

U.S. DEPARTMENT OF COMMERCE MARITIME ADMINISTRATION	MARITIME ADMINISTRATIVE ORDER	
MANUAL OF ORDERS	REVOKES	NO.
	MAO 630-2 dtd. 7/10/74	630-2 EFFECTIVE DATE June 15, 1978
SUBJECT <p style="text-align: center;">SHIP RECORDS - MARITIME ADMINISTRATION - OWNED OR CONTROLLED SHIPS</p>		
<p><u>Section 1. Purpose:</u></p> <p>This order establishes procedures for recording data pertinent to <u>ships owned or controlled</u> by the Maritime Administration, and prescribes where such records are to be maintained.</p> <p><u>Section 2. Definitions:</u></p> <p>2.01 <u>Ship Records.</u> Accounting and statistical data pertaining to: building data, building location, type, material, conversion, betterment, propulsion, dimensions, draft, capacities, status, value, disposition, speed, etc., of a ship.</p> <p>2.02 <u>Status Change.</u> Any change in status that would affect any accounting or statistical item contained in the ship records. Status denotes the current use of the ship: if employed, the type of employment; if idle, where located.</p> <p>2.03 <u>Valuation Change.</u> The change in cost or assigned value of a ship.</p> <p>2.04 <u>Statistical Change.</u> The change of any characteristics of a ship, or any other change that affects any statistical item in the ship record.</p> <p>2.05 <u>Large Ships.</u> Ships of 1,000 gross tons or more.</p> <p>2.06 <u>Small Ships.</u> Ships under 1,000 gross tons.</p> <p>2.07 <u>Merchant Fleet of the World Ship Data File Document, Form MA-768.</u> Forms used to transmit ship description data from which the cards are punched.</p> <p><u>Section 3. Records to be Maintained and their Use.</u></p> <p>3.01 Ship records to be maintained by the respective organizational units are:</p> <ol style="list-style-type: none"> 1 <u>Office of Trade Studies and Statistics</u> - statistical records on large ships. 2 <u>Division of Accounts, Office of Financial Management</u> - general ledger control accounts and accounting subsidiary records for large ships. 		

- 3 Each Region - general ledger control accounts for small ships.
- 4 Each installation having custody of small ships - detail records of small ships at the installation.
- 5 Division of Computer Operations, Office of Management Information Systems - Computer records:
 - (1) Valuation of Maritime Administration-owned large ships, as established in general ledger control accounts.
 - (2) Statistical data on large ships showing ship characteristics of a statistical, structural, operative or comparative nature.

3.02 Ship records are maintained for the use of the Maritime Administration and serve as a source of information also for the Department of Commerce, other Government agencies, and the public. Requests for information, including mechanical compilations, shall be submitted to the Office Directors indicated below, for review, approval, and appropriate action in accordance with established procedures:

- 1 General, statistical and historical information on all large ships - Office of Trade Studies and Statistics.
- 2 Accounting information - Office of Financial Management.
- 3 Current operational and/or lay-up information on Maritime Administration-owned or controlled ships - Office of Domestic Shipping.

3.03 Requests originating from outside of the Maritime Administration and requiring special compilations, tabulations, or reports shall be processed in accordance with provisions of Maritime Administrative Order 440-1, "Furnishing of Special Statistical Data to Public or Private Parties."

Section 4. Maintenance of Records of Large Ship Sales:

4.01 The Division of Reserve Fleet, Office of Domestic Shipping, shall forward a copy of each large ship sales action notice to the Office of Trade Studies and Statistics for its ship sales records and a copy to the Division of Accounts. The notice shall include:

- 1 Name and type of vessel.
- 2 Name of buyer.
- 3 Sales price and/or other terms of sale.
- 4 Registry before and after sale.

Section 5. Reporting and Recording - Large Ship Status Changes:

5.01 The Division of Ship Management shall furnish the Division of Reserve Fleet with information, in memorandum form, concerning any change in status of Maritime Administration-owned ships which are not a part of the National Defense Reserve Fleet. This will include transactions in which ships become the property of the Maritime Administration, but are not assigned to the National Defense Reserve Fleet.

5.02 The Division of Reserve Fleet, Office of Domestic Shipping, shall:

- 1 Report acquisitions and status changes of large ships as they occur on Form MA-15, "Vessel Status or Accounting Change," inserting the Maritime Administration design code under item 8, the owner's or operator's name under item 11, and indicating the change by use of codes listed in Appendix A in the "From" and "To" blocks under item 10.
- 2 After preparation of Form MA-15, retain the original, and send the pink copy together with supporting documents to the Division of Accounts and the yellow copy to the Office of Trade Studies and Statistics. The Division of Reserve Fleet shall maintain an alphabetical desk file, by ship name, of the original (white) Form MA-15.

Necessary revisions or additions to the codes listed in Appendix A may be made by the Division of Reserve Fleet with the approval of the Division of Accounts and the Office of Trade Studies and Statistics.

5.03 The Office of Trade Studies and Statistics, on receipt of the yellow copy of Form MA-15 (from the Division of Reserve Fleet) shall use the form to update and make changes in the U.S. Flag Merchant Fleet file and send the form to the Division of Accounts.

5.04 The Division of Accounts, on receipt of the pink copy of Form MA-15, shall determine if the status change recorded thereon requires a revaluation or other accounting change.

If so, the Division of Accounts shall make the required entries on the MA-15 and prepare the necessary accounting coding sheets. When a valuation or other accounting change is necessary but a MA-15 is not prepared, the Division of Accounts shall also prepare the necessary accounting entries.

The accounting entries shall be forwarded to the Division of Computer Operations for processing in the automated accounting system. Any valuation change or other accounting information recorded on the pink copy shall also be inserted on the yellow copy which shall be forwarded to Relocation Center Files, Code M-311.13.

5.05 The Division of Computer Operations shall process the coded accounting entries into the automated accounting system and return the coding sheets to the Division of Accounts.

Section 6. Reporting and Recording Small Ship Status Changes and Disposal:

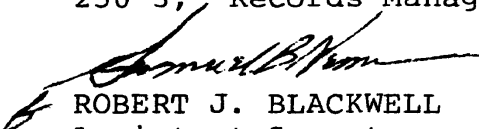
6.01 The records maintained by the Regions on small ships shall indicate the status and disposal of these ships. The data for effecting changes in these records shall be obtained from the Property Transfer Notice, Form MA-10, or Disposal Order, Form MA-98.

6.02 A Disposal Order, Form MA-98, shall be prepared in quintuplicate, for all small ships disposals as prescribed in Maritime Administrative Order 330-9, "General Procedures for Disposal of Excess and Surplus Personal Property."

Section 7. Subsidiary Responsibilities:

7.01 Reporting and recording ship statistical changes. The Office of Trade Studies and Statistics, based on data obtained through its own sources of information shall examine Form MA-169, Ship Description, record thereon any data constituting a statistical and/or descriptive change and transmit the data by Form MA-768, Ship Data File Document, to the Division of Computer Operations for computer recording.

7.02 The Office of Administrative Services. All records shall be maintained in accordance with Maritime Administrative Order 250-3, "Records Management Program."


ROBERT J. BLACKWELL
Assistant Secretary
for Maritime Affairs

Current Codes used by the Division of Reserve Fleet in reporting
acquisitions and status changes of ships on Form MA-15

<u>Primary</u>	<u>Secondary</u>	
00		Other than Maritime Administration-owned
10		On bareboat charter to private operator
11		On bareboat charter to private operator - time chartered to MSC
12		On bareboat charter to private operator - Use Agreement
18		Under General Agency Agreement - allocated to MSC
20		Under General Agency Agreement:
	90	Temporarily inactive
	91	Under conversion
	92	Being repaired
21		Government-owned - Awaiting outside Reserve Fleet - no operating agreement
31		On loan to maritime academies and schools:
	80	California Maritime Academy
	81	Maine Maritime Academy
	82	Massachusetts Maritime Academy
	83	New York State Maritime College
	85	Texas Maritime Academy
40		In Reserve Fleet:
	12	James River, Lee Hall, Virginia
	34	Beaumont, Texas
	43	Suisun Bay, Benicia, California
49		Under Custody to Maritime Administration
50		Under control of Department of Defense
51		Military Sealift Command - Loan
52		Navy Department - Loan
53		Army Department - Loan
54		Coast Guard - Loan
55		State Department - Loan
56		Interior Department - Loan
58		Under shipyard custody
71		Sold or transferred
80		Layup at other Reserve Fleets
98		Lost (no possibility of recovery)
99		Constructive total loss
x		Maritime Administration-owned - Outside Reserve Fleet