

ANNEX D TO DNAS OPORDER 20/002 - ADMINISTRATION

1. Required Reports.

a. Post-Cruise Reports.

- (1) Made by: Each OIC
- (2) Periodicity: Within 7 days after the completion of the cruise.
- (3) Reports made to: DNAS via the Director, CSNTS or Director, VOST (as appropriate).
- (4) Format: The format is attached at Appendix I to this Annex.
- (5) OICs should forward, as enclosures to the Post-Cruise Report, copies of thank-you notes sent, or draft thank-you notes, (including an electronic copy in Microsoft Word), for DNAS' signature, as appropriate.

b. FITREPs.

- (1) Made by: OICs on all midshipmen crew members. Midshipmen first class are responsible to ensure midshipmen FITREPs meet Naval Academy standards. Any FITREPs returned for correction will be sent to those first class midshipmen for correction.
- (2) Periodicity: Prior to release from cruise block.
- (3) Report made to: The midshipman's Company Officer via Director, VOST/CSNTS (as appropriate).
- (4) Format: Forms will be supplied prior to cruise. Guidance on how to critique midshipmen performance is attached at Appendix II to this Annex.

c. All operational reports (arrival, departure, and daily, SITREP) shall be made per Appendix II To Annex A.

d. Logs and Records.

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(1) Several of the logs and records maintained aboard STC are required by law and are, therefore, legal documents. As such, the following logs will be meticulously maintained while underway:

- (a) Offshore Log, including narrative
- (b) Gyro Bearing Record Book
- (c) Engine Log

NOTE:

Although maintaining logs and records can be delegated to midshipmen to enhance their training, the completeness and accuracy of these remain the sole responsibility of the OIC.

(2) Deck Log entries should summarize the daily events onboard the STC. Any person not aboard should be able to recreate the day's events simply by reading the Deck Log. They should also be able to determine the crew's response to changing circumstances.

(3) All logs, records, and charts will be collected at the end of the cruise for review and critique by the Robert Crown Center staff.

2. Miscellaneous Reports.

a. In addition to the reports outlined above, the OTC is required to submit the following to DNAS via the Director, CSNTS/VOST at the end of the cruise block:

(1) Recommended changes to the Boat Information Book/applicable technical documentation (as applicable).

(2) Recommended changes to the PQS system.

(3) A coordinated input for the RADM Robert W. McNitt, LTGEN Taber, Captain McWethy, and Bing Simpson Maintenance Awards.

3. Awards. OICs may submit nominations for Summer Cruise Program Awards. These recommendations shall be forwarded as an enclosure to their Post-Cruise Report. The award submission shall be typed. Last year's award recommendations are available for use as guides when preparing nominations.

a. RADM Robert W. McNitt Award. The RADM Robert W. McNitt Award is presented to the outstanding first class midshipman in each cruise block who best demonstrates leadership, seamanship, navigation skills, and moral courage. A panel will select the recipient from each block. (CSNTS only)

b. LTGEN Taber Award. The LTGEN Taber Award is presented to the first class midshipman who best demonstrates outstanding navigational skills. (CSNTS only)

c. Captain McWethy Award. The Captain McWethy Award is presented to the third class midshipman who shows outstanding seamanship ability. (CSNTS only)

d. Bing Simpson Maintenance Award. The Bing Simpson Maintenance Award will be selected on the basis of the material condition (cleanliness, preservation, and stowage) of the STC as observed at the end of the cruise block.

4. Conduct. Midshipmen conduct violations are adjudicated per the guidance promulgated in the Midshipman Conduct System. A brief overview is presented below for use by non-military/non-Naval Academy affiliated OIC/AOICs.

a. Offenses.

(1) Major offenses are those which involve moral turpitude, a serious breach of discipline, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of responsibility, or which bring discredit upon the naval service. Offenses of moral turpitude include, but are not limited to, lying, chicanery, fraud, plagiarism, and theft.

(2) Minor offenses are of a less serious nature and generally involve infractions of instructions, orders, or regulations.

b. Delegated Authority for Disciplinary Cases.

(1) For offenses committed during midshipmen summer training, OTCs may assign disciplinary measures deemed appropriate to the offense. OTCs may assign the following disciplinary measures in lieu of or in addition to standards set forth in Naval Academy Regulations:

- (a) Warnings
- (b) Restriction
- (c) Loss of Liberty
- (d) Extra Military Instruction (EMI)
- (e) Loss of other privileges
- (f) Removal from Summer Cruise Program

(2) OTCs may not delegate authority to impose restriction, loss of liberty, or removal from training to OICs.

c. In most cases, EMI is the appropriate response for minor rules infractions. EMI provides a means to adjudicate minor conduct infractions. EMI is not punishment. EMI shall be assigned in a manner designed to correct a specific problem area. EMI must conform to the following guidelines:

(1) EMI may not exceed 2 hours per day per person. OTCs may not assign more than 8 hours EMI total per person. OICs may not assign more than 4 hours EMI total per person.

(2) No form of physical exercise may be imposed.

(3) EMI may not interfere with scheduled events.

(4) EMI may not be performed on a midshipman's Sabbath.

(5) EMI must be performed either immediately before or immediately following the normal workday, or a scheduled watch period.

d. OTCs may not remove a midshipman from the summer program without first informing and consulting with DNAS.

e. The Director, CSNTS/VOST may be called upon to explain disciplinary infractions and actions taken. OTCs and OICs shall ensure infractions and actions taken are covered thoroughly in the Post-Cruise Report.

5. Alcohol Policy.

a. No one under 21 years of age shall consume alcoholic beverages under any circumstances while in the United States.

b. Midshipmen shall comply with local laws/statutes if outside of the continental United States.

c. UNDER NO CIRCUMSTANCES shall anyone consume alcohol and then operate a motor vehicle (including MOPEds). It is imperative that OICs explain this requirement to each crew member personally.

6. Missing Movement.

a. In the event a midshipman or crew member misses movement for any reason, he must contact the NSDO. The NSDO will then contact the DNAS and the PRODEV Comms Watchstander. In the event the individual cannot reach the NSDO, he should contact the Bancroft Hall Officer of the Watch and inform him of the situation.

b. OICs shall instruct each midshipman and crew member regarding his responsibilities with regard to missing movement, and what to do in the event a movement is missed.

7. Inport Watch Organization.

a. While in Annapolis, all midshipmen will comply with the requirements promulgated by the NASP Office. The basic organization is outlined below:

(1) Squadron Duty Officer (SDO) (a commissioned officer, typically an AOIC). The SDO shall be on call to take care of any problems that may arise while ashore and act as a liaison between the Squadron OTC and the NASP Duty Officer after working hours. The NSDO will act as the SDO during Phases I and II of each cruise block.

(2) Assistant Squadron Duty Officer (ASDO) (a first class midshipman). Watch responsibilities are similar to those of Company CDO. The ASDO reports to the SDO.

b. Each OTC shall designate a commissioned officer as Senior Watch Officer (SWO). Normally the senior AOIC will be assigned as SWO. The SWO will prepare and submit a Watch Bill for approval by the OTC prior to Phase II Crew and Vessel Certification. The Watch Bill shall be promulgated prior to leaving Annapolis for the remote port. A copy shall be passed to the CSNTS/VOST Program Office.

c. In remote ports, OTCs may adopt alternative watch organizations. If so, these shall be defined in the OTC

Supplement. Reference (a) contains additional guidance concerning watchstanding duties and responsibilities while in remote ports.

8. Liberty/Shore Leave Policy.

a. The OTC of each squadron shall promulgate liberty/shore leave policy when away from the Naval Academy.

b. At a minimum, the OTC shall:

(1) Assemble all hands DAILY for Muster, Instruction, and Inspection.

(2) Promulgate normal working hours.

c. OTCs may delegate liberty call to OICs once the requirements of subparagraphs (1) and (2) above have been satisfied.

9. Uniform Policy.

a. The uniform policy is defined in reference (a), Section 602.

b. OTCs shall promulgate a geographic reference for shifting to/from the uniform for entering port. Upon entering or leaving port, all personnel will be dressed similarly (for example, all long pants or all short pants), at the OTC's discretion. Once outside the geographical reference, OICs may allow midshipmen to dress as will best ensure their comfort and safety.

c. Uniform standards apply equally to STC traveling independently and those traveling in squadrons. For STC traveling independently, the OIC shall delegate to OTCs the making of those uniform decisions.

d. Active duty commissioned officers, and ALL midshipmen shall be in the Uniform of the Day prescribed by the local administrative authority when attending official functions. Where there is no cognizant local naval authority, the uniform shall be Summer White. Civilian participants shall be in either the attire prescribed by way of invitation, or Civilian Informal (Coat and Tie) when none is prescribed.

e. Summer White will be worn for race/regatta ceremonies where a Naval Academy STC or crew member might receive an award. For race/regatta functions not involving presentations, midshipmen shall wear blue over khaki where civilians would wear polo shirts and Summer White where civilians would wear jacket and tie.

f. All hands shall bear in mind that their appearance and deportment are a direct reflection on the Naval Academy, the Navy, and, when abroad, the United States. Dress and decorum must be above reproach. OICs/OTCs shall demand and enforce the highest standards.

10. Official Calls. OTCs shall be prepared to conduct official calls on base Commanding Officers or civic officials after arrival. Official calls are an outstanding way to further good will towards the Naval Academy, and may pay dividends in the future.

11. Public Affairs Guidance. All OTCs should realize the positive benefit of proper public affairs efforts. For each destination port, ship visit, juniors' group, and other Navy awareness programs, a press release is desirable. A draft Public Affairs Office (PAO) press release is attached at Appendix III which may be used to publicize your visit. In addition, Hometown News Release Forms, available from the Robert Crown Center staff, should be used by OTCs to highlight midshipmen participation in the Naval Academy's Summer Cruise Program.

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APPENDIX I TO ANNEX D OF DNAS OPORDER 20/002 - POST-CRUISE
REPORTS

XX Jun 04

From: Officer in Charge, NA-XX _____
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: NA-XX _____ POST CRUISE REPORT

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

Encl: (1) Training and Certification Matrix
(2) Award Recommendations ICO _____
(3) Draft Thank-You Notes ICO _____

1. Voyage Summary. Draft a one- to two-paragraph summary that explains where you went and what you did.

2. Crew Performance. The below listed personnel were embarked in NA-XX. I have also provided a brief summary of my assessment of their professional performance during the cruise.

a. Assistant Officer In Charge (AOIC). Be candid in your assessment regarding their aptitude for assignment as an Officer in Charge.

b. Midshipmen. You may discuss the midshipmen by group (i.e., all first and/or all third class midshipmen), or you may break them out by name. Address positive and negative aspects of their professional performance.

3. Training Accomplished. Enclosure (1) completion of the minimum training requirements. The following additional training was accomplished:

a. List additional training accomplished, qualifications achieved, or thoughts as to how to do this better/more efficiently. Also, explain how you used your time.

4. Navigation. Discuss any navigation issues. Also discuss your view of the midshipmen's navigation proficiency, both upon arrival, and again by the end of the cruise block.
5. Communications. Discuss any communications issues.
6. Sail Training Craft Material Condition. Discuss any material-related issues, especially any that resulted in the loss of training time or training value.
7. Heavy Weather. Discuss any heavy weather encountered, and in particular discuss the AOIC's and midshipmen's performance.
8. Medical Problems Encountered. List and explain any medical problems encountered.
9. Disciplinary Problems Encountered. Be specific, and discuss your actions to adjudicate.
10. Recommendation for Certification as a Skipper.

a. The following personnel are recommended for designation as a Senior Offshore Skipper (D-SS qual):

(1) List by name.

b. The following personnel are recommended for designation as a Cruising Skipper (D-CS qual):

(1) List by name.

NOTE:

The OIC's at-sea evaluation is the key element of the D-Qual process. Would you trust them to take your children to sea? Do not recommend marginal performers to sit for the D-qual exam.

BOTTOM LINE: THE GO/NO-GO CHECK RIDE FOR THE D QUAL IS YOUR AT-SEA EVALUATION

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11. Lessons Learned And Recommendations. List and explain any lessons learned and recommendations for program improvement. Discuss specifics to include problem areas encountered in scheduling and support arrangements, as well as recommendations for improvement.

Very respectfully submitted,
//Signature//

APPENDIX II TO ANNEX D OF DNAS OPORDER 20/002 - FITREPS

1. Purpose. To promulgate guidance for completing FITREPs.
2. Guidance. FITREPS are used by the chain of command during the Military Performance grading process to determine a midshipman's aptitude for commissioning. Inputs should focus on the individual's demonstrated leadership, character, professionalism, and performance within their organization, as well as their assessment of the midshipman's future as a commissioned officer in the Navy/Marine Corps.
3. The Navy Sailing Summer Cruise Program. The Navy Sailing Summer Cruise Program is designed to serve as a Leadership Laboratory. Many of the leadership traits necessary to succeed in the fleet are also required to successfully complete an offshore passage. In many cases, you will get to know the midshipmen in your command better in 3 weeks than many will know them in the remainder of their 4 years at the Naval Academy. Accordingly, I cannot overstress the importance of the OIC's input in the effective implementation of the Midshipman Performance System. Clearly and concisely comment on their performance. Comments should focus, where possible, on the following:
 - a. Role model
 - Holds self, subordinates, and peers to high standards of personal and professional conduct.
 - Demonstrates impeccable character even through adversity.
 - b. Public figure
 - Represents highest ideals of the Naval Academy and military service.
 - Fulfills the American people's expectations of a Naval Academy midshipman and future commissioned officer.
 - c. Leadership
 - Sets goals, has a vision, and doggedly pursues completion/implementation.
 - Motivates others towards mission accomplishment.

- d. Pride and Attitude
 - Demonstrates positive outlook and enthusiasm even through adversity.
 - Displays pride in own accomplishments, and those of the team.
- e. Personal Conduct and Standards
 - Accepts responsibility for own conduct.
 - Is on time, in the right uniform, and at the right location.
 - Maintains high uniform and personal grooming standards.
- f. Self-Discipline
 - Demonstrates effective time management.
- g. Listening Skills and Criticism.
 - Is able to receive criticism, learn from it, and incorporate the change.

4. The informal outline below was taken from comments provided by the Commandant's staff, and should help capture the spirit of the system:

- I am interested in their leadership within the crew. Also, how much value do they add to the crew through their leadership when off the boat?
- I'm interested in how they lead in whatever they are doing. What's their overall contribution to the team/organization. Do they set a good example as military professionals? I don't care how capable they are as sailors, athletes, etc. I do care how dedicated, professional, organized, competent, creative and disciplined they are.
- I want to know who works the hardest on the boat... and when ashore - not who has the most talent, but who is the fiercest competitor or the most selfless contributor. I'm looking for leadership distinguishing comments. I could care less how well they drive the boat, or how well they trim sails. I want to know

about effort, dedication, relentlessness, and all the other essential leadership stuff.

- What they do that's above and beyond. Attempt to define their character - do they do the right things for the right reasons, especially when the chips are down and the stakes are high?
- Are they intimately involved? Do they volunteer for additional assignments/collateral duties/the toughest nastiest jobs aboard? Are they continuously involved in the activity outside normal working hours, or are they "liberty hounds?"
- I don't really care about the team's record unless it was a direct result of this midshipman's contributions.
- I'm definitely not for athletic "on the field talent/ability" I'm looking for the little things such as uniform standards, adherence to principles and standards of conduct, support of team policies, and, of course, leadership.
- I am interested in their devotion to the team, their level of selflessness, their level of commitment, and their leadership potential.

The NAVFIT 98A E-7 to O-6 Fitness Report (FITREP) Form will be used to evaluate first and second class midshipmen, and the NAVFIT 98A E-1 to E-6 Evaluation Form (EVAL) will be used to evaluate third and fourth class midshipmen. Include the midshipman's company number in block 7 of the form. Should you choose, an electronic copy of the NAVFIT Evaluation and Fitness Report program can be downloaded from the BUPERS website:

<http://www.bupers.navy.mil/pers311/nf98a.htm>

The "Promotion Recommendation" blocks will be used to assign Military Performance grades to FITREPs and EVALs. The "Early Promote" block is the equivalent to a grade of A, the "Must Promote" block is the equivalent to a grade of B, the "Promotable" block is the equivalent to a grade of C, and the "Progressing" block is the equivalent to a grade of D. The "Significant

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Problems" block should not be used. At a minimum, OICs shall personally comment on all midshipmen that receive an "A" or a "D" in overall performance. The grader will also indicate the total number of midshipmen in each category in the appropriate summary block.

NOTE:

In the absence of substantive comments, Company Officers will assume the midshipman was an average or neutral performer during the Summer Cruise Program.

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APPENDIX III TO ANNEX D OF DNAS OPORDER 20/002 - PUBLIC AFFAIRS
GUIDANCE

1. Purpose. All OTCs should realize the positive benefit of proper public affairs efforts. For each destination port, ship visit, juniors' groups, and other Navy awareness programs, a press release is desirable. A draft PAO press release is attached which may be used to publicize your visit. In addition, hometown news release forms (available from the Naval Academy PAO) may be used by the OIC to highlight the participation of the assigned crews in the Navy Sailing Summer Cruise Program.
2. Gifts/Gratuities. Each OIC is encouraged to have a small number of "tokens of appreciation" which may be exchanged between crews and hosting activities.
3. Press Guidance. The following local press release is suggested for use upon arrival:

PRESS RELEASE

Date _____. Midshipmen of the United States Naval Academy embarked in _____ 44-foot sailing vessels arrived from Annapolis, Maryland. These young men and women are participating in an offshore sailing program designed to provide experience in navigation, seamanship, and leadership responsibilities.

The sailing craft in which these midshipmen train are the latest of the three generations of one-design offshore cruiser-racers to be authorized for the training of midshipmen. Midshipmen began sailing at the end of World War II in a fleet of 12 identical 44' wooden yawls designed by Naval Architect Bill Luders. After 25 years of service, these vessels were replaced by 12 fiberglass yawls with the same exterior lines as the original boats, but with an interior that accommodated an auxiliary diesel engine and a chart table. After 25 years of offshore and Chesapeake Bay sailing, these boats were replaced with a sloop rigged craft designed specifically for use by midshipmen. The Naval Architect firm of McCurdy & Rhodes, Inc. of Cold Spring Harbor, New York designed the boats. Tillotson-Pearson, Inc. of Warren, Rhode Island built them, and the first was placed in service in 1988. The Navy 44 has proven to be a very successful design, and a fitting successor to the famous Luders yawls which gave generations of midshipmen a professional appreciation for wind, wave, weather, and command responsibility, and introduced them to the pleasure and excitement of going to sea under sail.

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Docked at _____, the Naval Academy Sailing Squadron boats will be available for visiting, and may take on guests from the hours of _____ to _____.

The following are the names and hometowns of midshipmen and volunteer instructors embarked in these yachts:
(list the crews)

