



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO.

800-8

EFFECTIVE DATE

March 23, 1984

SUBJECT

TANKER REQUIREMENTS COMMITTEE

Section 1. Purpose:

Pursuant to the provisions of the Revised Voluntary Tanker Agreement (Agreement), this order establishes the Tanker Requirements Committee (Committee) for the purpose of recommending the proportional contributions of tanker capacity by Participants (Participants) to the Agreement necessary to satisfy the requirements of the Department of Defense (DOD).

Section 2. Establishment and Membership:

The Committee shall be composed of a representative of each Participant and a full-time Maritime Administration (MARAD) employee. The Director, Office of Ship Operations, who shall be the MARAD representative, shall chair the Committee and shall be assisted by experts from DOD. In the absence of the Committee Chair, the Chief, Division of Ship Management, shall act as Committee Chair.

Section 3. Functions:

3.01 The Tanker Requirements Committee shall recommend the contribution of tanker capacity by the Participants to the DOD in accordance with the provisions of the Agreement and perform related administrative tasks.

3.02 The Committee Chair is authorized to administer the Agreement and apportion the contribution of tanker capacity by the Participants to the DOD.

3.03 Upon a finding by the Maritime Administrator, in accordance with Section VI.A. of the Agreement, the Committee Chair shall convene a meeting of the Committee for the purpose of:

- 1 Setting out the DOD requirements.
- 2 Establishing the approximate contribution required by each Participant to meet these requirements.
- 3 Establishing the schedule for making capacity available to the DOD.

3.04 The Committee Chair also shall:

- 1 Notify the Attorney General, the Chairman of the Federal Trade Commission, the Secretary of Defense, the Director of the Federal Emergency Management Agency, and all Participants of the time, place, and nature of each meeting and of the proposed agenda of each meeting to be held to carry out the Agreement.

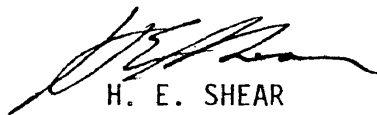
- 2 Provide for publication in the Federal Register of a notice of the time, place, and nature of each meeting. If a meeting is open, the Federal Register notice will be published reasonably in advance of the meeting. If a meeting is closed, a Federal Register notice will be published within ten (10) days of the meeting and will include the reasons why the meeting is closed.
- 3 Establish the agenda for each meeting and be responsible for adherence to the agenda.
- 4 Provide for a full and complete transcript or other record of each meeting and provide copies of transcripts or other records to the Attorney General, the Chairman of the Federal Trade Commission, the Director of the Federal Emergency Management Agency, DOD officials, and all Participants.
- 5 Take necessary actions to protect confidentiality of data discussed with or obtained from Participants.

Section 4. Administration:

4.01 The Committee Chair shall be the official custodian of records related to the administration of the Agreement, except records of direct dealings between DOD and Participants. Those records will be maintained by DOD.

4.02 The Division of National Security Plans shall:

- 1 Maintain a list of Participants' representatives who are members of the Committee.
- 2 Assist the Committee Chair in the peacetime performance of tasks associated with the conduct of the Committee, as set forth in section 3.03 above.
- 3 Prepare revisions to the Agreement as necessary to assure currency and relevance of information.



H. E. SHEAR
Maritime Administrator