



DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD

Address reply to: (MVP-1)  
COMMANDANT  
U.S. COAST GUARD  
WASHINGTON, D.C.  
20591

NVC 2-69  
29 APR 1969

NAVIGATION AND VESSEL INSPECTION CIRCULAR NO.2-69

Subj: Submission of reports for the shipment and discharge of seamen not shipped or discharged before a shipping commissioner; information concerning

1. Purpose. The purpose of this circular is to provide information about reporting the employment, discharge or termination of the services of seamen employed on merchant vessels of the United States of 100 gross tons and upwards. This reporting includes the making of appropriate entries on Certificates of Discharge issued to merchant seamen or in Continuous Discharge Books held by such seamen. These reports are required by subsection (1) of Section 643 of Title 46, United States Code, and Part 14 of Title 46, Code of Federal Regulations. Applicable Sections of the regulations are included with this circular as Enclosure (1). Attention is called to the penalty provided in 46 U.S.C. 643 (1) and 46 CFR 14.05-20(f) for noncompliance with these regulations.
2. Circular canceled. This circular supersedes and cancels Navigation and Vessel Inspection Circular No. 5-53 dated 30 July 1953.
3. Discussion. The records of merchant seamen at Coast Guard Headquarters indicate that the masters of some vessels subject to the provisions of 46 U.S.C. 643 are not submitting the required employment reports. This is particularly true with respect to many vessels presently employed in lakes, bays, and/or sounds service as well as with many types in coastwise service such as towing vessels, offshore supply vessels, oceanographic research vessels, etc. The information contained herein should be widely disseminated throughout all phases of marine activities in order to insure knowledge and compliance with the regulations noted. A listing of discrepancies frequently noted in checking of records submitted to Coast Guard Headquarters is included as enclosure (2).
4. Forms. The following forms are prescribed for the use of masters of vessels who are required to submit these reports. A supply of these forms can be obtained from any U. S. Coast Guard Marine Inspection Office.

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Form CG-735(T)

Master's Report of Seamen  
Shipped or Discharged

Form CG-718A

Certificate of Discharge to  
Merchant Seaman

Form CG-718E

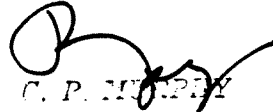
Record of Entry in Continuous  
Discharge Book

5. Vessels affected. These reports, using the forms listed in paragraph 4 above, must be submitted by the masters of merchant vessels of the United States of 100 gross tons and upward when seamen are not shipped or discharged before a shipping commissioner, or a Collector or Deputy Collector of Customs acting as shipping commissioner. However, the following vessels are exempt from these reporting requirements:

- a. Vessels employed exclusively in trade on the navigable rivers of the United States.
- b. Fishing and whaling vessels
- c. 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 an international voyage.
- d. Unrigged vessels other than seagoing barges.

6. Instructions for submitting reports. The instructions for preparation and submission of Form CG-718A and Form CG-718E are contained in 46 C.F.R. 14.10-1 and 14.10-5. If the owners or masters of any merchant vessel of the U. S. have any doubt as to whether or not submittal of these forms is required they should consult the nearest Officer in Charge, Marine Inspection. That officer will determine whether or not the reports are required. He will also be able to answer any questions that may arise concerning these forms and the shipment and discharge of seamen in general. The submission of these reports does not relieve any owners or masters from complying with any other provisions of law and/or regulation including those which require an agreement or articles to be signed between the master and the crew or which require the submission of a crew list. The owners and masters of vessels should become

familiar with the laws and regulations requiring the submission of these forms in order to insure compliance therewith and to avoid the penalties prescribed. Care should be exercised in preparing the forms in order to avoid unnecessary correspondence concerning same.



C. P. MURPHY  
Rear Admiral, U. S. Coast Guard  
Chief, Office of Merchant Marine Safety

Encl: (1) 46 CFR 14.05-20, 14.10-1 and 14.10-5  
(2) List of Discrepancies

Dist. (SDL No. 88)

A: None  
B: n(45); c(1); q(6); eg(3); bdp(1)  
C: m(4); o(2)  
D: i(2); k(1)  
E: o(2)  
F: None  
List 112-155

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## SHIPMENT AND DISCHARGE OF SEAMEN

**14.05-20 Master reporting shipping and discharging of seamen on Form CG-735-T.**

14.05-20(a) The master of every merchant vessel of the United States of the burden of one hundred gross tons or upward, except vessels employed exclusively in trade on the navigable rivers of the United States, fishing and whaling vessels, yachts, ferries and tugs used in ferry operations if such ferries and tugs are employed exclusively in trade on the Great Lakes, lakes (other than the Great Lakes), bays, sounds, bayous, canals, and harbors, and are not engaged on international voyages, and unrigged vessels other than seagoing barges, shall report the employment, discharge, or termination of the services of every seaman not shipped or discharged before a shipping commissioner, or a Collector or Deputy Collector of Customs acting as shipping commissioner on Coast Guard Form CG-735-T in the manner provided in this section.

14.05-20(b) When a vessel is sailing on a voyage which will extend to the ocean or to the Gulf of Mexico and when coastwise Shipping Articles are opened or when the vessel is departing on a coastwise voyage for which Shipping Articles are not required the master shall, immediately prior to sailing, submit to the Officer in Charge, Marine Inspection, a Form CG-735-T listing the names, as well as the other data required by the form with the exception of the date and place of discharge, of the master and of each member of the crew. Thereafter, at each domestic port visited on the voyage, the master shall, prior to departure, submit to the Officer in Charge, Marine Inspection, a supplementary report on Form CG-735-T listing the name, as well as the other data required by the form, of each seaman engaged or discharged or whose services were otherwise terminated since the previous submission of the form. When coastwise Shipping Articles are completed or when a voyage on which Shipping Articles are not required is completed, the master shall submit to the Officer in Charge, Marine Inspection, a Form CG-735-T listing the names, as well as the other data required by the form, of the master and of each member of the crew on board at the time of the completion of the voyage.

14.05-20(c) When a vessel is employed exclusively in trade on bays or sounds, the master shall submit a Form CG-735-T, on the last day of each calendar month, listing the name, as well as the other data required by the form—including the dates and places of engagement and discharge, of each seaman employed, discharged, or whose services were otherwise terminated during the cal-

endar month. This form shall be forwarded by the master directly to Commandant (MVP), Coast Guard Headquarters, Washington, D.C. 20591.

14.05-20(d) When a vessel is employed exclusively in trade on the Great Lakes, the master shall submit Form CG-735-T at the commencement of the season, or when the vessel is put into service, listing the names, as well as 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 shall submit a supplementary report on Form CG-735-T listing the names, as well as other information required by the form, of (1) each seaman whose employment was terminated during the month and who was not re-engaged 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 preceding the engagement. At the close of the season, or when the vessel is withdrawn from service, the master shall submit a final report on Form CG-735-T listing the names, as well as other information required by the form, of each seaman who has not been previously reported as discharged.

14.05-20(e) Every discharge entry made on a Form CG-735-T shall agree exactly with the corresponding entry made in a continuous discharge book or on the certificate of discharge issued to a seaman and a record of entry (Form CG-718-E) or a white copy of a certificate of discharge (Form CG-718-A, Revised) supporting each discharge shall be attached to any Form CG-735-T on which discharges are reported.

14.05-20(f) Any master who fails to comply with the requirements of this section is subject to a penalty of \$500.

**14.10—DISCHARGING SEAMEN****14.10-1 Entries in continuous discharge book.**

14.10-1(a) Upon the discharge of any seaman and payment of his wages, the shipping commissioner or Collector or Deputy Collector of Customs at ports where no shipping commissioner has been appointed, shall enter in the Continuous Discharge Book (Form CG-719) of such seaman, if the seaman carries such a book, the name and official number of the vessel together with the name of the employer, the nature of the voyage (foreign, intercoastal, or coastwise (including Great Lakes)), the class to which the vessel belongs (steam, motor, sail, or barge), the date and place of the shipment and of the discharge of such

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seaman, the rating (capacity in which employed) then held by such seaman, and the signature of the person making such entries and nothing more.

14.10-1(b) In cases where the law does not require the seaman to be shipped and discharged before a shipping commissioner, the master of the vessel shall make the required entries in the Continuous Discharge Book.

14.10-1(c) The person making the required entries in the Continuous Discharge Book shall also prepare a "Record of Entry in Continuous Discharge Book" (Form CG-718E). The required entries include those described in paragraph (a) of this section, the full name and citizenship of the seaman, and the serial number of his Continuous Discharge Book.

14.10-1(d) The completed Form CG-718E shall be signed by the seaman in whose Continuous Discharge Book the original entry was made and by the person making the entry in the Continuous Discharge Book. In cases where the record of entry is signed by a shipping commissioner, or a Collector or Deputy Collector of Customs, the master is not required to sign the record of entry, but his name must be shown on the completed Form CG-718E.

14.10-1(e) All entries in the Continuous Discharge Book (Form CG-719) shall be made in black ink. All entries on the completed Form CG-718E shall be made with a typewriter or an indelible pencil to insure legible copies.

14.10-1(f) The original copy of completed Form CG-718E shall be for the Commandant's records. The duplicate copy of completed Form CG-718E will be retained by the shipping commissioner, Collector or Deputy Collector of Customs, or master issuing such record of entry. (See Sections 14.05-10 and 14.05-20 for instructions governing submission to the Commandant.)

#### **14.10-5 Entries in Certificate of Discharge to Merchant Seaman.**

14.10-5(a) Upon the discharge of any seaman who holds a merchant mariner's document or a certificate of identification issued by the Coast Guard or predecessor authority, and payment of his wages, the shipping commissioner, or the Collector or Deputy Collector of Customs at ports

where no shipping commissioner has been appointed, shall issue to the seaman a "Certificate of Discharge to Merchant Seaman" (Form CG-718A) and shall complete the required entries on this certificate showing the full name and citizenship of the seaman to whom it is issued, the serial number of his merchant mariner's document or certificate of identification, the name and official number of the vessel together with the name of the employer, the nature of the voyage (foreign, intercoastal, or coastwise (including Great Lakes)), the class to which the vessel belongs (steam, motor, sail, or barge), the date and place of the shipment and of the discharge of such seaman, and the rating (capacity in which employed) then held by such seaman.

14.10-5(b) In cases where the law does not require the seaman to be shipped and discharged before a shipping commissioner, the master of the vessel shall issue the Certificate of Discharge to Merchant Seaman (Form CG-718A) and shall complete the required entries therein.

14.10-5(c) The completed Form CG-718A shall be signed by the seaman to whom it is issued and by the master of the vessel. When the seaman is required to be discharged before a shipping commissioner, or a Collector or Deputy Collector of Customs at ports where no shipping commissioner has been appointed, the shipping Commissioner or Collector or Deputy Collector of Customs shall witness the signatures of the seaman and the master. The signatures shall be made with an indelible pencil and before the issuance of the original copy to the seaman.

14.10-5(d) All entries on Certificates of Discharge to Merchant Seaman (Form CG-718A) shall be made with a typewriter or with an indelible pencil to insure legible copies.

14.10-5(e) The original completed Form CG-718A shall be issued to the seaman who signs the certificate. The duplicate copy of the completed Form CG-718A will be retained by the shipping commissioner, Collector or Deputy Collector of Customs, or the master issuing such discharge. The white copy of completed Form CG-718A shall be for the Commandant's records. (See Sections 14.05-10 and 14.05-20 for instructions governing submission to the Commandant.)

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List of Discrepancies Frequently Found in Checking  
Form CG-735(T), Certificates of Discharge Form CG-718A  
and Records of Entry, Form CG-718E

1. Seamen failed to sign discharge slip, Form CG-718A, or record of entry, Form CG-718E.
2. Masters failed to sign discharge slip and record of entry.
3. Discharge slips and records of entry are not completely filled out, particularly as to date and place of engagement or date and place of discharge.
4. Discharge slips, records of entry, and Form CG-735(T) are incorrectly filled out as to number of book or Z number, and full name of seaman. Information relative to the name of the seaman and the correct number of the document held should be taken from the seaman's papers, and not from previous records of the steamship company or Master. Nicknames or an initial of a first name should not be used.
5. Dates of engagement and discharge and capacities in which employed as shown on discharge slips or records of entry frequently do not agree with the same information shown on Form CG-735(T).
6. Discharge slip or record of entry and Form CG-735(T) show a different date of engagement but the same date of discharge.
7. Discharge slips and records of entry are not attached to Form CG-735(T), and in many cases have not been received.
8. Records of entry are received partially made out showing date and place of engagement only. Form CG-735(T) shows the seaman still employed on the vessel. It would appear from this that the Masters of the vessels are under the impression the record of entry should be furnished the Coast Guard when the seaman is signed on, and it is possible the Master also makes this partial entry in the seaman's continuous discharge book.
9. Masters fail to send in discharge slips or records of entry on seamen who "fail to join" or "refuse a discharge". In these cases the Master should prepare the discharge and forward the original copy of the discharge together with the

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Commandant (MVP-1) copy, attached to Form CG-735(T), with a notation in the column with date and place of discharge "Failed to Join" or "Refused Discharge".

10. Masters send the issuing officer's copy of record of entry or discharge slip instead of the Commandant (MVP-1) copy.

11. Form CG-735(T) is sent to Commandant (MVP-1) in duplicate. These forms should be submitted in accordance with 46 CFR 14.05-20.

12. Commandant (MVP-1) copy of discharge slips show where an entry has been made on the discharge, lined out, and a corrected entry made above, particularly with reference to date and place of engagement or discharge. Masters are advised that any time an error is made on a certificate of discharge, the whole discharge should be cancelled and a completely new discharge filled out for the seaman. Seamen should not be issued a discharge showing a correction. The cancelled discharge may be attached to the Form CG-735(T) forwarded to Commandant (MVP-1).