



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES MAO 100-2, dtd. 7/2/75 & Amdt. 1, dtd. 11/13/80	NO. 100-2
EFFECTIVE DATE September 30, 1982	

SUBJECT

REDELEGATION OF AUTHORITIES TO REGION DIRECTORS

Section 1. Redlegation of Authorities:

1.01 The authorities set forth in section 2 of this order are redelegated to Region Directors as specified with respect to activities assigned to their jurisdictions by Department of Transportation Order 1100.69 and Maritime Administrative Order 100-1. Other redelegations of authorities are set forth in other directives on specific functions.

1.02 This order includes certain authorities covering ship operations activities which are not currently active or assigned to one or more Regions. These authorities are redelegated on a standby basis to be exercised, if needed, in the event of future program changes or developments.

1.03 Region Directors may, at their discretion, redelegate authorities to subordinate personnel in accordance with Maritime Administrative Order 200-1. The Region Director retains full responsibility for actions taken by subordinates under any authority redelegated to them.

1.04 In exercising the authorities redelegated in this order, each Region Director shall be subject to any conditions and limitations imposed by the Maritime Administrator and the Department in other directives, required legal clearances, and compliance with the national policies and programs, standard procedures, and technical directives of the appropriate Washington Office.

Section 2. Specific Authorities Redelegated to the Region Directors:

2.01 Ship Operations Activities (Central and Western Regions). Authority to:

- 1 Determine terms of, execute, administer, interpret, and terminate towage and stevedoring contracts, and approve changes in such contracts.
- 2 Determine terms of, execute, administer, interpret, and terminate agreements for stripping and outfitting ships, and related local agreements.
- 3 Administer agreements for the preparation, operation, and charter out of ships, including chartering agreements with subsidized operators.
- 4 Enter into, execute, administer, and interpret master lump sum repair contracts authorized by 46 CFR Part 338, including the receipt and review of applications for such contracts and the

approval of applicant's qualifications to perform; and to terminate such contracts when termination is not caused by unusual circumstances which might affect national policy.

- 5 Award and execute job orders and supplemental job orders under master lump sum repair contracts authorized by 46 CFR Part 338, or other repair contracts, for ship reactivations and deactivations in the United States, and approve changes thereto; subject to prior clearance with the Office of Ship Operations when the total contract amount exceeds \$350,000 per ship.
- 6 Award and execute job orders and supplemental job orders under master lump sum repair contracts authorized by 46 CFR Part 338, or other repair contracts, for ship voyage and other repairs in the United States, and approve changes thereto; subject to prior clearance with the Office of Ship Operations when the total contract amount exceeds \$115,000 per ship.
- 7 Approve requests of ship operators for the deferment of the contractual requirements for drydocking and repair of ships under Trade-In and Use Agreements.
- 8 Negotiate settlements with, or make unilateral determinations against, and bill charterers of ships for the estimated cost of performing work (including charter hire and ship expenses) which is determined to be the charterer's obligation when a ship is redelivered and the work is not performed by the charterer.
- 9 Approve costs incurred by General Agents for taking ship inventories pursuant to 46 CFR Part 318.
- 10 Deliver and accept redelivery of ships, in accordance with approved contracts or agreements.
- 11 Approve the employment of masters and chief engineers and disapprove the employment of other licensed officers, including radio officers, for general agency ships. (Formal approval of licensed officers other than masters and chief engineers is not required.)
- 12 Require bareboat charterers of Maritime Administration-owned ships to remove masters and chief engineers if their employment is considered prejudicial to the interests of the United States.
- 13 Determine the value of metallic ballast aboard scrap ships and effect settlement thereof with the purchaser.
- 14 Invoke and collect liquidated damages for delay in accepting delivery of scrap ships, in accordance with the terms of the sales contract.
- 15 Review and submit to the Office of Marine Insurance seaman's claims of crew members of Maritime Administration-owned ships not covered by usual forms of marine insurance.
- 16 Review ship casualties and make recommendations to the Offices of Marine Insurance and Chief Counsel for fixing of responsibilities.

- 17 Determine subsidizable items of expense necessary for the maintenance, preservation, repair, or husbanding of a subsidized ship during and under the circumstances of an idle status period.
- 18 Require the operator to establish to the Region Director's satisfaction that any period of idleness could not have been prevented in whole or in part through efficient and economical operation.
- 19 Determine whether and to what extent there should be recovery of any payment of subsidy for any item of expense allocable to a period of idleness which in the opinion of the Region Director could have been avoided by efficient and economical operation.
- 20 Establish voyage termination dates where, in the opinion of the Region Director, (a) voyages as a general practice should terminate at the home or terminal port rather than at the last port of discharge, or (b) a voyage should terminate on the day prior to commencement of an idle status period, or (c) a voyage would have terminated had strikes not interfered with normal operations; provided that, idle status periods shall be identified separately, whether occurring during or between voyages, with a separate accounting period created to cover each idle status period.
- 21 When constituted and appointed by, and pursuant to the provisions of, properly executed power of attorney, sign and swear to any document and perform any act that may be necessary or required by law or regulation in connection with the documenting, entering, clearing, lading, unloading, or operation of any vessel owned or operated by the Maritime Administration and generally transact at the custom houses in the respective Regions any and all custom business, except making, signing, and filing of protests under section 514 of the Tariff Act of 1930.

2.02 National Defense Reserve Fleets (Including Ready Reserve Fleet) and State Maritime School Training Ships (Central and Western Regions). Authority to:

Direct and carry out program activities related to custody, maintenance, and preservation of ships in reserve fleets, and the maintenance and repair of training vessels assigned to state maritime schools.

2.03 Civil Rights, Domestic Shipping, Market Development, Port and Intermodal Development Activities (All Regions). Authority to:

Direct and carry out program activities related to civil rights, domestic shipping, market development, and port and intermodal development within their respective areas.

2.04 Supply Support Activities (All Regions): Authority to:

- 1 Approve requisitions for supplies, materials, equipment, books, publications, printing, binding, advertising in written media, and repairs to Maritime Administration-owned property, provided the costs thereof do not exceed \$100,000, and provided that any obligation incurred in filling the requisition will be charged against the allotments made to the Region Director, as appropriate.

- 2 Issue Government Bills of Lading.
- 3 Assign, transfer, withdraw, and maintain custody of all motor vehicles under the Regions' jurisdictions.

2.05 Procurement Activities (All Regions). Authority to:

- 1 Issue and sign orders against local term contracts of another agency; utilize Departmental blanket purchase arrangements and General Services Administration Federal Supply Schedules for supplies, equipment, or services, without monetary limitations but subject to fund availability.
- 2 Issue and sign purchase orders for supplies, equipment, or services (including advertising in written media) from open market sources in an amount not to exceed \$10,000 per individual order.
- 3 Initiate Imprest Fund small purchases not to exceed \$250 for any one transaction, or \$500 under emergency conditions.

2.06 Finance Activities (Eastern, Central, and Western Regions). Authority to:

- 1 Administer special bank accounts required for operations under Agency (Service) Agreements.
- 2 With respect to contracts executed by the Region Directors or their subordinates, within their delegated authorities, determine the financial qualifications and limitations of contractors, approve the financial (excluding insurance) provisions, determine performance under such financial provisions, and execute release agreements or effect final settlements based on determinations of contract performance.
- 3 With respect to contracts executed by the Region Directors or their subordinates, within their delegated authorities: (1) maintain custody of the official contract or counterpart, good faith deposits, and bid performance, and payment bonds; and (2) determine the financial security of a personal bond, provided that (a) clearance is obtained from the Chief Counsel as to the form of bonds, if other than a standard form is used, (b) clearance is obtained from the Treasury Department, when required, and (c) the contracting representative is advised of such clearances.
- 4 Pay to General Agents, consistent with the provisions of 46 CFR Part 318 and supplemental actions of the Director, National Shipping Authority, interim payments in advance upon application by a General Agent if they are deemed to be earned.
- 5 Determine allowable vessel operating expenses under service agreements with National Shipping Authority pursuant to 46 CFR Part 322.
- 6 Review dividend declarations for conformity with Maritime Administration standards.
- 7 Administratively verify, approve, and certify vouchers for payment of construction-differential subsidy and operating-differential subsidy, pursuant to the provisions of Maritime Administrative Orders 510-2 and 560-5 and other related issuances.

8 Represent the Maritime Administration as specifically directed by the Office of the Chief Counsel in providing services related to Federal Ship Financing contract closings.

2.07 Personnel Activities (All Regions). Authority to:

Act on personnel matters as prescribed by Maritime Administrative Order 720-250.

2.08 Budget Activities (All Regions). Authority to:

Incur obligations against funds allotted to the Region.

2.09 Training Activities (All Regions). Authority to:

Issue official Maritime Administration certificates of completion for Region conducted or sponsored training programs.

2.10 Specific Redelelegation (Western Region only). Authority to:

Execute documents for lease or loan of personal property to maritime-related industries, except all new leases or loans shall be subject to the concurrence of the Accountable Property Officer.


H. E. SHEAR
Maritime Administrator