entire interior to include keel void and bilges; remove verdigris and grease as required

SECTION 4 — ENGINE / TRANSMISSION / PROPULSION SYSTEMS

This section establishes minimum preventive-maintenance requirements for all inboard marine diesel engines and associated transmissions/drive systems in the Charter Fleet. The Boat and Engine Addendum shall identify the installed equipment, exact manufacturer intervals, approved fluids, capacities, parts, and model-specific requirements. Where the Addendum or manufacturer requires a shorter interval or additional work, it shall be the governing document.

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Maintenance shall be documented by date, engine hours, work performed, parts and fluids used, technician, defects found, corrective action, and return-to-service approval. Defects affecting safe or reliable operation shall be reported promptly to OWNER and corrected before further use unless OWNER authorizes operation in writing.					
#	System	Required Maintenance Action	Inspect / Test	Service / Replace	Baseline Frequency
► BEFORE EACH OPERATING DAY / PRE-START					
#	System	Required Maintenance Action	Inspect / Test	Service / Replace	Baseline Frequency
1	Engine	Check engine oil level and inspect for oil leakage	Check	Top off only with approved oil	Before each operating day
2	Cooling — Closed Loop	Check coolant level and inspect for leakage	Check	Top off only with approved coolant	Before each operating day
3	Transmission / Drive	Check transmission or saildrive lubricant level and condition	Check	Top off only with approved lubricant	Before each operating day
4	Cooling — Raw Water	Verify seacock open, strainer clear, hoses secure, and no leakage	Check	Clean / correct	Before each operating day
5	Belts	Inspect belt condition and tension	Inspect	Adjust / replace	Before each operating day
6	Fuel	Check fuel level; drain visible water from separator where fitted	Check	Drain / correct contamination	Before each operating day
7	Electrical	Test warning lamps, audible alarms, and starting/charging indications	Test	Repair	At each start
8	General	Inspect engine space and bilge for fuel, oil, coolant, seawater, loose parts, abnormal odor, or heat damage	Inspect	Correct before use	Before and after operation
9	Cooling — Raw Water	Confirm cooling-water discharge at exhaust immediately after start	Observe	Shut down and diagnose if absent/reduced	At each start
► ANNUAL / POST-SEASON SERVICE (minimum requirement)					
#	System	Required Maintenance Action	Inspect / Test	Service / Replace	Baseline Frequency
10	Engine	Change engine oil and oil filter	—	Replace with approved products	Every 12 months or Addendum hours
11	Fuel	Replace primary fuel-filter/water-separator element; clean bowl and inspect seals	Inspect	Replace / clean	Every 12 months or Addendum hours
12	Fuel	Replace engine-mounted secondary/fine fuel filter; bleed and leak-test system	Inspect	Replace / test	Every 12 months or Addendum hours
13	Fuel	Inspect fuel tank, fill cap seal, vent, shutoff valves, supply/return hoses, fittings, clamps, and supports	Inspect	Clean / repair / replace	Annually
14	Fuel	Sample tank bottom or separator for water, sediment, and microbial contamination	Sample	Polish fuel; clean tank if indicated	Annually and after contamination event
15	Air Intake	Inspect air cleaner/silencer and intake hoses for restriction, deterioration, or oil contamination	Inspect	Clean / replace	Annually

16	Cooling — Raw Water	Remove and inspect raw-water impeller, pump cover, cam, shaft, seal, and housing	Inspect	Replace impeller and gasket; service pump as needed	Annually or Addendum hours
17	Cooling — Raw Water	Clean seawater strainer; inspect seacock, intake, hoses, clamps, anti-siphon/vacuum valve, and overboard flow	Inspect / Test	Clean / service / replace	Annually
18	Cooling — Raw Water	Inspect heat exchanger, oil cooler, transmission cooler, end caps, seals, and sacrificial anodes where fitted	Inspect	Clean / descale / replace anodes and seals	Annually
19	Cooling — Closed Loop	Test coolant concentration, condition, pH/quality where applicable, and pressure-cap function	Test	Correct / replace per Addendum	Annually
20	Cooling — Closed Loop	Inspect coolant pump, thermostat housing, expansion tank, hoses, clamps, and heater-loop connections	Inspect	Repair / replace	Annually
21	Exhaust	Inspect mixing elbow/water-injection elbow, manifold joints, exhaust hose, supports, muffler/waterlock, and anti-siphon protection	Inspect	Clean / repair / replace	Annually
22	Belts	Inspect all drive belts, pulleys, tensioners, brackets, and alignment	Inspect	Adjust / replace	Annually
23	Electrical	Load-test starting battery; inspect terminals, cables, grounds, battery restraint, charging output, starter, alternator, fuses, relays, and harness connectors	Test / inspect	Clean / repair / replace	Annually
24	Controls / Instruments	Test throttle, shift, stop control, neutral-safety function, gauges, tachometer/hour meter, alarms, and panel illumination	Test	Adjust / repair / replace	Annually
25	Mounting / Alignment	Inspect engine mounts, foundation, fasteners, coupling, shaft alignment, vibration, and movement under load	Inspect / measure	Adjust / repair / replace	Annually and after grounding/impact
26	Transmission / Drive	Change transmission/reverse-gear/saildrive lubricant and filter/strainer as required; inspect for water or metal contamination	Inspect	Replace with approved product	Annually or Addendum hours
27	Transmission / Drive	Inspect output seals, shaft seal/stuffing box/dripless seal, coupling bolts, propeller shaft, cutless bearing, and anodes	Inspect	Service / Replace	Annually / haulout
28	Propeller / Running Gear	Inspect propeller, hub, folding/feathering mechanisms, fasteners, rope cutter, shaft, and anodes	Inspect	Clean / lubricate / repair	Annually / haulout
29	Corrosion / General	Inspect external corrosion, bonding/grounding, paint/coatings, labels, hose supports, guards, ventilation, and engine-space fire safety	Inspect	Treat / repair / replace	Annually
30	Controls	Inspect control cables through full travel; inspect ends, clamps, pivots, and neutral detents	Inspect	Lubricate / adjust / replace	Annually
31	Performance	Conduct dockside and underway operational test; record idle, charging voltage, temperature, smoke, vibration, shifting, leaks, and maximum achievable RPM under load	Test / record	Diagnose discrepancies	After annual service, before return to service

► TWO-YEAR / INTERMEDIATE SERVICE

#	System	Required Maintenance Action	Inspect / Test	Service / Replace	Baseline Frequency
32	Cooling — Raw Water	Service raw-water pump beyond impeller replacement; inspect/replace cam, cover, shaft, bearings, and seals as applicable	Inspect	Rebuild / replace wearing parts	Every 24 months or Addendum interval
33	Cooling — Closed Loop	Pressure-test cooling system; replace pressure cap and thermostat if required by Addendum or condition	Test	Replace as required	Every 24 months

34	Electrical	Perform detailed harness, connector, ground, starter, and alternator inspection including voltage-drop testing	Test	Repair / replace	Every 24 months
► MULTI-YEAR PREVENTIVE REPLACEMENT					
#	System	Required Maintenance Action	Inspect / Test	Service / Replace	Baseline Frequency
35	Cooling — Closed Loop	Replace engine coolant using only the approved type; thoroughly flush when changing chemistry	Test / inspect	Replace	Per Addendum; no later than manufacturer limit
36	Exhaust	Remove and internally inspect mixing elbow/water-injection elbow for corrosion and restriction	Inspect	Replace proactively if condition or Addendum requires	Every 3–5 years or Addendum interval
37	Hoses / Clamps	Replace aged fuel, coolant, raw-water, and critical exhaust hoses and degraded clamps	Inspect	Replace by age/condition	Every 3–5 years or Addendum interval
38	Belts	Replace drive belts and inspect tensioner/idler bearings regardless of apparent exterior condition when age limit is reached	Inspect	Replace	Per Addendum; generally 3–5 years maximum
39	Mounting / Alignment	Replace compressed, oil-soaked, cracked, corroded, or aged engine mounts; realign propulsion system	Inspect / measure	Replace / align	Condition-based; assess at 3–5 years
40	Fuel Injection	Test injectors and injection system when required by hours, symptoms, or manufacturer interval	Test	Service by qualified shop	Per Addendum / condition
41	Cooling — Raw Water	Remove and clean/pressure-test heat exchanger and coolers; renew seals and anodes	Inspect / Test	Deep clean / service	Per Addendum; generally 3–5 years
42	Transmission / Drive	Renew shaft-seal bellows, saildrive diaphragm, flexible coupling, or other life-limited components	Inspect	Replace	Strictly per component manufacturer age limit
► CONDITION-BASED / CASUALTY-TRIGGERED ACTIONS					
#	System	Required Maintenance Action	Inspect / Test	Service / Replace	Baseline Frequency
43	Engine	Investigate hard starting, abnormal smoke, oil consumption, coolant loss, blow-by, low power, noise, or unstable idle	Test	Compression/leak-down/injector/engine diagnosis	Immediately upon symptom
44	Cooling	Investigate any overheat, coolant alarm, reduced exhaust-water flow, or repeated fluid addition	Test	Repair and verify root cause	Before further operation
45	Electrical	Investigate slow cranking, no-charge, intermittent alarms, overheating cables, or repeated battery discharge	Test	Repair / replace	Before further operation
46	Transmission / Drive	Inspect after grounding, prop strike, line wrap, severe vibration, water intrusion, abnormal shifting, or lubricant contamination	Inspect / Test	Repair / align / replace	Immediately after event
47	Fuel	Investigate contaminated fuel, recurrent filter plugging, air leaks, fuel leakage, or loss of RPM under load	Inspect / sample	Clean / repair / polish	Immediately upon symptom
48	General	Correct all fuel, oil, coolant, seawater, or exhaust leaks and all safety-critical defects before return to service	Inspect / verify	Repair	Before further operation

28 Jan 2021

NAVAL ACADEMY SAILING FOUNDATION SAMPLE CHARTER EXTENSION**DONATIVE CHARTER AGREEMENT*****EXTENSION***

The **donative charter** dated the ____ day of ____ 20__, by and between the Naval Academy Sailing Foundation, Inc., the OWNER of the _____ and the United States Naval Academy, is **hereby extended** in accordance with the provisions of Paragraph _ of the original Charter. The new termination date for subject charter of _____ is ____ 20__.

[IF APPLICABLE] Replace paragraph (9) of the original Charter with the following:

(9) CHARTERER will maintain the running and standing rigging, sails, spars, engine, hull, electronics, pumps, piping and systems and will support the emergent and preventative maintenance of the vessel with purchase of any required parts. CHARTERER will be responsible for repair or replacement of damage or loss caused by negligent or incorrect use of equipment or by extraordinary wear on sails and running rigging.

A copy of this extension agreement will be attached to the original charter contract.

IN WITNESS HEREOF, the parties hereto have set their hands and seals on this date, ____ 20__.

For the OWNER

[NAME]
Executive Director and Treasurer
Naval Academy Sailing Foundation, Inc.

For the CHARTERER

[NAME]
Chief of Staff
United States Naval Academy

28 Jan 2021

NAVAL ACADEMY SAILING FOUNDATION SAMPLE CHARTER TERMINATION

DONATIVE CHARTER AGREEMENT

TERMINATION

The **donative charter** dated the ____ day of ____ 20__, by and between the Naval Academy Sailing Foundation, Inc., the OWNER of the _____ and the United States Naval Academy, as well as the **Charter Extension** dated _____, in the case of the vessel _____, are **hereby terminated** by mutual agreement of both parties. Termination of this agreement and its extension has been determined to be in the best interests of both parties to the original agreement.

A copy of this termination agreement will be attached to the original charter contract.

IN WITNESS HEREOF, the parties hereto have set their hands and seals on this ____ day of _____ 2021.

FOR THE OWNER:

FOR THE CHARTERER:

[NAME]

Executive Director and Treasurer
Naval Academy Sailing Foundation, Inc.

[NAME]

Chief of Staff
United States Naval Academy