

U.S. Department  
of Transportation

**United States  
Coast Guard**

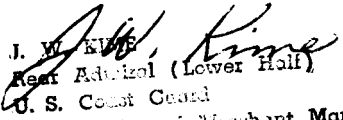
U.S. Coast Guard (G-MVP)  
Washington, D.C. 20593  
Phone: (202) 426-2240

NVIC 1-86  
15 Jan 1986

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO. 1-86

Subj: Shipment and Discharge of Seamen

1. PURPOSE. To establish procedures for the shipment and discharge of seamen aboard U.S. flag vessels.
2. BACKGROUND. In 1979, the Department of Transportation Appropriation Bill prohibited the use of funds for shipping commissioners, and there-after, masters of merchant vessels assumed the duties for the shipment and discharge of seamen. NVIC 8-79 was published to give masters guidelines for these new duties; however, changes in the law and policies have necessitated that NVIC 8-79 be canceled and further guidelines provided.
3. DISCUSSION. The recodification of Title 46, United States Code and a multitude of procedural changes have made NVIC 8-79 outdated. In keeping with the Coast Guard's responsibility to enforce laws pertaining to seamen Protection and Relief, these new guidelines are necessitated.
4. ACTION. The following action is taken:
  - a. NVIC 8-79 is canceled after the effective date of this circular.
  - b. The enclosed guidelines are provided for use by all masters aboard U.S. flag vessels required by law to sign on and discharge crews.

  
J. M. EWE  
Rear Admiral (Lower Half)  
U. S. Coast Guard  
Chief, Office of Merchant Marine Safety

End: (1) Guidelines for Shipment and Discharge of Seamen

NON-STANDARD DISTRIBUTION:

- C:e Baltimore (45); Alameda (40); Port Arthur, Honolulu, Puget Sound (35); Miami, Mobile, Long Beach (25); Norfolk, Jacksonville, Portland OR (20); Boston, Portland ME, Charleston, Anchorage (15); Cleveland (12); Cincinnati, Louisville, Memphis, Nashville, Paducah, Pittsburgh, St. Louis, Savannah, San Juan, Tampa, Galveston, Buffalo, Chicago, Detroit, Duluth, Milwaukee, San Diego, Juneau, Valdez (10); Providence, Huntington, Wilmington, Corpus Christi, Toledo (5).
- C:m New Orleans (140); New York (70); Philadelphia (35); Houston (25); St. Ignace (5); Sturgeon Bay (4).
- D:l CG Liaison Officer MILSEALIFTCOMD M-65 STRAT MOB, CG Liaison Officer JUSMAGPHIL (1).

CHAPTER 1 - SHIPMENT AND DISCHARGE OF SEAMEN - GENERAL PROVISIONS

- A. REGULATIONS RELATING TO SHIPMENT AND DISCHARGE OF SEAMEN
- B. COMPLIANCE WITH STATUTORY REQUIREMENTS
- C. COAST GUARD ADDRESS

CHAPTER 2 - SHIPMENT OF SEAMEN ON FOREIGN OR INTERCOASTAL VOYAGES

- A. CREW COMPLEMENT
- B. PRODUCTION OF DOCUMENTS BY SEAMEN SIGNING SHIPPING ARTICLES
- C. MUTILATED DOCUMENTS
- D. FRAUDULENT USE OF DOCUMENTS
- E. CONTRACTUAL RELATIONSHIP BETWEEN MASTER AND CREW
- F. FORM OF SHIPPING ARTICLES
- G. DETAILED INSTRUCTIONS FOR COMPLETION OF SHIPPING ARTICLES
- H. DETAILED INSTRUCTIONS FOR COMPLETION OF PARTICULARS OF ENGAGEMENT PAGE
- I. NUMBER AND DISPOSITION OF SHIPPING ARTICLES AND PARTICULARS OF ENGAGEMENT
- J. CHANGES TO SHIPPING ARTICLES
- K. SIGNING ON CREW REPLACEMENTS
- L. EMPLOYMENT OF ALIEN CADETS
- M. USE OF FORECASTLE CARD
- N. POSTING THE PROVISIONS TEXT
- O. REPORTING SHIPMENT OF SEAMEN IF SHIPPING ARTICLES OR ITS EQUIVALENT IS NOT SUBMITTED

CHAPTER 3 - DISCHARGE OF SEAMEN ON FOREIGN OR INTERCOASTAL VOYAGES

- A. COMPLETING ENTRIES IN SHIPPING ARTICLES AT COMPLETION OF VOYAGE
- B. USE OF CERTIFICATE OF DISCHARGE
- C. USE OF CONTINUOUS DISCHARGE BOOK
- D. DISCHARGE OF SEAMEN IN FOREIGN PORT
- E. DISCHARGE OF SEAMEN IN SPECIAL CASES
- F. REPLACEMENT IN CREW
- G. REPORT OF CREW SHORTAGES
- H. REPORTING CHANGE OF MASTER
- I. NUMBER AND DISPOSITION OF PARTICULAR OF DISCHARGE PAGE
- J. REPORTING DISCHARGE OF SEAMEN IF SHIPPING ARTICLES OR ITS EQUIVALENT IS NOT SUBMITTED

CHAPTER 4 - SHIPMENT AND DISCHARGE OF SEAMEN ON DOMESTIC VOYAGES

- A. COASTWISE VOYAGES
- B. OTHER DOMESTIC VOYAGES

CHAPTER 5 - OFFICIAL LOGBOOKS

- A. GENERAL
- B. CHARACTER ENTRY BY MASTER UPON DISCHARGE OF SEAMAN

C. LOGBOOK ENTRIES

CHAPTER 1 - SHIPMENT AND DISCHARGE OF SEAMEN - GENERAL PROVISIONS

A. REGULATIONS RELATING TO SHIPMENT AND DISCHARGE OF SEAMEN.

1. The rules and regulations contained in 46 CFR Part 14 deal with the shipment and discharge of seamen.

B. COMPLIANCE WITH STATUTORY REQUIREMENTS.

1. The shipment and discharge of seamen is controlled by law. Compliance with these laws and the regulations promulgated thereunder is mandatory in the case of seamen who are employed on all United States flag vessels on foreign or intercoastal voyages as follows:
  - a. A voyage by any vessel from a port in the United States to any foreign port except to ports in the following areas:
    - (1) Canada
    - (2) West Indies
    - (3) Republic of Mexico
  - b. A voyage by a vessel of 75 gross tons or upward from a United States Atlantic Coast port to a United States Pacific Coast port or vice versa.
  - c. Whether sailing foreign or intercoastal, all vessels, including vessels serving primarily overseas without returning to any American or foreign port or place, must comply with these laws and regulations unless specifically exempted.
2. The provisions of 46 USC 10502 require the master of any United States vessel of 50 gross tons and upward, bound from a port in one state to a port in another state (except an adjoining state), to make an agreement (shipping articles) with every seaman engaged.
3. Shipping articles are not required for the following voyages or classes of vessels:
  - a. Ferries and towing vessels used in ferry operation if such ferries or towing vessels are used exclusively in trade on the Great Lakes, bays, sounds, bayous, canals, and harbors and are not engaged on international voyages.
  - b. Vessels which the seamen are by custom or agreement entitled to share in the profit or results of a voyage.
  - c. Foreign Vessels.
4. A voyage is defined by the parties involved and stated in specific terms on the shipping articles. A voyage may be from port to port, port to place, place to place, etc.

C. COAST GUARD ADDRESS

1. Each form or report required to be submitted to the Commandant must be forwarded to: Commandant (G-MVP-1/12), U.S. Coast Guard, Washington, D.C. 20593.

## CHAPTER 2 - SHIPMENT OF SEAMEN ON FOREIGN OR INTERCOASTAL VOYAGES

### A. CREW COMPLEMENT

1. The master must ensure that the complement of officers and crew engaged is in accordance with the appropriate laws and regulations.
2. In the case of vessels subject to the inspection laws of the United States, the complement shall be in accordance with the table noted on the vessel's Certificate of Inspection.
3. In the case of vessels not subject to the inspection laws of the United States, the following laws/regulations may be consulted to determine their applicability:
  - a. 46 USC 8103-8104, 46 USC 8302-8304, 46 USC 8701-8703, 46 USC 8901-8905, 46 CFR 157.18-1, 46 CFR 157.20-5, 46 CFR 157.20-10, 46 CFR 157.20-15, 46 CFR 157.30-45.

### B. PRODUCTION OF DOCUMENTS BY SEAMEN SIGNING SHIPPING ARTICLES

1. When signing on, a seaman shall present a Merchant Mariner's Document endorsed to include the rating in which he is to serve.
2. An officer must present at the time of engagement a Merchant Mariner's Document together with a currently valid license covering the capacity in which the officer is to be employed. In addition, every deck officer in the required complement of a radar-equipped vessel of 300 gross tons and over, which has been issued a Certificate of Inspection for navigation upon ocean, coastwise, or Great Lakes waters, must have a valid and current endorsement as "radar observer" upon the officer's license.
3. Unless exempted, a radio officer is required aboard vessels greater than 1600 gross tons. The radio officer must present at the time of engagement a Coast Guard license as radio officer, an FCC license, and a Merchant Mariner's Document endorsed with the phrase "See License as Radio Officer." The serial and identification numbers of these documents, including the FCC license, will be entered in the shipping articles by the master. For vessels exempted or excepted from the radio officer requirements, officers who are necessary for the operation of radio telephone must display the proper FCC license at the time of engagement.
4. A staff officer must present at the time of engagement, a Coast Guard Certificate of Registry as a staff officer and a Merchant Mariner's Document endorsed with the phrase "See Certificate of Registry." The serial and identification numbers of these documents and the proper abbreviation for the grade of the Certificate of Registry will be entered in the shipping articles by the master.

### C. MUTILATED DOCUMENTS

1. A mutilated U.S. Merchant Mariner's Document should not be accepted for employment of the seaman.

D. FRAUDULENT USE OF DOCUMENT

1. The fraudulent use of Merchant Mariner's Documents by persons not entitled to possession of such documents breaks down the system which the documents were intended to serve, (i.e. a proper identification of the holder and his qualifications). Therefore, all masters must guard against the fraudulent use of United States Merchant Mariner's Documents. The identifying photograph on the document should be compared with the bearer. Any discrepancies found must be reconciled prior to signing the person on the shipping articles. If the fraudulent use of a Merchant Mariner's Document is found, the master should not allow the bearer to sign on the shipping articles without prior authorization by the Commandant (G-MMI). The master should contact the nearest Officer in Charge, Marine Inspection, for assistance in resolving any discrepancies.

E. CONTRACTUAL RELATIONSHIP BETWEEN MASTER AND CREW

1. Shipping articles is the statutory name given to the agreement signed by the members of the crew and the master with respect to a particular voyage or term of employment. Since the laws have certain specific requirements which must be met, the wording of the articles and especially the voyage description, must be clear and concise.

F. FORM OF SHIPPING ARTICLES

1. The form and content of shipping articles for foreign or intercoastal voyages are generally controlled by 46 USC 10302, 46 USC 10303 and 46 USC 10304. The Coast Guard Officer in Charge, Marine Inspection will, as a matter of convenience, supply Form CG-705A (Shipping Articles) upon request. Any other form complying with the requirements of the statutes noted above may be utilized.

G. DETAILED INSTRUCTIONS FOR COMPLETION OF SHIPPING ARTICLES

1. If the master uses shipping articles (Form CG-705A), the following guidelines are offered for the completion of the form:
  - a. LINE 1: A through E is self-explanatory. Information may be obtained from the ship's register and license.
    - (1) Name of Ship
    - (2) Official Number
    - (3) Port of Registry
    - (4) Date of Register
    - (5) Registered Tonnage
    - (6) Voyage Number - As per company policy.
  - b. LINE 2: Record the following:
    - (1) Operating company on this voyage: Name and address of owner or operator.
    - (2) Number of seamen and apprentices for which accommodation is certified: Number total of crew from Certificate of Inspection.

- (3) Class of Ship: Class of ship indicated upon Certificate of Inspection.
- c. LINE 3: Record the following:
  - (1) Line through the words "Office of the U.S. Shipping Commissioner for the."
  - (2) After the words "Port of," enter port (or place) and date where articles are opened.
- d. LINE 4: After the words "of the," enter the vessel's name.
- e. LINE 5: After the words "of which," enter the master's name.
- f. LINE 6: After words "Port of" enter the port or place where articles are opened.
- g. LINES 7, 8, 9, & 10: Enter voyage description. Note: The use of ambiguous language or language of insufficient clarity in the voyage description creates a difficult problem in determining the rights of the parties under the articles. Ordinarily, the problem involves one or two questions: whether a proposed voyage is authorized by the articles; and, whether or not the obligations of the contract have been satisfied? These questions are equally important as it has been held by the courts that Shipping Articles which are so vague that they are not informative are void. The following are examples of voyage descriptions which would normally be in compliance with the statutes in all respects for vessels engaged in foreign or intercoastal trades. Examples:
  - (1) VOYAGE DESCRIPTION FOR A VESSEL ABOUT TO EMBARK ON A FOREIGN VOYAGE "From the port of New York, NY, to Antwerp, Belgium, and Rotterdam, Holland, and such other ports and places in any part of the world as the Master may direct, and back to a final port of discharge in the United States, excluding Alaska and Hawaii, for a term of time not exceeding six (6) calendar months."
  - (2) VOYAGE DESCRIPTION FOR A VESSEL ABOUT TO EMBARK ON AN INTERCOASTAL VOYAGE "From the port of Philadelphia, PA, to one or more ports or places on the Pacific Coast via one or more ports or places on the Atlantic and/or Gulf Coast and back to a final port or place of discharge on the Atlantic and/or Gulf Coast for a term of time not exceeding six (6) calendar months."
  - (3) VOYAGE DESCRIPTION FOR A VESSEL ABOUT TO EMBARK ON A TRAMP VOYAGE. "From the port of Galveston, TX, on a tramp freighter (or tanker, as appropriate) voyage to ports or places in the U.S. Gulf and/or Caribbean Sea and/or South American and/or European ports and/or African ports and/or ports in the Far and Near East and/or Australia and such ports and places in any part of the world as the master may direct and back to a final port or place of discharge in the United

States, excluding Alaska and Hawaii, for a term not exceeding twelve (12) calendar months."

(4) VOYAGE DESCRIPTION FOR A VESSEL WHOSE DESTINATION SHOULD NOT BE DISCLOSED FOR SECURITY REASONS. "From the port of New York to a place in the Atlantic Ocean to the eastward of New York and thence to such ports and places in any part of the world as the master may direct or as may be ordered or directed by the United States Government or any department, commission, or agency thereof and back to a final port or place of discharge in the United States, excluding Alaska and Hawaii, for a term of time not exceeding twelve (12) calendar months."

(5) VOYAGE DESCRIPTION FOR A VESSEL EMPLOYED OVERSEAS FOR LONG PERIODS

(a) "From the port of Hong Kong, R.C.C., to Singapore, and such ports and places in any part of the world as the master may direct and back to a final port or place of discharge for a term not exceeding six (6) calendar months."

(b) "From latitude \_\_\_\_\_ and longitude \_\_\_\_\_ to remain at offshore mineral and oil exploration sites or to proceed to, and remain at, offshore mineral and oil exploration sites off the coast Pacific Ocean of New Zealand and/or Australia for a term not exceeding twelve (12) calendar months."

h. LINES 12 through 18: After the words "It is agreed that", enter any special agreement made between the master and crew. If no additional agreement is made, state so.

i. LINE 20: Record the following:

(1) Enter the master's signature on the line before the words "Master of," and,

(2) After Number "19...", enter the master's date of birth, place of birth, license number, USMMD number, next of kin and current home address.

j. LINE 22: Record the following:

(1) Line out the sentence beginning with "The authority of..."

(2) Line out the sentence beginning with "The Shipping Commissioner or..."

(3) Line out the signature line for the Shipping Commissioner or Consular Officer.

k. CITIZENSHIP REQUIREMENTS: Record the following:

- (1) Determine the blocked section which is applicable to your vessel and line out the other two blocks (i.e., if your vessel is a subsidized cargo vessel, line out the blocks for subsidized passenger vessel and non-subsidized vessels).
- (2) Follow the instructions for the percentage of crew which must be U.S. citizens (i.e., if your vessel is a subsidized cargo vessel, you must crew it with only U.S. citizens).
- (3) In each space of the block applicable for your vessel, enter the number of American citizens and aliens. At the bottom of block enter percentage of American citizens.
- (4) In space provided for signature of shipping commissioner, the Master shall sign after all the seamen have signed articles.
- (5) Line out "U.S. Shipping Commissioner" where it appears below signature line.

H. DETAILED INSTRUCTIONS FOR COMPLETION OF PARTICULARS OF ENGAGEMENT PAGE

1. TOP OF PARTICULARS OF ENGAGEMENT PAGE: Record the following:
  - a. After the words "shipping articles of", enter the vessel's name.
  - b. After the words "Page No.", enter appropriate page number (i.e., this applies to the Particulars of Engagement, usually completed on one page, but may require additional pages if more than 60 crew members are shipped).
2. CREW MEMBER INFORMATION ON THE PARTICULARS OF ENGAGEMENT PAGE: Record the following:
  - a. Beginning on Line 1 with the chief mate, whenever possible enter the names of the crew in the order indicated below:
    - (1) All deck officers (including radio officer(s) or staff officer(s)).
    - (2) All unlicensed deck crew members.
    - (3) All engineering officers.
    - (4) All unlicensed engineering crew members.
    - (5) All steward department crew members.
    - (6) All other crew members including cadets.
  - b. After each crew member's name, enter the applicable information as required in each block as indicated below.



- (1) Capacity - enter the capacity for which the crew member is being hired for the present voyage (i.e., Third Mate, Deck Maintenance person, Wiper, Steward, etc.).
- (2) Wages per month - enter the monthly base pay excluding transportation and expenses.
- (3) Number of USMMD - enter identification number of USMMD.
- (4) Serial number of License or Certificate - enter the grade of license held and serial number (i.e., if the Third Mate holds a Chief Mate's license, enter chief mate and serial number of license. Include Radar endorsement, if held). In the case of unlicensed personnel, enter the rating held and the Merchant Mariner's Document identification number.
  - (a) The following symbols may be used to represent the grade of license held: Master (M); Chief Mate (CM); Second Mate (2M); Third Mate (3M); (on vessels where these officers are required to be the holders of a endorsement as radar observer, this fact can be represented by the additional symbol (RO)); Chief Engineer (CE); First Assistant Engineer (1E); Second Assistant Engineer (2E); Third Assistant Engineer (3E); Radio Electronics Officer (REO); Chief Purser (CP); Purser (P); Senior Assistant Purser (SAP); Junior Assistant Purser (JAP); Junior Assistant Purser and Pharmacist's Mate (JAPPM); Medical Doctor (DR); and Professional Nurse (PN).
  - (b) The following symbols may be used to represent the rating held: Ordinary Seaman (OS); Able Seaman-unlimited (AB-UNL); Able Seaman-Special (AB-SP); Able Seaman, Limited (AB-LD); Able Seaman, offshore supply vessels (AB-OSV); Able Seaman, Sail (AB-SA); Able Seaman, Mobile Offshore Units (AB-MOU); Able Seaman, Fishing Industry (AB-FI); Deck Maintenance person (MP-MED, OS, or as appropriate); Lifeboatman (LIB); Wiper (W); Oiler (O); Engine Maintenanceperson (EM-QMED or as appropriate); Maintenanceperson (MP-MED, OS, or as appropriate); Deck Engine Mechanic (DEM); Electrician (EL); Refrigerating Engineer (RE); Machinist (MACH); Pumpman (PUMP); Deck Engineer (DRE) and Qualified Member of the Engine Department-any rating (QMED).
- (5) Birthplace - enter the birthplace and, if naturalized, "nat."
- (6) Date of birth - enter the date of birth.
- (7) Social Security Number - enter the Social Security number.
- (8) Place and date of signing this agreement - enter the port or place and date each crew member actually signs the articles.

(9) Time at which to be on board - enter the date that the crew member reports aboard for the voyage.

(10) Monthly Allotment - enter the monthly allotment.

(NOTE: By law, only allotments made to the following are valid:

(a) To the seaman's grandparents, parents, spouse, sister, brother or children.

(b) To an agency designated by the Secretary of the Treasury to handle applications for U.S. Savings Bonds, to purchase bonds for the seaman.

(c) For deposits to be made in an account for savings or investment opened by the seaman and maintained in the seaman name at a savings bank or a savings institution in which the accounts are issued by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

(11) Shipping Commissioner signature or initials - after each crew member has verified their entry and signed above their name, the master will initial this block in the presence of the crew member.

3. BOTTOM OF PAGE: Record the following:

- a. After the words "State of," enter the name of state where articles are signed by the crew (if applicable).
- b. After the words "port of," enter the name of the port or place where the articles are signed by the crew.
- c. After the words "on this," enter the day of the month articles are signed by the crew.
- d. After the words "day of," enter the month and year articles are signed by the crew.
- e. After the words "appeared before me," line out the words "a Shipping Commissioner in and for the said port, \_\_\_\_\_ master \_\_\_\_\_, and."
- f. In the space provided for the Shipping Commissioner's signature, line out the phrase "U.S. Shipping Commissioner." The master will sign in the space after all crew members have signed on their respective lines.

I. NUMBER AND DISPOSITION OF SHIPPING ARTICLES AND PARTICULARS OF ENGAGEMENT

1. Shipping articles and the Particulars of Engagement page for foreign or intercoastal voyages must be legibly and accurately prepared in duplicate and signed by the master and each seaman engaged on a particular voyage. The master must retain the original of the

shipping articles and enter on them any changes made in the crew during the voyage. The duplicate of the Shipping Articles and the Particulars of Engagement page should be kept ashore by the operating company until the voyage ends, at which time it is to be attached to the Particulars of Discharge page and forwarded to the Commandant (G-MVP-1112) or, at the option of the master, Coast Guard Form CG-735T, or its equivalent, may be submitted instead of the Shipping Articles, Particular of Engagement pages or their equivalent. (See 3-9)

J. CHANGES TO SHIPPING ARTICLES

1. In all cases where there are additions to the shipping articles, such additions must be carefully scrutinized to see that they comply with the law and must be read and explained to the seamen before they sign the articles. Under no circumstances should any rider be added to the shipping articles after signature by the seamen.
2. Any changes made in shipping articles after they have been prepared should also be made on the Forecastle Card (Form CG-704), or its equivalent, and be attested to by the master.

K. SIGNING ON CREW REPLACEMENTS

1. If after the complete crew has been signed on shipment of replacement seamen becomes necessary for any reason, only seamen who are properly qualified for the positions they are to assume may be employed and the Master assumes the responsibility that the replacement seamen are properly qualified. When engaged in foreign voyages, 46 USC 10309 requires the Master to report the transaction immediately to the United States consul upon arrival at the first foreign port at which the vessel arrives. Since United States consuls are not located at every port in foreign countries at which vessels of the United States call, the statutory report should be made to the United States consul nearest the first port or place in the foreign country at which the vessel arrives. The report may be made by radiogram whereupon an entry should be made in the vessel's Official Logbook indicating that this radiogram report has been made. A copy of the radiogram report may then be attached to the shipping articles.

L. EMPLOYMENT OF ALIEN CADETS

1. Alien cadets duly assigned to subsidized vessels as part of the training of the Merchant Marine Cadet Corps or the United States Merchant Marine Academy, are excluded from any computation of aliens in the crews of such vessels. The alien cadets thus assigned must present documentary evidence of their relationship to the academy to the master at the time of signing on the shipping articles. An appropriate notation that such alien cadets are not included in computing the percentage of citizens in the crew should be made by the Master in the block provided for entering this information on the face of the shipping articles.

M. USE OF FORECASTLE CARD

1. As per 46 USC 10307, at the commencement of a foreign or intercoastal voyage, the Master must post a legible copy of the shipping articles, omitting signatures, at a place accessible to the crew. Form CG-704, the forecastle card, or an equivalent vessel form must be used.

N. POSTING THE PROVISIONS TEXT

1. A copy of the following text must be posted in a conspicuous place in the galley and forecabin:  
"A seaman shall be served at least 3 meals a day that total at least 3,100 calories, including adequate water and adequate protein, vitamins, and minerals in accordance with the United States Recommended Daily Allowances."

O. REPORTING SHIPMENT OF SEAMEN IF SHIPPING ARTICLES OR ITS EQUIVALENT IS NOT SUBMITTED

1. If a vessel is engaged in a foreign or intercoastal voyage and it is not required to submit shipping articles, the Master must submit Form CG-735-T or its equivalent to the Commandant (Wherever Form CG-735T is used in this section it may be read as, CG-735T or its equivalent. The equivalent may be any company prepared form which replicates the CG form or may be a locally reproduced copy of the Coast Guard form). For such vessels, if the Master intends to discharge any part of the crew overseas before returning to a U.S. port, this report should be submitted at the end of each month subsequent to that discharge. For a vessel whose master intends to discharge her crew solely on return to a U.S. port, this report should be submitted upon her return. For vessels carrying an industrial crew in addition to the marine crew, separate Forms CG-735-T should be submitted for each crew. They should be submitted in the same manner above but notations "Marine Crew" and "Industrial Crew," should be placed on the top of the appropriate form.

CHAPTER 3 - DISCHARGE OF SEAMEN ON FOREIGN OR INTERCOASTAL VOYAGES

A. COMPLETING ENTRIES IN SHIPPING ARTICLES AT COMPLETION OF VOYAGE

1. At the completion of a foreign or intercoastal voyage or the completion of a term of employment when any or all of the crew is paid off, the release on the shipping articles must be signed by the member of the crew being discharged. All columns of the shipping articles, including the record of the balance of wages of each seaman, must be properly completed at this time.
2. The Particulars of Discharge page should be completed as follows:
  - a. After the words "Shipping Articles of," enter the vessel's name.
  - b. After the words "Page number," enter the appropriate page number (i.e., this applies to the Particulars of Discharge, not completed on one page).
  - c. In the block provided for signature of Master, (line one), the Master shall sign before sign-off commences.
  - d. Fill in the appropriate information for each crew member in the blocks indicated below. Insure that each crew member's information is entered on the same line as the one the crew member signed (i.e., if a seaman signed on Line 14 on Particulars of Engagement, they will sign off on line 14 on Particulars of Discharge).

- (1) Place - port or place where crew member signs off.
- (2) Date - date crew member signs off.
- (3) Cause - enter the reason each crew member is signing off (i.e., end of voyage, mutual consent, end of contract).
- (4) Time of Service under "M", leave blank. Under "I'D", enter the total number of days the seaman served on board this voyage (as the number of days per month may vary, this will provide a more specific total service the seaman has served).
- (5) Wages Earned - enter total of all base wages earned (exclude transportation, expenses, and overtime).
- (6) Deductions - enter total of all deductions from pay.
- (7) Balance of Wages Paid on Discharge - enter the balance of block 6 subtracted from block 5 above.
- (8) Date Wages Paid and Release Signed - enter the date the crew member signs off.
- (9) Under Master's signature block - each crew member enters his signature.
- (10) Attention of Shipping Commissioner - the master will initial this block after each crew member has signed off.
- (11) At the bottom of the page in the space provided for Shipping Commissioner's signature, line through the phrase "U.S. Shipping Commissioner." The master will sign here after all crew members have signed off.
- (12) The entries made during the voyage on all Certificates of Discharge and Continuous Discharge Books must be shown on the ships articles.

**B. USE OF CERTIFICATE OF DISCHARGE OF SEAMEN, FORM CG-718A**

1. At the time of discharge, a seaman who holds a Merchant Mariner's Document must be issued a Certificate of Discharge to Merchant Seaman (CG-718A) describing the services performed during the voyage if they do not hold a Continuous Discharge Book.
2. The completed Certificate of Discharge must be signed by the seaman concerned and by the master of the vessel. The signatures must be made, with an indelible pen, before the issuance of the original to the seaman.
3. All entries on the Certificates of Discharge must be made with either a typewriter or an indelible pen.

4. When completing this form, the entry used to record the service performed shall be specific with regard to an individual's job. Unlicensed ratings, i.e., deck, engine, steward, industrial ratings (MOU's), or other ratings which could leave doubt as to which department an individual was employed, shall be stated along with specific job held. If an individual changes jobs while on a vessel, each discharge or CDB entry shall specify the department in which work was conducted, the position held and the exact time in that position. (i.e., Maintenance 1 October 1984 to 30 October 1984, Maintenance Department (12 days Deck Maintenance, 18 days Engine Maintenance).
5. On the line, PLACE OF DISCHARGE, enter the port or place of discharge.
6. Enter in the space, NATURE OF VOYAGE, one of the following:
  - a. Foreign.
  - b. Coastwise.
  - c. Great Lakes.
  - d. Mineral and Oil Exploration.
  - e. Intercoastal.
7. The original completed Certificate of Discharge must be issued to the seaman who signs the certificate. The yellow copy of the completed discharge may be retained by the Master. The white copy of the completed discharge must be forwarded to the Commandant along with the copies of the Shipping Articles, Particulars of Engagement page and Particulars of Discharge page. (See 3-9). H. Shipping companies and Masters will be supplied with Certificates of Discharge (Form CG-718A) by the local Officer in Charge, Marine Inspection upon request.

C. USE OF CONTINUOUS DISCHARGE BOOK, FORM CG-719

1. If the seaman holds a Continuous Discharge Book (Form CG-719), the book may be used only to record services performed on merchant vessels. The required entries are normally made at the time the seamen are discharged. If the seaman's Continuous Discharge Book has been lost the seaman must be issued a Certificate of Discharge to Merchant Seaman (Form CG-718A) at time of discharge.
2. Masters making an entry in the Continuous Discharge Book must also prepare a Record of Entry in the Continuous Discharge Book (Form CG-718E) showing all the information entered in the CDB. In addition, entries showing the full name and citizenship of the seaman, and the identification number of the book, are required. The entries made on the form must be made with a typewriter or an indelible pen to assure legible copies.
3. As further evidence that the required entries have been made, the completed Form CG-718E must be signed by the seaman, in whose book the entry was made, and by the Master. The signatures required on Form CG-718E should be made with indelible pen or ballpoint pen.
4. When completing this form, the Master should follow the same guidelines given in paragraphs 3-4E to C above regarding the proper entries.

5. The original copy of the completed Form CG-718E must be forwarded to the Commandant. (See 3-9) The duplicate copy of completed Form CG-718E may be retained by the Master.
6. Shipping companies and Masters of vessels will be supplied with Record's of Entry (Form CG-718E) by the local Officer in Charge, Marine Inspection, upon request.

D. DISCHARGE OF SEAMEN IN A FOREIGN PORT OR PLACE

1. When a seaman is discharged in a foreign port or place, the master must make the required entries on the Shipping Articles, and on Form 718A or 718E, as appropriate. The entries must be attested to by the consular officer in ports or places where available. If the consul is not available, the release may be executed by the master and seaman only.
2. The white copy of any discharge given out in this manner or the original of the record of entry, Form CG-718E, must be attached to Form CG-705A or Form CG-735T or equivalent, on which discharges are reported.

E. DISCHARGE OF SEAMAN IN SPECIAL CASES

1. When a seaman, incapacitated from service by injury or illness, is on board a vessel and it is impractical for the vessel's Master to make a personal appearance before a United States consul, the seaman may be sent to the consul or consular agent, who will care for the seaman and defray the cost of the seaman's maintenance and transportation when the following conditions are met:
  - a. When the condition of the injured or ill seaman is such that prompt medical attendance is necessary and cannot be furnished shipboard; and
  - b. The master cannot proceed with the seaman to the consul without risk to the crew, the vessel, or the cargo.
2. When the master cannot appear before the consul in person, the master will address to the consul in writing a full statement of the facts which require the discharge of the seaman, together with a statement of the reasons why the Master is unable to appear before the consul. The statement should cover the usual particulars set forth in a discharge and should be accompanied with an account of the wages due with the necessary funds to meet such wages, or (if the cash is not available) with an order for the owner for the amount due.
3. If the consul considers the statement satisfactory, the seaman may be discharged as if the master were present.
4. If the consul does not consider the statement satisfactory, and the condition of the seaman permits, the consul will decline to grant the discharge and direct that the seaman be returned to the vessel at its expense.
5. When the condition of the injured or ill seaman is such that the seaman is incapable of completing the release for discharge at the time of removal from the vessel; the master must complete the master's portion of the Mutual Release (Form CG-713A) and place it with the seaman.

- a. If the seaman possesses a Merchant Mariner's Document, the master must complete a Certificate of Discharge on Form CG-718A, and make the proper entries on the ship's articles. Form CG-718A must be retained by the Master until the termination of the voyage, at which time it must be delivered to the vessel's owner or agent along with shipping articles. Upon completion and presentation of the Mutual Release (Form CG-713A) to the vessel's owner or agent, the seaman must receive all wages due. Form CG-718A must then be signed by the seaman and the original given to him/her. The white copy of FORM CG-718A must be forwarded to the Commandant. At this time a notation of the completion of the release should be made on the shipping articles and Form CG-713A attached thereto.
- b. If the seaman possesses a Continuous Discharge Book, the Master must make the proper entries in the book and on the ship's articles and complete Form CG-718E. Form CG-718E must be retained by the master until the termination of the voyage, at which time it must be delivered to the vessel's owner or agent along with the shipping articles. Upon completion and presentation of the Mutual Release (Form CG-713A) to the vessel's owner or agent, the seaman must receive all wages due. Form CG-718E must then be signed by the seaman and the original forwarded to the Commandant. At this time a notation of the completion of the release should be made on the shipping articles and Form CG-713A should be attached thereto.

F. REPLACEMENT IN CREW

1. 46 USC 8101(e) and 46 USC 8103(e) outline the conditions under which a certificated vessel may be navigated in situations where the vessel is deprived of the service of any member or members of her crew during the period of which the full crew has been signed on. The vessel may continue to be navigated as though no vacancies had occurred in such cases if the vacancies are filled with replacements of the same or higher grade or rating. When overseas and U.S. licensed or documented personnel are not available, a non-citizen possessing equivalent licenses, documents and/or qualifications may be employed as a replacement until the vessels first return to a U.S. port or place. The master bears the responsibility to assure such personnel are qualified and, once aboard are trained for their duties, as well as having the ability to communicate in English.

G. REPORT OF CREW SHORTAGE

1. A vessel may be navigated without all of the required positions being filled if (1) such vacancies occurred due to desertion, sickness, death, or other unforeseen circumstances or casualty and such vacancies occurred without the consent, fault or collusion of the master, owner or any other person interested in the vessel, (2) the master is unable to obtain replacements of the same grade or higher rating to fill the vacant positions, (3) it is the judgment of the master that the vessel is sufficiently manned to safely continue the voyage and (4) continued efforts to obtain replacements during the course of the voyage are made. Whenever a vessel sails short of its required complement the master must report the circumstances to the cognizant Officer in Charge, Marine Inspection as specified below.
2. In all cases where an inspected vessel, having been deprived of the services of crew members and is navigated with fewer crew members on board than the complement for the



vessel calls for, or with replacements of lower grade or rating, 46 U.S.C. 8101 requires that the master report the shortage and explain the cause of it, in writing, to the nearest Officer in Charge, Marine Inspection within 12 hours of the arrival of the vessel at her destination. No particular form is required to be used in making such a report, but form CG-729 (Report of Crew Shortage) may be used.

3. Masters filing the report should: (1) include the name, license, certificate or document number of each member of the crew who left the vessel, (2) state the cause of the shortage and the port or place at which it occurred, (3) certify that no replacements of the same grade or rating were obtainable and (4) state that in his judgment the vessel was sufficiently manned.

#### H. REPORTING CHANGE OF MASTERS

1. If there has been a change of masters during the voyage, the relieving Master must note the change and the effective date thereof on the face of the shipping articles in the blank space to the left of the section headed "Citizenship Requirements." The date of change noted should concur with any entry in the Official Logbook pertaining to the change of Masters.

#### I. NUMBER AND DISPOSITION OF PARTICULAR OF DISCHARGE PAGE

1. The Particulars of Discharge page for foreign and intercoastal voyages must be legibly and accurately prepared in duplicate and signed by the Master and each seaman on a particular voyage. One copy must be attached to the duplicate of the Shipping Articles and Particulars of Engagement page, held by the company ashore (See 2-9), and the copies of the Certificate of Discharge (See 3-2), and sent to Commandant (G-MVP-1112) at the end of the particular voyage or, at the option of the master, Coast Guard Form CG-735T, or its equivalent may be submitted instead of the Shipping Articles, Particular of Engagement page, Particular of Discharge page, or their equivalents.

#### J. REPORTING DISCHARGE OF SEAMEN IF SHIPPING ARTICLES OR ITS EQUIVALENT IS NOT SUBMITTED

1. Every discharge entry made on a Form CG-735-T or equivalent must agree exactly with the corresponding entry made on the Certificate of Discharge to Merchant Seaman (Form CG-718A) issued to a seaman or in the Continuous Discharge Book (Form CG-719) or in the Record of Entry Continuous Discharge Book (Form CG-718E) possessed by the seaman. A copy of the Certificate of Discharge or Continuous Discharge Book record of entry must be attached to Form CG-735-T or its equivalent on which the discharge is reported.

### CHAPTER 4 - SHIPMENT AND DISCHARGE OF SEAMEN ON DOMESTIC VOYAGES

#### A. COASTWISE VOYAGES

1. This section applies to vessels of at least 50 gross tons on a voyage between a point in one state and a port in another state (except an adjoining state). Exemptions are made for vessels:

- a. In which the seamen are by custom or agreement entitled to share in the profit on results of a voyage.
  - b. Foreign vessels.
2. Before proceeding on a voyage, the master shall make a shipping articles agreement in writing with each seaman on board, declaring the nature of the voyage or the period of time for which the seaman is engaged. The agreement must include the date and time on which the seaman must be on board to begin the voyage. Examples of voyage descriptions:
- a. VOYAGE DESCRIPTION FOR A VESSEL EMBARKING ON A SINGLE COASTWISE VOYAGE "From the port of Boston, MA., to one or more U.S. Gulf ports or places and such other coastwise ports or places as the Master may direct and back to a final port or place of discharge in the United States on the Atlantic Coast north of Cape Hatteras, for a term not exceeding three (3) calendar months."
  - b. VOYAGE DESCRIPTION FOR A VESSEL EMBARKING ON A SERIES OF COASTWISE VOYAGES. "From the port of Boston, MA., to one or more U.S. Gulf ports or place and such other coastwise port or place as the Master may direct, for one or more voyages and back to a final port of place of discharge in the United States on the Atlantic Coast, north of Cape Hatteras, for a term not exceeding six (6) calendar months."
3. If the vessel's crew is required to hold Merchant Mariner's Document, pursuant to 46 USC 8701, the crewmember signing on must display a Merchant Mariner's Document properly endorsed for the capacity in which the seaman is to serve.
4. The Master of a merchant vessel of one hundred gross tons or upward, shall report the employment, discharge or termination of the services of every seaman in the manner provided in this section. The following are exempted:
- a. Vessels employed exclusively in trade on the navigable rivers of the United States.
  - b. Fishing, or whaling vessels.
  - c. Yachts.
  - d. Ferries and tugs used in ferry operations if such ferries and tugs are employed exclusively in trade on the Great Lakes, lakes (other than Great Lakes), bays, sounds, bayous, canals, and harbors, and are not engaged on international voyage.
  - e. Unrigged vessel other than seagoing barges.
5. When a vessel is engaged on a coastwise voyage, prior to sailing the Master must submit to the Commandant a Form CG-735-T listing the names and any other information required by the form, with the exception of the date and place of discharge of the master and of each member of the crew shipped. Thereafter, at the end of each calendar month or at the termination of the voyage, whichever is first, the master must submit a supplementary report on Form CG-735-T listing the name, as well as the other information

required by the form, of each seaman engaged, discharged, or whose services were otherwise terminated since the previous submission of the report.

6. Every discharge entry made on a Form CG-735-T or equivalent must agree exactly with the corresponding entry made on the Certificate of Discharge to Merchant Seaman (Form CG-718A) the Continuous Discharge Book (Form CG-719) or in the Record Entry Continuous Discharge Book (Form CG-718E) issued to a seaman. (For completion of such Forms, See 3-2 and 3-3). Each copy of a discharge or record of entry must be attached to Form CG-735-T on which the discharge is reported and copies sent to the Commandant (G-MVP-1112).

**B. OTHER DOMESTIC VOYAGES**

1. The master of a merchant vessel of one hundred gross tons or upward, shall report the employment, discharge or termination of the services of every seaman in the manner provided in this section. The following vessels are exempted:
  - a. Vessels employed exclusively in trade on the navigable rivers of the United States.
  - b. Fishing, or whaling vessels.
  - c. Yachts.
  - d. Ferries and tugs used in ferry operations if such ferries and tugs are employed exclusively in trade on the Great Lakes, lakes (other than Great Lakes), bays, sounds, bayous, canals, and harbors, and are not engaged on international voyage.
  - e. Unrigged vessel other than seagoing barges.
2. When a vessel is employed exclusively on bays or sounds, the Master must submit a Form CG-735-T, on the last day of each calendar month, listing the name, as well as the other information required by the form, of each seaman employed, discharged, or whose services were otherwise terminated during the month.
3. When a vessel is employed exclusively on the Great Lakes, the Master must submit a Form CG-735-T at the commencement of the season, or when the vessel is put into service, listing the names, as well as the other information required by the form, with the exception of date and place of discharge of each member of the crew. Thereafter, at the end of each calendar month, the master must submit a supplementary report on Form CG-735-T listing the names, as well as the other information required by the form, of (1) each seaman whose employment was terminated during the month and who was not reengaged on the vessel's next trip, and (2) each seaman engaged during the month who was not also employed on the vessel in the same capacity on her last trip proceeding the engagement. At the close of the season, or when the vessel is withdrawn from service, the master must submit a final report to the Commandant on Form CC-735-T containing the information required by the form, concerning each seaman who has not been previously reported as discharged.
4. If a crewmember must carry a Merchant Mariner's Document, a Certificate of Discharge must be issued. Every discharge entry made on a Form CG-735-T or equivalent must agree exactly with the corresponding entry made in the Certificate of Discharge to

Merchant Seaman (Form CG-718A), Continuous Discharge Book (Form CG-719), or in the Record Entry Continuous Discharge Book (Form CG-718E), issued to a seaman (For completion of such Forms, See 3-2 and 3-3). Each copy of a record or entry of discharge must be attached to Form CG-735-T on which the discharge is reported and copies sent to the Commandant (G-MVP-1/12).

## CHAPTER 5 - OFFICIAL LOGBOOKS

### A. GENERAL

1. Except a vessel on a voyage from a port in the United States to a port in Canada, a vessel of the United States shall have an official logbook if the vessel is:
  - a. On a voyage from a port in the United States to a foreign port; or
  - b. of at least 100 gross tons and is on a voyage between a port of the United States or the Atlantic Ocean and on the Pacific Ocean.
2. The Official Logbook shall be maintained as specified in statute (46 USC 11301) and regulation (as published in the book). The Official Logbook should be turned into the OCMI at the port where the termination of the voyage takes place. It is not to be forwarded to Coast Guard Headquarters.

### B. CHARACTER ENTRY BY MASTER UPON DISCHARGE OF SEAMAN

1. Upon the discharge of every seaman, the Master must enter and sign in the Official Log Book and on the articles, should such an entry be called for, a report of the conduct, character and qualifications of the person discharged or the master may state in the report that an opinion will not be given. The completed report, if contained in the logbook, should be forwarded to the Coast Guard Officer in Charge, Marine Inspection nearest the port or place where the voyage terminates.

### C. LOGBOOK ENTRIES

1. All masters and officers making entries into the official logbook are to be reminded that the book is prima facie evidence in a court of law and that entries must be made in accordance with 46 USC 11502 or they may no longer be valid evidence of events aboard ship.