



U.S. Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 25-1, Issued
October 1, 2007

NO. 25-1

EFFECTIVE DATE
July 15, 2008

SUBJECT

Associate Administrator for Budget and Programs/Chief Financial Officer

Section 1. Organization:

The Office of the Associate Administrator for Budget and Programs/Chief Financial Officer's (CFO) office is under the supervision of the CFO who reports to the Maritime Administrator. The office includes a Deputy Associate Administrator for Budget and Programs/Deputy Chief Financial Officer (Deputy CFO), who shall assist the CFO in all office functions, as well as the following five offices:

- Office of Budget
- Office of Accounting
- Office of Resources
- Office of National Security Resource Management
- Office of Academy Operations

Section 2. The Chief Financial Officer.

2.01. Subject to any conditions or limitations imposed by the Administrator in other directives, the Chief Financial Officer is authorized to exercise all the authorities of the Maritime Administrator required with respect to the functions assigned to the Chief Financial Officer in this order and DOT Order 1100.69A.

2.02. The Chief Financial Officer is the official who on behalf of the Maritime Administrator is responsible overall for the financial management of the Maritime Administration. As such, the Chief Financial Officer and those acting under his direction have final approval authority over the actions of all Maritime Administration employees exercising financial management responsibilities, whether or not these employees are under the direct supervision of the CFO.

2.03. The Chief Financial Officer is delegated specific authority to exercise comprehensive management over all budgetary and financial resources of the Maritime Administration, including those resources provided by reimbursement from other agencies. These authorities shall include, but not be limited to, budget formulation, budget execution, auditing, requirements forecasting, liaison with Departmental budget and financial officials, and liaison with the Office of Management and Budget. As part of these responsibilities, the CFO shall:

- 1 Issue agency-wide directives and procedures to implement this Order;
- 2 Consistent with the directives issued under section 2.03 1, the CFO shall work with agency officials who are allotted funds to develop detailed financial plans governing those allotments. The CFO shall approve those financial plans, as well as establish procedures for modifying those as conditions may warrant. Agency officials allotted

funds shall have the flexibility to manage and execute their programs within the resources identified in these financial plans. The Assistant CFO for National Security Programs, as discussed in Section 6, shall assist the Associate Administrator for National Security as the responsible allottee, in developing and managing the financial plan for this program.

3 Recommend, together with the Associate Administrator for Administration, any further organizational realignments that may be necessary to implement this Order;

4 Coordinate budget and financial management matters with the Office of Chief Counsel to ensure compliance with all applicable fiscal and financial management law; and

5 Plan and direct office functions.

2.04. The Chief Financial Officer may redelegate his authorities, in accordance with Maritime Administrative Order 200-1. The Chief Financial Officer retains full responsibility for actions taken by subordinates under any authority redelegated to them.

2.05. Notwithstanding the foregoing delegation of authorities, the Chief Financial Officer shall bring to the attention of the Maritime Administrator any action which establishes or changes policy and any other case which in the judgment of the Chief Financial Officer should be acted on by the Administrator.

Section 3. Office of Budget. The Office of Budget shall be headed by a Director, who shall advise the Maritime Administration (MARAD), DOT, Office of Management and Budget (OMB) and Congressional officials with respect to MARAD's budget activities, including all those enumerated in this section. The office shall:

3.01 Be responsible for formulating MARAD's annual budget, consistent with DOT and OMB requirements and for the preparation of all budget documents, budget summaries, analyses, and testimony for Congressional review of appropriation requests.

3.02 Negotiate or review and approve agreements with other government agencies or nonfederal sources for reimbursement of funds for services rendered to or by MARAD or MARAD employees in accordance with the provisions of MAO 410-2.

3.03 Establish requirements for reporting in support of financial management of Federal funds; advise and collaborate with offices responsible for accounting data and management information in execution of these requirements. Establish standards, criteria, and procedures for, preparing budget estimates and justifications.

3.04 Develop and coordinate all materials required pursuant to the Government Performance and Results Act of 1993 (GPRA) and OMB's Program Assessment Rating Tool (PART) process.

- 3.05 Coordinate with the Office of Management and Administrative Services in developing MARAD's staffing requirements for budget submissions in accordance with the provisions of MAO 230-3.
- 3.06 Coordinate budget programs and activities that require consolidated action.
- 3.07 Make fund allotments to program officials in conformity with established plans, budget provisions, and availability of adequate balances.
- 3.08 Maintain budget control of funds available, including appropriations, apportionments, allotments, and transfers of funds, carry on liaison with DOT, OMB, and Congressional staff on budget matters, and maintain MARAD's budget history.
- 3.09 Establish reporting requirements from operating units on budget execution, and fiscal plans and status; prepare special reports or briefings on significant fiscal and budget problems and determine and report on the need for reprogrammings.
- 3.10 Interpret OMB and DOT directives on budget matters.
- 3.11 Develop and maintain MARAD's multi-year program for meeting its objectives, specifying outputs, needed resources, and measures of performance. This program, prepared in coordination with MARAD's program offices and the Office of Management and Administrative Services, shall serve as MARAD's basic program reference for use in activities such as the annual budget formulation, presentation, justification and execution.
- 3.12 Provide analysis of special issues and back-up required for budget formulation and presentation.
- 3.13 Assess the necessity for reports of reprogramming to the Congress in compliance with the provisions of annual appropriation acts or accompanying committee reports. Prepare and coordinate with program and staff offices a report of reprogramming for approval and transmittal by the Maritime Administrator.

Section 4. The Office of Accounting. The Office of Accounting shall be headed by a Director, who shall plan, direct, coordinate, and administer the accounting programs in accordance with statutory requirements and the needs of the Maritime Administration's operating programs. The office shall:

- 4.01 Be responsible for coordination with DOT financial officials and the Office of the Inspector General on matters associated with implementation of the CFO Act and audits under that Act.
- 4.02 Be responsible for compliance with OMB Circular A-123 and implementation of the Federal Managers' Financial Integrity Act (FMFIA). MARAD's Office of Management and Administrative Services shall assist the Office of Accounting in these activities.

- 4.03 Formulate and recommend accounting policies, criteria, and directives with respect to internal aspects of the Maritime Administration's programs.
- 4.04 Attempt collection of, compromise, terminate, suspend, or recommend action on claims of the United States under the Federal Claims Collection Act of 1966, subject to legal review by the Office of the Chief Counsel.
- 4.05 Exercise discretion to remove uncollectible receivables of less than \$200 from the accounting records.
- 4.06 Receive and provide temporary safekeeping for all cash received by the Maritime Administration in Washington, D.C., deposit such cash in the United States Treasury Department (Treasury), and sign receipts for cash and securities received in Washington, D.C.
- 4.07 Recommend action on gifts and bequests of cash or negotiable instruments, other than for the U.S. Merchant Marine Academy, subject to conditions and limitations imposed in DOT Order 2700.11 and Maritime Administrative Order 440-2.
- 4.08 Coordinate operation of the financial accounting system with the Gateway offices, U.S. Merchant Marine Academy and the Departmental Enterprise Services Center (ESC).
- 4.09 Review, analyze, and reconcile accounts and accounting data to assure the continuity and integrity of the accounting system. Invest available monies from the Federal Ship Financing Fund, the War Risk Insurance Revolving Fund, the Federal Ship Financing Escrow Fund, and the Maritime Administration's Gifts and Bequests Fund in United States obligations, such as Treasury Bonds, Notes, and Bills.
- 4.10 Prepare or direct the preparation of financial statements and reports required by the Maritime Administration, OST, Congress, Treasury, Office of Management and Budget, and other Governmental agencies.
- 4.11 Obtain Treasury approval of contractor surety bonds as required, and advise contractors whether such bonds are acceptable or unacceptable.
- 4.12 Forward to Department of Interior (DOI) all garnishment orders for child support and alimony and accept service of legal papers in connection with such situations.
- 4.13 Coordinate with ESC to reconcile accountable property officers' inventories of capitalized assets with accounting records, including vessels assigned to the National Defense Reserve Fleet.
- 4.14 Administer the fee and disbursement requirements of the loan guarantee program pursuant to Title 46 United State Code Chapter 537 (formerly Title XI of the Merchant Marine Act of 1936) to ensure legal and contractual funding are accomplished.

4.15 Develop and issue instructions covering accounting and financial operations for Washington, D.C., field offices, and the U.S. Merchant Marine Academy where different from the Delphi process.

4.16 Assure that accounting operations are being carried out in accordance with applicable procedures and instructions.

4.17 Provide membership to the DOT Financial Management Committee.

Section 5. Office of Resources. The Office of Resources shall be headed by a Director who serves as the principal administrator of the Operating and Training (O&T) account and provides technical expertise in the management, maintenance and administration of O&T funds for headquarters and the field offices. In addition to these responsibilities, the office shall:

5.01 Develop and maintain the Personnel Management Information System (PMIS).

5.02 Provide short and long range planning and track and project expenditures for payroll costs and benefits of all MARAD employees, whether funded directly or through reimbursements.

5.03 Assist in the execution of MARAD budgetary activities, plans, and forecast.

5.04. Coordinate the distribution of funding to MARAD offices and programs.

5.05 Brief management on status of funds.

5.06 Review and approve expenditures of administrative expense for O&T headquarters activities.

5.07 Develop and evaluate conformity with policies and procedures to ensure funds are not committed, obligated, or expended in excess of appropriate allotments and fiscal plans, and more importantly, that these actions are not in violation of the Anti-Deficiency Act or other fiscal law.

5.08 Manage the Travel Management Program (Local, Domestic, Foreign, Permanent Change of Duty Station-Relocation)

5.09 Manage the Maritime Administration's E-Travel program

5.10 Manage the Maritime Administration's implementation of the Citibank Travel card program.

5.11 Manage the Maritime Administration's implementation of the Transit Benefits program.

Section 6. Office of National Security Resource Management. This office shall be headed by the Assistant CFO for National Security Programs, who shall be responsible

for the budget formulation, budget execution, and financial management activities of MARAD's National Security programs. The office will be located with the National Security staff and will be integrated with its operations, providing all needed assistance to the Associate Administrator for National Security as the allottee for funds under these programs; however, the Assistant CFO and subordinate staff shall report directly to the CFO.

6.01 Working with the Associate Administrator, the office will develop budget proposals to support MARAD's National Security programs. In particular, this shall include MARAD's input into the DoD budget formulation process.

6.02 Working with the Associate Administrator, the office will develop and manage detailed financial plans for executing available resources provided by each allotment. Also, the Assistant CFO shall identify modifications that may be necessary for these financial plans, and make recommendations for such amendments to the Associate Administrator and the CFO. Procedures for the development, approval, and modification of financial plans shall be detailed by directives issued by the CFO under section 2.03 1.

6.03 In carrying out these functions, the Assistant CFO shall closely coordinate with the Offices of Budget, Accounting, and Resources.

Section 7. Office of Academy Operations: This office shall be headed by the Assistant CFO for Academy Operations, who shall be responsible for budget formulation, budget execution and financial management activities of the United States Merchant Marine Academy (Academy).

7.01 Working with the Superintendent of the Academy, the office will develop budget proposals to support the Academy.

7.02 Working with the Superintendent, the office will develop and manage detailed financial plans for executing available resources provided by each allotment. Also, the Assistant CFO shall identify modifications that may be necessary for these financial plans, and make recommendations for such amendments to the Superintendent and the CFO. Procedures for the development, approval, and modification of financial plans shall be detailed by directives issued by the CFO under section 2.03 1.

7.03 Under guidance from the Superintendent, the Director will develop and manage a detailed financial plan for executing available resources provided by each funding allotment for Academy operations or the Capital Improvement Program. For each fiscal year, the CFO shall review and approve USMMA's initial financial plan. During the fiscal year, if the Superintendent, as allottee for all of the Academy's funds, determines that modifications may be necessary to the financial plan, the Director will forward such recommendations to the CFO for review and approval. Procedures for the development, approval, and modification of financial plans shall be detailed by directives issued by the CFO under section 2.03 1.

7.04 The Assistant CFO for Academy Operations shall ensure that all financial management activities and accounting systems at the Academy fully comply with guidance from the Office of the CFO.

7.05 In carrying out its functions, the USMMA Office of Resource Management shall closely coordinate with the CFO Offices of Budget, Accounting, and Resources.

7.06 The Assistant CFO, who will serve as the Director of the Office of Resource Management at the Academy and be located at the Academy, shall have a concurrent reporting relationship to the Superintendent in addition to reporting to the CFO of the Maritime Administration.

A handwritten signature in black ink, appearing to read 'Sean T. Connaughton', with a long horizontal line extending to the right.

Sean T. Connaughton
Maritime Administrator

