



US Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 440-4  
dtd 2/8/82

NO.

440-4

EFFECTIVE DATE

March 31, 1993

SUBJECT

### USER CHARGES

#### Section 1. Purpose:

This order assigns responsibilities for the establishment of fees and charges for special services performed for outside parties by the Maritime Administration.

#### Section 2. General:

Office of Management and Budget Circular A-25, "User Charges," and Order DOT 2510.1A set forth the basic policy that a reasonable charge should be made to each identifiable recipient for a measureable unit or amount of governmental service or property from which the recipient derives a special benefit. Circular A-25 provides criteria for determining the types of services for which fees are applicable and sets forth procedures for determining costs and setting fees.

#### Section 3. Responsibilities:

3.01 The Office of Management Services shall examine the services furnished by the Maritime Administration and recommend to the Maritime Administrator those services for which fees or charges should be imposed in accordance with Circular A-25. In addition, the Office of Management Services shall maintain and issue, as an Appendix of this order, an inventory of activities for which fees and charges have been established by statute or regulation.

3.02 Associate Administrators, Office Directors, Region Directors, and the Superintendent, U.S. Merchant Marine Academy (Academy) shall:

- 1 Recommend to the Maritime Administrator, through the Office of Management Services, the establishment of user charges for activities under their jurisdiction.
- 2 Ensure the user charge identifier (see appendix) is entered on each user charge document before forwarding to the Office of Accounting or the Academy's Department of Budget and Accounts for entry into the Departmental Accounting and Financial Information System (DAFIS).

3.03 The Office of Budget shall determine, except for fees imposed under Title XI of the Merchant Marine Act, 1936, as amended, the full cost of the work and services in accordance with the principles prescribed in Circular A-25 and recommend to the Maritime Administrator the amount of the fees or charges which should be imposed for such activities, including subsequent changes required to reflect changes in cost.

3.04 The Office of Accounting and the Academy's Department of Budget and Accounts shall ensure that the user charges received are entered into their respective accounting classification structure, in DAFIS.



JOHN L. MANN, JR.  
Acting Associate Administrator  
for Administration

SUMMARY OF USER CHARGES 1/

<u>Charges for:</u>	<u>Established by:</u>	<u>UCI 2/</u>
1. Furnishing copies of orders, notices, rulings, and decisions issued in docketed proceedings.	46 CFR 201.186	A
2. Furnishing statistical and economic data to public or private parties.	46 CFR 206.4	B
3. Furnishing copies of regulations (formerly General Orders and National Shipping Authority Orders.)	46 CFR 206.10 46 CFR 206.11	C
4. Processing applications for authorization to sell a subsidized ship where appraisal is made for the Maritime Administration by an independent appraiser.	46 CFR 206.20	D
5. Processing applications for approval of transfers of ships and related actions to noncitizens or the foreign registry or for operation under authority of a foreign country or pursuant to a Maritime Administration contract or order. This includes applications involving a vessel subject to mortgage in favor of the United States.	46 CFR 221.7	E
6. Processing applications for authorization to transfer ownership of a ship built with construction-differential subsidy.	46 CFR 251.31	F

1/ This summary includes charges that have been established by statute or regulation. It does not include certain charges which have not been established specifically by regulations, such as for sale of publications, use of trade-in ships, sale or lease of real and personal property, sale or chartering of ships, and slow-speed diesel training.

2/ User charge identifier (UCI) to be entered as prefix with the document identification code.

<u>Charges for:</u>	<u>Established by:</u>	<u>UCI</u>
7. Processing applications to establish Construction Reserve Funds.	46 CFR 287.4	G
8. Ship Financing Guarantees under Title XI, Merchant Marine Act, 1936, as amended.		
a. Guarantee fees and investigation charges	Sec. 1104(e) & (f) of the 1936 Act, as amended.	
b. Filing fees	46 CFR 298.3	
c. Investigation fees	46 CFR 298.15	
d. Substitution of participants	46 CFR 298.16	
e. Annual Guarantee Fee	46 CFR 298.36	
9. War Risk Insurance under Title XII, Merchant Marine Act, 1936, as amended.	46 CFR 308.3 46 CFR 308.102 46 CFR 308.202 46 CFR 308.302	
10. Decorations and awards for merchant seamen, including replacements.	46 CFR 350	K
11. Transfer of marine equipment to ship operators and shipyards.	46 CFR 360.3	M
12. Processing applications for designation of vessels as American Great Lakes vessels.	46 CFR 380.12	Q
13. Searching, copying, and certifying records; and furnishing copies of records including requests under FOIA.	49 CFR Part 7, Subpart I.	P
14. Tuition Fees for Firefighting Training	48 FR 1584	N
15. Foreign students, USMMA	46 CFR 310.66	R
16. Others		S