



US Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 260-3, dtd.  
3/22/78 & Amdt. 1,  
dtd. 7/31/81

NO.

260-3

EFFECTIVE DATE

December 21, 1982

SUBJECT

#### SOURCE AND CLEARANCE OF STATISTICAL DATA

#### Section 1. Purpose:

1.01 The purpose of this order is to identify the sources of statistical data covering the programs and activities of the Maritime Administration, and to prescribe procedures and responsibilities for insuring the accuracy of such data before release to parties outside the Maritime Administration.

1.02 This order does not affect in any way the authority of any office which has a need for, and is authorized to have direct access to computer based data, within specified limitations, in accordance with provisions of Maritime Administrative Order 220-4, "Availability and Use of Computer Based Data."

#### Section 2. Related Orders:

MAO 220-4 - Availability and Use of Computer Based Data

MAO 220-5 - Requests for ADP Services

MAO 440-1 - Furnishing of Special Statistical Data to Public or Private Parties

#### Section 3. Policy:

3.01 When it is necessary to develop statistical data concerning the maritime industry or activities of the Maritime Administration for use by the Maritime Administrator or other officials, for speeches, publications, or any other releases to outside parties, it shall be the policy of the Maritime Administration to insure that these data are reconcilable at all times with the official records of the agency, and that special care is exercised to avoid release of erroneous or conflicting data.

3.02 Release of data by the Maritime Administration shall be subject also to:

- 1 The Freedom of Information Act, as amended (5 U.S.C. 552), and Maritime Administrative Order 250-4, and the implementing directives referenced therein.
- 2 The Privacy Act of 1974 (5 U.S.C. 552a) and Maritime Administrative Order 250-5, and the implementing directives referenced therein.
- 3 Maritime Administrative Orders 280-1, Security Program, and 280-3, Administratively Controlled Information, with respect to the protection and release of classified and administratively controlled information.

#### Section 4. Responsibilities:

4.01 One office in the Maritime Administration and one key official in that office are hereby designated to serve as the source and clearance point of all statistical data on each specified subject shown in the Appendix to this order (Appendix). Ordinarily, the source/clearance office will be the one which is primarily responsible for originating or acquiring, collecting, processing, maintaining, and utilizing the data.

4.02 The source/clearance office shall be responsible for insuring the accuracy and integrity of the data within its jurisdiction.

4.03 No organization shall use data on any subject specified in the Appendix in speeches, publications, or other releases to outside parties, when such releases are not a part of its regularly assigned responsibilities, without first obtaining the data or clearance thereof from the source/clearance office and official.

4.04 The source/clearance office shall be responsible for maintaining in current form complete documentation of any limitations imposed upon Maritime Administration disclosure or dissemination of data obtained from outside sources, including but not limited to other Federal agencies.

4.05 If statistical data are supplied to the Maritime Administrator or other officials on any subject not listed in the Appendix, the data should be accompanied by full information on the source of the information provided, the data's currency and accuracy, and any limitations applicable to their form or distribution.

#### Section 5. Procedure:

5.01 The MARAD Management Information Manual, which has been distributed to all key officials and is updated periodically by the Office of Policy and Plans, provides a selective data base of authenticated information on programs and activities of the Maritime Administration. This manual may be used by all organizations of the Maritime Administration as a reference source of information on maritime matters, but only within the Maritime Administration.

5.02 When statistical data are required from other sources within the Maritime Administration, the office requiring such data (requesting office) shall submit its requirements to the source/clearance office, as designated in the Appendix. The source/clearance office, in consultation with the requesting office, shall:

- 1 Review the request to make sure that the data requirements are clearly defined.
- 2 Determine the availability and possible sources of the requested information.
- 3 Resolve questions of interpretation of the data to be furnished and limitations as to its form and distribution.

5.03 Whenever feasible, the source/clearance office shall provide the requested data from its own records.

5.04 If Automatic Data Processing (ADP) services/resources are required to produce statistical data, the requesting office shall submit Form MA-829, Request for ADP Services, to the Office of Information Resources Management for coordination and processing, in accordance with MAO 220-5, "Request for ADP Services."

5.05 If the requesting office is not the source/clearance office and use of ADP services is required, the MA-829 must be approved by the source/clearance office prior to its submission to the Office of Information Resources Management.



H. E. SHEAR  
Maritime Administrator

OFFICIAL SOURCES AND CLEARANCE POINTS FOR STATISTICAL DATA AND  
OTHER FIGURES TO BE USED IN SPEECHES, PUBLICATIONS, AND OTHER RELEASES

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<u>Subject</u>	<u>Source/Clearance Office Code</u>	<u>Official</u>
1. Budget requirements, allotment appropriations, budget requests and allowances; estimated obligations and expenditures; and costs of operations	320	Director, Office of Budget
2. Capital Construction Funds	550	Director, Office of Subsidy Contracts
3. Cargo - Foreign trade - containerized cargo	570	Director, Office of Trade Studies and Statistics
4. Cargo preference	820	Director, Office of Market Development
5. Civil Rights, minority business enterprise	720	Director, Office of Ship Construction
6. Commodities carried - Foreign trade (based on Bureau of Census data) - including type of service (liner, irregular, and tanker), operator, port pair, commodity, and vessel characteristics	570	Director, Office of Trade Studies and Statistics
7. Commodities carried - Domestic trade (including Corps of Engineers data)	810	Director, Office of Domestic Shipping
8. Equal Employment Opportunity (EEO), Affirmative Action	300.1	Deputy Associate Administrator for Policy and Administration
9. Exchange of vessels	740	Director, Office of Ship Operations
10. Fair and reasonable charter rates	820	Director, Office of Market Development
11. Federal ship mortgage insurance and financing guarantees	530	Director, Office of Ship Financing Guarantees

<u>Subject</u>	<u>Source/Clearance Office Code</u>	<u>Official</u>
12. Financial status of companies receiving Federal financial assistance and loan guarantees	330	Director, Office of Financial Management
13. Foreign transfers	740	Director, Office of Ship Operations
14. Freedom of Information Act	120	Secretary, Maritime Administration
15. Insurance and War Risk Insurance	540	Director, Office of Marine Insurance
16. Long term trade forecasting	570	Director, Office of Trade Studies and Statistics
17. Maritime Labor - employment, wages, productivity, strike impacts, collective bargaining rules, U.S.-flag vessel manning scales	250	Director, Office of Maritime Labor and Training
18. Market information and studies; shipper information	820	Director, Office of Market Development
19. Merchant fleets of the world	570	Director, Office of Trade Studies and Statistics
20. Obligations, accruals, expenditures, and other figures shown in official accounting records and statements including payroll information	330	Director, Office of Financial Management
21. Operating ships - (Government-owned ships only) GAA, chartered, MSC service, etc.	740	Director, Office of Ship Operations
22. Passengers - U.S. foreign trade	570	Director, Office of Trade Studies and Statistics
23. Personnel data, other than payroll	360	Director, Office of Personnel
24. Ports - size, standing, developments	830	Director, Office of Port and Intermodal Development

<u>Subject</u>	<u>Source/Clearance Office Code</u>	<u>Official</u>
25. Research and Development	900	Associate Administrator for Research and Development
26. Reserve fleet - number, types, priority, status	740	Director, Office of Ship Operations
27. Domestic shipbuilding activities and shipbuilding industry	720	Director, Office of Ship Construction
28. Shipbuilding costs, domestic and foreign	730	Director, Office of Shipbuilding Costs
29. Ship operating costs - Government-owned ships	740	Director, Office of Ship Operations
30. Ship operating costs - other than Government-owned ships	560	Director, Office of Ship Operating Costs
31. Ship sales - number, cost, purpose for which sold	740	Director, Office of Ship Operations
32. Ship utilization and performance	570	Director, Office of Trade Studies and Statistics
33. Subsidizable ship operating costs and subsidy rates - subsidized ships	560	Director, Office of Ship Operating Costs
34. Subsidy, number subsidized ships and lines, status of applications	550	Director, Office of Subsidy Contracts
35. Technical ship characteristics	720	Director, Office of Ship Construction
36. Training - USMMA and State Schools: number of cadets, graduates - firefighting schools	250	Director, Office of Maritime Labor and Training
37. Vessel movements - vessel itineraries	570	Director, Office of Trade Studies and Statistics
38. Wage costs - foreign	560	Director, Office of Ship Operating Costs