



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 24-1, dtd.
12/13/84

NO. 24-1

EFFECTIVE DATE

October 1, 1994

SUBJECT

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS

Section 1. Organization:

The Office of Congressional and Public Affairs is supervised by a Director who reports to the Maritime Administrator. The office has no formal organizational breakdown.

Section 2. Delegations of Authority:

2.01 Subject to such conditions and limitations as the Maritime Administrator may impose in other directives, the Director is authorized to exercise all the authorities of the Maritime Administrator required to perform the functions assigned to the Director in Department of Transportation (DOT) Order 1100.69A.

2.02 The Director may redelegate these authorities in accordance with Maritime Administrative Order 200-1.

Section 3. Functions:

3.01 The Office of Congressional and Public Affairs shall:

- 1 Issue or clear for distribution all information issued to the general public by the Maritime Administration in promoting the U.S. merchant marine and shipbuilding industries, including decisions, activities, and/or programs of the Administration and the Maritime Subsidy Board.
- 2 Develop and direct or coordinate an external affairs and publications program to meet the requirements of the Maritime Administration and Maritime Subsidy Board, including the establishment of policies and standards for related activities in the Region Offices and at the U.S. Merchant Marine Academy.
- 3 Determine information requirements for the maritime industry, maritime labor, the Congress, Government officials, and the public, and arrange or recommend procedures to meet those requirements.
- 4 Serve as the coordinator with the news media for all interviews, statements, and other releases of public information from the headquarters office of the Maritime Administration and provide counsel and guidance to regional and other field offices and the U.S. Merchant Marine Academy at Kings Point, New York.

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- 5 Represent the Maritime Administrator before all types of organizations, groups, and individuals the Administrator deals with including other Federal agencies, industry organizations, the media, and other outside parties.
- 6 Coordinate the Maritime Administration's Congressional and intergovernmental relations activities exclusively through the Office of the Assistant Secretary for Governmental Affairs.
- 7 Prepare or review material prepared by other Maritime Administration officials, and obtain clearance of the Department of Transportation, as required prior to dissemination of news releases, articles, technical papers, contract awards, or other releases, for publication, or for radio or television presentation covering activities and programs of the Agency, including decisions of the Maritime Administration and the Maritime Subsidy Board.
- 8 Draft speeches and by-lined articles for the Administrator and the Deputy Administrators and other officials, as required; review in advance all speeches by Maritime Administration officials, including those at Headquarters, Region Offices, U.S. Merchant Marine Academy, and other field activities; and obtain clearances from other officials and the Office of the Secretary of Transportation, as required.
- 9 As required, coordinate external affairs activities of the Maritime Administration with those of the Department of Transportation and the White House; draft Secretarial and Presidential messages and proclamations for maritime-related events; and arrange ceremonies and public events in connection with merchant marine awards, National Maritime Day, or other suitable maritime occasions.
- 10 Prepare or arrange for preparation of maritime exhibits, films, and other audiovisual materials, clear them with the Department of Transportation Office of Public Affairs as required, and provide these and other suitable materials for use by speakers and for conventions, meetings, or other events of maritime or general public interest.
- 11 Establish contacts with news media, civic, trade, and other associations to facilitate the dissemination of information concerning maritime activities.
- 12 Prepare, in cooperation with other offices, as appropriate, the Agency's Annual Report to Congress, the Maritime Administration's section of the Department's Annual Report, and other publications describing agency programs; review, edit, produce, and distribute Agency publications and reports intended for public distribution; coordinate the printing budget of all MARAD publications and ensure their compliance with graphic standards, style, policies and regulations of the Department of Transportation, Office of Management and Budget, Government Printing Office, and the Joint Committee on Printing.

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- 13 Prepare daily press clippings on national and international maritime developments and disseminate as appropriate.


A. J. Herberger
Maritime Administrator