



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 300-1 dated
11/29/82 & amdt 1
dated 12/6/84

NO.
300-1

EFFECTIVE DATE
June 4, 1998

SUBJECT

REAL PROPERTY MANAGEMENT

Section 1. Purpose: This order assigns responsibilities for real and related personal property management activities within the Maritime Administration (MARAD) and for submission of related reports. It applies only to real and related personal property owned by or leased to the United States and is under the jurisdiction of MARAD.

Section 2. Applicable Laws and Regulations:

Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 471 et seq.); National Energy Conservation Policy Act, 1992 (42 U.S.C. 8254).

Executive Order (EO) 13006, Locating Federal Facilities on Historic Properties; EO 12902, Energy Efficiency and Water Conservation at Federal Facilities; EO 12699, Seismic Safety of Federal New Building Construction; and EO 12941, Seismic Safety of Existing Federally Owned or Leased Buildings.

Federal Property Management Regulations System: 41 CFR Chapter 101, subparts 101-1, -3, -5 and -6, -17 through -20, and -47.

Department of Transportation (DOT) Orders 4300.2, 4300.3, and 4320.1A; DOT program manual DOT M 5640.1D, Environmental and Natural Resources; and DOT Real Property Bulletin RP 97-01.

Section 3. Responsibilities:

3.01 The Director, Office of Management and Information Services, assisted by the Facilities Management Officer, shall:

- 1 Develop, establish, recommend, and evaluate conformance with national policies and procedures for the management, maintenance, custody, location, and protection of real and related personal property and facilities under the jurisdiction of MARAD, and for energy conservation, pest control, fire and seismic safety, and pollution abatement matters related thereto.
- 2 Arrange for, negotiate, execute, administer, renew, and terminate agreements, contracts, and other documents relating to the acquisition, sale, lease, sublease, permitting, and other disposal of MARAD real property and related personal property in the United States, including the setting of utility charges and other fees, and coordinating the settlement of claims arising from these activities; provided that any lease does not unduly interfere with the intended use of the property by MARAD.
- 3 Arrange for, negotiate, and recommend to the Maritime Administrator the granting of easements on MARAD real property, including the siting of commercial antennas.
- 4 Approve plans, specifications, and technical requirements for construction projects, and modification or repair of MARAD real property.
- 5 Review and approve or recommend approval of requisitions for repairs to MARAD-owned real and related personal property, except repairs under \$100,000 at the U.S. Merchant Marine Academy (USMMA) or in the Regions.
- 6 Coordinate real property matters within MARAD, including advice and assistance on appropriate budgetary matters, provisions of real estate instruments, and related personal property leases and permits.

- 7 Serve as coordinator for obtaining approval of the Office of Security and Administrative Management , Department of Transportation, for all actions initiated for the acquisition of/or construction on MARAD real property.
- 8 Establish basic rental and utilities rates for Government housekeeping quarters at the USMMA.
- 9 Notify the Office of Security and Administrative Management, DOT, of each instance wherein MARAD negotiates directly for office or warehouse space without using the leasing capability of the General Services Administration (GSA).
- 10 Maintain the subsidiary ledger on all real property owned or leased by MARAD.

3.02 The Region Directors, and the Superintendent, USMMA, shall be responsible for management of real and related personal property holdings under their jurisdiction, in accordance with governing regulations and the authorities delegated to them in the Manual of Orders.

Section 4. Procedures:

4.01 Acquisition.

- 1 Under DOT Order 4300.2, section 6.a., approval of the Assistant Secretary for Administration is required prior to any action to commit the Government to acquire an interest in real property, i.e., any right of ownership, use or control of real property by fee title, leasehold, permit, license, easement, or other similar relationships. Requests for approval will be prepared for the Maritime Administrator's signature in accordance with section 6.b., DOT Order 4300.2, and submitted to the Facilities Management Officer for clearance by the Budget Officer, Director, Office of Management and Information Services, Associate Administrator for Administration, and the Chief Counsel.
- 2 Real property acquisition requests submitted through the budget process shall have the information required by section 6.b., DOT Order 4300.2, as a supplement to the data submitted for the budget request. (See section 6.c., DOT Order 4300.2.)

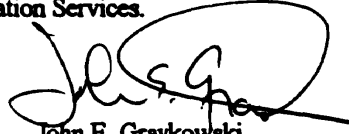
4.02 Disposal.

- 1 Under DOT Order 4300.2, section 6.a., approval of the Assistant Secretary for Administration is required prior to disposal of an interest in real property. Requests for approval will be prepared for the Maritime Administrator's signature in accordance with section 6.d., DOT Order 4300.2, and submitted to the Facilities Management Officer for clearance by the Director, Office of Management and Information Services, the Associate Administrator for Administration, and the Chief Counsel.
- 2 Upon approval of the request for disposal:
 - (1) If directed to transfer the property to another operating administration of the Department, the Facilities Management Officer shall prepare a Form MA-10, "Property Transfer Notice," in quintuplicate. The original and two copies of the report shall be forwarded to the transferee with one copy retained for information. When the property has been released, the Facilities Management Officer shall secure on Form MA-10 the receipt of the receiving agency, file one copy, and provide one copy each to the Office of Security and Administrative Management, DOT, and the appropriate Region Director or Superintendent, USMMA.
 - (2) If disposal is authorized, the Facilities Management Officer shall prepare reports of real property and related personal property excess on Standard Form 118, 118a, 118b, and 118c. Reports shall be submitted to the Office

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of Security and Administrative Management, DOT, 90 calendar days in advance of the date such property shall become available for disposal. Instructions for the preparation of these reports are set forth in section 101-47.4902-4 of the Federal Property Management Regulations.

Section 5. Annual Real Property Inventories: Annual reports on real property inventories required by Federal Property Management Regulations, Part 101-3 and DOT Order 4300.3, shall be prepared by the Facilities Management Officer and submitted by the Director, Office of Management and Information Services.

A handwritten signature in black ink, appearing to read 'J. Graykowski', with a large loop at the end of the signature.

John E. Graykowski
Acting Maritime Administrator