



U.S. Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES  
MAO 41-1 dated  
7/17/85

NO.  
41-1

EFFECTIVE DATE  
June 16, 1998

SUBJECT

#### OFFICE OF POLICY AND PLANS

**Section 1. Organization:** The Office of Policy and Plans is supervised by a Director who reports to the Associate Administrator for Policy and International Trade. The office has the following organizational components:

Office of the Director  
Division of Marine Plans  
Division of Program Studies

**Section 2. Delegations of Authority:**

2.01 The Director, Office of Policy and Plans is authorized to exercise all the authorities of the Associate Administrator for Policy and International Trade required to perform the functions assigned in Department of Transportation (DOT) Order 1100.69A and this order.

2.02 Except as otherwise provided, Division Chiefs are authorized to exercise all the authorities of the Director needed to perform the tasks assigned to their respective divisions in sections 4 and 5 of this order. These authorities may be redelegated in accordance with Maritime Administrative Order (MAO) 200-1.

**Section 3. Office of the Director:** In addition to the usual responsibilities for planning and directing the functions listed in this order, the Office of the Director shall:

3.01 Serve as the focal point for implementation of the Government Performance and Results Act within the Maritime Administration (MARAD), including strategic planning, performance planning and program evaluation.

3.02 Advise MARAD, DOT, Office of Management and Budget (OMB), and Congressional officials with respect to MARAD's program evaluation activities. Issue agencywide directives and procedures for uniform administration of program evaluation and related functions of the Office of Policy and Plans in Washington, D.C. and in the field.

3.03 Establish requirements for agencywide summary information on program operations; advise and collaborate with offices responsible for management information in execution of these requirements.

3.04 Coordinate and direct all economic and operations research studies for the Office of Policy and Plans and, on assignment, provide analytic services to other MARAD offices. In conjunction with other appropriate MARAD offices, review proposed legislation and regulations to determine their economic impact on the marine transportation system.

Section 4. The Division of Marine Plans shall:

4.01 Develop and recommend long-range plans for revitalization of the United States (U.S.) merchant marine to include foreign trade fleets, domestic fleets, reserve fleets, and the waterborne transportation of cargo and passengers. Develop plans for integration of MARAD activities with those of other appropriate agencies.

4.02 Maintain liaison with other Government agencies on crosscutting policy issues and problems of concern to the U.S. maritime industry.


4.03 Investigate specific questions relating to maritime policies, programs, and procedures, and serve as a focal point for response to immediate requirements of policy development and implementation.

4.04 Develop and maintain a system of multi-year planning, analysis, and evaluation. Evaluate program execution, effectiveness, and trends; develop recommendations for remedial action when program performance does not conform with planned accomplishment.


Section 5. The Division of Program Studies shall:

5.01 Refine and recommend annual milestones for MARAD implementation of policy and program objectives based on: 1) statements of the President, the Secretary of Transportation, the Maritime Administrator, and other policymaking officials; 2) the DOT and MARAD Strategic and Annual Performance Plans; 3) analysis of legislative authority and direction; 4) special studies by the Office of Policy and Plans and other MARAD offices; and 5) analysis of the implications of other Federal programs and developing national problems on the U.S. merchant marine.

5.02 Prepare special short-term analyses and evaluations, briefings, and issue papers on MARAD programs for policy level officials of MARAD, DOT, OMB, and other agencies. Develop and coordinate requirements and procedures for essential program and management information for key MARAD officials, and other interested parties, which will serve as the primary source of generalized and summary MARAD information.

  
Bruce J. Carlton  
Associate Administrator  
for Policy and International Trade

Concurrence:

  
John L. Mann, Jr.  
Associate Administrator  
for Administration