

Summary Report for Individual Task  
551-88L-1025  
Record Entries in a Vessel Logbook  
Status: Approved

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Proponent foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Aboard a vessel when given the appropriate logbook to document training events; drills and inspections; emergency procedures; security operations; status of cargo, crew, passengers, and communications; and safety conditions.

**Standard:** The Soldier identified events of importance, recorded entries in the vessel logbook, and complied with official logbook policies and procedures IAW AR 56-9 and TC 55-509.

**Special Condition:** n/a

**Safety Risk:** Low

**MOPP 4:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Know the requirements for official vessel logbook entries and records.

a. Understand that logbooks and records will provide a permanent legal record of the following:

(1) The operation, location, and condition of the vessel

(2) The status of the cargo, crew, passengers, and communications

Resource Requirements:

Reference:

Title: AR 56-9 Surface Transportation Watercraft, Chapter 6

Date: 31 March 2010

b. Understand it is mandatory that an engine logbook list the following:

(1) All repairs.

(2) All maintenance performed aboard ship.

(3) All repairs and maintenance to be performed by shore personnel.

Resource Requirements:

Reference:

Title: TC 55-509 Marine Engineman's Handbook, Chapter 23-4

Date: 4 June 2009

2. Identify official logbook entries and record them in the appropriate logbook.

a. Record in the appropriate logbook all events of importance, interest, or historical value about the crew, passengers, operation, location, condition, and safety of the Army watercraft:

(1) DA Form 4640 (Harbor Boat Deck Department Log for Class A and C-1 Vessels) and DA Form 4493 (Harbor Boat Engine Department Log for Class A and C-1 Vessels) must be used on Class A and C vessels.

(2) DA Form 5273 (Harbor Boat Deck and Engine Log for Class B Vessels) must be used on all Class B vessels.

(3) DA Form 5273 is a six month logbook; two logbooks are required for each Class B vessel per year.

(4) Class C vessels designated fuel barge (BG) must use DA Form 5273 instead of DA Form 4640 and 4993.

(5) Marine logbooks for Class C vessels designated BC, BCDK, BK, CF, FCP, and RRDF are not required.

(6) Logbooks will be prepared per instructions in AR 56-9, in DA Pam 738-750, and those in the logbook. The local command may require additional entries.

b. Verify that the following types of events are logged in the official logbook and written with or underlined in red ink.

(1) Fire and boat drills (weekly).

(2) Steering gear, whistle, and means of communication (prior to departure)

(3) Drafts and load line markings (prior to leaving port)

(4) Hatches and watertight doors (upon leaving port and when closing the vessel for temporary/permanent storage without the crew

(5) Line throwing appliances (once every three months)

(6) Emergency lighting and power systems (weekly)

(7) Electric power operated lifeboat/life raft winches (once every three months)

(8) Fuel oil data (upon receipt of fuel oil on board)

(9) Cargo gear inspections (before and after use)

c. Maintain the engine logbook in accordance with AR 56-9 and DA Pamphlet 750-8. Chapter 23-6 states, all class C-2 and BGs will use the blank form located in CG-4602A. The information will include the following:

(1) Transfer of fuel oil (time, date, and amounts).

(2) Ballasting or cleaning of bunker fuel tanks.

(3) Disposal of oily residues.

(4) Other exceptional discharges of oil.

(5) Record this information in logbooks for class A-1, B-1 vessels, and other class C-1 vessels.

3. Maintain the logbook daily.

a. Record logbook entries for each day.

b. Record events that occur when the vessel is unsecured or activated for inspection, training, or maintenance.

(1) Annual Training (AT)

(2) Active Duty for Training

(3) Active Duty for Special Work (ADSW)

(4) Make entries for drills and inspections per 46 CFR 97.35. For easy recognition, make these entries in or underlined with red ink.

c. Log all passengers to ensure a timeline of crew members and accountability as crews come and go.

d. Record any and all violations of the vessel physical security IAW AR 56-9.

e. Prepare logbooks for commanders assigned to the watercraft to periodically review to ensure that they are maintained per AR 56-9.

Note: Logbooks will be maintained aboard the vessel at all times unless removed IAW AR 56-9, paragraph 6-3g (1), and in the event of abandoning ship. Logbooks will be prepared per instructions in AR 56-9; DA PAM750-8, chapter 6; and those in the actual logbook. The local command may require additional entries (see AR 56-9, Table 2-1: Test, drills, and inspections).

4. Follow the correct formatting requirements for making logbook entries.

a. Log daily entries sequentially, without skipping pages.

b. Annotate the first line of the logbook section titled "Remarks" or "Record of Miscellaneous Events of the Day" with the reason for vessel utilization with the name and signature of the individual opening the vessel.

c. Prepare the daily entries for approval by the vessel master, chief engineer, or coxswain, as appropriate, who will sign in the space provided.

5. Present the logbook to the vessel master for inspection and approval.

a. Present the logbook to the vessel master each day for inspection and approval.

b. Make corrections if necessary with the vessel master's approval.

c. To decline changes believed to be inaccurate, provide a verbal or written explanation with permission from the master. The master will enter explanatory or discretionary remarks in the log and certify the remarks.

d. Follow the procedure established for DA Form 4640. It will be kept by the engine watch officer and inspected by the chief engineer.

e. Follow the correct procedure to correct entries:

(1) A single red line drawn horizontally through it voids an incorrect entry.

(2) The line must not impair legibility.

(3) The watch officer who entered it will then initial the incorrect entry in red ink.

(4) Make no erasures and remove no pages.

f. Use the required logbooks for Reserve Component (RC) vessels. However, only RC vessels may use the logbook for more than 1 year, but not more than 3 years for each vessel.

6. Follow the procedures for retention and disposition of logbooks.

a. Preserve logbooks for Class A vessels aboard the vessel for 3 years after the year of use and dispose of them by forwarding to MQD for historical reference and disposition.

b. Retain logbooks for other than Class A vessels aboard the vessel or at the unit for 3 years after the year of use and dispose of them by forwarding to MQD for historical reference and disposition.

Note: AR 59-6 is not meant to preclude keeping other records as required by other regulations, laws, or persons in charge of watercraft.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** None

**Evaluation Preparation:** None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Know the requirements for official vessel logbook entries and records?			
2. Identify official logbook entries and record them in the appropriate logbook?			
3. Maintain the logbook daily?			
4. Follow the correct formatting requirements for making logbook entries?			
5. Present the logbook to the vessel master for inspection and approval?			
6. Follow the procedures for retention and disposition of logbooks?			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR56-9	Surface Transportation Watercraft	No	No
	DA PAM 750-8	The Army Maintenance Management System (TAMMS) Users Manual	No	No
	TC 55-509	MARINE ENGINEMAN's HANDBOOK	No	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
551-88L-3043	Review Entries in a Vessel Logbook	551 - Transportation (Individual)	Analysis
551-88L-3046	Monitor Fueling Procedures	551 - Transportation (Individual)	Approved
551-88L-3043	Review Entries in a Vessel Logbook	551 - Transportation (Individual)	Approved
551-880-9028	RECOVER GROUNDED VESSEL USING KEDGING PROCEDURES	551 - Transportation (Individual)	Approved
551-88L-2040	Review Entries in a Class B Vessel Logbook	551 - Transportation (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
551-8ST-2004	Perform a Risk Assessment on a Class-B Vessel	551 - Transportation (Individual)	Approved
551-88L-2065	Maintain a Potable Water System	551 - Transportation (Individual)	Approved
551-880-9028	RECOVER GROUNDED VESSEL USING KEDGING PROCEDURES	551 - Transportation (Individual)	Approved

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
88L10 Watercraft Engineer	Enlisted	MOS: 88L, Skill Level: SL1, Duty Pos: TFM, LIC: EN
88L20 Watercraft Engineer	Enlisted	MOS: 88L, Skill Level: SL2, Duty Pos: TFS, LIC: EN
88L30 Watercraft Engineer	Enlisted	MOS: 88L, Skill Level: SL3, Duty Pos: TFR, LIC: EN
88L40 Watercraft Engineer	Enlisted	MOS: 88L, Skill Level: SL4, Duty Pos: TGB, LIC: EN, SQI: O