

APPENDIX D

SUPERCARGO PERSONNEL

A. GENERAL

The information provided below defines and prescribes assignment, duties, and responsibilities of supercargo personnel.

B. SUPERCARGO PERSONNEL

Supercargo personnel are an integral part of the ship's operational mission and are aboard ship for the express purpose of escorting unit cargo between the Port of Embarkation and the Port of Debarkation (POD).

1. The number of supercargo personnel carried aboard ships, without the use of National Defense Waivers, is limited by the International Safety of Life at Sea (SOLAS) convention capabilities of the ship. For those ships under United States (US) registry, this capability is further delineated by the Certificate of Inspection as issued by the US Coast Guard.
2. Supercargo capability of those US flag ships integrated into various Department of Defense deployment contingency programs is limited.
3. Allocation of supercargo personnel is determined by the supporting Combatant Commander (CCDR).

C. SUPERCARGO PERSONNEL GUIDANCE FROM UNITS

Units will use the following guidance when assigning supercargo personnel.

1. One Officer in Charge (OIC) and/or Non-Commissioned Officer in Charge (NCOIC).
2. Personnel required for classified/sensitive cargo escort.
3. Adequate number of mechanics will be assigned based on the unit's equipment maintenance requirements.

D. RESPONSIBILITIES

1. The deploying unit will:
 - a. Provide requirements for supercargo personnel to the supporting CCDR and/or the Military Sealift Command (MSC).
 - b. Identify and provide Temporary Additional Duty/Temporary Duty orders for those personnel assigned supercargo duties.
 - c. Coordinate with the terminal operating unit for personnel consolidation and embarkation preparations.

- d. Deliver supercargo personnel to the port operator unit.
2. The terminal operating unit will:
 - a. Coordinate with unit or units for assignment of an OIC or NCOIC for the supercargo personnel team, when more than one unit's cargo will be transported onboard ship.
 - b. Coordinate with the MSC port activity. If one has not been assigned, then coordinate with ship's master for organized embarkation of the supercargo personnel team.
 3. The port activity will:
 - a. Provide the terminal operating unit with the number of supercargo personnel each ship can accommodate.
 - b. Manifest supercargo personnel in accordance with this Regulation, Part II, Cargo Movement, Chapter 203, Table 203-21.
 - c. Coordinate with the terminal operating unit and ship's master for a shipboard meeting between OIC/NCOIC of the team and ship's master or his/her designated representative. This meeting will address or define:
 - (1) Lines of communication aboard ship.
 - (2) Daily shipboard routine and integration of team into ship's routine.
 - (3) Shipboard safety.
 - (4) Personal weapon security.
 - (5) Control and supervision of access to cargo spaces and individual unit equipment.
 - (6) Requirements for team participation and integration into SOLAS requirements aboard ship (i.e., fire and boat drills).
 4. OIC and/or NCOIC. The OIC and/or NCOIC is responsible to the ship master to:
 - a. Ensure good order and discipline, mission accomplishment, and proper administration of supercargo personnel.
 - b. Ensure periodic cargo inspections and maintenance actions are conducted in a safe and timely manner.
 - c. Coordinate supercargo personnel routine and emergency duty station assignments with the ship master or designated representative.
 - d. Ensure adherence to shipboard regulations and the ship master's policies.
 - e. Ensure shipboard safety practices are followed.
 - f. Ensure coordination with ship's officer prior to entering cargo spaces.

- g. Ensure personnel provide escort or surveillance contact for classified/sensitive cargo.
 - h. Ensure preparation of the Logistics Requirement (LOGREQ) establishing the type and extent of assistance required to remove deadlined or damaged equipment from the ship.
 - i. Establish supercargo personnel duty roster.
 - j. Report to the terminal operating unit upon arrival at the water POD for further instructions or release to unit.
5. The ship master will:
- a. Through the OIC and/or NCOIC, exercise command and control over the supercargo team.
 - b. Allocate berthing spaces and identify common areas authorized for use by supercargo personnel.
 - c. Ensure the OIC and/or NCOIC coordinate all team activities with the ship master or designated representative.
 - d. Ensure individual weapons are properly secured while the supercargo personnel are embarked.
 - e. Ensure cargo space ventilation is activated and team members are provided with hand-held communication capability whenever entering cargo spaces.
 - f. Ensure shipboard department heads are briefed as to their roles in administration and carriage of the supercargo team.
 - g. Ensure supercargo team personnel are incorporated into the ship SOLAS plans and drills.
 - h. When requested by the OIC and/or NCOIC, ensure transmission of OIC's and NCOIC's LOGREQ message to the port-receiving activity at the POD.
 - i. If and when circumstances dictate, provide MSC activity the following information by priority message:
 - (1) Failure of a member of the supercargo team to maintain good order and discipline.
 - (2) Failure of a member of the supercargo team to carry out shipboard regulation.
 - (3) Failure of a member of the supercargo team to execute legal orders issued by the ship master or his/her designated representative.

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