

U.S. DEPARTMENT OF COMMERCE MARITIME ADMINISTRATION	MARITIME ADMINISTRATIVE ORDER	
MANUAL OF ORDERS	REVOKES MAO 800-4 (formerly MO-524) dated 7/1/58	NO. 800-4
		EFFECTIVE DATE April 12, 1979
SUBJECT INDUSTRIAL PREPAREDNESS PLANNING PROGRAM		
<p><u>Section 1. Purpose:</u></p> <p>The purpose of this order is to provide for the conduct of the Maritime Administration Industrial Preparedness Planning (IPP) Program in cooperation with the Department of Defense and to assign responsibilities related thereto.</p> <p><u>Section 2. Authorities:</u></p> <p>2.01 Executive Order 11490, as amended, assigns national emergency preparedness program planning functions to the Departments and Agencies of the Federal Government, including the Department of Commerce.</p> <p>2.02 Department of Commerce Organization Order 10-8 relegates maritime functions and authorities of the Secretary to the Assistant Secretary for Maritime Affairs.</p> <p>2.03 Department of Commerce Organization Order 25-2 assigns the responsibility for securing allocations of the production capacity of private plants for the manufacture of components required in the event of mobilization to the Office of Administrative Services and Procurement.</p> <p>2.04 Department of Defense Instruction 4005.3 outlines industrial preparedness production planning procedures applicable to all federal agencies participating in the Department of Defense (DOD) program.</p> <p><u>Section 3. General:</u></p> <p>3.01 The objective of the Maritime Administration IPP Program is to ensure the adequacy of the mobilization industrial base for selected marine equipment items and to plan for the maximum efficient use of commercial manufacturing facilities for such items in the event of a national emergency.</p> <p>3.02 As a Procuring Activity, the Maritime Administration screens and selects items for planning, develops phased emergency production requirements, prepares emergency industrial production agreements, and develops mobilization procurement packages.</p> <p>3.03 When designated by the Department of Defense, the Maritime Administration also performs the role of Armed Service Procurement Planning Officer (ASPPO) by meeting with industrial management,</p>		

performing the industrial facility surveys, negotiating the production agreements, obtaining the required signatures and returning the agreement to the procuring activity.

Section 4. Criteria for Selection of IPP Items:

4.01 Items selected for the IPP Program must be urgent or essential to the operation, construction, conversion and repair of ships, operation of ports and port facilities, and support functions related thereto, in a war or national emergency, and must satisfy one or more of the following criteria:

- 1 Items requiring a long leadtime or long manufacturing cycle (more than 90 days).
- 2 Items currently not in production or which are required in quantities far in excess of non-emergency production, requiring development of a new or increased capacity to meet emergency production requirements.
- 3 Items requiring conversion of an industry or a number of plants within an industry.
- 4 Items requiring materials or manufacturing processes essentially different from those in current use.
- 5 Items for which industry does not have production experience.

Section 5. Responsibilities:

5.01 The Office of Policy and Plans shall establish basic planning assumptions and criteria for mobilization planning and update assumptions and criteria on an annual basis.

5.02 The Offices of Ship Construction, Ship Operations, and Port and Intermodal Development, for their respective programs, shall:

- 1 In consonance with planning pursuant to Section 5.01 above, identify those materials, equipment and facilities which are urgent or essential to the effective conduct of the Maritime Administration's emergency functions to the extent they rely on industrial preparedness.
- 2 Acquire or develop technical information for those items identified as urgent or essential pursuant to Subsection 5.02 1 above.
- 3 Compute and develop phased emergency production requirements for those items identified as urgent or essential pursuant to Subsection 5.02 1 above.

- 4 Furnish material and equipment, technical information, and phased emergency production requirements to the Office of Administrative Services and Procurement, as necessary.

5.03 The Office of Administrative Services and Procurement shall:

- 1 Coordinate implementation of the IPP Program within the Maritime Administration.
- 2 In consonance with established planning guidelines, prepare and maintain IPP procedures for limited distribution to those involved in performing planning functions.
- 3 Screen emergency production requirements received pursuant to Subsection 5.02 4 above and select appropriate items for planning by applying criteria in Section 4 above.
- 4 Develop emergency industrial production agreements schedules with industry.
- 5 Perform ASPPO functions, as required.
- 6 Review completed negotiated production agreements for reasonableness, accuracy, and sufficiency.
- 7 Select facilities as planned producers of IPP items.
- 8 Develop a mobilization procurement package for each planning item. Each package shall consist of applicable completed production agreements, unexecuted pro-forma letter contracts, industrial surveys, Form MA-813, Industrial Preparedness Plan, and Form MA-814, Planned Producers and Schedules.
- 9 Maintain pertinent preparedness data on planned items to be used in the event of an emergency.
- 10 As required, initiate Industrial Preparedness Measures (IPM). These are measures or actions designed to shorten emergency leadtimes or to increase production capacity.
- 11 Visit with members of industrial management to insure that the IPP Program is being conducted in the proper manner.
- 12 Participate in the interagency Industry Evaluation Board (IEB) program conducted by the Department of Commerce. When requested by the IEB, initiate and/or participate in development of IEB analyses for marine-related industries for review and approval by the IEB. These analyses deal with a product, or group of closely related products, that is of direct and exceptional importance to the national defense, to defense-related services, to essential needs of the civilian population, or to the manufacture of products subordinate to these commodities.

5.04 Field Elements of Maritime Administration:

Although it is intended that the IPP Program be conducted on a centralized basis, it may be necessary for the Maritime Administration Field Construction Representatives and the Region Directors to assist the Office of Administrative Services and Procurement in performing the ASPPO functions, when specifically assigned and resources are available to accomplish such tasks.



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for Maritime Affairs