



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

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 76-1 dated
12/1/99

NO. 76-1

EFFECTIVE DATE
March 31, 2000

SUBJECT

OFFICE OF SHIPBUILDING AND MARINE TECHNOLOGY

Section 1. Organization: The Office of Shipbuilding and Marine Technology is supervised by a Director who reports to the Associate Administrator for Shipbuilding and has the following organizational components:

Immediate Office of the Director
Division of Ship Design and Engineering Services
Division of Advanced Technology
Division of Support Activities

Section 2. Delegation of Authority:

2.01 Subject to such conditions and limitations as the Maritime Administrator may impose in other directives, the Director, Office of Shipbuilding and Marine Technology, is authorized to exercise all the authorities of the Associate Administrator for Shipbuilding required to perform the functions assigned in Department of Transportation (DOT) Order 1100.69A and this order, except authority to approve changes in contract plans and specifications of ships built under ship construction-type contracts and authority to approve changes in cost and delay in delivery, if any, resulting from such changes, unless delegated by the contracting officer.

2.02 The Director is authorized to recommend to the Associate Administrator for Shipbuilding and/or the Maritime Administrator, as applicable, the issuance of grants and cooperative agreements for research and development activities in support of the functions assigned to the office.

2.03 The Director is authorized to represent the Maritime Administration (MARAD) at professional meetings, conferences and other gatherings with government and industry officials concerning the National Shipbuilding Initiative Program and shipyard revitalization in general (jointly, the Program) as well as other matters within assigned areas of responsibility.

2.04 Except as otherwise provided, Division Chiefs are authorized to exercise all of the authorities of the Office Director needed to perform the functions assigned to their respective divisions in section 3 of this order. These authorities may be further redelegated in accordance with Maritime Administrative Order (MAO) 200-1.

2.05 The Field Construction Representatives are authorized to exercise all the authorities of the Chief, Division of Ship Design and Engineering Services, needed to perform their functions as set forth in 3.02 below. The Field Construction Representatives are further authorized to exercise authorities delegated by the contracting officer.

Section 3. Functions:

3.01 The Immediate Office of the Director. The Director shall encourage application and acceleration of modern processes, procedures and technology advances to make commercial vessels, shipbuilding, ship repair, and marine suppliers more efficient, environmentally sound, and safe. In addition to the usual responsibilities for planning and directing the functions listed in this order, the Immediate Office of the Director shall:

- 1 Determine, with the Office of Ship Operations, the scope of responsibility of each office on each ship conversion, reconversion, reconditioning, or betterment job, which substantially alters the basic characteristics of ships.
- 2 Regarding preliminary and final contract plans and specifications and changes thereto, and supporting technical data, prepare and recommend approval of MARAD-generated ship designs; recommend approval of ship designs and shipyard modernization projects submitted to MARAD for any of its programs; and update MARAD's Guideline Specifications.
- 3 Coordinate assigned projects on particular shipbuilding, ship repair, and marine supplier contracts and assigned technology development agreements. Propose technology assessment projects, when requested; assist in evaluating proposals, and administer approved projects. Develop and provide special expertise on new ship types, shipbuilding and repair processes and procedures, marine supply, and other related technologies.
- 4 Comment on key plans and technical and cost data for ships built with Construction-Differential Subsidy (CDS), Capital Construction Fund (CCF), Construction Reserve Fund (CRF), and Title XI loan guarantees.
- 5 As assigned, serve as Contracting Officer's Technical Representative (COTR) for ship conversion and ship construction contracts and provide technical and related administrative support to other offices for contracts entered into by the government. As COTR, coordinate within the office the processing of contract changes and provide reports to the Fund Control Officer on the status of contract changes and funds obligated.
- 6 As requested, provide technical support in conducting naval architectural and marine engineering studies. As designated, represent MARAD on technical and industry groups that influence and set marine standards.
- 7 Develop activities to promote the construction of vessels in United States (U.S.) shipyards for both the foreign and domestic trades; and to promote the competitiveness of private sector segments of the U.S. shipbuilding, ship repair, and marine supply industries. The Director has broad responsibilities in implementation of the President's October 1, 1993, five-part plan entitled "Strengthening America's Shipyards: A Plan for Competing in the International Market" and in implementation of the "National Shipbuilding and Shipyard Conversion Act of 1993," enacted into law on November 30, 1993 (including the Program).

3.02 The Division of Ship Design and Engineering Services shall, in addition to supporting the functions in 3.01 of this order:

- 1 Evaluate and make recommendations on ship designs and shipyard modernization programs submitted by applicants for loan guarantees and other financial assistance.
- 2 Evaluate and assess ship contract delivery dates; analyze shipbuilders' planned and actual performance; perform scheduling and expediting activities; develop material requirements and negotiate priorities and allocations under the Defense Materials System; maintain data, charts, and prepare reports on construction progress; review and analyze shipyard delay claims and requests for extensions of vessel contract delivery dates and recommend approval, as appropriate; and conduct pre-award surveys and production audits.
- 3 Provide construction oversight and progress verification on various Government loan guarantee and other financial assistance programs as required; supervise the Office of Shipbuilding and Marine Technology Field Construction Offices, headed by Field Construction Representatives who shall:
 - (1) Direct the performance of field offices located at shipyards engaged in construction or reconstruction of ships in which MARAD has an interest.
 - (2) Plan and develop methods and practices for the conduct of tests and inspection of such ships. Inspect ships during the course of the work and upon completion, as required to assure conformance with plans and

specification requirements, and inspect and accept completion of work and clearance of deficiencies subsequent to vessel delivery.

- (3) Certify project progress for partial payment purposes and, as delegated, approve plan alterations and delivery orders. Recommend the acceptance of or, as delegated, accept on behalf of MARAD ships delivered by shipyards under construction contracts, after clearance by the Chief, Division of Ship Design and Engineering Services.
 - (4) Perform such other duties as are prescribed and assigned to Field Construction Representatives in the Field Construction Office Manual issued under the authority of MAO 620-2.
- 4 Prepare and/or evaluate as fair and reasonable cost estimates for various ship construction, reconstruction, conversion, shipyard modernization and other projects; maintain and analyze, current and historical data on domestic and world market values of ships to arrive at ship valuations for war risk insurance, trade-in ships, and Title XI mortgage insurance compliance programs; make recommendations on issues regarding foreign content as requested.
 - 5 Act as the Maritime Administration representative and expert at conferences and meetings attended by high ranking officials of other Government agencies and/or ship operators, shipbuilders, or naval architects and marine engineers in order to make addresses, render opinions, and provide advice on technical and/or policy matters involving ship design and shipyard operations; represent MARAD in dealings with ship construction regulatory bodies such as the U.S. Coast Guard and the American Bureau of Shipping.
 - 6 Supervise, direct, and control MARAD's participation in studies and projects funded by MARAD and/or other Government agencies dealing with such matters as ship design, ship building, and marine technology; prepare specifications to reactivate vessels for conversion projects administered by the Office of Shipbuilding and Marine Technology.
 - 7 Conduct, as warranted, naval architectural, marine, electrical engineering, and engineering economics studies and investigations for in-house use as well as to assist various segments of the maritime community.
 - 8 Prepare designs for ship conversions and new vessels for use during national emergencies; recommend the acceptability of vessels for use during national emergencies; collaborate with the Department of Defense and other agencies in special studies.
 - 9 As requested, provide staff support for MARAD activities in support of the Office of the Coordinator for Ship Repair and Conversion and the Joint MARAD/Navy Shipbuilding and Ship Repair Committee.

3.03 The Division of Advanced Technology shall, in addition to supporting the functions in 3.01 of this order:

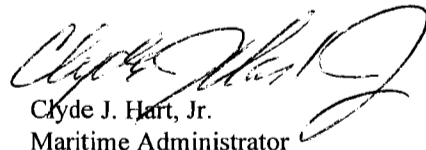
- 1 Lead and coordinate MARAD's implementation of all elements of the National Shipbuilding Initiative (NSI); provide day-to-day liaison with large, medium and small U.S. shipyards, ship repair yards and marine suppliers in promoting and implementing the NSI; engage in regular and frequent consultation with other U.S. government agencies, state and local authorities involved in the NSI, representatives of foreign governments, maritime industry trade representatives and professional societies.
- 2 Manage MARAD's participation in the MARITECH, Technology Reinvestment Program, and other research programs; supervise, direct, and control MARAD's research and development in connection with implementation of the NSI; prepare work statements and evaluation criteria, monitor performance, and as delegated approve acceptance of completed work for grants; and perform other studies involving shipbuilding and marine technology.
- 3 Develop MARAD's outreach efforts, including its budget, to ensure that MARAD's implementation is focused on the maritime industry's needs; supervise the activities of the National Maritime Resource and Education Center (NMREC); prepare and conduct seminars, workshops, trade fairs, exhibitions and

conferences; serve as expert advisor and consultant to the Director, other top level administrators and senior agency personnel as required, and collaborating private sector/government organizations in many areas of naval architecture and marine engineering, including high-speed vessel transportation.

- 4 Prepare and review position papers, legislative proposals, proposed agreements with foreign governments and other entities, and proposed DOT regulations relating to, or affecting, the NSI; prepare talking points and analyses of issues involving the NSI for the Secretary of Transportation, Maritime Administrator, and other DOT officials; lead the MARAD shipbuilding and marine technology research efforts in such areas as composite material technology, high-speed vessels, the use of alternate fuels and fuel cells aboard vessels.
- 5 Serve as the point of contact for MARAD cooperative agreements and Memoranda of Agreement (MOAs) relating to shipbuilding and marine technology entered into with other Federal agencies, state and local governments and the private sector.
- 6 Provide liaison with, and participate in, national and international shipbuilding standards writing bodies in the development of consensus standards relating to shipbuilding and marine technology.
- 7 Maintain current records on shipyard facilities, workload, employment and suppliers in the United States; survey U.S. shipbuilding industry and prepare analyses on the adequacy of the ship construction and repair mobilization base; develop and maintain reporting and information systems; analyze industry status, capacity, and capability on a continuing basis, and prepare appropriate material for MARAD publication.
- 8 Manage technology assessments and recommendations related to shipyards in the United States. Manage identification and promotion of the transfer of advanced technologies from other fields into the shipbuilding field.

3.04 The Division of Support Activities shall, in addition to supporting the functions in 3.01 of this order:

- 1 Receive in a central location, document, organize, maintain, safeguard and oversee the distribution of and access to Office of Shipbuilding and Marine Technology files dealing with such information and materials as technical reports; project reports and special studies; travel reports submitted by staff at the conclusion of official travel; technical records for new ship construction, reconstruction and conversion; tracings and microfilm of shipyard drawings; other technical documentation and reports relating to vessels and shipyards which have been the subject of a MARAD-related project; ship name indices; sea trial reports; and other pertinent records of miscellaneous related technical activities.
- 2 Arrange for and oversee, where practicable and subject to availability of funds, the conversion of Office of Shipbuilding and Marine Technology files to an electronic format.
- 3 Supervise and oversee the timely response to, and maintain adequate records on, all FOIA requests referred to the Office of Shipbuilding and Marine Technology.
- 4 Provide support to the Division of Advanced Technology in the planning and holding of MARAD sponsored, industry-wide conferences dealing with NSI-related issues.
- 5 Provide competent, timely and efficient administrative support across the entire structure of the Office of Shipbuilding and Marine Technology in such areas as secretarial assistance; timekeeping; travel accountability; acquisition; maintenance and accountability of and for modern data processing, fax, reproduction machines and other necessary office resources; acquisition and replenishment of office supplies; and the distribution and maintenance of technical and industry-oriented journals and periodicals.


Clyde J. Hart, Jr.
Maritime Administrator