



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

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 30-1 dated
1/28/98

NO.
30-1

EFFECTIVE DATE
May 13, 1998

SUBJECT

ASSOCIATE ADMINISTRATOR FOR ADMINISTRATION

Section 1. Organization:

1.01 The Associate Administrator for Administration (Associate Administrator) shall be responsible to the Maritime Administrator for the formulation, direction, and coordination of national policies and programs related to administrative services, acquisition, personnel, management analysis, accounting, budgeting, automated information management, security, equal employment opportunity, and affirmative action activities of the Maritime Administration (MARAD). The Associate Administrator for Administration is designated as Head of Contracting Activity for MARAD.

1.02 The organization structure and line of authority under the Associate Administrator shall be as depicted in the attached organization chart.

1.03 In addition, within the Immediate Office of the Associate Administrator is a Special Assistant.

Section 2. Delegation of Authority:

2.01 The Associate Administrator is delegated specific authority to:

- 1 Attempt the collection of, compromise, terminate, or suspend claims of the United States under the Federal Claims Collection Act of 1966 up to \$50,000 (excluding interest), consistent with 49 CFR Part 89, and subject to legal review and approval by the Chief Counsel or Deputy Chief Counsel.
- 2 Remove uncollectible receivables from MARAD's accounting records, subject to the monetary limitations and standards established in the General Accounting Office (GAO) Policy and Procedures Manual for the Guidance of Federal Agencies and consistent with DOT Order 2700.14.
- 3 Serve as Grants Officer with authority to award and administer MARAD grants and cooperative agreements, consistent with the Grant and Cooperative Agreement Act and applicable implementing regulations and directives.

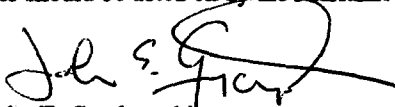
2.02 In addition, the Associate Administrator is authorized to exercise all the authorities of the Maritime Administrator with respect to the functions assigned to the Associate Administrator, except authority to:

- 1 Approve requisitions in excess of \$200,000, or any requisition which brings the aggregate of all increases to more than \$200,000 over the initial contract amount.
- 2 Approve plans, specifications, and technical requirements for construction projects, and modification or major repair of real property:
 - (1) For reserve fleet technical preservation systems and equipment; or
 - (2) Involving a cost of \$2,000 or less for property under the jurisdiction of Region Directors.
- 3 Settle loss or damage claims arising from freight shipments and real estate claims, in excess of \$250,000.
- 4 Approve organization structure in Washington, D.C., at the division level or above.

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2.03 The Associate Administrator may redelegate these authorities, in accordance with Maritime Administrative Order 200-1. The Associate Administrator shall retain full responsibility for actions taken by subordinates under any authority redelegated to them.

Section 3. Exercise of Delegated Authorities: Notwithstanding the above delegation of authorities, the Associate Administrator 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 Associate Administrator should be acted on by the Maritime Administrator.


John E. Graykowski
Acting Maritime Administrator

