



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

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 31-1, dtd  
1/28/98, Section 6

NO.

34-1

EFFECTIVE DATE

August 3, 2005

SUBJECT

Office of Chief Information Officer

#### Section 1. Organization:

1.01 The Office of Chief Information Officer (OCIO) is supervised by the Chief Information Officer (CIO) who reports to the Associate Administrator for Administration. The CIO reports to the Maritime Administrator (Administrator) on all Information Technology (IT) security-related matters.

1.02 The office has the following organizational components:

Immediate Office of the Chief Information Officer  
Information Technology Business Management  
Information Technology Resources Management  
Information Technology Architecture Management

#### Section 2. Delegations of Authority:

2.01 Subject to such conditions and limitations as the Maritime Administrator may impose in other directives, the CIO is authorized to exercise all the authorities of the Associate Administrator for Administration required to perform the functions assigned in Department of Transportation (DOT) Order 1100.69A and this order, except authority to serve as the Designated Approving Authority (DAA) for Maritime Administration (MARAD) mission critical information systems.

2.02 Except as otherwise provided, the IT Business Manager, IT Resources Manager, and IT Chief Architect are authorized to exercise all of the authorities of the Chief Information Officer needed to perform the functions assigned them in sections 3.02 through 3.04 of this order. These authorities may not be redelegated.

#### Section 3. Immediate Office of the Chief Information Officer:

3.01 In addition to the normal responsibilities for planning and directing the functions listed in this order, the CIO shall:

- 1 Provide all IT and E-Government services for MARAD.
- 2 Plan and manage all IT and E-Government assets (hardware, software, data and services) throughout their life cycle used by, for, or on behalf of MARAD.
- 3 Plan and manage all aspects of MARAD's E-Government Program including governance processes, Capital Planning and Investment Control (CPIC), Enterprise Architecture (EA), Information Assurance (IA), Project Management (PM), and IT Workforce Management (WM), and integrate these governance processes with other organizational processes, such as strategic planning, budget and human capital planning.

- 4 Represent the IT and E-Government interests of MARAD within the organization and with DOT, other federal agencies, private industry, and other stakeholders.

3.02 Information Technology Business Manager: The IT Business Manager shall:

- 1 Provide structure and oversight of MARAD's E-Government Program, including developing E-Government policies and strategic plans.
- 2 Plan and manage an oversight program for all IT assets used by, for or on behalf of MARAD including the Information Assurance Program and governance process.
- 3 Plan and manage a change management program relative to E-government and IT.

3.03 Information Technology Resources Manager: The IT Resources Manager shall:

- 1 Serve as the primary focal point for the operations and support of MARAD's IT resources.
- 2 Manage all web sites, the IT help desk, and legacy applications in accordance with service level requirements.
- 3 Manage unclassified and classified telecommunications services and local area and wide area networks in accordance with all security regulations, policies and processes.
- 4 Manage the IT System Continuity of Operations Program and disaster recovery services.
- 5 Manage IT equipment in accordance with asset management policies and practices, and infrastructure IT support services, including management of service level agreements (SLAs) with other IT organizations.
- 6 Manage a training program for business and mission systems.

3.04 Information Technology Chief Architect: The IT Chief Architect shall:

- 1 Plan and manage MARAD's mission systems, and structure MARAD's content environment for common services and mission systems.
- 2 Develop and manage the Enterprise Architecture (EA) for MARAD using the Federal Enterprise Architecture Framework (FEAF).
- 3 Approve all IT acquisitions to ensure they are compliant with the EA, IT and E-Government policies.



Eileen S. Roberson  
Associate Administrator  
for Administration