

ANNEX C TO DNAS OPORD 20/002 - TRAINING

1. Training Objectives. Appendices I, II and IV to this Annex list specific training objectives, requirements, and exercises that should be completed during the various phases of the Summer Cruise Program.

a. The crew assigned to CSNTS STC will consist of one first class midshipman and seven third class midshipmen. The first class midshipmen will normally serve as the Midshipmen in Charge and the third class midshipmen will serve as crew members. The OIC shall assign midshipmen to the billets defined in reference (a).

b. The crew assigned to VOST STC will be specified by the Director, VOST based on the STC size and design. However, billet assignments must include, as a minimum, Skipper, XO, Engineer, and Navigator.

2. Specific Training Goals. The following training goals are defined for completion by the end of the cruise:

a. AOICs. Complete all Cruising or Senior Skipper Personal Qualification Standards (PQS) requirements defined in reference (c) and be recommended for the D-Qual exam.

b. Midshipmen. All midshipmen shall complete all of the Phase I, II, and III crew certification requirements specified in Appendix II to Annex C. OICs shall to record completion by the crew in the Training and Certification Matrix promulgated in Annex D.

c. OICs are authorized to qualify "Senior Crewman" and "Watch Captain" and sign the "Instructor/OIC/Coach" block for those qualifications on the qualification page.

d. OICs should take crew certification and PQS accomplishment into consideration when completing FITREPs. Additional guidance for completing these evaluations is contained at Appendix II to Annex D.

3. Additional Goals. In addition to PQS items, the following goals are established:

- a. Provide an opportunity and atmosphere conducive to developing leadership abilities in the first class midshipmen.
- b. Introduce third class midshipmen to life at sea.
- c. Develop officer-like qualities in all midshipmen.
- d. Familiarize midshipmen with shipboard routine, evolutions, and watchstanding, both at sea and inport.
- e. Continue development of seamanship, navigation, and ship handling skills.
- f. Provide professional training through use of fleet training facilities, if available.
- g. Provide opportunities for midshipmen recreation and interaction with the public.

4. The Summer Cruise Program. Each cruise block consists of four distinct phases. They are:

- 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 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.

- 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. At the culmination of Phase II, the OIC is required to submit a written report to the OTC certifying his crew and vessel readiness to conduct an extended offshore passage. The OTC will make a consolidated report for his squadron to the DNAS. The format for these reports is at Appendix III.

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 goals defined in Appendix IV.

d. Phase IV - Verification. Phase IV is conducted during the transit from the remote port. This phase is crucial in providing motivated 3/C midshipmen the opportunity to complete Watch Captain PQS requirements. 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/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 FITREP. Guidance for completing these evaluations is contained at Appendix II to Annex D.

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APPENDIX I TO ANNEX C OF DNAS OPORDER 20/002 - PHASE I CREW
CERTIFICATION

SAFETY

_____ Read, and initial for having read, the SOP, chapter 4.

_____ Read, and initial for having read, the OIC Standing Orders.

_____ Read, and initial for having read, the Man Overboard Bill.
Describe the actions taken by all hands if someone falls
overboard. Sketch the Quick Stop Man Overboard Procedure.

SEAMANSHIP

_____ Sketch the topside arrangement of the STC and properly label
all components.

_____ Sketch the standing and running rigging of the STC and
properly label all components.

_____ Sketch a jib and mainsail and properly label all components.

_____ Demonstrate proficiency tying the following knots:

- | | |
|----------------|----------------|
| - Cleat Hitch | - Bowline |
| - Figure eight | - Timber Hitch |
| - Reef knot | - Sheet bend |
| - Half Hitch | - Clove Hitch |

_____ Demonstrate proficiency in:

- | | |
|-------------------|-------------------|
| - Tossing a line | - Receiving lines |
| - Cleating a line | - Coiling a line |
| - Easing lines | - Stowing lines |

_____ Demonstrate proficiency while using proper line-handling
commands:

- | | |
|------------|-----------|
| - Cast off | - Take in |
| - Slack | - Ease |
| - Check | - Hold |
| - Pass | - Surge |

_____ Demonstrate proficiency at various stations while tacking
and jibing.

____ Demonstrate proficiency while reefing and changing headsails.

____ Describe what it means to sail "by the lee."

____ Demonstrate how to properly rig a preventer, and describe what it prevents.

____ Demonstrate proficiency as Helmsman during a Man Overboard.

ENGINEERING

____ Ready the STC for underway by using the Prior to Underway Checklists.

____ Describe how to properly divorce from/bring on shore power.

____ Properly secure the STC using the Santee Basin Securing Checklist.

NAVIGATION

____ Prepare charts for underway using the Navy Sailing Chart Preparation Checklist.

____ Describe the types of information found in Chart Number 1, the Notice to Mariners and Reeds Nautical Almanac.

CONTACT AVOIDANCE

____ Demonstrate knowledge of basic Rules of the Road.

APPENDIX II TO ANNEX C OF DNAS OPORDER 20/002 - PHASE II CREW AND VESSEL CERTIFICATION - THURSDAY TO SATURDAY

1. General. The Phase II Crew and Vessel Certification is a sailing exercise designed to simulate, to the maximum extent possible, offshore sailing conditions. Every effort must be made to maximize the time under sail during this training period. Auxiliary power should only be used to maintain an adequate SOA to return to the Naval Academy by end of the time limit. Except in the case of emergencies, pulling into port/anchoring is NOT AUTHORIZED during this portion of the cruise.

a. CSNTS Cruise Blocks will sail south in the Chesapeake Bay as far as practical to return within the 48-hour time frame. All STC shall remain south of the Chesapeake Bay Bridge, unless specifically authorized by DNAS prior to departure.

b. VOST Cruise Blocks will circumnavigate the Delaware-Maryland-Virginia (DELMARVA) peninsula.

2. Command and Control. DNAS shall be contacted via the NSDO as soon as possible before a decision to abandon this phase of crew and vessel certification is implemented. This does not preclude OTCs or OICs from making on-the-spot decisions necessary to ensure the safety of their crews or STC. The intent is to involve DNAS personally in any decision to change the published training schedule.

3. Right-of-Way Rules. All STC are to comply with the Navigation Rules, International - Inland during all phases of the Summer Cruise Program. VOST STC will also comply with the International Sailing Association Federation Racing Rules when racing.

4. Comms. During Phase II Crew and Vessel Certification, all STC will follow the comms check and reporting requirements defined in Appendix II to Annex A.

5. Exercise Requirements. All STC are required to perform the exercises listed below. Each exercise may be performed at a time selected by the OIC, as long as the required static conditions are satisfied. Two different drills shall not be conducted simultaneously. Performance of each exercise, including the total time spent conducting the exercise, shall be noted in the Offshore Log. This log shall be provided for review to the

CSNTS/VOST Program Director upon the conclusion of the Phase II Crew and Vessel Certification.

6. Crew Manifest. A correct crew manifest shall be left with the NSDO prior to departure.

SAFETY

_____ Describe your duties and responsibilities per the Watch, Quarter, and Station Bill for various evolutions and casualties.

_____ Sketch a waterplane view of the STC and properly label all through hulls and below waterline penetrations.

_____ State the location of the following safety equipment:

- Kapok life jackets
- Man overboard equipment
- Life raft(s)
- First-Aid kits
- Fire extinguishers

_____ Describe your actions if you discover fire or flooding.

_____ Correctly don a safety harness and describe automatic and manual actuation methods. Discuss the use of the whistle, strobe, and dye marker.

_____ Describe the difference between the emergency alarms.

_____ Describe the safety precautions associated with the liquefied petroleum gas (LPG) stove.

WATCHSTANDING

_____ Performs proper face-to-face watch turnover.

SEAMANSHIP

_____ Demonstrate proficiency while serving as helmsman on various points of sail, including after dark.

_____ Demonstrate proficiency while serving as helmsman under power.

_____ Review heavy weather procedures.

___ Set and operate with Storm Sails.

___ Break out and deploy the Gale Rider.

NAVIGATION

___ Demonstrate proficiency while coordinating with the helmsman and lookout to determine best course to steer.

___ Demonstrate proficiency translating the navigation picture from the chart to topside, and vice versa.

___ Demonstrate proficiency while maintaining the Deck Log.

___ Demonstrate proficiency while navigating using visual fixes, to include properly maintaining the Gyro Record Book.

___ Demonstrate proficiency in sighting, identifying, gaining, and subsequently dropping visual navigation aids while proceeding down track.

___ Demonstrate proficiency while navigating using electronic (radar) fixes.

___ Compare charted depth with fathometer depth.

___ Demonstrate proficiency while navigating using the Six Rules of deduced reckoning (DR).

___ Describe the purpose of the following buoys:

- | | |
|--------------------|---------------------------|
| - Channel buoys | - Preferred channel buoys |
| - Cardinal marks | - Isolated danger marks |
| - Safe water marks | - Special marks |

___ Properly determine set and drift.

CONTACT AVOIDANCE

___ Maintains a proper lookout following COLREGS.

___ Define the significance of constant bearing, decreasing range (CBDR).

___ Demonstrate proficiency while determining bearing drift and evaluating whether a risk of collision exists for various contacts.

_____ Determine the target angle of a visual contact.

COMMS

_____ Demonstrate proficiency in Bridge-to-Bridge comms.

_____ Explain the difference between SECURITE, PAN PAN, and MAYDAY procedures. Simulate making these calls.

ENGINEERING

_____ Sketch the STC's steering system and label all components.

DAMAGE CONTROL

_____ Describe your abandon-ship responsibilities per the Watch, Quarter, and Station Bill.

_____ Break out and explain the use of the DC Bag's contents.

_____ Describe the recommended extinguishing agents for each class of fire and explain the:

- Activation and operation of HALON
- Operation of portable CO2 extinguishers
- Operation of portable Dry Chemical extinguishers.

_____ Describe the actions required for failed rigging components/dismasting.

_____ Describe the actions required for loss of steering casualties.

_____ Rig, and operate with, the emergency steering system.

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APPENDIX III TO ANNEX C OF DNAS OPORDER 20/002 - SAMPLE OFFICER
IN CHARGE READINESS FOR SEA REPORT

XX Jun 04

From: Officer in Charge, NA-XX _____
To: Officer in Tactical Command, Cruise Block _____

Subj: READINESS FOR SEA REPORT ICO NA-XX _____

Ref: (a) Navy Sailing 2004 Summer Cruise Program Operation
Order 20/002

Encl: (1) Phase I and Phase II Crew and Vessel Certification
Checklists

1. I report that NA-XX _____ is ready for sea. The crew and vessel certifications required by reference (a) are complete, and I am satisfied that the material condition of NA-XX is satisfactory to complete the offshore portion of my Command, Seamanship and Navigation Training Squadron Cruise/Varsity Offshore Sailing Team Cruise/Race (as appropriate).

2. A copy of my Phase I and Phase II Crew and Vessel Certification checklists are attached as enclosure (1).

3. The following known material, personnel, and training deficiencies exist:

a. List and explain any concerns you might have. Also explain your plan to correct these, or mitigate their impact on the passage.

Very respectfully submitted,
//Signature//

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APPENDIX IIIA TO ANNEX C OF DNAS OPORDER 20/002 - SAMPLE OFFICER
IN TACTICAL COMMAND READINESS FOR SEA REPORT

XX Jun 04

From: Officer in Tactical Command, _____
To: Director, Naval Academy Sailing
Via: (1) Director, Command, Seamanship and Navigation Training
Squadron/Director, Varsity Offshore Sailing Team (as
applicable)
(2) Deputy Director, Naval Academy Sailing
Subj: READINESS FOR SEA REPORT ICO SQUADRON _____
Ref: (a) Navy Sailing 2004 Summer Cruise Program Operation
Order 20/002

Encl: (1) Officer in Charge Readiness for Sea Reports

1. I report that Squadron _____ is ready for sea. The crew and vessel certifications required by reference (a) are complete, and are attached as enclosure (1).
2. The following known material, personnel, and training deficiencies exist:
 - a. List and explain any concerns you might have. Also explain your plan to correct these, or mitigate their impact on the passage.
3. The following shore-based support will be required during the passage/upon arrival in the remote port:
 - a. List any support you feel will be required to successfully complete your passage/will be required at the remote site.

Very respectfully submitted,
//Signature//

APPENDIX IV TO ANNEX C OF DNAS OPORD 20/002 - PHASE III -
OFFSHORE PASSAGE/CLASSROOM AFLOAT

SAFETY

_____ Describe your duties and responsibilities per the Watch, Quarter, and Station Bill for various evolutions and casualties.

_____ Describe hazards associated with offshore sailing.

_____ Describe methods to minimize the chance/impact of seasickness (complete before exiting the bay).

SEAMANSHIP

_____ Demonstrate proficiency as helmsman while sailing in steep seas.

_____ Discuss heavy weather tactics.

_____ Prior to arrival in the remote port, describe the following with regard to ship handling:

- Controllable and non-controllable forces
- Effect current has on your vessel while mooring or getting underway from a pier
- How to determine the state of the tides and current using stationary objects and floating aids to navigation
- Mooring strategies for expected pier configuration

_____ Determine the status of mooring lines and ground tackle.

NAVIGATION

_____ Discuss the capabilities and limitations of GPS and Loran C.

_____ Demonstrate proficiency while navigating using electronic (Loran C/GPS) fixes.

_____ Demonstrate proficiency while navigating using Running Fixes.

_____ State and apply the 3-minute rule.

_____ State and apply the 6-minute rule.

_____ Conduct a detailed Navigation Brief per the Navy Sailing Navigation Brief Checklist prior to entering the remote port.

If time is available:

_____ Calculate twilight, sunrise, and sunset/moonrise and moonset using strip forms. Compare your calculations with actual results.

_____ Determine Index Error of a sextant.

_____ Use sextant to determine altitude of sun (Hs).

_____ Work with the first class midshipmen to complete a day's work in navigation to include:

Morning Stars
Latitude by Local Apparent Noon
Evening Stars

_____ Using Tide Tables and strip form, calculate tidal data at the estimated time of arrival at the remote port.

_____ Using Current Tables and strip form, calculate predicted daily current at the estimated time of arrival at the remote port.

CONTACT AVOIDANCE

_____ Define CBDR.

_____ Demonstrate proficiency while determining bearing drift and evaluating whether a risk of collision exists for various contacts.

_____ Determine the target angle of a visual contact.

_____ Track contacts using visual observations.

_____ Track contacts on radar.

_____ Use a maneuvering board to determine:

- A contact's course and speed
- A contact's Closest Point of Approach (CPA)
- A course and speed to avoid a contact
- True wind
- Relative wind on next leg

COMMS

_____ Demonstrate proficiency making daily comms checks/reports.

_____ Demonstrate proficiency using the HF comms suite.

_____ Line up for, receive, and interpret information from off-hull sources (for example, weatherfax)

ENGINEERING

_____ Sketch the STC's auxiliary propulsion system from the diesel to the propeller. Include the fuel oil system in the diagram, and identify the location of the fuel isolation valves.

_____ Sketch the electrical distribution system and identify the location of the main power isolation (Perko/Guest) switches.

DAMAGE CONTROL

_____ Describe emergency procedures in the event the STC has been holed by a submerged object.

_____ Describe the proper procedures for protection against lightning strikes.

_____ Describe the procedures involved with air-rescue operations.

_____ Discuss abandon-ship duties and responsibilities, as well as physical/emotional considerations.

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APPENDIX V TO ANNEX C OF DNAS OPOORDER 20/002 - EMERGENCY PLAN

1. Safety. The safety of everyone involved in the Navy Sailing Summer Cruise Program is the top priority. A safety brief is required before any evolution is conducted that the OIC believes poses a risk to personnel or equipment. A safety brief is also required prior to conducting infrequently used Normal Operating Procedures. The brief should include, as a minimum, an overview of the evolution, personnel assignments, and responsibilities, hazards, and actions to be taken in case of an accident.

a. On-Shore Considerations:

(1) For emergencies on base at the Naval Academy, call (410) 293-3333 or 3-3333 if on base.

(2) First-Aid kits are located in:

- Cutter Shed (office area)
- Aboard Navy 44s

b. The Sailing Center and the Cutter Shed monitor VHF Channel 82A during sailing evolutions.

c. Non-military personnel who sail in Naval Academy STC must complete and sign a Marine Event Liability Waiver (Appendix E to reference (a)) which will be turned in to the Cutter Shed, or on file aboard the STC if deployed. These will be turned in upon return to port.

NOTE:

OICs shall personally verify the Marine Event Liability Waivers are properly filled out, kept on file, and turned in to the Cutter Shed upon return to the Naval Academy.

d. On-the-Water Considerations:

(1) At least one "D" qualified sailor and two "B" qualified sailors or two "D" qualified sailors shall be on board STC while underway.

(2) Every midshipman must pass the basic swimming test before going sailing.

e. Area Emergency Outline.

(1) Prevention. Prevent accidents BEFORE they happen. Know where and when to look for trouble.

(2) Should an injury occur:

(a) Look for injuries first - don't focus on broken equipment. If you are involved in the accident, check yourself for injuries.

(b) Take action. Administer first aid. Check for the ABCs (Airway, Breathing, Circulation).

(c) For on-water assistance, contact the Cutter Shed on VHF channel 82A. This should be your primary point of contact if operating in the Local Operating Area. If the situation warrants, the Cutter Shed will contact the NSDO who can contact the Department of Natural Resources at (410) 260-8888, or Coast Guard Search and Rescue at (410) 576-2521.