



US Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO.

240-9

EFFECTIVE DATE

December 20, 1982

SUBJECT

INTERNAL DISTRIBUTION OF PUBLICATIONS, DIRECTIVES, REPORTS, AND OTHER INFORMATIONAL MATERIALS

Section 1. Purpose:

This order establishes procedures for the internal distribution of unclassified printed matter so that it is limited to requirements necessary for the conduct of essential business. Distribution of classified and administratively controlled information and external distribution of Maritime Administration publications and reports to the public is exempt from the provisions of this order.

Section 2. Responsibilities:

2.01 The Chief, Records Management Branch, is responsible for internal distribution of all unclassified publications, directives, reports, and other informational materials received from external sources or generated within the Maritime Administration, and for compliance with the distribution standards and procedures outlined in DOT Order 1700.25, "Distribution Users' Manual."

2.02 The head of each office of primary interest (OPI) is responsible for determining the distribution code for subject material identified in the attached index. "Special" distribution listings shall be submitted in writing to the Chief, Records Management Branch.

Section 3. Requests for Printed Materials:

3.01 All requests for printed materials, with a statement of justification of need, will be submitted on Form MA-50, "Requisition for Supplies, Equipment, and Services," to the Chief, Records Management Branch, who shall coordinate the request with the OPI, add the requestor to the distribution list, if appropriate, and obtain the requested materials.

Section 4. Revision of Distribution List Index:

4.01 The Director, Office of Administrative Services and Procurement, with the concurrence of the Director, Office of Management and Organization, is authorized to issue revisions of the attached index as necessary.

RUSSELL F. STRYKER
Associate Administrator
for Policy and Administration

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All Employees, Washington, D.C.	
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*Originators of internal MARAD documents, if other than the OPI, shall recommend distribution to be made.

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SUBJECTOPI*DISTRIBUTION REQUIREMENTS CODES:

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- A. Offices, Regions, Academy, and above
 - B. Divisions and above
 - C. Branches and above
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 - E. All supervisors
 - F. All secretaries and typists
 - G. All employees (1 per 5 employees)
 - H. All employees (1 per each employee)
 - I. Associate Administrators and above (Administrator, Deputy Administrators, Executive Staff, Independent Office Directors, Region Directors, Superintendent, U.S. Merchant Marine Academy)
- S - SPECIAL

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