



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

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES MAO 31-1 dtd  
2/21/95 and MAO  
34-1 dtd 10/20/83

NO.  
31-1

EFFECTIVE DATE  
January 28, 1998

SUBJECT

Office of Management and Information Services

#### Section 1. Organization:

1.01 The Office of Management and Information Services is supervised by a Director who reports to the Associate Administrator for Administration.

1.02 The office has the following organizational elements:

Immediate Office of the Director  
Division of Supply, Space, and Office Services  
Division of Management and Organization  
Division of Information Resources Management

1.03 The Immediate Office of the Director shall include a Logistics Management Officer and a Security, Safety and Health Officer.

#### Section 2. Delegations of Authority:

2.01 The Director, Office of Management and Information Services is authorized to exercise all the authorities of the Associate Administrator for Administration required to perform the functions assigned in this order; except authority to:

- 1 Approve any requisition in excess of \$200,000, or any requisition which brings the aggregate of all increases to more than \$200,000 over the initial contract cost or over the last contract change approved by a higher authority.
- 2 Settle loss or damage claims in excess of \$100,000 (excluding interest) on personal property losses of employees incident to service, Government freight shipments, or real estate claims.
- 3 Approve the basic organization structure of the Regions.

2.02 This redelegation does not include any authorities delegated to the Associate Administrator for Administration in section 2.01 of Maritime Administrative Order (MAO) 30-1.

2.03 Except as otherwise provided, the Logistics Management Officer, Security, Safety and Health Officer, and Division Chiefs are authorized to exercise all of the authorities of the Office Director needed to perform the functions assigned to them in sections 3 through 6 of this order. These authorities may be further redelegated in accordance with MAO 200-1.

#### Section 3. Immediate Office of the Director:

3.01 In addition to the normal responsibilities for planning and directing the functions listed in this order, the Director shall provide for the preparation of annual administrative expense budget estimates and maintenance of records to control funds assigned for administrative expenses (other

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than personal services); and development and administration of MARAD's forms and employee suggestion programs.

3.02 The Logistics Management Officer, in addition to real property management functions prescribed in MAO 300-1, shall:

- 1 Process and settle, where authorized and subject to prior review for legal sufficiency by the Office of Chief Counsel, real estate claims.
- 2 Develop, establish, recommend, and evaluate conformance with national policies and procedures for real property activities (except GSA office space requirements), as required to conform to Federal and Departmental real property management regulations and other applicable directives.
- 3 Design systems to improve efficiency and effectiveness of MARAD real property management activities. Provide agency representation to DOT and other government agencies for all MARAD-wide real property matters, except GSA office space requirements.
- 4 Process requests for acceptance of gifts and bequests.

3.03 The Security, Safety and Health Officer, in accordance with MAOs 270-1, 280-1, and related directives, shall:

- 1 Serve as MARAD's Security Officer, responsible directly to the Associate Administrator for Administration for MARAD's security program.
- 2 Administer MARAD's Occupational Safety and Health programs.
- 3 Process and settle, where authorized and subject to prior review for legal sufficiency by the Office of Chief Counsel, claims of employees for loss or damage to employee personal property incident to the employees' service.

### Section 4. Division of Supply, Space, and Office Services:

4.01 The Division of Supply, Space, and Office Services shall perform the following functions for Washington, D.C., Headquarters and field activities as required.

- 1 Initiate and account for credit card purchases not to exceed \$2,500 for any one transaction.
- 2 Perform personal property management functions for Washington Headquarters and the Regions, except for personal property accountable areas assigned to the Director, Office of Ship Operations for ships and related equipment of the National Defense Reserve Fleet, and the Superintendent, U.S. Merchant Marine Academy. Perform property accountability functions in accordance with MAO 330-13 and other directives; and screening and disposal functions for all MARAD excess and MARAD-controlled surplus personal property, except ships and related equipment. Prepare budget estimates for known and planned requirements for personal property and services, except for Federal Information Processing Equipment (FIPE); and maintain related control records of expenditures.

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- 3 Develop, establish, recommend, and evaluate conformance with national policies and procedures for all supply management, motor vehicle management, and freight traffic management activities. Provide MARAD representation to DOT and other Government agencies for such activities. Administer MARAD programs for motor vehicle management; and provide or perform freight traffic services, including processing loss or damage claims arising from shipments on Government Bills of Lading; supply cataloging functions necessary for participation by MARAD in the Federal Catalog System; and transfer of MARAD-owned marine equipment to ship operators and shipyards.
- 4 Arrange for and maintain related cost data for other supply services, including repairs to mechanical office equipment; telephone installation and/or removal; building maintenance services including, but not limited to, relocation of office partitions, electrical services, office painting, etc.; and delivery of material (including envelopes, packages, boxes, items of supply, etc.) outside of the Nassif Building and within the Washington, D.C., Metropolitan Area using the most cost-effective way to meet delivery requirements. Design systems to improve the efficiency and effectiveness of MARAD supply management activities, including response to emergency situations, measures of readiness, and means of reporting.
- 5 Develop, establish, recommend, and administer MARAD policies and requirements for routine and emergency telecommunications, except FIPE, and conduct inspections to determine program compliance. Coordinate development of MARAD's Telecommunications Plan in accordance with MAO 290-3. Formulate guides, regulations, and procedures for and serve as MARAD's representative regarding involvement in national telecommunications systems.
- 6 Develop, establish, recommend, and evaluate conformance with national policies and procedures for GSA-controlled office space activities on behalf of MARAD. Provide MARAD representation to DOT and other Government agencies for such activities. Administer MARAD programs for GSA-controlled office and special space management.
- 7 Coordinate and submit recurring reports related to all MARAD-wide supply and personal property management.

### 4.02 The Correspondence Group shall:

- 1 Serve as the focal point for receipt, routing, control, and dispatch of all controlled correspondence, including incoming Congressional and foreign correspondence prepared for the signature of the Maritime Administrator, the Deputy Maritime Administrators, the Secretary of Transportation, or other senior Departmental officials.
- 2 Provide other mail management services, including reports on MARAD's controlled correspondence; mail and messenger service to the Office of the Maritime Administrator and the Executive Staff; registered, certified, and express mail services; and information and retrieval service for foreign airgrams and telegrams.
- 3 Develop, establish, recommend, and evaluate conformance with national policies and procedures for office services programs and serve as technical expert on national policies and procedures for such programs throughout MARAD. Provide or obtain office services for Washington Headquarters employees.

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- 4 Prepare budget estimates for known and planned requirements for postal services and express pickup and delivery services and facsimile equipment. Maintain related control records of expenditures.

Section 5. Division of Management and Organization: The Division of Management and Organization shall:

- 5.01 Conduct management surveys and studies of organization structures, functions, authorities, work methods, staffing requirements, and procedures of MARAD, and as appropriate, recommend changes to meet new or revised program requirements. Formulate, promote, coordinate, and conduct a continuing cost reduction and management improvement program to increase the economy, efficiency, and effectiveness of MARAD's operations; coordinate MARAD activities under OMB Circulars A-76 and A-123; and monitor progress of planned projects and report on such progress, as required.
- 5.02 Maintain a system for preparation, control, and issuance of the Manual of Orders, bulletins, and manuals prescribing policies, procedures, organization structure, and delegations of authority for the internal management of MARAD; prepare, or approve and clear, new or revised orders, bulletins, and manuals; coordinate the review and processing of revised and proposed Departmental orders.
- 5.03 Consistent with MAO 210-1, coordinate MARAD's participation in General Accounting Office studies, surveys, and investigations of MARAD activities; and the preparation of MARAD's response to reports of such activities. In addition, consistent with MAO 210-2, coordinate DOT Inspector General studies and surveys of internal MARAD's activities and MARAD's responses to reports of such activities; coordinate the preparation of any MARAD reports to the Office of the Secretary of Transportation required under DOT Order 8000.1C.
- 5.04 Review, coordinate, compile data, and prepare special progress and administrative reports in reply to questionnaires, inquiries, and other special requests for information received from the Department, Office of Management and Budget, Congressional committees, and others.
- 5.05 Develop and administer MARAD's records, reports, and committee management programs in accordance with applicable directives. Provide research assistance and respond to inquiries, including those made pursuant to the Freedom of Information Act, concerning MARAD records and those of its predecessor agencies. Authorize records disposal requested by subsidized operators. Assign numbers to formal MARAD contracts and agreements, except for purchase orders and contracts numbered in accordance with Departmental directives; maintain custody of such contracts, agreements, and related documents, except insurance policies.
- 5.06 Provide centralized control of internal distribution of publications, directives, reports, and other informational materials; develop and maintain distribution lists for specific materials and distribute as required; and maintain stock and inventory control of MAOs, forms, and Headquarters stationery items.
- 5.07 Provide travel assistance to employees regarding local travel and permanent change of duty station assignments and the Employee Transit Benefit Program.
- 5.08 Prepare budget estimates for known and planned requirements for copier maintenance, rentals, supplies, facsimile paper; printing and copying; subscriptions and publications; and permanent change of station and local travel. Maintain related control records of expenditures. Provide centralized control of requisitions for books, publications, printing, binding, and reproduction and graphics services in Washington, D.C. As delegated, initiate

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and account for credit card purchases not to exceed \$2,500 for any one transaction. Administer MARAD Headquarters copy management program including equipment, services, and supplies.

5.09 Coordinate Office of Management and Information Services' emergency preparedness activities as outlined in MARAD Operations Plans 001 and 002.

Section 6. Division of Information Resources Management: The Division of Information Resources Management shall:

6.01 Serve as MARAD's Information Technology (IT) Coordinator, plan, direct, and administer MARAD's automation resource management program including the design, development, documentation, and maintenance of computer-based information systems responsive to MARAD's decision-making process.

6.02 Formulate IT resource policies and guidelines and approve or recommend approval of the acquisition of IT equipment, software, and services, including office automation and data communications services and equipment. Oversee the implementation of controls to ensure appropriate security and privacy of MARAD's automated information and systems; assure compliance with applicable laws and regulations. Direct MARAD's implementation of the Federal Information Processing Standards (FIPS), as appropriate.


6.03 Coordinate development and monitor implementation of MARAD's long- and short-range IT plans; monitor IT resource utilization and make recommendations, as needed, to adjust schedules, priorities, allocations, and approved plans.

6.04 Review and recommend approval of all IT service and procurement requests in consonance with MARAD plans and objectives and determine the availability of resources to carry out such requests.

6.05 In cooperation with appropriate offices, coordinate development, justification, and preparation of budgetary requirements for MARAD's IT activities; and coordinate, with the Office of Budget, preparation of special budgetary or other exhibits. Administer the expenditure of approved levels of funding for Headquarters IT activities.

6.06 Maintain liaison with the Department and other Government agencies and industry with respect to activities relating to IT functions; serve as MARAD's IT representative to the Department. Serve as point of contact with IT user and working groups involved with planning and priority review activities.

6.07 Monitor and coordinate MARAD's contracts for developmental or operational automated information systems, as appropriate, including formulation of the scope of work and evaluation criteria to be used in the vendor selection process; as appropriate, serve as Contracting Officer's Technical Representative or as IT Technical Representative in connection with such contracts. Serve as the Maritime Administration Technical Liaison to the TASC Computer Center.

  
John L. Mann, Jr.  
Associate Administrator  
for Administration