



US Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

NO.

250-8

EFFECTIVE DATE

January 19, 1993

SUBJECT

### INTERAGENCY AGREEMENTS AND MEMORANDA OF UNDERSTANDING

#### Section 1. Purpose and Scope:

1.01 This order delegates authorities and establishes procedures relating to certain interagency agreements commonly known as memoranda of agreement (MOA) and memoranda of understanding (MOU) entered into by the Maritime Administration with another Federal agency or state or local government. This order establishes a system for maintaining a listing and safe-keeping file of these MOAs and MOUs.

1.02 This order applies to MOAs and MOUs which are at least quasi-permanent statements of a continuing relationship. Instruments of a contractual nature calling for the provision of goods or services are exempted from this order as are reimbursable agreements entered into pursuant to DOT Order 2300.1C or Maritime Administrative Order 410-2. Contracts, cooperative agreements, and leases awarded and other agreements made with private parties or foreign governments by the Maritime Administration are also exempted from the provisions of this order.

#### Section 2. Related Directives:

DOT Order 1100.60A, DOT Organization Manual  
DOT Order 2300.1C, Reimbursable Agreements  
MAO 400-10, Cash Management  
MAO 410-2, Transfer of Funds for Work or Services

#### Section 3. Delegation of Authority:

3.01 Only the Secretary of Transportation may execute an MOA or MOU with the head of another executive department or agency.

3.02 Only the Maritime Administrator may execute an MOA or MOU with the head of an agency at a level equivalent to or higher than the Maritime Administrator and not otherwise covered by 3.01, above.

3.03 Associate Administrators, Independent Office Directors, Region Directors, and the Superintendent, U.S. Merchant Marine Academy may, within their areas of responsibility, execute MOAs and MOUs not otherwise covered by 3.01 and 3.02, above.

3.04 Maritime Administrative Order 410-2 prescribes delegations of authority to negotiate and approve reimbursable agreements. That order also defines "reimbursable agreement" and prescribes procedures related to such agreements.

3.05 The Office of Management Services will decide questions as to organizational equivalency.

Section 4. Routing, Clearance, and Processing:


4.01 The originating office shall route each MOA and MOU by use of a Concurrence Record, Form MA-71 or MA-71A, for clearance of appropriate offices. The originating office shall also assure the forwarding of a signed original copy of each MOA or MOU, and each revision or modification thereof, to the Secretary, Maritime Administration/Maritime Subsidy Board, for safekeeping and to advise that office whenever an MOA or MOU is cancelled.

- 1 All MOAs and MOUs will be routed through the Secretary, Maritime Administration/Maritime Subsidy Board, the Office of Budget, the Associate Administrator for Administration, and the Office of Chief Counsel before signature and approval of the authorized official in section 3 above.
- 2 Agreements and MOUs involving disbursements of Maritime Administration funds or which require billing will be routed through the Director, Office of Accounting in accordance with procedures and situations specified in Maritime Administrative Order 400-10.

4.02 Reviewing officials or their designees shall indicate their concurrence by initialing and dating the Concurrence Record. If a reviewing official does not concur with an MOA or MOU, the originating office shall be contacted to resolve the difference.

Section 5. Safekeeping and Listing of MOAs and MOUs:

The Secretary, Maritime Administration/Maritime Subsidy Board, shall maintain the original copy of each MOA and MOU and periodically publish a master list of all such MOAs/MOUs. The Secretary, Maritime Administration/Maritime Subsidy Board, shall serve as the Maritime Administration's contact point on matters pertaining to MOAs and MOUs.

  
CAPTAIN WARREN G. LEBACK  
Maritime Administrator