



US Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 800-6  
dtd. 4/11/86

NO.

MAO 800-6

EFFECTIVE DATE

April 18, 1989

SUBJECT

#### EMERGENCY PLANNING COMMITTEE

#### Section 1. Purpose:

This order establishes the Emergency Planning Committee, its membership, and functions.

#### Section 2. Establishment and Membership:

2.01 The Emergency Planning Committee is established as an internal management body of the Maritime Administration.

2.02 The members are the Associate Administrators and Office Directors.

- 1 The Associate Administrators, Chief Counsel and the following are regular members:

Director, Office of Policy and Plans  
Director, Office of Management Services  
Director, Office of Personnel  
Director, Office of Maritime Labor Training  
Director, Office of Port and Intermodal Development  
Director, Office of Ship Construction  
Director, Office of Ship Operations  
Director, Office of Trade Analysis and Insurance  
Director, Office of Acquisition  
Director, Office of National Security Plans

- 2 Other office directors will attend meetings at which matters of concern to them are considered and are encouraged to attend other meetings.

2.03 The Associate Administrator for Policy and International Affairs chairs the committee. The Office of National Security Plans provides the secretary for the committee.

#### Section 3. Functions:

3.01 The Emergency Planning Committee shall:

- 1 Coordinate development and execution of the Maritime Administration emergency operations planning program, with the object of ensuring that the Maritime Administration is able to react effectively and promptly to military and essential civil shipping requirements in emergency, mobilization and war.

- 2 Coordinate Maritime Administration's participation in national and international defense exercises.
- 3 Advise and assist the United States delegation to the NATO Planning Board for Ocean Shipping (PBOS).

Section 4. Administrative Provisions:

4.01 The Emergency Planning Committee will meet at least twice yearly, during the first and third calendar quarters, and between regular sessions at the call of any member.

4.02 Agenda of meetings will be issued to all Associate Administrators and office directors prior to the meetings. This will permit decisions to be made regarding attendance by non-regular members.

4.03 A program progress report will be submitted to the Maritime Administrator each January.



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Deputy Maritime Administrator