



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 250-5
Amendment 1

EFFECTIVE DATE

October 26, 1989

SUBJECT

Implementing the Privacy Act of 1974

This amendment reflects the establishment of a Maritime Administration Data Integrity Board and its responsibilities and membership. This Board presides over matters arising from requests for the Maritime Administration to participate in computer matching and requests subject to the Computer Matching and Privacy Protection Act of 1988 (Matching Act). It implements the Secretary of Transportation's memorandum of August 7, 1989, "Establishment of Computer Matching Act Data Integrity Board." In addition, this amendment reflects the updating of certain organizational titles.

Accordingly, the basic order is revised as follows:

In section 3.06, the word "Management" is substituted for the word "Administrative." The words "and Procurement" are deleted.

In section 3.08, the word "Accounting" is substituted for the words "Financial Management."

A new section 4 is added to the basic order as follows:

Section 4. The Maritime Administration (MARAD) Data Integrity Board shall:

- 1 Be composed of the Secretary of the Maritime Administration/ Maritime Subsidy Board (MA/MSB), who shall serve as Chairperson; Director, Office of Information Resources Management; and a designee of the Chief Counsel.
- 2 Approve or disapprove each computer matching request involving the Maritime Administration or the Maritime Subsidy Board as either source or matching agency. The MARAD Data Integrity Board will be governed or guided, as appropriate, by the Matching Act.
- 3 Review annually each matching program in which the Maritime Administration/Maritime Subsidy Board has participated during the prior year as either the source or matching agency, including associated recordkeeping or record disposal policies and practices, to ensure conformance with the provisions of the Matching Act.
- 4 Collect, maintain, and disseminate information on matches conducted by the Maritime Administration/Maritime Subsidy Board.

In carrying out the above responsibilities, the MARAD Data Integrity Board shall establish whatever procedures and practices it deems reasonable and necessary to carry out its duties. The Office of the Secretary MA/MSB shall provide administrative support to the MARAD Data Integrity Board.

A handwritten signature in cursive script that reads "Warren G. Leback". The signature is written in black ink and is positioned above the printed name and title.

CAPTAIN WARREN G. LEBACK
Maritime Administrator