

ANNEX A TO DNAS OPORDER 20/002 - OPERATIONS

1. Concept of Operations. The Navy Sailing Summer Cruise Program supports the Naval Academy's mission to prepare midshipmen to be professional officers in the naval service. In many ways, participating in the Navy Sailing Summer Cruise Program is akin to the Division Officer role Academy graduates will assume upon arrival in the fleet. Each midshipman is responsible not only for their own performance and, if senior, the performance of their subordinates, they are also responsible for equipment that is central to their success at sea. These lessons transfer directly to service in the fleet. The training midshipmen receive, whether attending lectures, participating in seminars, or translating classroom concepts to real-world, on-the-water operations, is absolutely invaluable to their personal and professional growth.

2. CSNTS. The CSNTS Summer Cruise Program is divided into 13 cruise blocks, subdivided into 4 distinct phases. The dates for the cruise blocks are:

Block 0A	Newport, RI	10 May - 28 May
Block 0B	Newport, RI	17 May - 04 Jun
Block 0C	Newport, RI	24 May - 11 Jun
Block IA	Newport, RI	31 May - 18 Jun
Block IB	Newport, RI	07 Jun - 25 Jun
Block IC	Portsmouth, NH	14 Jun - 02 Jul
Block IIA	Newport, RI	21 Jun - 09 Jul
Block IIB	Newport, RI	28 Jun - 16 Jul
Block IIC	Halifax, NS, CND	05 Jul - 23 Jul
Block IIIA	Newport, RI	12 Jul - 30 Jul
Block IIIB	Newport, RI	19 Jul - 06 Aug
Block IIIC	Newport, RI	26 Jul - 13 Aug
Block IVA	Freeport, NY	02 Aug - 20 Aug

NOTE:

The phases described in paragraphs a through d below are further detailed in Annex C of this instruction.

a. Phase I - Crew Certification. Phase I Crew Certification consists of local area inshore day sailing. The goal of this phase is to ensure all hands understand the risks inherit in offshore sailing. The training objectives are

3120  
DNAS OPORD 20/002  
12 May 04

designed to ensure that the minimum required boat- and sail-handling skills are resident IN THE CREW. Required Phase I skills are defined in Appendix I to Annex C.

b. Phase II - Crew and Vessel Certification. Phase II Crew and Vessel Certification consist of a 48-HOUR UNDERWAY PERIOD designed to introduce nighttime sailing, build (verify) navigation proficiency, and shake down the vessel and its systems. The training objectives are designed to ensure that the minimum required boat-handling, sail-handling, and navigation skills are resident IN THE WATCH SECTION. Required Phase II skills are defined in Appendix II to Annex C. At the culmination of Phase II, the OIC is required to submit a written Readiness for Sea Report to the OTC certifying his crew and vessel readiness to conduct an extended offshore passage. The OTC will make a consolidated Readiness for Sea Report for his squadron to DNAS. The format for these reports is at Appendix III to Annex C.

c. Phase III - Classroom Afloat. The Phase III Classroom Afloat training objectives are designed to ensure that the minimum required boat-handling, sail-handling, and navigation skills are resident IN THE INDIVIDUAL. OICs must make every effort to leverage the limited time available while transiting to the remote port to complete the training objectives defined in Appendix IV to Annex C.

d. Phase IV - Verification. Phase IV is conducted during the transit from the remote port. During this phase of underway operations, OICs must verify midshipmen acquired the skills taught in Phases I through III by observation and/or oral examination. They must also determine if the first class midshipmen would be able to direct crew and vessel operations without OIC/Assistant Officer in Charge (AOIC) supervision. This does not mean that OIC/AOIC supervision is removed from the on-deck operational process. The results of this at-sea evaluation shall be clearly documented in each midshipman's performance evaluation (FITREP). Guidance for completing these evaluations is contained at Appendix II to Annex D.

3. CSNTS Standard Summer Schedule. A detailed Schedule of Events (SOE) by cruise block will be promulgated at the beginning of

each block, however, the standard cruise block schedule is listed below:

Phase I - Crew Certification

- Week 1 - Monday through Wednesday
- Complete training defined in Appendix I to Annex C
- Underway no later than (NLT) 1200 (Monday)
- Underway NLT 1000 (Tuesday, Wednesday)
- Return not earlier than 1500 daily

Phase II - Crew and Vessel Certification

- Week 1 - Thursday through Saturday
- Complete training defined in Appendix II to Annex C
- Depart USNA: Thursday 1000
- Arrive USNA: Saturday 1000 (-3 hours, +6 hours)
- Submit written Readiness for Sea Reports per Appendix III to Annex C

Phase III - Classroom afloat and transit to remote port

- Week 2 - Monday through Friday
- Complete training defined in Appendix IV to Annex C
- Depart USNA: Monday 1000
- Arrive remote port: Friday 1200 (-4 hours, +20 hours)

Phase IV - Verification phase and transit from the remote port

- Week 3 - Monday through Thursday
- Verify midshipmen acquired the skills taught in Phases I through III using Appendices I, II, and IV as examination tools
- Determine if the first class midshipmen can operate autonomously
- Draft FITREPs and discuss with midshipmen
- Depart remote port: Monday 1000
- Arrive USNA: Thursday 2359 (+/-8 hours)
- Submit post-cruise critiques and award recommendations
- Conduct boat turnover

a. The following are OTC recommended decision criteria for timing returns to the Naval Academy. The goal of the program is

3120  
DNAS OPORD 20/002  
12 May 04

to conduct training at sea - read offshore. Therefore, OTCs are directed to loiter offshore to enter the bay as follows:

(1) Returning via Delaware Bay. Pass entrance (vicinity 38-50.5N, 075-03.3W) not earlier than Wednesday 2100.

Total distance 116nm  
4 knot speed of advance (SOA) = Friday 0200 arrival  
6 knot SOA = Thursday 1600 arrival

(2) Returning via Chesapeake Bay. Pass entrance (vicinity 36-56.3N, 075-58.6W) not earlier than Wednesday 1800.

Total distance 129nm  
4 knot SOA = Friday 0230 arrival  
6 knot SOA = Thursday 1600 arrival

(3) Deviation from the time windows listed for departure or arrival requires prior DNAS approval, except in emergency situations. Specified departure/arrival times should in no way restrict OTC/OIC discretion to adjust the schedule in response to heavy weather, safety, or mission-limiting material casualties. In such cases, the OTC shall inform DNAS of the situation at the earliest possible opportunity.

4. VOST. The Director, VOST will promulgate a cruise/racing schedule based upon the applicable race/transit requirements, and midshipmen crew availability during their leave periods. Since a higher level of operational proficiency exists in the VOST, the Crew and Vessel Certification checklists defined in Appendices I, II, and IV may be used as a guide, however, the written certification that the crew and vessel are ready to support offshore operations is still required. The Director, VOST may also define specific training requirements based on his assessment of crew's proficiency and scheduled operations. Once assigned to a VOST cruise/race, midshipmen and OICs shall comply with this OPORDER, even if they are in a leave status.

5. Medical. All personnel participating in the Navy Sailing Summer Cruise Program are required to fill out a medical questionnaire at the beginning of the cruise block. A copy of the questionnaire will be kept aboard the STC, and another copy will be kept on file in the Navy Sailing Duty Officer Binder.

The questionnaire will provide a brief medical history in the event a serious injury prevents a person from being able to provide medical information should emergency care be needed.

a. For medical emergencies at sea, CINCLANTFLT, in conjunction with the Portsmouth Naval Hospital, has established a program to provide at-sea phone consultation on a 24-hour basis. This consultation is available for both emergency and non-emergency cases. The program provides telephone medical consultation only, and is not a substitute for current medical evacuation (MEDEVAC) procedures. However, providing timely medical assistance to the at-sea health care provider via this method may preclude the need for a MEDEVAC. The procedure is defined below:

(1) Each OTC STC is equipped with a Satellite Phone (SATPHONE). This allows direct communication with the appropriate medical facility. For other STC sailing in company, establish VHF communications (comms) with the OTC and allow the OTC to communicate via SATPHONE. For those STC sailing alone, or if unable to establish comms with the OTC, establish high frequency (HF) comms with the High Seas Operator. Have the Operator call the Nurses' Station in the Emergency Room at Portsmouth Naval Hospital. Phone: (757) 953-1770.

(2) Tell the nurse on duty that this is (your name) calling from (boat name) with an (emergency/non-emergency) at-sea medical consultation request. Ask to speak with the medical OIC of the emergency room regarding your patient.

(3) Be ready to provide the following patient information:

- Patient's Name
- Age/Sex
- Accident/Injury/Illness
- Mechanics of injury or history of present illness
- Vital signs (temperature, pulse, and blood pressure)
- Pertinent physical exam findings
- Treatment already rendered
- Allergies

- Pertinent medical history
- Current medications, if any

b. Personnel who require medical treatment while ashore in the remote port will report to the dispensary at the nearest military base.

c. If any person is hospitalized, the following information shall be provided to the Commandant of Midshipmen via the DNAS as soon as feasible. This information should also be included in the OTC's report to the Navy Sailing Duty Officer (NSDO):

- Name/rank/rate/service or alpha number
- Nature and extent of injury or illness
- Medical facility to which admitted
- Estimated duration of hospitalization

Prior to getting underway, ensure the Naval Academy (Navy Sailing staff, Professional Development (PRODEV), or Commandant's Department) has assumed responsibility for any midshipman who was hospitalized.

d. The following is a list of 24-hour medical/emergency room telephone numbers for the Naval Hospitals located within the Navy Sailing Summer Cruise Program Area of Operations:

Annapolis, MD:

Clinic	(410) 293-1758/59 (during working hours)
Emergency	(410)-293-3333 (24 hours a day)

Portsmouth, VA:

ER Nurse Station	(757) 953-1770/1765/1773 (24 hours a day)
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Newport, RI:

Medical Clinic	(401) 841-3771 (24 hours a day)
Base Dispatch	(401) 841-2225 (24 hours a day)

3120  
DNAS OPORD 20/002  
12 May 04

Portsmouth, NH:

Medical Clinic (207) 438-2333 or 2555  
(24-Hour emergency number)  
Emergency 911 (24 hours a day)

6. Turnover. The turnover procedure involves the transfer of accountability for the STC and associated equipage from the off-going to the oncoming crew. A detailed discussion of crew turnover procedures is at Appendix IV to Annex A.

APPENDIX I TO ANNEX A OF DNAS OPORDER 20/002 - SAIL TRAINING  
CRAFT ASSIGNMENTS

1. CSNTS. CSNTS STC assignments for all four summer cruise blocks will be:

<u>Squadron A</u>	<u>Squadron B</u>	<u>Squadron C</u>
NA-01	NA-07 (OTC)	NA-16
NA-02 (OTC)	NA-08	NA-17 (OTC)
NA-04	NA-13	NA-18
NA-05	NA-14	NA-19
NA-06	NA-15	NA-20

2. VOST. VOST STC assignments will be promulgated SEPCOR.

3120  
DNAS OPORD 20/002  
12 May 04

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APPENDIX II TO ANNEX A OF DNAS OPORDER 20/002 - COMMS

1. Purpose. To provide guidance for communication between DNAS, the Director, PRODEV, and deployed units participating in the Navy Sailing Summer Cruise Program.

2. Background. In order to ensure reliable comms up and down the chain of command, a NSDO will be assigned whenever STC are operating outside the local operating area. The NSDO will serve as the initial point of contact for all deployed STC. The NSDO will be available 24 hours a day via cellular phone, and should be contacted first when trying to communicate with the Naval Academy.

3. NSDO. The NSDO must be available by cellular phone at all times. The NSDO will make contact with each deployed STC, both underway and in remote port, every day at the times specified in paragraph 6 below. He will then report the positions and conditions of the STC to the Naval Academy Summer Programs (NASP) Watch Officer. The NSDO may also receive emergency reports from deployed STC, and must then pass that information to the appropriate personnel. If the DNAS must be notified, the Naval Station Command Duty Officer (CDO) must also be informed. The NSDO Watchbill, promulgated separately, will be approved by the Deputy Director, Naval Academy Sailing (DDNAS).

4. Call Signs. The call sign for all Naval Academy STC engaged in summer cruise activities is the STC's name (for example, *Audacious*). Call signs for OTCs are the blocks designation e.g. "CSNTS Zero Alpha" for the 0A block. The other call signs applicable to race/cruise offshore events are:

- |                                    |                   |
|------------------------------------|-------------------|
| a. Director, Naval Academy Sailing | DNAS              |
| b. DNAS Operations Officer         | OPS               |
| c. Director, VOST                  | VOST              |
| d. Director, CSNTS                 | CSNTS             |
| e. OTC, CSNTS "A" Blocks           | CSNTS ___ Alpha   |
| f. OTC, CSNTS "B" Blocks           | CSNTS ___ Bravo   |
| g. OTC, CSNTS "C" Blocks           | CSNTS ___ Charlie |
| h. Robert Crown Center/NSDO        | Robert Crown      |
| i. Vandergrift Cutter Shed         | Cutter Shed       |

5. Comms Watch Procedures.

a. Very High Frequency (VHF). Underway, all STC will monitor the VHF radio as required by reference (a), Section 405.

b. SATPHONE. Each CSNTS Squadron's OTC STC will be outfitted with a SATPHONE for communication with the NSDO and other appropriate agencies whose support may, from time to time, be needed.

c. HF VOICE. Each Squadron shall have at least one STC maintain guard on HF voice during the HF comms windows defined in paragraphs 6 and 11 below. The NSDO shall guard the HF voice net during the comms windows if reports have not already been made by other means (for example, by SATPHONE). STC will not secure their guard early unless they exchange traffic or pass "no traffic to report" to the NSDO. The NSDO will not secure his guard early unless he exchanges traffic or has received "no traffic" reports from all squadrons.

d. MARITEL (SHIP-TO-SHORE MARINE VHF) RADIO TELEPHONE. MARITEL service has been discontinued by the vendor.

e. CELLULAR PHONES. The NSDO will have a duty cell phone with him at all times. Each OTC will be assigned a duty cell phone for their cruise block. The cell phones will increase the reliability of real-time, person-to-person comms between OTCs of deployed squadrons and the NSDO.

f. EMERGENCY POSITION INDICATING RADIO BEACON (EPIRB). All STC are equipped with an EPIRB. If activated for emergency use, the EPIRB should be left on for continuous transmission. If a STC is abandoned, the EPIRB should be taken to the life raft.

g. OTHER COMMS SERVICES. Information on other radio services available (weather broadcasts, storm warnings, etc.) may be obtained by referring to the Resources Section of the Reed's Nautical Almanac.

6. Occasions for Making Reports Underway. OTCs of underway squadrons and OICs of STC proceeding independently shall conduct daily comms checks/make required reports. VOST STC transiting in company will make a consolidated report originating from the designated OTC. STC and crew status reports will be made upon finishing or retiring from the race. If a STC cannot

establish contact with the OTC, they are required to contact the NSDO individually via HF voice. OTCs are to report as follows:

a. Daily comms check/report by one of the following methods (in order of priority):

(1) SATPHONE - 0800

(2) HF Voice - 0800-0840, on the frequency defined in paragraph 11 (if SATPHONE is unsuccessful).

(3) If the morning comms check is unsuccessful, another attempt shall be made between 1630-1710.

b. In the event of personal injury or significant material casualty - by the fastest means available.

c. When heavy weather is forecast, such as can be expected to affect operations or the cruise itinerary - during daily comms check, or as required.

d. When a significant deviation from the SOE is anticipated/has occurred - during daily comms check, or as required.

e. Upon arrival in port, provide a one-time report covering the highlights of the transit.

7. Content of the Underway Daily Comms Check/Report.

a. Reports shall include, as a minimum:

(1) Position (latitude and longitude)

(2) Course, speed, and estimated time of arrival at the next port

(3) Weather

(4) Status, or any unusual information to pass to the DNAS

(5) The phrase "nothing unusual to report" is only authorized when conditions preclude giving the information required above.

b. Situational Reports (SITREPs) - SITREPs:

(1) Provide details of new personnel injuries or material casualties and/or a brief update on existing casualties

(2) Intentions if heavy weather is forecast

(3) Intentions if significant change in the SOE is anticipated or has occurred

(4) Any other incident:

- With potential impact on program schedule
- With impact on health or welfare of personnel
- Of which the chain of command should be aware

8. Occasions for Making Reports In Port. OTCs of inport units shall make reports by telephone to the NSDO by 0800.

9. Content of the Inport Daily Report.

- a. Time of arrival (first day only)
- b. Daily status, as of 0700
- c. Ready to get underway (day of departure)
- d. Other information deemed pertinent

10. HF Frequencies to be Programmed Into Equipment. The following are military frequencies assigned by Joint Forces Maritime Operations Atlantic for the use by Naval Academy Summer Cruise Programs. Do not adjust these frequencies.

<u>VOICE (KHZ)</u>	<u>DATA (KHZ)</u>
4037.0 (A)	6258.0 (A)
6793.5 (B)	8339.0 (B)
8187.0 (C)	12370.0 (C)
12417.0 (D)	

11. Voice Communication Times. Starting at the times indicated, the NSDO will establish the net on the first frequency. Every 10 minutes the NSDO will kick to the next frequency until an account

3120  
DNAS OPORD 20/002  
12 May 04

of all underway STC has been received. The NSDO is NET CONTROL and should establish the net by broadcasting "THIS IS ROBERT CROWN, STANDING BY FOR TRAFFIC."

<u>Time (local USNA)</u>	<u>Frequency</u>	
0800-0810	6793.5	(B)
0810-0820	8187.0	(C)
0820-0830	12417.0	(D)
0830-0840	4037.0	(A)
1630-1640	8187.0	(C)
1640-1650	6793.5	(B)
1650-1700	12417.0	(D)
1700-1710	4037.0	(A)

3120  
DNAS OPORD 20/002  
12 May 04

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3120  
DNAS OPORD 20/002  
12 May 04

TAB A TO APPENDIX II TO ANNEX A OF DNAS OPORDER 20/002 - USEFUL  
TELEPHONE NUMBERS

<u>Name</u>	<u>Commercial</u>	<u>DSN</u>
Director, Naval Academy Sailing Captain B. J. McCormack	(410) 293-9020 (619) 417-4987 (C)	281-9020
Dep Director, Naval Academy Sailing Commander G. M. VandenBerg	(410) 293-5601 (410) 320-9723 (C)	281-5601
Director, CSNTS Mr. D. M. Rugg	(410) 293-5610	281-5610
Director, VOST Mr. B Dellenbaugh	(410) 293-5608	281-5608
Navy Sailing Duty Officer (manned 24 hours a day)	(TBD - will be promulgated separately)	
Small Craft Repair Facility	(410) 293-9130	281-9130
Cutter Shed	(410) 293-5630	281-5630
PRODEV Comm Watch Officer	(TBD - will be promulgated separately)	
PROPROGS Summer Training Officer	(410) 293-6952	281-6592
NASP	(410) 293-7206	281-7206
Bancroft Hall Watch Officer	(410) 293-2701	281-2701
Medical	(410) 293-1758	281-1758

3120  
DNAS OPORD 20/002  
12 May 04

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APPENDIX III TO ANNEX A OF DNAS OPORDER 20/002 - DETAILED SOE

1. CSNTS SOE. Promulgated SEPCOR.
2. VOST SOE. Promulgated SEPCOR.

APPENDIX IV TO ANNEX A TO DNAS OPORDER 20/002 - SAIL TRAINING  
CRAFT TURNOVER PROCEDURES.

1. Turnover Procedures - General.

a. A face-to-face turnover between off-going and oncoming OICs is required. Exceptions to this policy will be approved on a case-by-case basis by the DDNAS. In those rare cases, the off-going OIC will turn over the STC directly to a member of the Navy Sailing staff.

b. All STC shall be turned over in excellent condition, with all known material deficiencies clearly identified in writing and chitted. Issued gear will be cleaned, inspected, and documented as part of the turnover between OICs. If the oncoming OIC is not available, the turnover will be conducted with a member of the Navy Sailing staff.

c. The attached checklists define the details of the turnover procedure for both off-going and oncoming crews. Checklists will be turned in to the Operations Officer upon completion.

NOTE:

An accurate assessment of the STC's condition (outfitting and material condition) is vital in order to correct discrepancies prior to the Phase II Crew and Vessel Certification.

d. The off-going OIC is responsible for coordinating the turnover process. The oncoming and off-going OICs may set a time that is mutually convenient; however, turnover must be complete NLT 1600 on the final date of their block (Friday for CSNTS Cruises). This requirement exists to ensure sufficient time is available for the Small Craft Repair Department to plan for and complete corrective maintenance identified during the turnover process.

e. The off-going and oncoming OICs shall report completion of STC turnover, together and in person, to the Director, CSNTS/Director, VOST or, in their absence, the NSDO NLT 1600 on the final date of their block.

f. There are a variety of high value items that must be

3120  
DNAS OPORD 20/002  
12 May 04

signed for BY THE OIC. THIS CAN NOT BE DELEGATED. Each OIC will be issued a 96-quart cooler and a Pelican Case which contain these high value items. Techvests and EPIRBs will be issued by the Cutter Shed.

g. Foul weather gear issue will be coordinated by the Navy Sailing staff. Issue will typically start after the Sunday organizational meeting and be completed the following morning.

h. Flares will be issued in watertight orange boxes. These boxes are sealed with a lead wire seal. Each box contains three red parachute flares, two red handheld flares, two white handheld flares, and one orange smoke. Each CSNTS STC will be issued one orange box. Each VOST STC will be issued two orange boxes to comply with the Offshore Racing Council's Category I requirements. Flare boxes shall not be opened unless required by emergency. The flares are tracked by serial number and expiration date. The OIC will be held financially liable for the integrity of flare kits.

NOTE:

Launching flares for training are NOT authorized.

2. Turnover Procedures - VOST Specific.

a. A face-to-face turnover between off-going and oncoming OICs is required. Exceptions to this policy will be approved on a case-by-case basis by the DDNAS. In those rare cases, the off-going OIC will turn over the STC directly to a member of the VOST staff.

b. All STC shall be turned over in excellent condition, with all known material deficiencies clearly identified in writing and chitted. Issued gear will be cleaned, inspected and documented as part of the turnover between OICs. If the oncoming OIC is not available, the turnover will be conducted with a member of the VOST staff.

c. The attached checklists define the details of the turnover procedure for both off-going and oncoming crews.

Checklists will be turned in to the Operations Officer upon completion.

3120  
DNAS OPORD 20/002  
12 May 04

d. The off-going OIC is responsible for coordinating the turnover process. The oncoming and off-going OICs may set a

time that is mutually convenient; however, turnover must be complete NLT 1600 on the final date of their block. This requirement exists to ensure sufficient time is available for the Small Craft Repair Department to plan for and complete corrective maintenance identified during the turnover process.

e. The off-going and oncoming OICs shall report completion of STC turnover, together and in person, to the Director, CSNTS/Director, VOST or, in their absence, the NSDO NLT 1600 on the final date of their block.

TAB A TO APPENDIX IV TO ANNEX A TO DNAS OPORD 20/002 - SAIL  
TRAINING CRAFT OFF-GOING CREW TURNOVER PROCEDURES

1. Personnel making the checks listed below shall initial in the appropriate block. Put specimen initials and print names in the spaces provided below:

Specimen Initials: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Cleanliness, Preservation, and Stowage

- Pump out Marine Sanitation Device (MSD) holding tank and oily bilges at the Santee Basin pump-out station. Do not pump after dark.
- Conduct equipage inventories per the checklists provided by the staff. Submit discrepancy chits for expended items.
- Top off all engine fluids.
- Refill the oil, anti-freeze, and transmission fluid.
- Check propane tank levels and turn in all tanks that require a refill.
- Remove perishable food items from the boat. Stow all non-perishable food items in the galley food locker.
- Remove the deckplates, seat cushions, and other gear that would interfere with cleanup.
- Thoroughly scrub the deckplates and wash the galley gear topside.
- Thoroughly scrub and fresh water wash down the interior. Ensure no water is sprayed on the electrical/electronic equipment.
- Pay careful attention to head and galley cleanliness.

3120  
DNAS OPORD 20/002  
12 May 04

- Clean engine and engine bilge with Simple Green. Thoroughly dry the bilge area and place a fresh oil-absorbent pillow in the engine bilge.
- Clean the deep bilge with Simple Green.
- Ensure reefer gaskets are carefully cleaned and latch the reefer lids in the upright position.
- Perform a fresh water wash down topside. Ensure all black smudges are scrubbed off the white cabin top.
- Scrub the water line. Do not use abrasive scrubbing pads above the waterline - to include along the boot top or blue topsides.
- Drain potable water tanks.
- Clean, dry, and refold sails. Stow all sails in the forepeak. Turn in damaged sails to the Cutter Shed for repair (with chits).
- Submit discrepancy chits for material deficiencies.
- Restow all gear removed for cleaning.
- Remove all trash from the boat. Turn in hazardous material to the Cutter Shed.

#### Gear Turn-in

- Clean foul weather gear with fresh water and dry prior to inspection and turn in. Empty all pockets of trash, personal gear, and food products.
- Return sleeping bags to the Cutter Shed for cleaning.
- Wrap Techvests with harnesses and stow in the wet gear locker.
- Clean and dry the 96-quart cooler. Clean and place all controlled equipment in the issued cooler/pelican case and turn in to the Operations Officer for inspection and reissue.

3120  
DNAS OPORD 20/002  
12 May 04

- Ensure all publications remain aboard and are verified against Tab C to Appendix IV to Annex A.
- Empty the Navigation Table and other lockers.
- Turn in all logs, records, and charts for review and critique by the Robert Crown Center staff.
- Turn over the safe-haven charts to the oncoming crew. If any safe-haven charts were used, inform the staff as soon as possible to allow sufficient time to obtain replacements.
- Personnel from the Armory will inspect the Flare Boxes and verify the lead wire seals are intact.

#### Gear Stowage

The starboard gear locker should contain the following:

- Medical kit
- Flare kit
- Damage Control (DC) kit
- Tool box
- Bell
- Bosun's chair/Lirakis harness

The port gear locker should contain the following:

- Two buckets
- Cleaning and potable water hoses
- Gale rider
- Steaming cone and anchor ball
- Brushes and cleaning gear

- Stow the oil, anti-freeze, and transmission fluid under the port-line locker.

- Clean and stow anchors and rodes in the forepeak.

End-of-Summer Items. In addition to the items listed above, the following apply to the last cruise block of the summer:

- Bleach the MSD tank after pump out.
- Clean all tools and preserve with Spray Lube.

3120  
DNAS OPORD 20/002  
12 May 04

- Turn in all propane tanks.
- Remove all food items from the boat.
- Inventory all personal flotation devices and man-overboard gear. Submit chits for missing/broken items.
- Clean all galley gear and turn in to the Cutter Shed.
- Clean and fold all Techvests and turn them in to the Cutter Shed. Return all unused CO<sup>2</sup> cartridges and wafers.
- Turn in the electrical, sail, winch, and engine repair kits.
- Turn in the shore power pigtail, oil change bucket, and oil lift pump to the Cutter Shed.
- Remove and turn in the jack lines.
- All STC will be inspected by the staff prior to crew departure.

TAB B TO APPENDIX IV TO ANNEX A TO DNAS OPORDER 20/002 - SAIL  
TRAINING CRAFT ON-COMING CREW TURNOVER PROCEDURES

1. Personnel making the checks listed below shall initial in the appropriate block. Put specimen initials and print names in the spaces provided below:

Specimen Initials: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Cleanliness, Preservation, and Stowage

- In conjunction with the off-going OIC, review the STC's Equipment Status Log and note any underway-limiting material deficiencies. Agree on a plan to correct these items.
- In conjunction with the off-going OIC, inspect the cleanliness, preservation, and stowage of the STC. Once you say, "I relieve you" - it's yours! Are you satisfied?
- Verify sufficient cleaning materials are aboard.
- Ensure all known material deficiencies are reported to maintenance personnel. Turnover the list of material deficiencies to the oncoming OIC for tracking.
- Verify sufficient engine oil, transmission fluid, and coolant are aboard.
- Fill potable water tanks.
- STC will be refueled at the Naval Station during the first week of the cruise block. The staff will coordinate refueling evolutions.

Gear issue

The following equipage will be issued at the beginning of each block:

- Charts
- Foul weather gear

3120  
DNAS OPORD 20/002  
12 May 04

- 10 sleeping bags (on Wednesday prior to overnight sail)
  - Propane tanks (on Wednesday prior to overnight sail)
  - 96-quart Cooler/Pelican Case containing controlled  
equipment. The OIC must sign for these items personally.
- Conduct a complete inventory per the checklist provided by the staff prior to Phase II Crew and Vessel Certification. Submit discrepancy chits for all items requiring replacement.
- Ensure all publications are aboard. Verify against Tab C to Appendix IV to Annex A.
- Inventory all charts and inform the staff if replacements are required.
- Flares are issued in waterproof orange boxes, sealed with a lead wire. The lead wire seal shall not be broken unless the flares are needed for an emergency. The OIC shall inspect the flare boxes to ensure the lead wire seals are intact - Do not open the flare boxes to inspect the flares.

TAB C TO APPENDIX IV TO ANNEX A TO DNAS OPORDER 20/002 -  
INVENTORY CHECKLIST

1. Required Publications. The following navigation publications and materials shall be carried aboard all STC while operating outside of the Local Operating Area:

Personnel making the checks listed below shall initial in the appropriate block. Put specimen initials and print names in the spaces provided below:

Specimen Initials: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

- Navy Sailing Summer Cruise OPORDER
- Standard Operating Procedures For Large Sail Training Craft
- Boat Information Book (Navy 44s only)
- Boat specific Technical Manuals
- Offshore Log
- Bearing Record Book
- Nautical Rules of the Road (COMDTINST M16672.2D)
- Chart 1
- Updated Charts (per chart list)
- Nautical Almanac (current year)
- Reed's Nautical Almanac (current year)
- Tide Tables, Atlantic Coast of North America (current year)
- Tidal Current Tables, Atlantic Coast of North America (current year)
- List of Lights (if making passages to non-US ports)
- Light List (applicable operating areas)
- United States Coast Pilot (applicable volumes)
- Pub 102, International Code of Signals
- Fleet Guide (applicable chapters)
- Sailing Directions (if making passages to non-US ports)
- Sight Reduction Forms - various (with calculator forms)
- Plotting Sheets
- Maneuvering Boards (for limited visibility and radar watch requirements)
- Marine Navigation (Hobbs) or Dutton's Nautical Navigation
- Annapolis Book of Seamanship
- Caulder's Boatowners' Mechanical and Electrical Manual
- Advanced First Aid Afloat
- Galley Guide

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DNAS OPORD 20/002  
12 May 04

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