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Safety

Sea and Supercargo Operations Checklist and Risk Assessment

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Summary. This pamphlet provides information for conducting sea and supercargo operations.

Summary of Change. This revision updates organizational names, office symbols, telephone numbers, and other administrative information throughout.

Applicability. This pamphlet applies to leaders in U.S. Army elements who are planning or conducting sea or supercargo operations in the USAREUR area of operations.

Records Management. Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this pamphlet is the USAREUR Safety Division (mil 537-3092). Users may send suggested improvements to this pamphlet by e-mail to the USAREUR Safety Division at usarmy.wiesbaden.usareur.list.safety-office-mbx@mail.mil.

Distribution. This pamphlet is available only electronically and is posted in AEPUBS at <http://www.aepubs.eur.army.mil/>.

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1. PURPOSE

The purpose of this pamphlet is to provide risk-management tools to help leaders plan and conduct sea or supercargo operations in the USAREUR area of operations. This pamphlet must be used with [AE Pamphlet 385-15](#).

2. REFERENCE

[AE Pamphlet 385-15](#), Leader's Operational Accident-Prevention Guide

3. EXPLANATION OF ABBREVIATIONS

NCO	noncommissioned officer
PRC	personal radio component
SPOD	seaport of debarkation
SPOE	seaport of embarkation
SSN	Social Security number
TM	technical manual

4. SUPERCARGO

a. Supercargoes are unit personnel who are designated (on orders) by deploying units to accompany, supervise, maintain, and guard unit equipment aboard a ship. An essential part of their job is to monitor and adjust equipment lashings and tiedowns; control access to cargo; document items that cannot be repaired en route; and to brief the port commander at the SPOD on vehicle conditions and any unusual circumstances concerning the cargo. Supercargoes provide maintenance support and liaison during cargo reception at the SPOE and during ship loading and discharge operations.

b. While the exact composition of the supercargo team depends on several factors, the team ideally includes qualified mechanics. Supercargoes are also licensed and experienced on each type of vehicle they are accompanying.

c. The ship's captain is the ultimate authority on the ship. The captain's word is law and must be obeyed by everyone, including supercargoes. The first mate is the captain's right hand. Problems will be reported to the first mate.

d. Leaders should use [table 1](#) when assessing risk and when planning and conducting sea and supercargo operations.

5. ABANDONING SHIP

Abandoning ship is sometimes necessary to save lives. Well-planned survival procedures increase the chances of rescue. Records show that, even in the worst cases, a sinking ship takes at least 15 to 30 minutes to sink. This time is critical and must be used to prepare for abandoning ship. To help prepare for this and other emergencies during sea and supercargo operations, supercargoes must learn the information in [table 1](#).

Table 1 Sea and Supercargo Operations Risk Assessment	
Personnel or Hazard	Recommended Controls
Supercargoes	Provide the first mate with a manifest of the supercargoes (names, ranks, SSNs, units, places of birth, citizenship). Send a copy of this manifest to the unit personnel officer.
	The first mate will brief supercargo officers and NCOs on safety requirements, fire and lifeboat drills and lifeboat stations, life-preserver requirements, restricted deck areas, situations requiring immediate notification of the ship's crew and guidance on how to issue these notifications, layout of the ship (including emergency hatches), whistle signals and their meanings, the ship's alcohol policy, chain of command, and call signs for the ship's officers.
	Check with the first mate before the ship sails to see if more information is needed.
	Ensure the supercargo has PRCs and that there is no frequency interference with the ship's radios.
	Provide the team call signs to the first mate.
	Ask the first mate for the ship's normal meal schedule and find out when and where the team will eat.
	Publish a daily roster of names, duties, and specific duty locations. If a team member does not show up, the roster will help determine where to start looking for him or her.
	Start each day with a safety briefing based on your risk assessment and lessons learned from the previous day's activities.
	Brief team members on expected weather for the next 24 hours so they can dress appropriately.
	Establish a buddy system for hold-checking. Make sure each team going into a hold has a radio and checks into and out of the hold on the supercargo radio network. No one will be allowed to go into a hold alone without a radio.
	Require team members to clean the soles of their footgear periodically. Workboots transfer grease and oil from hold decks to ladders and walkways. Ask the first mate if work boots have to be taken off in crew quarters and mess areas. Make sure supercargo team members have clean sneakers.
	Check aircraft and vehicle lashings to make sure they are tight. Find out what the first mate's standards are. Ask for a class on how to break and tighten the various chain tiedowns properly.
	Acquire the correct shipping TMs for the aircraft and the latest teletypewriter-exchange messages on aircraft-tiedown procedures.
	Drill supercargo teams on lifeboat and abandon-ship procedures.
	Take only supercargo members who can swim.
	Forbid horseplay.
Identify and show the team and the crew any hazards, to include the easiest locations to fall off the ship.	
Check holds for running vehicles after the ship's blowers are turned off. (Holds can turn into deathtraps when drivers forget to turn off vehicles.)	

Table 1 Sea and Supercargo Operations Risk Assessment—Continued	
Personnel or Hazard	Recommended Controls
Supercargoes (cont)	Get team members to stow all supercargo gear as soon as possible after consulting with the first mate.
Abandon Ship Survival Procedures	It takes 15 to 30 minutes for a sinking ship to sink. Use that time to prepare to abandon ship.
	Wear as much warm clothing as possible. Cover head, neck, hands, and feet.
	Put on an immersion suit (if available) over warm clothing.
	If prone to seasickness, take preventive medicine in a dose recommended by the manufacturer. Vomiting removes body fluids and increases the risk of hypothermia.
	If possible, avoid jumping into the water. Climb aboard a raft or boat at the embarkation deck. Use a pilot ladder, rope, or firehose to climb down.
	If jumping into the water cannot be avoided, keep elbows at sides and cover the nose and mouth with one hand while holding the wrist or elbow with the other hand. If possible, do not jump into the water from higher than 16 feet.
	Before losing use of the hands in the cold water, take precautions such as buttoning clothing, turning on signal lights, and finding the whistle on the life jacket.
	Look for lifeboats, liferafts, survivors, or floating objects. Swim only to reach those people or objects that are nearby. Swimming increases the rate at which the body loses heat by pumping out warm water between the body and clothing.
	Remain as still as possible, regardless of pain intensity. Pain will not kill a person, but heat loss will. Violent shivering and pain are natural body reflexes, but they are not dangerous.
	To conserve heat, float as still as possible with legs together, elbows close to sides, and arms folded across the front of the life jacket. Keep the head and neck out of the water and huddle closely with other survivors.
Abandon Ship Survival Procedures (cont)	Certain drown-proofing techniques (such as relaxing in the water and allowing the head to submerge between breaths) should not be used in cold water. If in cold water and not wearing a life jacket, tread water only as much as necessary to keep the head above water.
	Keep a positive attitude about survival and rescue. The will to live increases the chance of survival.