RESERVE FLEET MANUAL

MARITIME ADMINISTRATION
Office of Ship Operations
Division of Reserve Fleet

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Fleet Manual Third Edition Errata

Date	Pages	Description
3-17-03	3-14	Removed bird excrement performance requirement.

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CHAPTER 1: ADMINISTRATION

1 ADMINSTRATION

1.1 MISSION

1.1.1 Mission Statement

The mission of the National Defense Reserve Fleet is to:

1) maintain retention vessels in selected states of readiness so they are available in times of national emergency,
2) maintain vessels that are designated non-retention until they can be disposed,
3) make vessels available as training platforms to other federal, state or local agencies, and
4) provide a cost effective vessel storage capacity to other federal, state or local governmental agencies.

1.1.2 Authorization

Authorization for this manual is derived from MAO 61-1, Section 5.02, which discusses the Division of Reserve Fleet's responsibility for maintaining this Manual. This document supersedes all parts (I, II, III, IV, V, VI, and VII) of the Ship Custody Operations Manual. An old copy of the Ship Custody Operations Manual will be kept on file for reference in the Division of Reserve Fleet.

1.1.3 Releasing Authority

The Releasing Authority for this Manual is the Director, Office of Ship Operations (MAR-610) who is ultimately responsible for the contents of this Manual.

1.1.4 Controlling Authority

The Controlling Authority for this Manual is the Chief, Division of Reserve Fleet (MAR-612) who has the responsibility to keep the contents of this Manual constantly updated by changing its content.

1.1.5 Purpose

The purpose of this document is to provide policy to the Regional Headquarters regarding vessel maintenance in the National Defense Reserve Fleet anchorages (fleet sites). With the exception of administrative procedures necessary for funding coordination, performance standards (outcomes) vice procedural requirements are stated in this Manual. This is to allow region and fleet personnel the freedom to pursue the most efficient procedures for accomplishing the mission.

Region and fleet personnel are encouraged to share their procedures and practices with their peers. Fleet procedures will be observed annually during the Fleet Management Review (see Appendix 5).

1.1.6 Objective

The objective of this policy is to provide the direction that will enable the:

- maintenance of the Ready Reserve Force (RRF) ships in a status that ensures their delivery to commercial tugs when they are activated,
- maintenance of each NDRF retention ship in the original condition it was received or better, and
- preparation of NDRF non-retention vessels so that they may be disposed to the best advantage of the program.

The effectiveness of the program depends on being able to apply human resources, equipment, and material to maintain these ships. Identifying and

changing processes that improve resource utilization should be constantly pursued. Quality management initiatives are encouraged as a method of improving our resource utilization.

1.1.7 Scope

This policy is for the acceptance of ships into, the maintenance of ships in, and the disposal of ships from the fleet sites. This Manual does not cover the responsibilities involved with the maintenance of vessels outside of the fleet sites; specific arrangements are made to provide for that requirement, which may or may not include the fleet workforce. Assignment of ships to the fleet sites is found in the Reserve Fleet Inventory, and may include ships outside of the fleet anchorage.

This Manual covers the Phase IV inspections of RRF vessels located at the fleet sites and policies involving reimbursable customers; however, the specifics of the procedures for Phase IV inspections are provided by the Division of Ship Maintenance and Repair.

This Manual covers policies involving customers using the fleet anchorages and also covers policies involving property distribution.

It is intended that local management at each fleet site have as much latitude as possible to exercise the exact measures required to maintain a ship in a satisfactory state. The Regional Headquarters may, at their option, develop their own policy to meet local and specific needs if it does not contradict the policy in this manual. Any manuals and procedures pertaining to the fleet sites shall be forwarded to the Division of Reserve Fleet.

Reserve fleet personnel have been the source of introducing many of the major improvements in methods and techniques. These contributions have

proven valuable to our effectiveness. To ensure that effective techniques are shared between the fleet sites, communication between the fleets is encouraged. The most significant items should be brought to the attention of the Division of Reserve Fleet.

If a change to these policies is desired, a request to change this document should be made to the Division of Reserve Fleet. Continued improvements in every day work activities are advocated and need not be referred to the Division of Reserve Fleet, provided they are not inconsistent with the provisions of this Manual.

1.2 DEFINITIONS/ACRONYMS

Access – This refers to the berthing area, structures and waterway channel used for fleet craft when the term is used in reference to fleet craft.

Afloat – Maintaining buoyancy of an object or ship.

Allotment Codes – Allotment codes identify the organizational group that uses funds; the Fleet allotment codes are:

69	Division of Reserve Fleet
70	Beaumont Reserve Fleet
71	James River Reserve Fleet
72	Suisun Bay Reserve Fleet

Allotments – Allotments are formal funding transfers that change the amount of funds allocated to a program element. No funds are available for expenditure until they are actually allotted into the respective accounts. Once allotted, the funding is available for the responsible party to obligate the funds.

Anchorage – A water area that is deep enough to moor ships with ground tackle.

Berth – The water area surrounding a ship where it is securely located.

Blanks – Flat steel plates that fit over studs and bolt into place to cover an opening in a ship's hull, or a flat circular plate that is inserted into a pipeline to positively stop the flow of liquid through the pipeline.

Blanks Status Codes

I	blanks are internal.
X	blanks are external.
D	double blanks (internal & external)
N	no blanks.

U status of blanks is unknown.

Budget Year – In the budget cycle, two fiscal years beyond the fiscal year in which funds are being expended. If the current fiscal year is 2002, then the budget year is fiscal year 2004.

Cathodic Protection (CP) - The lessening of steel corrosion in ionized water by the use of an impressed current or sacrificial anodes.

Challenge – Confront, prevent and monitor trespassers on MARAD property both in the anchorage and on the Shoreside. Inquire about visitors' intentions regarding the purpose for entering MARAD property.

Consumable – Materials and supplies to include but not limited to oil, grease, handtools, batteries, lubricants, light bulbs, spare parts, filters, fuel and oil spill kits.

Days – Calendar days unless otherwise specified

Deactivation – The work performed of a general maintenance and preservation nature designed to ensure that a vessel is in a good state of watertight integrity, cleanliness, well preserved, well maintained, repaired and in all respects prepared for lay up.

Dehumidification (DH) - The lowering of the moisture content of the atmosphere of an enclosed area of a ship by the use of machinery.

Dewatering – Removal of water that has entered a vessel's interior spaces.

Dip Cell – Equipment used to read the electrical potential difference between a ship's hull and the water adjacent to the hull.

Disposal – Removal of an item from use and from the property records.

Emergency – An event that requires fast reactive efforts to substantially limit damage**.**

Emergency Ship Movement – A vessel towed within the fleet boundary in response to emergency conditions such as fire and some vessel activations.

Escort – An individual or individuals provided to guide people who are not familiar with the hazards, safety practices, and specific locations in the anchorage.

Fenders – Structures placed between ships to prevent contact of the hulls.

First Response – The immediate action taken to lessen the effects of an emergency and initiate a full response to eliminate the emergency to include but not limited to fire, flood, severe weather, collisions and petroleum or HAZMAT spills.

Fiscal Year (FY) – The budget cycle year beginning on October 1st and ending on September 30th. The fiscal year 2002 runs from October 1st, 2001 to September 30th, 2002.

Fleet Craft – Vessels that are MARAD's property at the fleet sites that are less than 1500 gross tons are fleet craft. This rule does not apply to vessels not owned by MARAD.

Fleet Management Review (FMR) – The annual quality assurance review done at one or all fleet sites by the Division of Reserve Fleet.

Fleet Organization - The service providers at the fleet anchorages.

Fleet Superintendent - The most senior government employee regularly working at a fleet site location.

Flood Marks – Two parallel lines painted on the hull on each side at both the bow and stern to provide a visual indication of any change in trim or draft.

Freebalance – The MARAD accounting program that tracks allotments, obligations, and expenditures**.**

Gangway - Equipment used to provide access for personnel to a ship from a position near the water usually involving vertical movement. This typically reaches from a pier or wharf to the weather deck. It also refers to an accommodation ladder reaching from the weather deck to the water.

General Agent (GA) – A contractor that is responsible for the operation of a ship. A General Agency Agreement (GAA) is authorized by law for rapid assignment of a contractor.

Ground Tackle – Equipment used to secure a ship to the bottom of the waterway at its berth in an anchorage.

Hazardous Material (HAZMAT) - Any useable material defined by law, which if released or spilled, may pose a hazard to human health or the environment due to its quantity, concentration, physical characteristics, chemical characteristics, or infectious characteristics. This material may be used or stored aboard some vessels, or may be part of the original design or equipment on a vessel (e.g., asbestos in lagging, PCBs in electrical cable insulation).

Hazardous Waste (HAZWASTE) - Any unusable material defined by law that is liquid, solid or gaseous, which if improperly stored, treated, transported, disposed or otherwise managed, may pose a substantial present or potential hazard to human health or the environment due to its quantity, concentration, physical characteristic, or chemical characteristic. Unlabeled containers are assumed to be hazardous waste until proven to be otherwise.

Legal Requirements – All applicable laws, regulations, contractual obligations, agreements, and policy directives.

List – When pertaining to the configuration and appearance of a ship, the condition where the decks are tipped to the port or starboard side while in calm water.

Materiel Handling Equipment (MHE) – Equipment used to move materials and equipment.

Militarily Useful - A vessel is militarily useful when designated as such in the Reserve Fleet Inventory report. These vessels are in a condition such that their activation and use are feasible.

Minor Maintenance - Maintenance performed on a specific vessel during or after a Phase IV inspection to correct deficiencies that can be completed within an 8-hour period.

Moor – The act of securing a ship at its berth.

Mooring – The berth or location of a ship.

Nest of Barges – A group of barges or buoys that are securely lashed together to form a unit.

No-Notice Breakout – An emergency ship movement that involves an unscheduled ship removal from the Fleet.

Non-Retention Vessels - NDRF vessels that are being processed for scrap sale and cannot be activated within a reasonable amount of time.

Phase IV - RRF ship deficiency inspections resulting in deficiency reports and the performance of minor maintenance.

Pilferage – Loss of materiel by theft.

Pilferable Items – Materiel that is valuable, easily converted to personal use, vulnerable to theft, having a ready sale potential, or high personal use or attraction.

Planning Year –The next fiscal year in the budget cycle beyond the fiscal year in which funds are being expended, i.e., if the current year is fiscal year 2003, the planning year is fiscal year 2004.

Plate Anchors/Stakes – Structures permanently driven into the ground under an anchorage for the purpose of attaching ground tackle.

Preservation – The act of using systems to prevent deterioration and corrosion.

Preventive Maintenance (PM) – Systematic regularly scheduled inspections, adjustments, cleaning, preservation, lubrication, parts replacements, testing and operation of equipment and devices to detect and correct defects before they cause system failures.

Program Elements – The six character funding categories established to account for the use of funds (e.g., 80NDA0).

Qualified Individual (QI) – The person responsible for continuing action to stop an oil spill source and clean spilled oil. An Assistant Qualified Individual (AQI) assists the QI in specific areas.

Ready Reserve Force (RRF) - These are militarily useful vessels that are a subset of the NDRF and have a readiness assigned by DoD for strategic sealift use.

Reimbursable Custody - A service provided by MARAD to other government agencies where their vessels are located in, monitored by, and maintained by a fleet organization.

Reserve Fleet Time and Attendance System (RFTAS) - The database that records work hours at the fleet sites.

Retention Vessels - The classification of a vessel that is maintained in a state of preservation with the intention of using it for some purpose in the future. This purpose is usually for mobilization to support a national emergency but can also be a source of spare equipment. RRF vessels are considered to be in retention status.

Safepaths – Markings on the decks of nested ships showing a passage along the deck that is normally free of hazards.

Scrap Vessel - A non-retention vessel that is ready for disposal.

Service Craft – This is another term used for fleet craft.

Ship Manager (SM) – A contractor that is responsible for the operation of a ship. The contract is awarded under Federal Acquisition Regulations.

Status Codes - These codes are specified in the appropriate sections of the manual for equipment and systems but are generally used to indicate the operating condition of a system's equipment.

Stowage – The relocation of specified items within or from the vessel and the proper security of those items aboard the vessel in designated locations.

Streamlined Allotment Process (SLAP) –A rapid process of allotting funds to program elements.

Stripping – The removal of useable equipment, parts, fixtures or any other valuable items from a vessel in preparation for ship disposal.

Topside Housekeeping – The act of keeping ship interior spaces and exterior decks free of hazards and debris.

Vessel – Ships, watercraft, barges, buoys, and other floating equipment capable of transporting people or cargo.

Walkway - Equipment used to provide access for personnel between ships that are nested together. The term "crosswalk" is sometimes used as a substitute but should be avoided. It is typically rigged between vessels where there is need for a horizontal crossing.

BRF	Beaumont Reserve Fleet
COTR	Contracting Officer's Technical Representative
EPCRA	Emergency Planning and Community Right-to-Know Act
FTC	Fleet Training Center
GFP	Government Furnished Property
HAZMAT	Hazardous Material
JRRF	James River Reserve Fleet
LAN	Local Area Network
MA	MARAD form prefix
MAO	Maritime Administrative Order

MAR-(number)	A specific office in the MARAD organization
MARAD	Maritime Administration
MOA	Memorandum of Agreement
MSC	Military Sealift Command
MSDS	Material Safety Data Sheets
NAVSEA	Naval Sea Systems Command
NDRF	National Defense Reserve Fleet
OSRO	Oil Spill Removal Organization
PCB	Polychlorinated Biphenyl
SBRF	Suisun Bay Reserve Fleet
SOMO	The Ship Operations and Maintenance Officer
USCG	United States Coast Guard
USN	United States Navy
VOSS	Vessel Opportunity Spill Support
WAN	Wide Area Network

1.3 RESPONSIBILITIES

Funding for fleet activities is provided from the Office of Ship Operations through the Division of Reserve Fleet to the Regional HQ. The funds are to be used as directed by the SOMO within budget constraints. This manual describes the SOMO's responsibility for using and reporting on the use of that funding.

1.3.1 Division of Reserve Fleet

The Division of Reserve Fleet provides an indication of the vessels that are assigned to the specific region and gives notice of when a ship changes status. This is done through the monthly Reserve Fleet Inventory Report, which is the official document that assigns vessels to a region and shows the program and program status to which they belong. All relevant information regarding the facilities and vessels in custody shall be reported to the Division of Reserve Fleet. The Chief, Division of Reserve Fleet is the Accountable Property Officer (APO) for all the ships

in the NDRF (including RRF) and ships held for reimbursable customers.

1.3.2 SOMO

The Ship Operations and Maintenance Officer reports to the Regional Director and ensures that the fleet organization develops and maintains data and reports as required for proper accountability and administrative control of all fleet operations, including periodic preparation and justification of operating expenses.

The SOMO is assigned as the Property Custodian for the ships in the custody of the specific regional headquarters and reports property concerns to the Chief, Division of Reserve Fleet. Further delegation of property custodian responsibilities can be made if desired upon notification to the Division of Reserve Fleet.

The SOMO may direct the fleet organization to follow additional policies that don't conflict with this manual's policies or cause unfunded requirements. Many of the requirements stated in the manual can be executed by the fleet organization without SOMO intervention; however, some of the requirements will require the interpretation of the SOMO.

When the manual directs the fleet organization to perform an activity, it is assumed that the SOMO agrees since agreement was obtained when the manual was drafted.

1.3.3 Fleet Superintendent

The Fleet Superintendent is responsible for knowing the condition of the vessels and facilities at the fleet site and the resources needed to maintain the vessels and facilities. The Fleet Superintendent reports to the SOMO on the quality of facility and vessel condition

relative to the required condition and on the efficiency and effectiveness of resource utilization.

1.4 VISITORS

1.4.1 General

Potential visitors that are not involved in work related, administrative, or program review activities shall be discouraged from requesting to go aboard NDRF vessels. All persistent visit requests shall be forwarded to the Division of Reserve Fleet for approval. A group that has been approved for regular visits by the Division of Reserve Fleet may be accommodated without approval of the subsequent visits, but the visit must be reported to the Division of Reserve Fleet within two days after it occurs. These subsequent visits shall be done within the scope of the approval received.

1.4.2 Reimbursable Vessels

Visitors who want to go aboard vessels belonging to reimbursable customers, who are not MARAD employees or from the reimbursable customer's organization, must have permission from the appropriate official representing that customer prior to obtaining permission from the fleet organization. An estimate of the amount of labor needed to accommodate the request along with an estimate of the cost shall be prepared by the fleet organization if the visit is approved.

The Navy has requested that, on their reimbursable custody vessels, only employees that are on official business pursuant to berthing, maintenance, preservation and security are to be allowed onboard. No other visitors are permitted on Navy ships unless they have received written approval, 24 hours in advance, from the NAVSEA Inactive Ships Maintenance Office in Portsmouth, Virginia. All

public and Congressional Affairs requests for access to Navy ships are to be referred to the same office:

NAVSEA Inactive Ships Maintenance Office
Bldg 8Y, St. Juliens Creek Annex
Portsmouth, VA 23702-5002
Phone: 757.485.6375
Fax: 757.485.6384

It is the requestor's responsibility to gain this approval from the Navy; requestors should be given the above contact information.

1.5 QUALITY MANAGEMENT

1.5.1 General

The SOMO shall ensure that the basic tenets of quality management are used to ensure that the fleet organization meets the required performance standards.

1.5.2 Quality Control

Quality Control responsibility should be assigned to the first level of supervisors in the fleet organization. This motivates them to directly observe all outcomes of efforts and compare the quality to program standards.

1.5.3 Quality Assurance

Quality Assurance (QA) is provided by upper level supervisors and management. The Division of Reserve Fleet will conduct an annual Fleet Management Review as a final QA effort to monitor the fleets' compliance with policy. The SOMO shall report on QA efforts for each calendar quarter. The report shall use the Fleet Management Review checklist in appendix 5 for a self inspection.

1.6 RECORDS MANAGEMENT

Records shall be handled in accordance with guidance from the National Archives and Records Administration. The MARAD record controls schedule is maintained by the Office of Management Services. The ship files maintained by the Division of Reserve Fleet are eventually placed in archival storage. To ensure that important documents are provided for that record, many of the reports required to be submitted to the Division of Reserve Fleet will be placed in that file and archived after a ship has left the NDRF. If there are believed to be important records in custody at the fleet site that are to be destroyed either according to NARA's General Records Schedule or MARAD's Record Control Schedule, contact the Division of Reserve Fleet before destroying the records to possibly include them with the archived records.

All reports being sent to the Division of Reserve Fleet shall be sent electronically in the Adobe Acrobat PDF format and be provided in paper form if requested. The PDF document summary information shall be completed with the file name, subject and key words. Ship names shall be included in the key words when the document pertains to one or a few ships.

1.7 ANNUAL MEETING

An annual meeting, which should rotate among the fleet sites, will be held in the Spring so that Fleet Superintendents, Regional representatives, fleet organization representatives and HQ personnel can exchange ideas relating to operations and policy.

1.8 FLEET SECURITY

Develop and maintain a physical security plan that describes vessel security measures, shoreside security measures, and includes a key control plan to control access to facility and vessel spaces.

Title 33, Code of Federal Regulations (CFR), Section 162.270 establishes restricted areas in vicinity of the Maritime Administration's Reserve Fleets. The wording states, "No vessels or other watercraft, except those owned or controlled by the U.S. government, shall cruise or anchor between Reserve Fleet units, within 500 feet of the end vessels in each Reserve Fleet unit, or within 500 feet of the extreme units of the fleets, unless permission has been granted to do so by the enforcing agency."

This regulation authorizes MARAD to challenge craft and vessels that enter the reserved anchorage without permission. This means that enforcement personnel have the right to approach the intruding craft, warn them to stop, block their forward motion, explain reasons for having the restricted area, and warn of pending further enforcement.

Patrols shall be established to challenge unauthorized intrusion into this 500 foot buffer zone around the fleets or onto the ships. Maintain visual watch rounds from all angles of the anchorage perimeter along with constant, auditory, and olfactory watch of the anchorage 24 hours a day and 7 days a week. There shall not be any break in the anchorage patrol lasting more than five minutes. Allow only authorized access to vessels at all times.

Shoreside security shall be provided to maintain visual watch rounds of the facility perimeter along with constant, auditory, and olfactory watch of the grounds 24 hours a day and 7 days a week. At all

times, personnel requesting to enter the facility gate shall be positively identified and their access authority shall be checked before they are given access to the facility. At all times, the initial response to a gate access request shall be provided within five minutes and access shall be provided to qualified individuals within 15 minutes.

The Homeland Security Advisory System was created by Presidential Directive and uses levels to communicate "Threat Conditions" that "… provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and local authorities…" The threat levels are color coded as

Low = Green,
Guarded = Blue,
Elevated = Yellow,
High = Orange and
Severe = Red.

The security measures described above shall be taken at all times when the threat level is coded as Yellow, Blue, or Green. Additionally when the threat level is raised to Orange, the following measures shall be taken.

(1) Perform a 100% pre-approved identification check. This means that only those persons that have been previously approved by a designated government representative for entry into the fleet facility may enter. The facility gate shall be closed and not be opened for anyone that is not on a pre-approved list.

(2) Report to the U.S. Coast Guard that you acknowledge threat level Orange and provide information on the increased measures taken. Contact them at least weekly to verify that increased measures are being maintained and to communicate any other concerns.

(3) Cancel all work that is not related to maintaining ships. This would include canceling familiarization visits, public visits, and vessel training activities.

(4) Make preparations to rapidly move to more strict security measures if threat level Red is announced.

When the threat level is raised to Red, the following additional measure shall be taken. The increased measure is especially important if the threat level is limited to the local area. Contact the Division of Reserve Fleet for verification that special circumstances do not require the additional measure.

(1) Have all non-essential personnel leave the facility. Essential personnel shall include security personnel and a team of personnel that can perform first-responder emergency response capability.

CHAPTER 2: FUNDING

2 FUNDING

2.1 BUDGETING

The ability to carry out the mission of fleet readiness is directly dependent on the proper management of resources (people and money). This chapter is concerned predominantly with money management; staffing is addressed in Chapter 7 since labor costs associated with MARAD personnel are not part of the budget preparation request for operations, supplies and services. Labor cost is indirectly managed through staffing projections.

For the purposes of formulating budgets, and spending them, there are always three different budget documents to consider, which are in various stages at any time during the fiscal year.

- The spending plan for the current fiscal year is managed to maximize expenditures in accordance with an approved budget.
- The spending plan for the upcoming fiscal year, which is the planning year, is being prepared for approval and is generally limited to a pre-approved budget figure.
- Since funding plans are on a two-year budget cycle, the budget for the year beyond the upcoming year (budget year) would have already been prepared, so the next budget call would be for the following year. Also, as part of the budget's preparation, four future years (out-years) are required to project long range requirements.

For example, in the latter half of fiscal year 2002, the spending plan for fiscal year 2002 is being expended,

the spending plan for fiscal year 2003 is being prepared for approval, and the budget for fiscal year 2005 is being prepared.

2.2 CONTINUOUS BUDGETING

For the purpose of submitting and funding current, planning, and budget year requirements, a continuous budgeting process has been developed. This means that requests may be submitted to the Division of Reserve Fleet from the three fleets through their respective Regions at any time. However, the Division of Reserve Fleet must adhere to time constraints in submitting budgets for approval according to these time constraints:

- The Division of Reserve Fleet must submit the spending plan for the planning year in September, just prior to the beginning the new fiscal year. For example, the spending plan for fiscal year 2003, must be submitted in September, 2002.

- The budget for the budget year must be submitted two years in advance - the budget submission for fiscal year 2005 is submitted in January, 2003.

Approving projects for the budget process is simplified if the project is planned and submitted in accordance with these time constraints. The advantage of the continuous budgeting process is that it provides the flexibility to review budget requests earlier when they are submitted so project priorities and be shifted sooner.

A continuous budget request that is made earlier than the deadlines imposed to meet the above schedule

must be requested formally in a memorandum so it is recognized as an official request. To this end, include these words in the subject area of the memorandum, "CONTINUOUS BUDGET REQUEST: (add a descriptive phrase to describe specifics)".

In a continuous budgeting model, funding requests may be submitted at any time.

2.3 BUDGET PREPARATION

2.3.1 Workload Projection

Prior to MARAD's budget submission to the Navy (N-42), the Office of Ship Operations receives budget guidance from the U.S. Transportation Command (USTRANSCOM) on the projected vessel needs for the next several years. In the early spring of that same year the Division of Reserve Fleet also meets with the Navy to discuss their projected needs in the annual Ship Disposition Review. From these two meetings the Division of Reserve Fleet prepares the annual Workload Projection that is used to determine the operations budgets for the fleets' labor. It is distributed annually, in July, to the fleets.

Budget requests should be based on this workload projection as it indicates the expected composition of each fleet during the current fiscal year, planning year, budget year, and four out-years. The projected number of vessels will be monitored on an annual basis and any significant shifts will be reflected in the report. Adjustments may be made after the report is finalized if major changes occur to the number of ships.

2.3.2 Budget Submission

For planning purposes, funding requests for the upcoming budget year, showing personnel change requests and funding of facility needs, shall be submitted to the Division of Reserve Fleet before the end of November each year. Fleet organizations must submit funding requests through their Regional Headquarters. The Division of Reserve Fleet will review, approve, consolidate, and forward funding requests. Late requests (after November 30th) may be made but they run the risk of sliding into the next year due to the final date for budget submissions varying from year to year.

A separate document shall be submitted along with the budget request showing any deferred maintenance that is identified because of imposed funding constraints.

2.3.3 Environmental Audits

Per Maritime Administrative Order (MAO) 600-2 dated February 20, 1991 the Associate Administrator for Port, Intermodal, and Environmental Activities shall conduct an environmental audit of all MARAD facilities every two (2) years. It is the responsibility of the SOMO to ensure that any deficiencies noted in these audits that require funding to resolve are included in their fleet site's budget submissions. The fleet organization shall support the audits.

2.3.4 Budget Content

Fleet expenses are normally summarized into the five major program elements listed below, but additional program elements can be made for specific categories if necessary.

2.3.4.1 Travel (80TRA0)

This is the amount needed for fleet personnel travel. The funds are allotted directly to the Region according to the approved spending plan.

2.3.4.2 Operations (80NDA0)

This is the amount needed for normal fleet operations to maintain the ships and the facility itself in their required state. The funds are allotted directly to the Region according to the approved spending plan. The items covered include but are not limited to:

- Utilities with the exception of electricity which is under 80ELE0 (see *2.3.4.3*)
- Water / sewer
- Contract / general services
- Additional safety and health supplies, and services (see section *2.3.4.6*)
- Building and grounds maintenance,
- Fleet craft operations and maintenance

The budget request must show when major maintenance actions are to be performed for each craft.

- Inspections
- NDRF Ship preservation. Major repair projects needed to keep a ship in adequate basic preservation should be called out as a separate line item. Minor repair items should be absorbed in this line item. For RRF vessels see below.
- Replacement of existing equipment needed to keep the fleet site operational, e.g., moorage electrical wire, electrical system components, DH machines, alarms, communications equipment, or generators, must be itemized and prioritized.

- Supplies that are needed to maintain ships in a preserved status. Ship preservation supplies that are specific to an RRF ship are to be handled separately as they will be funded through the Division of Maintenance and Repair.
- Bulk items needed for ship preservation on any ship, including the RRF ships.

NOTE: Various supplies and services are purchased in bulk and may be used for reimbursable customers. Use of bulk supplies for reimbursable customers should be documented and included in the Reimbursable Spending Plan.

2.3.4.3 Electrical Services (80ELE0)

The amount needed for electrical services at the fleet site. The funds are allotted directly to the Region according to the approved spending plan.

2.3.4.4 Pollution Prevention (80POL0)

Funding identified for pollution prevention is not allotted until there is an emergency situation that requires resources to prevent environmental damage. Estimates shall be provided in budget requests for a "likely spill event", which includes the remediation efforts expected if a ship in the fleet anchorage released oil into the local waters from a likely risk. Funding to support remediation efforts will be held in a contingency fund. The facility improvement program element is used to cover funds needed for proactive pollution prevention improvements.

2.3.4.5 Facility Improvements (80FAC0)

This program element is for funding needed to improve or upgrade the facility. Routine maintenance of the facility should be contained in the Operations (80NDA0) category. Each improvement project budget request shall have a narrative summary describing the project, an estimated dollar amount, and a time line for completion.

> NOTE: Acquisition of fleet craft should be included under this item and not under operations.

> NOTE: Recurring costs that are a result of any facility improvement project will need to be identified in the original proposal.

Project descriptions should include dollar estimates for Architectural and Engineering (A&E) support that may be needed to develop specifications. On large projects, A&E work should be planned for one year and the construction planned for the following year(s). If a cost estimate cannot be reasonably determined, separate funding for an A&E contract may be requested to develop an estimate several years before the project is funded.

2.3.4.6 Safety and Health Supplies and Services

The MARAD Safety Officer provides funding for periodic medical examinations, pre-placement/fitness for duty examinations, pre-separation medical examinations, and the purchase of some occupational safety and health equipment and supplies. The fleet organizations are to request funding for these supplies and services, through their Region, to this person.

When these funds have been exhausted, 80NDA0 funds may be used for safety and health supplies and equipment. However, if 80NDA0 funds are being used repeatedly for safety and health supplies and services, then the Division of Reserve Fleet should be notified.

2.4 SPENDING PLAN

Prior to the fiscal year in which funds are to be expended, a spending plan is created that indicates the program elements that are anticipated for allotment and expenditure for each fiscal year quarter. During the fiscal year, these spending plan amounts may be modified as needed, but changes between program elements must be approved by the Division of Reserve Fleet.

2.4.1 Fleet Spending Plan

The plan schedules the expected spending and the expected allotments for the coming fiscal year by quarter. The Plan lists the approved funding by program elements and allotment codes and indicates the quarter in which funding is expected to be allotted. It is derived from the planning year budget.

The initial plan will be drafted by the Division of Reserve Fleet before August 1 and sent to the SOMO and fleet organizations for comment. Comments must be returned to the Division of Reserve Fleet before September 1 so that the first quarter allotment for the upcoming fiscal year can be made.

2.4.2 Reimbursable Spending Plan

Funding for materials and services to support

reimbursable customers shall be identified as separate line items for each reimbursable custody customer. Each fleet includes these items on the Fleet Spending Plan. Specific allotment codes and program elements are identified for these funds showing the amounts expected to be charged to each specific customer. This could include split orders where a bulk purchase of supplies is shared between NDRF and reimbursable customer's ships. Labor costs are not included since they are recorded in RFTAS.

The MOA with each customer sets up the schedule for producing the funding estimates. This, generally, requires that customers send their requirements to the Division of Reserve Fleet before July so the cost estimates can be produced and included in the customer's line items.

2.4.3 Unfunded Budget Requests

Requests for funding increases for the current year or the planning year must be decided on a case-by-case basis. Funding requests for emergencies or important contingencies that will occur during the planning year, or are occurring during the current fiscal year, should be identified as an "unfunded budget request." Adjustments without increases can be made by shifting funds between program elements.

The requestor must indicate if the unfunded request has a higher priority than current year projects or the planning year projects and if funds are needed sooner than the normal budget cycle. Project funding changes must be justified with analysis and should, generally, increase efficiency.

Requests will be reviewed to determine if unfunded items are to be funded in the normal budget cycle, funded by postponing other projects, not funded, or if

more information is needed. Unfunded budget items tend to be funded by shifting funds allotted in the same year from one item to another.

2.5 ALLOTMENTS

2.5.1 General

The final approved spending plan indicates the quarters in which funding is to be provided for each of the program elements. Funds will be allotted directly to the fleet accounts in accordance with the spending plan for the Operations (80NDA0), Travel (80TRA0), and Electrical Services (80ELE0) categories.

All funding for the facilities improvements (80FAC0) is placed in the HQ (allotment code 69) account. A SLAP request should be made to the Division of Reserve Fleet when completed plans and specifications are available for the work to be done. The SLAP will then be approved to provide the funds to the fleet accounts.

2.5.2 Obligations

When funds are obligated they are assigned an object class to indicate how they are being expended. See appendix 3 for a list of approved object classes for fleet organization use. It is extremely important that attention be paid to using the proper object class when obligating funds. ***The use of the 2696 object class for "Other Services - Not Classified" is to be used only in rare cases.***

2.5.3 Commitments

Once a funding request is part of an approved budget it is "committed" in the sense that there is a specific

purpose identified for the amount of money. The Freebalance system should capture these amounts when obligations are requested; however, in practice, this has not happened regularly. An improvement to this process has been requested.

2.6 ACCOUNTING

2.6.1 Quarterly Reports

Each quarter, the Division of Reserve Fleet will run a report from the Freebalance system to determine the status of expenditures, obligations and commitments for each of the fleets. Spending plan adjustments may be necessary based on the report information.

The cost of supplies shall be accounted for by ship. Report supply usage quarterly with the quarterly productivity report.

2.6.2 Expenditures

There is a goal of expensing a percentage of obligations by the end of the fiscal year that is typically around 55%. A request can be made to determine the exact goal for each year. The fleet organization typically expenses a much higher rate than this for their operations funds but can fall below the requirement if large improvement contracts are not finished.

2.6.3 End of Year Fund Recovery

In June of each fiscal year the Division of Reserve Fleet will review the progress of the spending plan. Spending Plan funds that were not allotted or obligated will be reviewed for possible reuse. The fleet organizations will be polled to confirm the status of planned but unallotted or unobligated funds so funds can be efficiently redirected as early as possible.

Unless justified to remain, unallotted funds will be taken for redirection by July 1st.

The deadline for initiating new contracts over $25,000 is typically in the last week of August. This is normally indicated in a memo from the Office of Acquisition giving details of the constraints. After this cut-off date, all unobligated or unallotted funds will be returned unless an approval is given for the funds to remain available. Funds that have been obligated but not expended will also be reviewed to determine if excess unexpended amounts will remain after the end of the fiscal year.

If a facilities improvement project is not started by the end of the third quarter, the funding will be redirected to another use. To avoid the loss of funds at year-end, care must be taken to obligate and expend allotted funds as planned.

If a facilities improvement project will not be obligated in the fiscal year that was planned, a request may be made that the project amount be carried over to the following fiscal year. When the request is made, the project amount will be assigned to other uses in the current fiscal year. If the carry-over request is approved, the project amount will be included as an addition in the following fiscal year's spending plan.

3 FACILITY MANAGEMENT

3.1 FLEET ORGANIZATION CAPABILITY

3.1.1 General

The fleet organizations shall be capable of supporting the vessels under their cognizance. This includes, but is not limited to, fleet craft, adequate electrical power, sufficient anchorage and access, channel depth, and facility infrastructure (e.g., bldgs, grounds and piers).

3.1.2 Fleet Service Craft

3.1.2.1 Craft Acquisition

Craft may be transferred from other government agencies, or purchased on the commercial market. This action may be initiated either by the SOMO or the Division of Reserve Fleet and is dependent on the availability of funds to acquire and maintain the new craft. Existing fleet service craft may be upgraded (upgrades increase the service life of the vessel, change its service, or add to its capability or capacity) only with the approval of the Division of Reserve Fleet.

Care shall be exercised to be sure that an excessive amount of capital equipment is not gathered at the fleet site. Purchase and maintain only that which is needed. If a craft is acquired to replace an older one, the old one shall be disposed.

Any MARAD owned vessel that is moored in a fleet site and is less than 1,500 gross tons will be placed on the fleet craft inventory. This does not include vessels belonging to reimbursable customers that are

approved to enter the fleet by the Division of Reserve Fleet.

MARAD owned vessels of 1,500 gross tons or greater entering the fleet will be listed on the NDRF inventory. All craft that are owned by other agencies, regardless of gross tonnage, are to be listed on the Reserve Fleet Inventory, not on the Fleet Craft Inventory, even if permission to use the craft for fleet purposes was granted.

If needed, an NDRF ship may be put on hold for the specific use of the fleet. This request shall be made to the Division of Reserve Fleet. An NDRF ship used in this way remains on the NDRF inventory and is not listed on the fleet craft inventory.

3.1.2.2 System of Indentification

The Division of Reserve Fleet shall designate an identification number for each service craft in the fleet even if it is for temporary use. If non-MARAD owned craft are used enough to require drydocking, craft numbers shall be assigned. When requesting an identification number, the fleet shall suggest an appropriate number. These identification numbers shall be assigned to MARAD owned craft at the time of acquisition, and are to be painted on the craft and referred to in all correspondence and records. The system of craft identification is as follows:

Type of Principal Purpose:

TD - Tug, Diesel

PF - Patrol-Fire Boats. Includes T, L, ST, MTL types and steel hulled craft built to MARAD specifications.

PG - Personnel-General Utility Boats, LCM's.

FS - Fleet Service Craft. Includes self-propelled and non-self-propelled barges of the Navy's BSP, BCS, YF, YSD, and YSR types.

FB - Facilities Barges. Includes fuel storage barges, derrick barges, barges and pontoons or floats temporarily used as landing floats, incinerator barges, etc., of the CGB, BC, BD, BG, and BK types. Floats made of booms or logs are excluded and are not to be given craft identification.

SS - Special Service Boats (supplemental craft).

Fleet Identification Number:

The first digit following the identification letters indicates the fleet location, as follows:

(**2**) - **James River** Reserve Fleet,

(**5**) - **Beaumont** Reserve Fleet, and

(**6**) - **Suisun Bay** Reserve Fleet.

The second and third digit after the fleet identification number is assigned sequentially for the type or principal purpose (e.g., SS201, SS202, FS201, FS202, etc.)

3.1.2.3 Record Keeping

Accurate records are to be kept of fleet craft at the fleet sites. At a minimum a summary list shall be maintained that contains: date of acquisition (or loan), acquisition cost (if applicable), vessel particulars, major overhaul or repair work, drydockings, capital improvements/ upgrades, and date of disposal.

3.1.2.4 Disposal

Disposal of fleet craft is accomplished through the General Services Administration in accordance with 41 CFR 101 and MAO 330-14.

NOTE: When disposing of fleet craft, comply with ALL environmental regulations. Contact the Office of Environmental Activities for disposal guidance. Funding to prepare craft for disposal shall be included in a budget request under program element 80FAC0.

The procedure begins by declaring a craft as excess to the Division of Property Management . They will determine if the craft is valuable enough to be sold through GSA rather than be abandoned. If the craft is approved to be abandoned then it may be secured on a ship that will be sold for scrap, arranged to be donated, or prepared and arranged to be towed and sunk.

Generally, as detailed by the Office of Environmental Activities, the craft must be evaluated for compliance with TSCA; vessels with PCBs are not allowed to reenter the commercial market. If it is to be sunk, PCBs must be removed and an inspection for cleanliness with regard to the environmental impact shall be made and kept on file. An independent survey would help to meet challenges to the completeness of the PCB removal.

Notify the Division of Reserve Fleet when the request for craft disposal is filed, when an independent survey is complete, and the specific action is taken. The craft number will then be retired. Avoid keeping abandoned craft adrift or aground in the immediate area. Remove or paint over the fleet craft number or any other identifying information prior to disposal of fleet craft.

3.1.2.5 Fleet Craft Servicing Plan

A fleet craft servicing plan shall be developed and maintained at the fleet site. It shall contain the expected drydock schedule and any major work (e.g., engine overhaul) to be done on each craft. Fleet craft shall be maintained with a clean painted appearance that shows no rust, other oxidation, or dry rot. Off-color streaks shall be cleaned. The plan shall cover seven years to be sure that all cyclical work on all craft is identified and that budgeting can be accomplished. The request should show current year, planning year, budget year, and four out-years. It should also include the previous five years showing the actual drydocking that occurred for the craft. This servicing plan should be used to develop budget requests.

3.1.2.6 Craft Usage

Fleet Service Craft are normally to be used only in the immediate area of the fleet site. Other uses of fleet craft shall be approved by the SOMO.

Craft are not to be used outside of the fleet site to help other federal agencies or commercial companies except for emergency use with the SOMO's approval. This is to limit liability and not affect boat service competition in the local area. Craft may travel outside the fleet site for the purpose of getting to a drydock or repair facility..

3.1.3 Electrical Power

Fleet organizations shall stay aware of the electrical power requirements of their fleet sites. An analysis of the current and expected future demand for electrical power, which should never be more than three years old, shall be maintained at the fleet site. Determinations shall be made for minor and major

upgrades to the system that will support the expected needs. These items shall be included in the budget.

3.1.4 Anchorage and Access Depths

Fleet organizations shall stay aware of the anchorage and access channel depths of their fleet sites. An analysis of dredging needs, which should never be more than three years old, shall also be maintained at the fleet site. Determinations shall be made for dredging requirements that will support expected needs. These items shall be included in the budget.

3.1.5 Shoreside Infrastructure

The shoreside infrastructure used to support the fleet sites shall be properly maintained. Buildings shall be cleaned of any off-color streaks or prepared and painted if the streaks can not be cleaned. The grounds shall be maintained by keeping the grass cut so it has a healthy and uniform appearance not exceeding four inches in height, raking mulch around shrubs and trees to eliminate weeds, replacing dead trees and shrubs, and keeping growth or soil from spilling on to roads, parking lots and sidewalks. Fences shall be cleaned of any off-color streaks or prepared and painted or stained if the streaks can not be cleaned. Snow and ice shall be removed from facility roads, parking lots, and sidewalks to not allow more than one inch to accumulate.

An analysis of the shoreside infrastructure, which should never be more than three years old, shall be maintained at the fleet site ready for inspection. This analysis includes a site plan showing the current location of structures, shrubs, trees, pavement, and an explanation of how structures contribute to operations, security and facility access. The analysis shall also include desired justified improvements to improve the current location plan or improve operations, security and access.

3.1.6 Navigation Hazards

Remove floating debris from areas transited by fleetcraft and around the ships in the anchorage.

3.1.7 Facility Condition Index

The buildings, grounds, piers, environmental response preparedness, etc. at the fleet sites are critical assets that support the maintenance of the fleets, the security of fleet operations, and a safe working environment. Annually, before the end of November with the budget request, provide a report on the facility condition index showing the numerical rating for each category and an explanation for why the rating was chosen.

Facility Condition Index

Rating	Electrical Power	Anchorage/Access Depths	Bldgs/Grounds & Piers	Environmental Risk	Emerg. Resp. Preparedness	Safety Risk
1	Insufficient power/ network to conduct fleet maintenance.	Insufficient depths to access vessels or anchorage too shallow to accommodate fleet vessels.	Fleet craft insufficient. Support services (contractors) & bldgs/ grounds/ piers insufficient	No environmental audit conducted in last two years and haz. Mat'l not appropriately stored.	No actual event or drill in past 2 years and inadequate response mat'l.	Safety mngmnt plan last reviewed 2 yrs ago, no safety mtg held in past year, 4 lost time accidents in past year, no funding requests for outstandng safety initiatives.
2		Access limited to high tide, or some anchorage areas are shoaled.	Fleet craft insufficient. Support services (contractors) or bldgs/grounds/ piers insufficient	No environmental audit conducted in last two years and haz. Mat'l appropriately stored.		Safety mngmnt plan current, no safety mtg held in past year or more, 3 lost time accident in past year, funding requested for all safety initiatives.
3	Sufficient power / network to conduct fleet maintenance.	Evidence of silting or shoaling in access channel or anchorage area.	Fleet craft sufficient. Support services (contractors) & bldgs/ grounds/ piers insufficient	Environmental audit conducted in last 2 years - deficiencies not being remedied & haz. mat'l appropriately stored.	An actual event or drill in the past year and adequate response mat'l.	Safety mngmnt plan current, safety mtg held in past year, 2 lost time accidents in past year, and funding requested for all safety initiatives.
4		Sufficient access and anchorage depths but no survey in last 3 years.	Fleet craft sufficient. Support services (contractors) or bldgs/grounds/ piers insufficient	Environmental audit conducted in last 2 years - deficiencies being remedied & haz. mat'l appropriately stored.	An actual event or drill in the past year, adequate response mat'l, & 50% of req. persons trained.	Safety mngmnt plan current, safety mtg held in past year, 1 lost time accident in past year, and outstanding safety initiatives being remedied.
5	Sufficient power/ network to conduct fleet maintenance and support services.	Sufficient access and anchorage depths to conduct all fleet activities and survey conducted in last 3 years.	Fleet craft sufficient. Support services (contractors) & bldgs/ grounds/ piers sufficient.	Environmental audit conducted in last 2 years - no deficiencies & haz. Matl appropriately stored. No spills that require outside involvement in past 2 years – award citation.	An actual event or drill in the past year, adequate response mat'l, & 100% of req. persons trained.	Safety mngmnt plan current, safety mtg held in past year, no lost time accidents in past year, and no outstanding safety initiatives.

3.2 SAFETY MANAGEMENT

3.2.1 General

The objective of safety management is providing a safe work environment for all personnel. A Safety Management Plan shall be developed and maintained for the fleet organization to ensure work is accomplished with the lowest probability of injury to personnel. Each fleet organization shall submit its Safety Management Plan to the Division of Reserve Fleet. Anytime the plan is modified, the modification shall be sent to the Division of Reserve Fleet.

Hazardous spaces on vessels caused by physical, chemical, or organic materials shall be accessible to ensure inspections are done and to maintain emergency response capability.

The Fleet Safety Officer positions are provided to ensure the fleets stay knowledgeable of new requirements that develop to keep the work place safe.

3.2.2 Safety Standards

A set of site specific safety standards shall be maintained, posted, and provided to all workers and visitors.

3.2.3 Visitors

Visitors shall conform to the same safety standards as MARAD employees. When practicable, the rules will be sent to visitors prior to their visit. Visitors must sign the visitor's log and sign the asbestos liability release form. An oral briefing of particular safety concerns is advisable for visitors that may not be reasonably well-versed on the safety hazards of older

ships. Water transportation and escort services shall be provided for visitors.

NOTE: Visitors who want to go aboard vessels belonging to reimbursable customers, who are not MARAD employees or from the reimbursable customer's organization, must have permission from the appropriate official representing that customer prior to obtaining permission to make the visit.

Appropriate dress for visitors in the shipboard workspace varies with the work being done. It normally includes hardhat, safety shoes, lifejackets, and coveralls or other approved work clothes. Visitors shall be provided with hardhats and lifejackets. Disposable coveralls may be given to visitors if available. While providing visitors with safety shoes is not appropriate, care must be taken to ensure the visitors have reasonable footwear. Street shoes are acceptable for escorted visitors, who are touring parts of the fleet where no work is in progress. Open-toed or open-heeled footwear is not appropriate.

3.2.4 Contractors

Contractors must sign the visitor's log and sign an asbestos liability release form. Since they are involved in work at the fleet site, they must conform to fleet safety standards. A copy of the fleet safety standards shall be made available to all contractors.

All non-government personnel that board vessels known to contain asbestos material, or are suspected of containing asbestos material, shall sign a form MA-118 or MA-118A (Release of Liability and Permit and Asbestos Notice). See appendix 2. These signed forms shall be kept indefinitely.

3.2.5 Asbestos

Friable asbestos is a health hazard when allowed to be carried in the air in spaces occupied by personnel. The exposure of unprotected personnel to airborne asbestos fibers shall be prevented. A list of vessels known to contain asbestos material, or are suspected of containing asbestos material shall be maintained at the fleet site.

All applicable regulations regarding exposure of individuals to asbestos shall be followed. The MARAD Asbestos Action Plan is the agency's policy document that explains actions to be taken pursuant to following regulations and to ensure that individuals are protected from exposure to asbestos. The items below summarize the requirements that shall be satisfied by the fleet organization.

(1) Do not install new materials that contain asbestos unless there is no adequate substitute.
(2) At each vessel where personnel enter or work in areas where asbestos concentrations are likely to exceed the permissible exposure limits, air samples shall be collected with such frequency and pattern to represent with reasonable accuracy the actual airborne concentration. Air sample reports shall be kept on file for inspection.
(3) Warning signs shall be posted at the entrances to areas that exceed the permissible exposure limit for airborne friable asbestos and those spaces shall be sealed to prevent air flow or cleaned of loose friable asbestos, or prepared so that the friable asbestos fibers are encapsulated.
(4) Offer a medical surveillance program to all employees that establishes their health characteristics at the beginning of employment at a fleet site and monitors their health periodically to detect asbestos related illness.
(5) Asbestos monitoring observations shall be made to identify changes in conditions.
(6) Enlist the services of an independent industrial hygienist to perform an annual survey of

suspected friable asbestos areas. Keep the independent report on file for inspection. A single page summary of the latest annual survey findings shall be provided to the Division of Reserve Fleet annually before May 1st.

3.2.6 Fire Safety

Support procedures and equipment shall be in place to help provide a first response readiness and fire fighting capability at the fleet sites.

The fleet organization shall not join cooperative associations that require fleet personnel or equipment to join in an emergency response at a facility outside of the fleet's jurisdiction. If, on a case by case basis, it is reasonable to join an outside emergency response, approval from the SOMO shall be obtained.

Fleet organizations are encouraged to engage in emergency response plan discussions with local officials in their jurisdiction, but are cautioned not to obligate personnel and assets.

The capability shall exist to remove a ship from a row within four hours if a fire is large enough to spread to additional vessels in a row.

3.2.7 Environmental Management Responsibility

The objective of environmental management is to enhance the protection of the environment by taking reasonable proactive measures. Providing guidance and establishing policy for the Maritime Administration is the responsibility of the Office of Environmental Activities under the general direction and supervision of the Associate Administrator for Port, Intermodal and Environmental Activities.

Each region has an Environmental Coordinator to help provide technical expertise on local jurisdictions and provide a strong link to the Office of

Environmental Activities. The Environmental Coordinator will assist in dealing with environmental management issues at the fleet sites to comply with all Federal, state and local environmental laws and regulations, Executive Orders, DOT Orders, and Maritime Administration Orders (MAO) for environmental protection. Each fleet organization shall appoint a Fleet Environmental Coordinator who will be knowledgeable about local requirements and be the point of contact for environmental management and hazardous waste management policy compliance.

3.2.8 Environmental Audits

The fleet organization shall support audits as per MAO 600-2 and MAO 82-1 where it requires that the Associate Administrator for Port, Intermodal, and Environmental Activities shall conduct an environmental audit of all MARAD facilities every two (2) years. It is the responsibility of the SOMO to ensure that deficiencies noted in these audits requiring funding to resolve are included in the budget submissions of fleets under their jurisdiction.

3.2.9 Fuel Transfers

Fuel needed to operate the fleet organization shall be obtained from the MARAD vessels within the anchorage to the greatest extent possible. Develop maintain and implement a Fuel Transfer Plan.

3.2.10 Hazardous Materials and Waste Management

Hazardous materials and waste shall be managed properly to prevent them from being released into the environment and to minimize employee exposure to unsafe levels of these items. Guidance on new laws and guidance for compliance with current laws is provided by the Office of Environmental Activities through the Regional Environmental Coordinator. Technical advice or training may be needed to

develop skill in properly handling hazardous materials and waste. Request guidance from the Office of Environmental Activities for questions regarding hazardous material activities.

Ready access to current relevant regulations, directives and guidance documents on hazardous materials and waste as identified by the Office of Environmental Activities shall be available at fleet sites.

An inventory of hazardous material and waste storage and dispensing sites shall be maintained in a written record or log. These sites shall be inspected periodically to assess their compliance with storage regulations for hazardous material or hazardous waste, as applicable. If deficiencies are observed, they should be corrected as soon as possible. If the corrective actions require funding above and beyond the routine operational funding for normal wear and tear, a budget request shall be made.

Fleet organizations shall determine if unusable hazardous material ashore or on ships is waste, and if so, they must decide if it is a recyclable waste, a non-hazardous waste or a regulated hazardous waste and provide for it in accordance with all applicable laws and regulations.

Fleet organizations shall determine if bird excrement collecting on shore structures or on ships creates a hazardous health condition.

Coordination with the local fire department concerning the types of hazardous chemicals used at the facility, where they are stored, and the quantities which are used in a given operation shall be undertaken.

A request from appropriate local planning authorities for information, which is not otherwise classified, on

the nature and quantity of hazardous materials that are stored at the Fleet must be honored. This information should be supplied in the form of an MSDS(s) or a list of MSDS chemicals to the requestor. The list shall include all the hazardous substances and their storage areas. Further guidance for notifications per the Emergency Planning and Community Right-to-Know Act (EPCRA) can be gained from contacting the Office of Environmental Activities.

3.2.11 Storage of Hazardous Material and Waste

All hazardous materials, chemicals, lubricants, and or cleaning materials shall be removed from non-RRF vessels prior to their being transferred to a fleet site.

Hazardous materials and waste shall be stored and inventoried on RRF ships and at the shoreside facility according to applicable regulations.

3.2.12 PCBs

PCB concentrations on non-retention vessels may need to be known for scrapping or stripping purposes. The Division of Reserve Fleet will request that PCB surveys be completed if they are needed.

Fleet organizations shall follow state and local requirements when applicable as identified by the Office of Environmental Activities.

3.2.13 Ballast Water

Ballast water contamination on non-retention vessels may need to be known for scrapping or stripping purposes. The Division of Reserve Fleet will request that ballast water surveys be completed if they are needed.

3.3 EMERGENCY RESPONSE

3.3.1 Emergency Response Plan

An Emergency Response Plan (ERP) shall be developed and maintained. A copy of the ERP shall be sent to the Division of Reserve Fleet and updates provided. The ERP shall describe the actions and responses for all emergencies that can be reasonably expected including, traumatic injury and illness, oil and hazardous material spills, fire, and vessel flooding.

Provide an after action report for each emergency responded to explaining the condition prior to the event, the event items, and the remediation efforts.

3.3.2 Oil Spill Response

A response plan to spills involving Oil and Hazardous Materials shall be maintained as part of the overall ERP. This is to plan for events where hazardous materials may enter the environment.

Unmanned vessels at fleet sites shall use the fleet site's oil spill response procedures to address any spills. Once a vessel leaves the fleet in an operational capacity, the vessel's VRP or SOPEP takes precedence and shall be used.

3.3.3 Fire Response

The response to fire alarms or other indications of fire shall consist of a first response that immediately assesses the fire and appropriately engages it. This first response shall be followed by an additional response if the first response doesn't control the fire. If a fire is large enough to spread to additional vessels in a row, the burning vessel shall be removed from the row and be safely isolated.

3.3.4 Vessel Flooding

The response to vessel flooding shall consist of activities that cause water to be removed from the vessel at a sufficient rate that provides enough time to remove the vessel from the row and bring it to a location where salvage can be easily accomplished.

3.3.5 Emergency Shelter

If other federal agencies need to use the anchorage temporarily because of impending bad weather, permission may be granted if the SOMO is satisfied with the mooring arrangement and the organization agrees to not hold MARAD liable for damage to their property and they agree to be responsible for damage to MARAD property. It is preferred that MARAD fleet mooring equipment not be used. Other and commercial vessels wishing to use the anchorage may do so only under very extreme emergency conditions also with regional review of the mooring arrangement. These vessels shall be removed as soon as it is safe to do so. Requests for long-term mooring shall be referred to the Division of Reserve Fleet.

4 VESSEL MANAGEMENT

4.1 INDIVIDUAL VESSELS FILES

Each ship entering the reserve fleet shall have a file prepared as soon as practicable after arrival. It shall contain the documents that show property records and preservation activity on the vessel. The fleet organization shall provide ad-hoc information from analysis of filed documents to the SOMO and the Division of Reserve Fleet as requested.

Files shall be maintained in two sections; i.e., "active" status if moored in the fleet where these records are maintained, or "inactive" for ships not yet delivered to the fleet or no longer in the reserve fleet. Inactive files shall be kept for at least five years and archived at the fleet site before the sixth year after departing the fleet site. A Ship File Inventory Sheet (see form in appendix 2) shall be retained at the fleet site in each ship folder to summarize the major fleet events for all ships.

The Division of Reserve Fleet ship files are the official archived files for each ship. Ensure that important documents are sent to the Division of Reserve Fleet for eventual storage in the National Archives.

4.2 PRESERVATION STANDARDS

4.2.1 DH

DH equipment and air sealing shall be maintained as originally configured when the ship was received. If any retention or RRF ships are not configured with a

DH system, notify the Division of Reserve Fleet. The target reading for relative humidity is 40% and it shall be maintained in an acceptable range of 35% to 45%. DH systems shall be maintained so that the DH machine run-times remain at or below 50%.

Guidelines for the status codes to use for DH on the monthly vessel roster and annual preservation report are as follows:

1 installed and operating properly.

If, for the entire period being measured, the relative humidity is maintained between 35% to 45% for all the spaces within the DH envelope and DH machine run-time does not exceed 50%.

2 installed but not operating properly.

If, for the any part of the period being measured, the relative humidity is not being maintained between 35% to 45% for all the spaces within the DH envelope or run-time exceed 50%.

3 not installed but should be installed.

Self-explanatory

4 not required to be installed.

Self-explanatory

For all vessels rated as a "2", provide an explanation on the monthly vessel roster report.

4.2.2 CP

Working in concert with the hull coating, an impressed current cathodic protection (CP) system is critical to proper hull preservation and shall be

provided and properly monitored and maintained for all NDRF and reimbursable custody ships.

Anodes shall be added to the system such that the electrical potential between the water near any location of the wetted hull and the hull is between -0.80 volts and –1.1 volts inclusive. Values between -0.80 and -0.90 are optimal. In no case is it required that anodes be spaced closer than 20 feet along the hull to achieve the required electrical potentials. If the 20-foot spacing rule is reached without obtaining the required potentials, the system shall be energized to provide a hull-water potential between –0.8 volts and –1.2 volts at three inches away from the anode.

The following status codes shall be used for CP on the monthly vessel roster and annual preservation report:

1 adequately protected.

If, for the period being measured, all the dip cell potential readings are between -0.80 and -1.10 volts or properly energized anodes (3" –0.8v to –1.2v) are no more than 20 feet apart.

2 inadequately protected.

If, for the period being measured, any of the dip cell readings for a particular vessel are outside of the -0.80v to -1.10v range and the distance between any two anodes is greater than 20 feet.

3 CP operating minimally

This code indicates that the system is configured with the maximum number of anodes since they are 20 feet apart and they are properly energized (3" –0.7v to –1.2v).

4 CP not installed.

This code is to be used for the temporary situation where a report is due but CP has not yet been installed on a recently arrived ship. It's also used for ships when the Division of Reserve Fleet directs that specific ships are not to be given CP.

4.2.3 Fire & Flood Alarms

All ships in the fleet shall have working flood alarm sensors that will detect flooding in the bilges of engineering spaces and any spaces that have sea connections. All ships with DH shall have fire alarm sensors in those spaces containing DH equipment that draws at least 5 amps of electric power. The sensors shall trip alarms that can be seen and heard at a manned location.

4.2.4 Painting

Generally, painting is not considered to be an effective use of resources and retention ships are not substantially degraded by not having above deck coatings vigorously maintained. Wastage is not significantly reduced by coating maintenance unless a thorough preparation of the surface (i.e., sand blasting) is performed. However, surface preparation and spot painting of important areas may be accomplished as a low priority for retention ships where visible breaks in the coating are observed and where bleeding rust can be cleaned with an appropriate product to enhance protection of steel structures. Painting of the topside, and wind and water line is to be done as Directed by the Division of Reserve Fleet.

NOTE: Environmental concerns must be addressed if any spray painting is conducted or chemicals are used for cleaning. All required permits, if any, shall be obtained prior to any surface preparation or painting.

4.2.5 Electrical Power

Provide electrical power sufficient to provide lighting on all vessels, run the required preservation systems on all vessels, and to complete Phase IV inspections on RRF vessels.

A ship's main switchboard may be used during maintenance work and inspections while the vessel is attended but shall be secured after use. For RRF and retention vessels, the electrical supply for preservation equipment may be provided via the main switchboard when the ship is unattended, provided that the switchboard, sub panels and circuitry feeding the equipment are inspected and tested monthly, and maintained in good repair. Only those circuits required for operating preservation equipment may remain energized when the ship is unattended.

For non-retention vessels, the main switchboard may be energized during maintenance work and inspections; however, electricity for preservation equipment and alarms shall be provided by a means that is independent of the ship's main switchboard.

4.2.6 Heating Equipment

Heating equipment, such as those utilized to keep boilers and electric motors dry, is allowed for use aboard RRF ships as directed by the SOMO. Motor heaters and electronic motor winding heaters that are integral with the motors and circuitry may be powered by the main switchboard as stipulated above. Heat lamps and portable heat strips shall not be used unless continually attended.

Where freeze damage is a concern on a vessel that does not have blanks on the sea chests and spool pieces, heat may be applied to the area suspected of being at risk for freezing. This operation must be constantly monitored to ensure that risk of fire is minimized.

4.2.7 Lay - up

The instructions to forms MA-496 and MA-496A contain the lay-up specifications required of reimbursable customers for their vessels in MARAD custody. They contain the minimum specifications required to accomplish the lay-up and are to be used as a guide for the lay-up of NDRF ships entering the fleet anchorages. RRF ships are normally deactivated and laid-up according specific work packages that are designed for that purpose. If a downgraded RRF ship is being drydocked, be sure to complete a thorough hull gauging for a record of hull condition.

All ship new arrivals shall have their lay-up work completed prior to entering the fleet site. A retention ship shall be fitted with a DH system that dries the air in all places within the DH envelope unless permission to not install the system is granted by the Division of Reserve Fleet. CP may be installed at the fleet site after arrival.

Exterior hull blanks should be installed on vessels anticipated to be in long term preservation. Interior hull blanks are less desirable but are acceptable.

Valuables shall be inventoried and stowed prior to arrival at the fleet site to ensure security and exonerate fleet workers from blame for missing items. Valuable items and those of a pilferable or fragile nature (e.g., hand tools, galley gear, mess gear, and spare parts of smaller size) shall be stored in an area that is locked and sealed. A record of closing and opening these locked spaces shall be maintained with

seal numbers. An inventory of each locked area shall be maintained and stored inside the locker in addition to one kept on file at the fleet site.

Items to be accomplished prior to arrival shall include dewatering bilges, draining water from systems, installation of blanks (if desired), sealing of DH spaces (for retention), and installation of DH equipment (if desired).

4.2.8 Vessel Condition Summary Report

Since the condition of National Defense Reserve Fleet ships is important to the mission to maintain vessels in selected states of readiness to allow for their use in times of national emergency, vessel condition is quantified for each vessel. The objective is to provide a measurement that shows if the condition of any vessel is changing. The change could be dealt with in two ways: first, the status can be changed to reflect the new condition, or second, repairs could be made to return the vessel to the original status.

The condition status of the vessels maintained shall be quantified using the vessel condition criteria listed below. Each vessel in the NDRF shall be evaluated quarterly to show a separate score for each of the condition criteria based on the latest information that is available. The results of these evaluations shall be consolidated on a Vessel Condition Summary Report that shall be sent to the Division of Reserve Fleet before the end of each fiscal quarter so the ratings can be included in an overall condition ranking. The report requires 10 columns in addition to a column for ship name since 7 fuel figures are required. Indicate changes to the last report with bolded figures.

Every time a vessel enters or leaves the fleet anchorage, a Vessel Condition Report (MA-279) is required to be completed; a new condition evaluation

for that ship shall be completed at that time and recorded on the form.

During the annual Fleet Management Review, the Division of Reserve Fleet will evaluate a representative number of vessels and compare vessel condition numbers with those reported by the fleet. The purpose of this is to help establish uniformity among the fleets in how the numbers are assigned. Large variations in how the condition numbers are assigned will be discussed during the annual Fleet Superintendent's meeting.

The fleet organization shall develop a Hull Thickness Gauging Report for each ship to assist in verifying the hull condition. The report is to be kept on file and be ready for inspection. It shall contain information on the gauging locations, the new gauging readings for each ship, the date that the readings were taken, the hull condition rating, the original classification society required hull thickness, an average of the hull thickness measurements, and the percentage of wastage as compared to the original thickness. Vessels with different hull condition ratings require different gauging frequencies as indicated below.

Condition 0 – 2	semi-annually
Condition 3 – 4	annually
Condition 5	biannually

The gauging locations shall be at fixed locations inside the hull at the option of the SOMO and not exceed 50 locations per ship. The locations should not be unnecessarily changed between gaugings to ensure a good sample is obtained for measuring hull deterioration over time.

Hull Condition

0 – Critically Poor: Free communication with the water exists in areas that can not be isolated or patched without drydocking.

1 – Extremely Poor: Known holes exist in the underwater hull that may or may not be patched where the flooded parts of the vessel can be isolated and the potential for additional holes is deemed to be high.

2 - Very Poor: Known holes exist in the underwater hull that may or may not be patched where the flooded parts of the vessel can be isolated and the potential for additional holes is deemed to be moderate.

3 – Poor: No known or suspected holes are in the underwater hull, the minimum hull scantlings are less than 25% of the classification society original hull thickness requirement, and the potential for the development of holes is low.

4 – Fair: No known or suspected holes are in the underwater hull and the minimum hull scantlings are between 25% of the classification society original hull thickness requirement and 50% of the requirement.

5 – Good: No known or suspected holes are in the underwater hull and the minimum hull scantlings are between 50% of the classification society original hull thickness requirement and 100% of the requirement.

Topside Condition

1 – Very poor topside condition is where many known or suspected holes exist in topside areas that leak major amounts of rainwater, which must be pumped frequently.

2 – Poor topside condition is where some known or suspected holes exist in topside areas that leak substantial amounts of rainwater, which must be pumped regularly.

3 – Fair topside condition is where there are a little number of known holes in topside areas that leak rainwater, which must be pumped occasionally.

4 – Good topside condition is where no holes exist in topside areas and no pumping of water from the vessel is required beyond minor occasional bilge house keeping; however, some areas have severe deterioration as indicated by heavy rust and peeling paint.

5 - Excellent topside condition is where no holes exist in topside areas and no pumping of water from the vessel is required beyond minor occasional bilge house keeping and minor deterioration exists as indicated by slight rust and peeling paint.

Interior Condition

1 – Severe rainwater damage or there are spaces that are not safe to enter without personal protective equipment

2 – Minor rainwater damage or there are spaces that are not normally configured because of equipment or vessel structures moved so normal passage ways are blocked or partially blocked

3 – There is no rainwater damage but the potential for damage occurring is high or spaces have large amounts of debris that can't be cleaned by the fleet workforce.

4 – Interior spaces are sealed from the external atmosphere but humidity is not actively being lowered with a dehumidification system and spaces are free of debris.

5 - Interior spaces are sealed from the external atmosphere and humidity is actively being lowered with a dehumidification system and spaces are free of debris.

Fuel Condition Report

Several numbers shall be recorded as follows to indicate the status of fuels, oils, and oily mixtures.

The figures for each ship shall be verified at least annually.

- Provide a total for heavy fuel oil.
- Provide a total for intermediate grade fuel oil.
- Provide a total for marine diesel fuel.
- Provide a total for all fuels.
- Provide a total for all fuels that are contained in tanks that are integral to the hull.
- Provide a total for all bulk lube oil and specialty oils.
- Provide a total for all oily water.

4.2.9 Vessel Roster Report

Berthing location data and the other information indicated below shall be recorded on the Vessel Roster for ships assigned to the Fleets. This report is to be updated by the end of every calendar month and submitted to the Division of Reserve Fleet by the fifth of the following month. It is a free form report that requires the following columns: ship name, berth, home port, vessel design, program, status, DH status, DH run time %, vessel condition index numbers, CP status, fire alarm status, flood alarm status, and blank status. Columns can be added or rearranged to best serve the specific needs at the fleet site. Include remarks, where applicable, e.g., indicating the percent of stripping completed for ships that are approved to be stripped so that a determination can be made as to when it can be designated for disposal. A schematic drawing of the ship locations shall accompany the roster report.

The Reserve Fleet Inventory shows the program status of vessels and the changes that occurred during the month. Vessel Roster report status indicators shall follow the status as shown in the Reserve Fleet Inventory.

4.2.10 Annual Preservation Report

This report is due to the Division of Reserve Fleet by the end of November. It is a free form report that requires the following columns: vessel name, number of DH machines, total CFM (cubic feet per minute) rating of all the DH machines combined, number of humidistats, DH status, CP system type, CP status, and number of weeks the power was off to the ship. It shall also show the actual labor hours expended on each vessel. Remarks for tank vessels shall include the degree of the preservation given to the cargo tanks. Militarily useful missing equipment lists shall be included (see 5.2.3).

4.3 ENROLLMENT INTO THE FLEET

4.3.1 Pre-Arrival Inspection

Prior to delivery of a ship to the fleet anchorage, a Pre-Arrival inspection shall be conducted by properly qualified personnel to determine the general condition and appearance of the ship and its equipment.

Key conditions to check are those that prevent access to and use of equipment that must be maintained, ensure safe conditions for fleet workers, ensure that needed equipment is present (windlasses), and ensure seaworthiness for towing. If it is not practicable or prohibitively expensive to make this inspection, permission may be granted from the Division of Reserve Fleet to make this inspection immediately upon arrival at the fleet site.

Once notification is received that a vessel will enter the Fleet, the Division of Operations Support shall be contacted to assign a salary code for the vessel unless one is already assigned.

No ship is allowed to finally enter a fleet site until after it has been inspected for potentially hazardous materials, and the hazardous materials, if any, have been evaluated. The materials that are left aboard are to be properly contained, covered, labeled, inventoried, and stowed. In no case are ships to enter the fleet with unlabeled containers or unlabeled hazardous waste aboard.

A retention ship shall not be admitted to the fleet without DH unless permission is granted by the Division of Reserve Fleet, since retention ship new arrivals are to have their required lay-up work completed prior to entering the fleet site. CP may be installed at the fleet site.

Note if exterior hull blanks, no blanks, or if interior hull blanks are installed. Note if valuables are stowed in secure lockers for accountability of those items.

Upon completion of the pre-arrival inspection, a Ship Condition Report (Form MA-279) and list of deficiencies shall be prepared, filed in the ship's file, and made available upon request. The deficiency list is especially important if the pre-arrival inspection is made before all of the lay-up work is completed.

The SOMO is responsible for addressing deficiencies prior to the arrival of vessels at the fleet. Critical deficiencies that prevent good preservation maintenance when uncorrected shall be corrected prior to entry into the fleet. Contact the Division of Reserve Fleet if critical deficiencies exist on a vessel that will be in reimbursable custody and was layed-up by a reimbursable vessel sponsor.

4.3.2 Arrival Inspection

An arrival inspection shall be made to check on the condition of the vessel upon arrival at the fleet site. A comparison to the deficiency list generated during the pre-arrival inspection shall be made. If the vessel was towed, it is very important to determine if there is any damage to reduction gears or the rudder.

Part of the arrival inspection is to check the final completeness of the lay-up effort especially if the pre-arrival inspection was done before the lay-up was completed. The location of heat lamps and heat strips shall be noted as being disconnected as an important measure to prevent fire.

Special care shall be taken to be sure that new arrivals are properly monitored during the initial time at the fleet. Soundings shall be taken to ensure the integrity of the hull. Waterline markings are to be painted as four inch stripes in a color that distinctly contrasts with the hull color and are easily visible. The stripes shall be painted along the waterline extending about four feet from the bow and stern towards midships on both sides of the ship. Approximately four feet above each stripe, a second stripe shall be painted that is similar in color, width and length.

Typically, non-critical deficiencies are to be found during the inspection, and prompt action shall be taken to make corrections, which could include unsanitary, hazardous or unsafe conditions. These measures could also consist of the removal of perishable subsistence stores, removal of garbage, cleaning of fouled toilets, sounding and pumping of bilges, roping off dangerous areas, stowing valuable items and such other work as may be necessary for the immediate security and safety of personnel, the ship, and its equipment.

Upon completion of the arrival inspection, a Ship Condition Report (MA-279) shall be prepared. The

original shall be filed in the ship's file and a copy shall be sent to the Division of Reserve Fleet. All improper conditions found shall be recorded on the form before they are corrected. Items not addressed will be considered to have been inspected and accepted. Indicate in the remarks sections any deficiencies that are believed to be uncorrectable.

All Ship Condition Reports (MA-279) shall include the time of arrival in the "DATE ARRIVED" block and indicate the time zone. All Ship Condition Reports shall include the latest completed Ship Tank Soundings form.

Ship Tank Soundings forms can be designed as desired but shall contain the following information about all the tanks on the ship:

ship name,
soundings date,
fleet name,
drafts,
tank names,
tank types,
soundings,
material contents,
contents volumes
contents long tons, and
totals by contents.

The tank types are typically

deep tanks,
settling tanks,
peak tanks,
service tanks,
coffer dams,
holding tanks,
drain wells, and
voids.

The contents are normally

water,
heavy fuel oil,
intermediate fuel oil,
diesel fuel oil,
lube oil,
hydraulic oil,
oily water,
antifreeze,
mud, and
sand.

4.3.3 Arrival Acceptance

An e-mail message or telephone call shall be made to the Division of Reserve Fleet as soon as possible after any vessel is delivered to the fleet site giving the date and time of arrival the berthing location, and a small narrative on unique aspects of the ship or its arrival.

A Ship Delivery Certificate shall be completed for each ship arrival. For non-NDRF ships, the form shall be signed by a representative of the organization that sponsors the ship. The form block labeled "Authorized by" should show either the reimbursable customer name if the ship is in reimbursable custody or the SOMO if the ship is in the NDRF; the SOMO's signature is not necessary. The form original shall be kept in the ship file and a copy shall be forwarded to the Division of Reserve Fleet. A copy shall be offered to a reimbursable ship's organizational representative.

Do not formally accept the ship until a salary code is received from the Division of Operations Support.

4.3.4 Arrival Mooring

Walkways, gangways, and securing the vessel at its berth shall be completed according to the heavy

weather mooring plan. Gangways shall have landing platforms that can easily accommodate three persons. Electrical power shall be connected to the arriving vessel.

The fleet organization shall develop a heavy weather mooring plan and follow the plan when mooring vessels in the fleet anchorage. If an improvement is needed to the traditional ground tackle equipment, a budget request shall be forwarded for consideration. Otherwise, all other connections shall conform to the plan requirements at all times.

Ships shall be moored and mooring maintenance shall be performed to withstand the effects of a heavy windstorm for the local area. The storm wind speeds are based on Department of Defense guidance, which recommends mooring service type IV for permanently moored vessels. Planning data for local wind speeds were determined based on the American Society of Civil Engineers publication Minimum Design Loads for Buildings and Other Structures, 7/95 and were determined to be:

90 knots for BRF,
87 knots for JRRF, and
65 knots for SBRF
while blowing steadily for at least 30 seconds.

Calculations for mooring equipment shall use the following safety factors:

1.5 for stockless anchors,
2.0 for high efficiency drag anchors,
3.0 for piles and plate anchors,
3.0 for new chain,
3.0 for new wire rope, and
3.0 for new dry synthetic rope.

Vessels moored adjacent to each other shall have fenders place between to prevent hulls from touching

and they shall be strong enough to not be damaged during the above local windstorm event.

4.3.5 Post Arrival Inspection

For any tanks that contain liquid, the character, levels, volumes, and weights of liquids in the tanks shall be determined and recorded on the Ship Tank Soundings form, which can be replaced in the ship's file when a revised form is completed. Revisions shall be made when liquid volumes in tanks change.

4.4 PRESERVATION MAINTENANCE

4.4.1 Dewatering

Dewatering shall be accomplished on ships when rain enters or when there are leaks through the hull so that bilges and cargo holds are not flooded. Bilges and cargo holds shall have a liquid level height of no more than 1 inch on the average for 90% of the time and shall have a liquid level height of no more than 12 inches on the average for 100% of the time. Perform repairs on vessel structures to maintain topside and hull watertight integrity. Tanks that are open to the local water shall be patched.

4.4.2 Liquid Levels

All changes in liquid levels in a tank shall be investigated, the reason determined, and documented; the documentation shall be kept in the ship's file. Any changes to the liquid levels in tanks shall be recorded on a new Ship Tank Soundings form, which updates the previous form. Liquid levels shall be adjusted as necessary to correct any list that develops.

4.4.3 Remooring

Intra-fleet movements are generally made as time permits to maintain the ability of a ship row to resist the effect of strong winds. These changes shall be indicated on the Vessel Roster report.

4.4.4 Phase IV

Phase IV inspections shall be completed for RRF vessels twice during each fiscal year in coordination with the ship manager's schedule. They are done to maintain ship operational systems and to discover deficiencies in those systems. The fleet organization shall provide a list of deficiencies discovered during the inspection. Guidance on Phase IV inspections is provided in the Phase IV Procedures Manuals that are provided by the Division of Ship Maintenance and Repair. Support monthly ship manager walk-over surveys and provide monthly DH reports on the Dehumidification form.

4.5 SHIP DEPARTURE

4.5.1 Departure Notification

An e-mail message or telephone call shall be made to the Division of Reserve Fleet as soon as possible after any vessel leaves the fleet site. Upon delivering a vessel to an individual authorized to remove it, an original Ship Delivery Certificate shall be signed by that individual to record the time of transferal. This shall be kept in the ship file.

A new MA-279 form shall be completed as a record of the vessel's condition when it left the fleet site, kept in the ship's file, and a copy sent to the Division of Reserve Fleet. A narrative description of the vessel's condition shall be included in the remarks section or on a separate page giving a general description of the

condition mentioning the hull, topside, and interior condition. For ships that are being removed for disposal, the MA-279 shall be completed and provided to the Division of Reserve Fleet no less than seven days before the scheduled departure date. The report will be provided in support of the disposal process.

Vessel departures officially occur when the towing vessel has control of the vessel being towed. This usually occurs within the boundaries of the fleet site anchorage.

4.5.2 Activation

A departure will occur upon activation of a vessel to prepare the vessel for a specific use. Test activations are made to check that RRF ships can meet their assigned readiness; operational activations must also be made within the assigned readiness requirement unless otherwise indicated. The fleet organization shall have ships prepared to break out of the row and ready for towing no more than 4 hours after being notified of an activation.

4.5.3 Shipyard Repairs

A departure will occur when ships, usually RRF, leave the fleet sites to accomplish repairs. Shipyard work will normally be scheduled well in advance and all parties involved should have time to be prepared for this event. Vessels being removed for shipyard repairs shall be removed as previously scheduled because of having enough time to plan the necessary steps to make each vessel ready.

4.5.4 Disposal

A departure will occur when an outside organization removes a vessel to dispose of it. The Reserve Fleet Inventory Report indicates the ships that are in non-

retention status and those designated for disposal. The Division of Reserve Fleet will indicate the vessels and the dates that vessels will be removed from a fleet anchorage for disposal. Preparations to move the vessel shall be made previous to that date.

Vessels that have been designated for disposal shall retain their CP equipment until one week prior to the vessel departing the fleet. The DH equipment shall be removed after the vessel is stripped for spare equipment and for spare parts, which is subsequent to it being listed as a non-retention vessel.

4.5.5 Donation

A departure will occur when a vessel is donated to an organization for a merchant ship memorial as designated under special legislation, to be sunk as an artificial fish reef, or to a maritime training institution. The Division of Reserve Fleet will indicate the vessels and the dates that vessels will be removed from a fleet anchorage because of a donation. DH and CP shall be removed no earlier than one week prior to the donation departure unless otherwise directed by the Division of Reserve Fleet. Preparations to move the vessel shall be made previous to the removal date.

4.5.6 Delivery to Customer

A vessel that is the property of a customer agency shall be delivered to a representative of that organization at any mutually agreed upon time but in no case later than one month after the request is made. The ship is to be dropped from the vessel roster even if the owner will be returning the vessel in a short period of time.

4.6 VESSEL PROJECT CODES

In RFTAS, vessels are assigned project codes to identify the vessels and to assign labor hours to them. The assignment of these codes is critical since RFTAS uploads work hours into the accounting database from which reimbursable customers are billed. Labor hours also significantly impact our annual cost per ship figures and the assignment of workload factors to the various ship types.

The three most critical characters are the second, third and fourth positions of the project code. These represent the salary code; it is vital that these characters be entered correctly when a vessel is enrolled in the fleet or changes its status (e.g. downgraded from RRF to NDRF).

The salary codes for reimbursable, RRF and Title XI vessels are assigned on a ship-by-ship basis and are assigned to the fleets through the Division of Operations Support. Before reimbursable, RRF and non-RRF vessels are enrolled in the fleets, it is imperative that a salary code be obtained from the Division of Operations Support. The salary code shall be requested soon after notification is received that a pre-arrival inspection is to be conducted.

The salary codes for non-RRF NDRF vessels are:

50R - NDRF retention vessels
50N - NDRF non-retention vessels

The salary code for fleet craft vessels is 505.

The first figure used for vessel project numbers is:

1 - Fleet craft or non-RRF NDRF vessels
4 - RRF, reimbursable vessels

The fifth position and beyond for fleet craft or NDRF vessels is left to the discretion of the fleet. However,

duplicate entries are not allowed and care must be taken to ensure that each vessel has a unique identifier assigned to it. It is recommended that a log be maintained of vessel project codes.

The fifth position for RRF, reimbursable and reimbursable Title XI vessels is:

0 - reimbursable
4 - RRF
5 - Title XI

While it is likely that the uniqueness of the vessel project codes for the RRF, reimbursable and Title XI vessels will be handled by the salary codes assigned to them, it is contingent on the fleets to ensure that these characters are unique. In the event that the salary code does not allow a unique code for a RRF, reimbursable or Title XI vessel, confirm with the Division of Operations Support that the salary code is correct. There should not be identical salary codes for two different vessels. If this situation develops, resolve the discrepancy through discussion with the Division of Operations Support.

Examples of characters for project code positions:

Vessel Type	1st	2nd 3rd & 4th	5th	6th
NDRF retention	1	50R	*	
NDRF non-retention	1	50N	*	
Fleet Craft	1	505	*	
RRF	4	MAR-613 salary code	4	**
Reimbursable	4	MAR-613 salary code	0	**
Title XI	4	MAR-613 salary code	5	**

* assigned by each individual fleet to ensure a unique code, if three positions are needed then use a 7th character.

** if necessary to ensure a unique code

5 PROPERTY MANAGEMENT

Property guidance is given in the U.S. DOT Handbook 4410.4, and MAO 330-13. The Region SOMO is assigned as the Property Custodian for the ships in the custody of the region. All MARAD-directed property transfer rules shall be followed by the fleet organization. These rules require that a Property Transfer Notice (MA-10) be completed for property transfers made for any reason.

Property items such as installed equipment, parts, and supplies are to be removed and transported to a specified location as requested. When the property removal involves a third party such as a reimbursable customer or a memorial association, crane services and water transport shall be provided for the items in such a manner that the items can be handled ashore and transported from the fleet facility by the third party. For items requiring a crane lift, the requesting third party organization typically removes the items and brings them to the bow or stern of the vessel.

5.1 ARTIFACTS

5.1.1 General

This part provides general instructions for the removal and custody of important artifacts from vessels in the National Defense Reserve Fleet (NDRF). Vessels come to the NDRF from several sources and span a wide range of cargo types, age and use representing a wide range of technologies. It is of historical benefit to preserve some of these as artifacts especially since MARAD had a part in the construction of many of these vessels.

The effort to collect and preserve artifacts was initiated to prevent loss, either inadvertently or

through pilferage, of historically significant items through pilferage, misplacement or accidental destruction. The Division of Reserve Fleet is responsible for monitoring the collection and preservation of historically significant artifacts from NDRF vessels and distributing them to qualified worthy organizations.

All historic artifacts shall be removed from every NDRF vessel after the ship is listed in the monthly Reserve Fleet Inventory Report as a spare equipment vessel, as a vessel ready for stripping, or ready for scrapping. These items shall be tagged with the source ship name, stored in a secure location and access controls shall be established and followed. All items in Appendix 6 shall be removed, stored, and inventoried.

Artifact items not on the list shall be removed as requested.

5.1.2 Inventory

An inventory shall be maintained as items are added or removed from the artifact storage location(s) showing the item name, model number, serial number, and the ship from which it was removed. This inventory shall be sent to the Division of Reserve Fleet before November 1st after the end of the fiscal year. If potential ship disposal contractors are to visit a ship prior to its disposal and the listed items have not been removed, those items shall be tagged and a list of them shall given to the contractors upon their arrival.

5.1.3 Event Dependent Items

Below is a partial list of events that cause items from a vessel to become historically significant. Any fleet site knowledge of a vessel's history could cause an item to be stored. Items that have historical significance shall be tagged with an appropriate note that explains the reason for their significance. The

following list is not meant to be all-inclusive but should be used as a guide.

Historical significance could be from:

combat,

notable achievements,

memorable events,

a technical perspective, or

a prototype or first-of-its-kind propulsion system (e.g., nuclear ship Savannah),

prototype or first-of-its-kind equipment (e.g., RADAR), or

special relationships with personnel regarding

heroism,

humanitarian efforts, or

human interest.

5.1.4 Historic Documents

When a ship is purchased or transferred into the NDRF (becomes MARAD property), any historically significant documents that are not needed on the vessel shall be stored as an historic artifact. Historic documents include logbooks, builder's records, conversion construction records, upgrade construction records, latest regulatory certificates, builders drawings, and records of the vessel's name change.

If the vessel came to MARAD from the Navy or Military Sealift Command, documents that are not needed on board for NDRF purposes should be forwarded to:

Naval Historical Center (DL)
Washington Navy Yard
901 M Street SE
Washington, D.C. 20374-5060

5.2 PROPERTY TRANSFERS

5.2.1 General

The NDRF Inventory Report indicates the status of each vessel in the custody of the NDRF program, which provides limits on property transfers that may be amplified in the "remarks" column. This is produced and distributed monthly by the Division of Reserve Fleet and is to be used as input to determine how ship property transfers are approved and tracked.

Property can be transferred between ships and to other federal organizations as limited in the paragraphs of this section. If an item on an NDRF ship is not needed for the NDRF program, it may be provided to other federal organizations on a reimbursable basis. Determine if the item is unneeded, inform the Division of Reserve Fleet of the request, provide a cost estimate to the requesting organization, and arrange for a funding document. If the desired item is on a ship that is the requesting organization's property, use the same process except for checking on NDRF need.

The fleet organization shall provide an Annual Property Transfers List by October 15th that indicates all the transfers of materials for the previous fiscal year. The information needed includes the recipient, date of transfer, item description, and a total of the items transferred.

Property transfer rules require that a Property Transfer Notice (MA-10) be sent to the appropriate Accountable Property Officer (APO) for every transfer that occurs for any reason. The following list shows the headquarters APO that is responsible for tracking property transfers. Property not associated

with a ship is the responsibility of the Division of Property Management. The Division of Logistics provides guidance for its transfers and subsequent sections show the Division of Reserve Fleet requirements. The property custodians (SOMOs unless formally assigned to another) shall keep copies of Property Transfer Notices for items removed from ships until the ship is disposed.

5.2.2 Property Transfer Responsibility

The Division of Logistics Support has the responsibility for tracking the following property transfers:

- Among RRF ships
- Among School ships
- Between RRF and School ships
- Procured to RRF and School ships
- Among NDRF ships & shore based spares
- Disposed from RRF and School ships
- Disposed from shore based spares
- From shore based spares to other gov. agencies, HQ, or Regional HQ

The Division of Reserve Fleet has the responsibility for tracking the following property transfers:

- Between non-RRF ships
- From non-RRF to RRF ships
- Between NDRF ships and fleet site storage
- From reimbursable custody to non-RRF ships
- From fleet site storage to non-RRF ships
- From any NDRF ship or fleet site storage to HQ, or Regional HQ
- From any NDRF ship or fleet site storage to other government agencies, memorial ships, public bodies, or private groups
- From non-RRF ships to shore based spares special account material (historic artifacts and high value items.)

- From shore based spares special account material (artifacts, excess material, etc.) to memorial ships, local governments, public bodies, or private groups
- Procured to non-RRF and non-school ships
- Disposed from non-RRF and non-school ships
- From reimbursable custody ships to reimbursable custody sponsors.

5.2.3 Militarily Useful

The transfer of equipment and parts from a ship that is listed as Militarily Useful is forbidden. Permission may be granted in special circumstances as an exception for such a transfer if the situation is critical and the Division of Logistics has been unable to locate the part in sufficient time. To obtain permission, a request shall be made to the Division of Reserve Fleet indicating the cost of a new replacement item and the time required between ordering and receiving the new item.

The request shall include information on both the vessel to which the part will be transferred and for the vessel from which the part will be transferred. Indicate if the desired item is a repair part, spare part, spare equipment, or if it is installed equipment. Also, indicate on the request if the item is going to be replaced.

A record of missing equipment shall be maintained for each militarily useful ship. A list of removed items for the ship shall be maintained in the ship's file. If a militarily useful ship has no missing parts or equipment, a blank list shall be placed in the file with a notation that all items are on the ship. Also indicate if it's known that any equipment must be modernized to allow it to meet operational requirements. All of the militarily useful ship lists shall be forwarded to the Division of Reserve Fleet along with the Annual Preservation report.

5.2.4 Vessels Held for a State or Federal Agency

The transfer of equipment and parts from a ship that is held for a State or Federal Agency is forbidden. Permission may be granted for such a transfer only upon consideration of the reason the vessel is being held. To obtain permission a request shall be sent to the Division of Reserve Fleet explaining the need for the transfer.

5.2.5 Vessels on Hold for Spare Equipment

These ships have useful items that are intended to be removed to support the RRF. The Division of Logistics Support determines if items are to be removed and where they should be placed. Ships in this status will remain designated as retention ships and will have dehumidification properly maintained to preserve installed equipment that may be removed at a future date.

5.2.6 Vessels Available for Stripping and Artificial Reef Candidates

These ships shall be prepared for disposal by removing high valuable pilferable material and all items that are useful. The removed items may be placed in storage on a similar class vessel, stored in a central facility, or sent to shore-based spares as directed by the Division of Logistics Support. This also includes bulk stock items that are in new or almost new condition that can be used on RRF ships.

After a vessel is completely stripped, an inspection shall be made for hazardous material, the amount of fuel aboard, and any items that a potential scrapper should know about before receiving the ship. The Division of Reserve Fleet and Division of Logistics Support shall be notified when stripping is complete. The report shall include information on any disposal difficulties that may exist.

It is important to disclose any problems early so that MARAD cannot be legally approached to rectify a specific condition that was not expected after the ship is released from the fleet.

5.2.7 Vessels Available for Scrapping

When the Division of Reserve Fleet is informed that stripping is completed on a non-retention vessel, it will be listed as available for scrapping on the Reserve Fleet Inventory and added to the Scrapping Priority List for eventual disposal.

The SOMO shall obtain the surveys needed to support vessel disposal as directed by the Division of Reserve Fleet. Normally, this is an asbestos survey, a PCB survey, a trip in tow survey, and a light ship draft survey. General arrangement drawings will also be requested to support disposal efforts. The light ship draft survey statement of work (SOW) should specifically ask that the fluids, fuels, lubricants, and slops or wastes that are aboard should be listed and characterized to the best extent normally possible. If ballasting with other than water was done on the vessel the light ship survey should state the material used and estimate its weight. For vessels ballasted with water, the survey should state whether on not the water was treated with a preserving substance .

When requested, the completed original survey shall be forwarded along with one copy to the Division of Reserve Fleet. A copy shall remain in the region until one year after the ship is certified as destroyed.

If a ship is to be disposed by a scrapping services contract or a scrap sale, a contract solicitation will be issued. Usually, there will be visits by potential contractors to see the exact condition and contents of the vessels being scrapped. Once the first contractor has viewed a vessel there should be no more stripping accomplished because they can legally

expect to take possession of the items that were seen. If some items that are to be stripped remain aboard, they should be clearly tagged as scheduled for removal prior to departure for scrapping, and a list of tagged items shall be provided to those contractors who visit the ship. Once the visits begin, no additional items can be tagged for removal. Removals shall be made prior to the day the vessel is to depart from the fleet anchorage. Any item not removed by that time becomes a possession of the scrapper.

Generally, there is no need to do work on a ship that will be scrapped to make it seaworthy for ocean towing. If necessary, this work will be approved on a case-by-case basis. However, scrap ships should not be degraded unnecessarily, since it may cause costly work to be performed. Request permission from the Division of Reserve Fleet if any destructive activity on a scrap ship is desired.

Scrap ships that are being **dismantled under a scrap services contract** remain the property of the NDRF until the vessel is certified destroyed. Ships being **sold under a ship sales contract** become the new owner's property when the ship leaves the immediate area around the fleet anchorage.

5.2.8 Reimbursable Ship Parts and Equipment

The property on a reimbursable vessel does not belong to MARAD and shall not be removed without permission from the reimbursable customer. The unauthorized removal of any items, especially spare parts or equipment, from reimbursable customer ships is not allowed. If any equipment needs to be removed, a request shall be made to the Division of Reserve Fleet. The request will be forwarded to the reimbursable sponsor for approval.

5.3 PROPERTY DONATIONS

Property donations are a special type of property transfer that allows items to be provided to organizations outside of the Federal Government.

Upon receiving a request for property from organizations outside of the Federal Government, inform them that MARAD is authorized to donate property to organizations outside of the U.S. Federal Government that have U.S. memorial ships, are "public bodies", or conduct USCG approved training. Also inform them that the available property must be excess or obsolete where "the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale".

Donated property shall be recorded on Property Transfer Notice forms (MA-10) as for other transfers described above.

If it appears that a donation request is valid, request permission from the Division of Reserve Fleet to donate property as provided below.

5.3.1 Donations to U.S. Memorial Ships

Property can be donated for use on qualified U.S. memorial ships to maintain their operating condition. This authority was given in Sec. 1009 when the USCG Authorization Act of 1996 was enacted. The authority established that MARAD may support "memorial ships in order to maintain their operating condition." Typically, a non-profit association is formed to support a ship, but to qualify for support, they must be the primary caretaker of a ship that is in their possession.

The Division of Reserve Fleet will provide a letter to authorize the requesting association for their initial property request unless authority is expressly given

in law. Once a memorial ship preservation group, association, or society has established their credentials with the Division of Reserve Fleet, it is not necessary to clear subsequent visit and equipment requests through the Division of Reserve Fleet, unless the request is for historic artifacts. The request must be for available excess ship's operating supplies or obsolete ship's equipment and be scheduled for removal on a not-to-interfere basis with normal fleet maintenance activities. Follow property removal guidance to determine the items allowed to be removed from ships in specific status categories.

Notify the Division of Reserve Fleet within two days after a previously cleared memorial visit occurred by either e-mail or telephone.

5.3.2 Donations of Property to Public Bodies

Property may be donated to public bodies in accordance with 41 United States Code 483(h). "Public bodies" are defined by 41 C.F.R. 101-44.001-11 as any "State, territory, or possession of the United States; any political subdivision thereof; the District of Columbia; the Commonwealth of Puerto Rico; any agency or instrumentality of any of the foregoing; any Indian tribe; or any agency of the Federal government." (reference: pg 3 of Assistant Chief Counsel memo dated 11/25/92).

While MARAD can donate obsolete and excess property to public bodies, they generally want artifacts so it may be more prudent to loan them in case there is a better request for the artifact later. In this instance the property may be redistributed. For example, the JOHN W. BROWN/Project Liberty Ship and the AMERICAN VICTORY Memorial Ship and Museum have many builders' plates and ships' wheels on loan for display, which they have agreed to release at the request of MARAD.

Refer inquiries on donations or loans to public bodies to the Division of Reserve Fleet. The requester will have to identify themselves, in the case of lesser known organizations, and furnish documentation to support their claim to be a public body.

5.3.3 Donations to USCG Approved Training Schools

Property may be donated to conduct training. This is accomplished under the Merchant Marine Act of 1936, 1308(b) as amended (46 App. U.S.C. 1295g[b]).

Requests for training school donations shall be directed to the Office of Sealift Support since that office is assigned the responsibility of determining if a training organization teaches USCG approved maritime courses and if it is eligible to receive Maritime Administration excess property. That office makes the transfer agreement based on the availability of the requested items as advised by the Division of Reserve Fleet. The SOMOs and the Division of Logistics Support advise the Division of Reserve Fleet if the requested property is excess.

5.3.4 Humanitarian Organizations

No standing authority exists to support humanitarian groups. If the desired items are available, refer inquires from these organizations to the Division of Reserve Fleet who will refer them to their state property manager, who can access the General Services Administration (GSA) federal property redistribution system. In some cases, specific property can be turned into the GSA and the requesting organization can receive the property according to GSA procedures.

5.4 PROPERTY LOANS.

Property loans are a special type of property transfer where MARAD retains title to the item.

The Loan of Artifacts occurs under a 1940 Office of Counsel opinion for the Department of Commerce, which is discussed in an Assistant Chief Counsel opinion memo dated 11/25/92.

If a direct request for historic artifacts or high value items is received, the request shall be referred to the Division of Reserve Fleet who will make a recommendation regarding the request to MARAD's Associate Administrator for National Security. A recommendation will not be made until the organization properly identifies itself and its purpose. Advise the requesting organization of the identification requirements at first contact. The identification information required is:

(1) a copy of the organization's incorporation certificate from whichever state the organization is incorporated, including the purpose for which the organization has been formed (mission statement),

(2) a copy of the letter from the Internal Revenue Service that establishes the organization's taxation status,

(3) a list of officers, principles, or board of directors of the organization that designates who is responsible for the day to day operations and budgeting for the organization, and

(4) any public literature used to advertise the organization's features and hours of operation (proposed if not yet developed).

Inform the receiving group that artifacts often need to be restored before they can be used or displayed. This could run from simple cleaning and polishing to extensive paint removal and replacement of parts.

If the above documentation is received by the Division of Reserve Fleet and is satisfactory, the formality of granting or loaning materiel to the organization can then be pursued. The requesting organization will be asked to execute a form MA-993, Historic Artifacts Loan Agreement. A copy of this form is in appendix 2.

After the Associate Administrator for National Security or a higher official has signed the loan and an officer of the requesting organization has countersigned and returned the original to the Division of Reserve Fleet, the applicant will be directed to work with the appropriate fleet to obtain the requested item(s). MARAD property transfer rules require that property transfers are to be completed by using a Property Transfer Notice form (MA-10).

6 REIMBURSABLE SERVICES

6.1 GENERAL

U.S. government agencies or local government agencies are able to use the services provided by the fleet organizations on a cost reimbursable basis. The costs to be reimbursed include salaries, materials, contract work, and utilities.

The types of service typically provided are mooring of another agency's vessels at the fleet site, and making available a vessel at a fleet site as a training platform for various exercises. The use of these services is encouraged because they increase the capability of the fleet organizations and help ensure a reliable pool of workers in times of national emergency.

6.1.1 Salaries

Labor performed in support of reimbursable activity shall be recorded in the RFTAS system for billing purposes. The records shall be downloaded from the system to a text file formatted as per the Office of Accounting and electronically sent biweekly according to the pay period schedule to the Office of Accounting. An overall fleet hourly labor rate shall also be provided to the Office of Accounting to help determine or verify the billing dollar amount.

The labor hours are accumulated in the RFTAS program must be charged to the correct project code for the accounting system to bill the correct customer. These costs include support work force labor that should be allocated to specific vessels and the specific preservation work force work done on specific vessels. This includes, but is not limited to, monthly vessel inspections, mooring and unmooring, and

escorts provided to visiting customers. Labor costs associated with security personnel shall also be included by allocating the time to the reimbursable customer's project codes.

A "Reimbursable Labor Cost Report" shall be submitted quarterly before one month after the calendar quarter. It shall show the cost per ship by project code with job code details for ships belonging to reimbursable customers using the overall fleet hourly rate provided to the Office of Accounting.

It is important to ensure that hours worked on a reimbursable project equates to the actual amount of FTEs assigned for the reimbursable work. A running total shall be kept to make sure the limit is not exceeded.

6.1.2 Electricity

Electricity used by a reimbursable customer is a reimbursable cost. This amount shall be estimated for the annual spending plan and will be allotted to the region according the spending plan. The following process shall be used to charge reimbursable customers for electricity usage.

The fleet organization shall initiate an obligation to the Regional Headquarters accounting office to cover the estimated cost for electricity for the NDRF, to include the RRF, and for each reimbursable customer at the beginning of the fiscal year after funds are provided with the first quarter allotment.

When the electric bill is received at the fleet site, the reimbursable customer costs shall be calculated by prorating the total bill among all the ships that use electricity after ensuring that any overhead electrical costs that do not apply are subtracted. The exclusions include any power used by the fleet's shore side activities. Divide the remaining cost by the total number of ships that are identified as using

electricity. This provides a per-ship cost for that billing period that can be multiplied by the number of ships of the reimbursable customer to provide the proportional cost for the customer.

A more accurate measurement than prorating by ship may, if desired, be used. For example, by taking into account the number of DH machines and other sources of electrical load on each ship, the electrical consumption for each ship can be prorated as per the specific electrical load. The Division of Reserve Fleet is to be notified if an alternative method is used.

A notation shall be made on the electrical invoice showing how the cost is split between the NDRF program and reimbursable customers. Include the appropriate accounting information required by the region accounting office.

6.1.3 Supplies, Equipment & Material

Every effort shall be made to ensure that items purchased in support of reimbursable customer vessels are charged to the reimbursable customers. Estimates for these costs shall be provided for the annual spending plan. As with the electricity costs, this money will be allotted to the region according to the spending plan. These costs shall be obligated in the fiscal year that the billing takes place.

If an entire purchase is made for a reimbursable customer, then the obligating document shall have the accounting data for that purchase. If the purchase is made for the NDRF and reimbursable customers, an obligation shall be made for each recipient. Invoices shall be split similarly to electrical invoices. Include the appropriate accounting information required by the region accounting office.

A stock usage report shall be provided no later than one month after the calendar quarter that shows the cost of consumables used for each reimbursable

custody ship and each NDRF ship as of the end of the quarter.

A number of items are ordered in bulk throughout the year when the reorder quantity is reached. These items are frequently used on reimbursable customers' vessels, which requires maintaining records that identify the portions of a bulk order used for a particular customer. To properly charge these items to a reimbursable customer, a separate purchase order must be created for the stock used. If the bulk stock is not assigned to a specific ship, the cost should be allocated to the customer's ships as can best be estimated. If a vessel will be using equivalent amounts of bulk items every year, this amount should be included in the spending plan so the funds can be allotted.

For small purchases, using a credit card simplifies the process because it enables the items to be obligated separately for each customer when the order is made.

6.1.3.1 Unfunded Contingencies and Requests

Sometimes repairs need to be made as a contingency arises or a specific request is received from the reimbursable customer and typically require obligating funds for specific equipment or services. Repairs could be effected by items that are removed from stock and reordered promptly, or by items that are specifically purchased for a particular purpose. These obligations should be identified as being attached to a specific ship by the purchase order to ensure the proper reimbursable customer is billed for the item. Existing allotted funds can be used if provided in the spending plan, otherwise, contact the Division of Reserve Fleet to receive additional funds.

6.1.4 Billing

The fleet organizations shall send the invoices they receive to the region funds control officer marked up

with the accounting data for the multiple entries that are split among NDRF and reimbursable customers. These invoice splits will have accounting data for each customer so that it agrees with the original obligating document. The region funds control officer will then forward the invoice to the Office of Accounting for normal recording and billing.

Billing of all costs to the reimbursable customers will be done by the Office of Accounting in accordance with the requirements of the specific MOA. Bills will be created based on the costs as recorded from RFTAS labor reports or obligations. The bills will be reviewed by the Division of Reserve Fleet to ensure that correct information is being passed through the system before being sent to the reimbursable customer.

6.2 REIMBURSABLE CUSTODY

The reimbursable custody mooring of a ship must be relatively long-term to be of any value to the fleet organization. Since the budget cycle is two years, it's best if the mooring arrangement exceeds that period. This allows the workload to enter the budget cycle and reimbursable positions to be hired for additional workload. To avoid redirecting NDRF workers, custody work could be covered by a contract for short term requirements if there is no need for a government salaried employee to be involved.

Ships in reimbursable custody that are from other government agencies are laid-up according to the other government agencies' desires but, at a minimum, they must conform to the instructions to form MA-496 for retention and MA-496A for non-retention. Reimbursable custody vessels are generally designated as retention and non-retention to indicate that they are either being held for some future purpose or are eventually going to be scrapped. New

reimbursable customers shall be referred to the Division of Reserve Fleet so that a Memorandum of Agreement (MOA) can be developed. The MOA sets up a process that involves estimating workloads that will be provided during the fiscal year and their cost.

Generally, the MOA for reimbursable custody requires that customers annually provide a list that shows the ships expected to be placed in each fleet site anchorage. The Division of Reserve Fleet develops a cost estimate based on the list and sends it to the customer who sends a funding document to support the expected work.

When a ship is to come into the fleet, a copy of the form MA-496 or MA-496A is sent to the fleet organization by the reimbursable customer to represent that the ship is prepared in accordance with the instructions. If the form shows that the ship is satisfactorily prepared, the fleet organization shall arrange for the pre-arrival inspection and request a project code from the Division of Operations Support for the ship if it doesn't already have one. A copy of the completed MA-496 or MA-496A shall be sent to the Division of Reserve Fleet.

Vessels that are moored at fleet sites in reimbursable custody are designated as such in the Reserve Fleet Inventory Report, which is distributed monthly by the Division of Reserve Fleet.

If the reimbursable customer desires that a vessel enter the fleet, but the vessel has not been planned for, it shall not be allowed into the fleet. Have the customer contact the Division of Reserve Fleet to request an exception to this policy.

6.2.1 Pre-Arrival Inspection

Prior to any reimbursable vessel arriving at a reserve fleet site, an acceptance inspection by a representative for MARAD shall be made. The purpose of the

inspection is to ensure that the vessel meets all MARAD requirements for seaworthiness, safety and environmental programs as stated in the instructions to form MA-496/496A. Also see section 4.3.1 on Pre-Arrival inspections.

6.2.2 Additional Work Requirements

Work on reimbursable vessels that is generated by MARAD requirements, or is specifically called out in the MOA, shall be included in work plans and completed during the year for which it was planned.

Additional work not covered by MARAD requirements or by the MOA, shall be estimated for feasibility and cost and presented to the customer. The Division of Reserve Fleet shall be notified when a request for additional work is made.

Contract workers that are hired by a reimbursable customer are allowed to come into the fleet to accomplish work on their reimbursable custody vessels and they shall be given transportation and crane lift support if they previously contact the fleet organization to arrange for vessel access and support services. The Division of Reserve Fleet shall be notified when a contractor hired by a reimbursable customer works on vessels.

6.3 VESSEL TRAINING

6.3.1 Reimbursable Customers' Vessels

Refer requests to use reimbursable customer vessels for training to the Division of Reserve Fleet. If the use of the vessel for training purposes is contained in an MOA with a reimbursable customer, the training is pre-approved and will be handled in accordance with the MOA.

If the approved training request is not covered in an MOA, expenses are required to be reimbursed through a funding document. The fees received for this service will be paid to MARAD and, if necessary for supplies and services, could be allotted to the reimbursable customer's program element.

6.3.2 NDRF/RRF Vessels

Requests for training on NDRF and RRF vessels shall be referred to the Division of Reserve Fleet for approval. If approved, funding will be requested if the training is substantial. If a funding document is requested and received, an allotment will be made to cover the cost of the training supplies and services needed and funding will be reserved for labor that will be used through a project code.

A training request approval will normally explain requirements for a successful training event, but the fleet organization shall also ensure that safety rules are enforced and that nothing is done that could damage a vessel, including prohibiting using explosives, live ammunition, or hazardous material. Asbestos may not be disturbed.

If training is required where damage to the vessel is possible, use of a vessel may be arranged through an MOA with the requesting federal agency where remediation will be required.

6.3.3 Training Report

Before one month after the calendar quarter, a training summary report shall be provided to the Division of Reserve Fleet. It shall list the names of the groups that trained on vessels, the dates that the training lasted, the number of people being trained, and the vessels that were used.

7 STAFFING (REDACTED)

APPENDIX 1- Reimbursable Vessel Custody Acceptance

MA496
&
MA496A

INSTRUCTIONS TO FORM MA-496

(FOR RETENTION VESSELS)

REQUIREMENTS FOR SPONSORS OF VESSELS HELD IN

THE NATIONAL DEFENSE RESERVE FLEET (NDRF) SITES

This document supersedes all earlier editions of Form MA-496.

Maritime Administration
Office of Ship Operations
Division of Reserve Fleet
September 23, 2002

CONTENTS

1. GENERAL

1.1 PURPOSE. The purpose of this document is to set forth the minimum requirements for deactivation and lay-up of a vessel for subsequent placement in a National Defense Reserve Fleet site under custody of the Maritime Administration. The vessel can be received from a government agency under terms set forth in a Memorandum of Agreement (MOA) and funded annually via funding documents (e.g., MIPRs) or other approved funding transfer methods.

1.2 ELIGIBLE VESSEL TYPES. Vessels designated for NDRF layup shall be convertible merchant types or other types determined eligible by the Chief, Division of Reserve Fleet.

1.3 PRELIMINARY ACCEPTANCE AND RESTRICTIONS. When a vessel is designated for NDRF layup, the sponsor shall contact the Chief, Division of Reserve Fleet (MAR-612) to review acceptance criteria and restrictions concerning maximum draft, height limitations and the availability of moorage. MARAD's acceptance of any vessel will be decided based upon the capability of the designated fleet to properly moor the vessel and safely and securely maintain it for the duration of its layup in the fleet site. As a rule all vessels will have their draft reduced to the minimum practical, in no case exceeding the draft limit for the assigned fleet site. Because published drafts are mean low water for respective fleet sites, acceptance into a fleet site may be decided on a case-by-case basis based upon current conditions and deep berth availabilities. Air draft indicates the maximum clearances (i.e., under bridge structures in route to respective fleets) at mean high water.

Fleet Site	Draft	Air Draft
James River	25 feet	145 feet
Beaumont, TX	28 feet	136 feet
Suisun Bay	26 feet	135 feet

1.4 PRELIMINARY REQUIREMENTS. Upon the assignment of a sponsor's vessel to a MARAD fleet site (by MAR-612), the respective MARAD Fleet Superintendent will be instructed to initiate actions to evaluate the work to be performed as specified herein. For matters not adequately covered by this instruction, MAR-612 will be consulted for clarification and/or resolution. Coordination between sponsors and Fleet Superintendents will be necessary during this phase, in which sponsors shall provide Fleet Superintendents with the following:

- Scheduling of a vessel's prospective drydocking, bottom repair, bottom painting, underwater blanking of sea chests, and sea connections

- Scheduling of deactivation

- Date the vessel will be ready for tow to the fleet site (at least seven (7) days advance notice required).

Upon preliminary acceptance, a mandatory acceptance inspection, certified by form MA-496 Reimbursable Vessel Acceptance Report (Appendix C), is conducted to ensure compliance with

all the provisions herein. A copy of the completed MA-496, along with a copy of the vessel's latest drydock report shall be provided to the Fleet Superintendent prior to delivery. While it is the sponsor's responsibility to plan and supervise all work performed in preparation for delivery, copies of any shipyard specifications used shall be made available to MARAD for review prior to final acceptance. MAR-612 will make all final acceptance determinations based upon recommendations from Fleet Superintendents.

1.5 FINAL ACCEPTANCE. MARAD's acceptance of any vessel into the NDRF will be based on the capability of the assigned fleet to safely and securely maintain the vessel for the duration of the layup, and the condition of the vessel relative to the layup requirements. Should MARAD decide to accept a vessel into the NDRF, the sponsor shall provide MARAD with the following:

- Liquid load/tank soundings, identifying tank contents and amounts, including any ballast or water treated with sodium silicate or any other substance.
- Drawing(s) of hull Blank Locations
- Booklet of General Plans, including hydrostatic curves and tables
- Asbestos Sampling Survey
- Radiological Report
- PCB Inventory and Sampling Report including a list of all PCBs removed from the vessel in accordance with Section 5.6.2.
- Mercury Survey
- Sodium Chromate Survey of Tanks
- CHT System Certification of Cleaning and Gas Free Report
- Deratification Survey
- Certification of Declassification (for former military vessels only)
- Certification of Demilitarization (for former military vessels only)

1.6 DELIVERY TO THE NDRF FLEET SITE. A vessel accepted for layup shall be delivered, at the sponsor's expense, to the assigned fleet site. The vessel shall have a moderate trim and no significant list. If possible, permanent hull cathodic anodes should be submerged.

1.7 BERTHING AND LAYUP EXPENSES. Any major layup work that is planned shall be accomplished prior to the vessel entering the fleet site. This normally includes sealing of spaces for weather tightness. Sponsors are responsible for all costs, including overhead, associated with berthing their vessels at NDRF sites. Sponsors may be further responsible for additional costs associated with the vessel's arrival at the fleet site, to include that for deballasting and/or shore power hookup.

1.8 CUSTODY AND PRESERVATION COSTS. Sponsors shall retain accountability for their vessel after delivery and continue to fund all associated custodial and preservation costs. MARAD will provide services, as agreed, on a reimbursable basis. A joint agency Memorandum of Agreement (MOA) shall be executed to provide more specific guidance concerning work to be performed and the applicable reimbursement arrangements. Funding

shall be provided via "MIPRs" or other approved methods to cover costs identified in annual estimates.

1.9 PRE-ARRIVAL INSPECTION. The Fleet Superintendent will schedule a pre-arrival inspection prior to vessel arrival at the fleet site. As this inspection serves to identify and document any critical discrepancies, it must be coordinated to allow sufficient time to properly address any deficiency prior to delivery. The Fleet Superintendent will coordinate this inspection to ensure that a representative from the sponsor's organization is in attendance.

1.10 ARRIVAL INSPECTION. An arrival inspection will take place upon the vessel's arrival at the fleet site. This inspection serves to identify and document vessel condition relative to cleanliness, orderliness, sanitation, security, status of hazardous materials, water tight integrity, and safety, and will be scheduled to ensure that a representative from the sponsor's organization is in attendance.

1.11 STRIPPING AT FLEET SITES. Fleet site stripping of installed machinery, equipment and components not essential for safe lay-up (anchor windlass, bower anchors and chains must remain) from a vessel designated for disposal is permissible prior to title transfer provided such actions do not compromise the vessel's watertight integrity, towing seaworthiness, the safety of workers, or other conditions or requirements specified herein. Any exposure of hazardous material or friable asbestos resulting from these activities must be addressed as outlined in applicable sections herein. Stripping activities will be restricted based upon the ability of MARAD to provide support and maintain safety. All associated costs shall be reimbursed by the sponsor. If certain items aboard a vessel cannot be stripped prior to title transfer, those items shall be tagged and identified to MARAD for later removal.

1.12 TITLE TRANSFER. Titles to merchant-type vessels, or vessels otherwise determined by MARAD to be suited for such a conversion, 1500 gross tons or more, may be transferred to MARAD as a means of conveyance or disposal. (Note: GSA disposes Merchant-type vessels under 1500 gross tons per 40 U.S. Code Section 484 criterion.) Transfers can be effected using the title transfer form (Appendix D), provided conditions specified herein are satisfied. Title transfers also require sponsors to turn over to MARAD the following (or equivalent): General Arrangement Plan(s), Sounding Tube Location Drawing(s), Capacity Plan(s), Hydrostatic Table(s), Trim and Stability Booklet(s), and the combination(s) to any safe(s) remaining on board. Additionally, Gross Tonnage Certificate(s) are required for vessels calculated to be less than 2000 gross tons (using the U.S. Coast Guard's Simplified Measurement System described at http://www.uscg.mil/hq/msc/T3/SIMP_formula_infosht.pdf) for the purpose of confirming disposal responsibilities per the 40 U.S. Code Section 484 criterion.

1.13 ORDER OF EVENTS. The following order of events are typical for laying up a reimbursable custody vessel in a MARAD Reserve Fleet site, and shall be followed under normal circumstances. Sponsors with multiple reimbursable custody vessels shall consolidate their requirements.

1. The sponsor notifies the Chief, Division of Reserve Fleet (MAR-612) of a need to lay-up

a vessel in a MARAD Reserve Fleet, specifying a preferred entry date, the length of time for storage (if known), and the dimensions of the vessel. This notification normally takes the form of an annual forecast of corresponding requirements (stipulated in an MOA between MARAD and the sponsor), but may come anytime as a result of the emergent requirements.

2. MAR-612 informs the Fleet Superintendent of the sponsor's requirements and requests a corresponding cost estimate.

3. The Fleet Superintendent submits a cost estimate for arrival and first (fiscal) year custody services to MAR-612.

4. MAR-612 confirms the capability of the respective fleet site to maintain the vessel and provides the sponsor with a first (fiscal) year cost estimate, along with a copy of the MA-496 instructions detailing requirements and responsibilities.

5. The sponsor forwards to the respective Fleet Superintendent a "custody package" (consisting of the specific documentation outlined in section 1.5 above), a "fact sheet" describing the incoming vessel's *particulars* (i.e., standard dimensions and critical background information), and a *completed Form MA-496*.

6. The Fleet Superintendent prompts the generation of a salary code for the vessel and forwards a copy of the completed MA-496 to MAR-612. (MAR-612 will contact the Fleet Superintendent to obtain any additional ship information that may be required.)

7. Upon receiving the corresponding salary code, the fleet assigns a project code for the vessel in the Reserve Fleet Time and Attendance System (*RFTAS)*.

8. After receiving the "custody package", the fleet schedules a *pre-arrival* inspection of the vessel with the sponsor's concurrence.

9. The fleet conducts a joint pre-arrival inspection with the sponsor, using form MA-496 as a guide, and confirms the accuracy of the previously submitted documentation.

10. The fleet forwards the pre-arrival inspection report to the sponsor within seven (7) working days of completion. The report documents the inspection and identifies any discrepancies that would preclude vessel acceptance.

11. The sponsor takes any necessary corrective actions, notifying the fleet when completed. Based on the nature of the discrepancies, the Fleet Superintendent determines whether an additional inspection is necessary. If warranted a follow-up inspection is scheduled and conducted.

12. If the sponsor has requested a waiver from certain requirements, MAR-612 will decide whether or not to grant the waiver and will promptly notify the sponsor.

13. Vessel arrival is scheduled and jointly coordinated. The fleet issues a Ship Delivery Certificate to the sponsor and forwards a copy to MAR-612.

14. The fleet promptly conducts a vessel Arrival Inspection and forwards a Ship Condition Report (Form MA-279) to MAR-612 and the sponsor within seven working days. This report will document vessel material condition at the time of arrival.

2. DEFINITIONS AND ABBREVIATIONS.

2.1 RETENTION. The classification of a vessel kept in a state of preservation for the purpose of future mobilization. The degree of preservation is the sponsor's option and may vary from a minimum of simple periodic inspections to a maximum of dehumidification monitoring, cathodic protection, a painting schedule (environmental conditions permitting), and minor maintenance.

2.2 NON-RETENTION. The classification of a vessel intended for eventual disposal, not requiring preservation. Such vessels will be provided the minimal degree of care to ensure a safe mooring condition.

2.3 STOWAGE. The relocation of loose items aboard a vessel to a designated secure location.

2.4 DEACTIVATION. The general maintenance and preservation of a vessel following a period of activation to ensure water tight integrity, cleanliness and orderliness, and overall suitability for layup.

2.5 NDRF. National Defense Reserve Fleet

2.6 D/H. Dehumidification Preservation

2.7 C/P. Cathodic Protection Preservation

2.8 MARAD. Maritime Administration

2.9 LAYUP REQUIREMENTS. Minimal preparations required for layup.

2.10 NDRF DESIRABLE. Any vessel that MARAD determines provides value to the NDRF. MARAD may choose to apply more thorough preservation to such vessels.

2.11 DEFERRED ITEMS. Work MARAD determines can be put off, or deferred, without unacceptably effecting the overall capabilities of the vessel.

2.12 SPONSOR. Any accountable organization entering into an agreement with MARAD concerning the reimbursable custody of their vessel(s) in the NDRF.

2.13 SHORT TERM. Duration lasting less than one year.

2.14 LONG TERM. Duration lasting one year or longer.

2.15 PRESERVATION. Various applications to include D/H and C/P for maintaining a vessel in reasonably the same condition as when it arrived at the fleet.

2.16 MEMORANDUM OF AGREEMENT. An agreement, normally in the form of a signed document, between two or more agencies, setting forth the authority and responsibilities of each under certain circumstances.

2.17 HAZARDOUS MATERIAL. *Useable* liquid, solid or gaseous material which, if released or spilled, may pose a hazard to human health or the environment due to quantity, concentration, physical, chemical or infectious characteristics.

2.18 HAZARDOUS WASTE. *Unusable* liquid, solid or gaseous material which, if improperly managed, may pose a hazard to human health or the environment due to quantity, concentration, physical, chemical or infectious characteristics.

2.19 STRIPPING. The removal of equipment, parts, fixtures or any other items of value from a vessel in preparation for disposal or scrapping. Fleet personnel will generally not be utilized as a labor source to strip vessels except on a reimbursable basis. Utilization of fleet personnel for stripping will be at the discretion of the Fleet Superintendent and dependent upon fleet operational priorities. Sponsors may make arrangements with MARAD to set up or continue their own stripping programs and activities aboard their vessels in MARAD custody.

2.20 CANNIBALIZATION. The dismantling and/or removal of equipment, parts, fixtures, or any other items from a vessel in order to support another vessel or operation. Fleet personnel will generally not be utilized as a labor source to facilitate vessel cannibalization except on a reimbursable basis. Utilization of fleet personnel for cannibalization will be at the discretion of the Fleet Superintendent and dependent upon fleet operational priorities. Sponsors may make arrangements with MARAD to set up or continue their own cannibalization programs and activities aboard their vessels in MARAD custody.

2.21 CHIEF, DIVISION OF RESERVE FLEET. Individual responsible for the development and implementation of Reserve Fleet policy and programs. Resides at MARAD Headquarters and reports directly to the Director, Office of Ship Operations.

2.22 REGION DIRECTOR. Individual responsible for effecting all MARAD policy and programs within a specific geographic region.

2.23 FLEET SUPERINTENDENT. Individual responsible for carrying out Division of Reserve Fleet programs and policies within a specific fleet site.

2.24 DISPOSAL. The relinquishment of vessel ownership through title transfer or other means. The sponsor has the option to dispose of non-combatant (merchant type) vessels 1500 gross tons or more via title transfer to MARAD. MARAD is the federal disposal agency for non-combatant vessels 1500 gross tons or more; GSA is the federal disposal agency for vessels less than 1500 gross tons.

2.25 FUNDING DOCUMENT. An document obligating funds from a federal agency/sponsor for purposes generally specified in a corresponding MOA.

2.26 ZONE. A compartment or series of compartments segregating areas of the vessel, generally structurally formed and requiring a separate access.

3. HULL AREA PREPARATION.

3.1 BLANKING. All vessels not scheduled for drydocking prior to lay up shall have internal blanks installed. All sea valves shall be blanked off at the skin valve, with a representative drawing of blank locations by frame number provided. Steel blanks shall have a minimum of 3/8" thickness when applied to flanges where valves/piping is removed; a minimum thickness of 1/8" galvanized steel is required within lines (e.g., “banjo” style blanks inserted between flanges). The size of each blank shall be noted on the associated drawing at corresponding locations. Vessels drydocked prior to lay up require external blanking. See section 3.3.4 below for external blanking requirements.

3.2 WATERLINE MARKINGS. All vessels shall have waterline markings painted on the hull: Four (4) inch wide stripes along the waterline extending horizontally thirty six (36) inches toward midships from the bow and stern on both sides of the vessel. Markings shall be of two coats of highly visible (e.g., reflective white or international orange) paint and applied to perform well over a long period of time. A second marking stripe shall be applied approximately two feet above the waterline. The trailing edge of the rudder shall also have markings applied.

3.3 DRYDOCKING. Vessels scheduled for drydocking prior to layup have additional requirements per section 3.3 herein as follows:

3.3.1 UNDERWATER SURFACES. Underwater surfaces shall be prepared up to the wind and water line by removing all foreign substances including loose paint, rust, and scale. Underwater body, rudder, and appendages shall be painted from the keel to two (2) feet above the waterline with three (3) coats of high solids surface tolerant epoxy compatible with the existing underwater coating system at least 6.0 mils dft. Alternate coating systems may be approved by MARAD.

3.3.2 SEA CHESTS. Unless hull openings are externally blanked, sea chest strainer plates shall be removed, cleaned, painted, and tagged and stowed in a protected area aboard the vessel, and sea chest interior surfaces coated with a high solids surface tolerant epoxy.

3.3.3 TRANSDUCER. Transducer cover plates, if fitted, shall be installed. Large Navy type

transducers shall be structurally protected or removed.

3.3.4 HULL BLANKS. Exterior blanking of at least one-half (½) inch thickness shall be installed on all openings below the waterline. Blanks shall be internally stiffened, box type closures except within the area extending from two (2) feet below to four (4) feet above the quiescent waterline, where only flush type blanks shall be used. Blanks shall be air tested to 2.5 psi, ensuring the pipe plug seals are maintained. A drawing or outline identifying all blanking, location and type, shall be provided to MARAD upon completion.

3.3.5 STERN TUBE. Stern and rudder glands shall be repacked. Stern tube and strut bearing boots may be installed at the sponsor's discretion. The outer seal on oil lubricated stern tube bearings shall be caulked or otherwise sealed.

3.3.6 RANGE ANCHOR CHAIN. The anchor chains shall be ranged, washed, abrasive grit blasted to SSPC-SP-7 specifications and properly marked. Gauging and the replacement of deteriorated parts or sections may be required. Chains, chain locker, sump and hand pump system shall be drained and thoroughly cleaned and preserved with Grade No. II metal conditioning compound, Spec. No. MIL-M-15205D (NAVY) or equivalent prior to restowing chain. Eductors shall be operable.

4. TOPSIDE PREPARATION.

4.1 DECK CLEANING. Loose and/or unnecessary topside material or equipment shall be removed and/or stowed. Decks shall be thoroughly cleaned, with drains clean and clear.

4.2 BOOMS/CRANES. Booms/cranes shall be properly secured in their cradles, with vangs, blocks, and other loose running gear tightly secured in suitable locations. Heavy lift booms shall be properly secured in their normal position (usually vertical), with all loose gear tightly secured in suitable locations. All equipment shall be cleaned and drained of any hydraulic fluids.

4.3 SOUNDING PIPES AND DECK PLUGS. All sounding pipes shall be proven clear by observing maximum soundings. Deck fittings and plugs shall be serviceable. Sounding pipes and plugs shall have legible identification. Plugs and tags shall be renewed as required. Quick closing sounding tube valves shall be functional. Threads of the deck fittings and plugs shall be adequately greased. A drawing of tank sounding pipe locations shall be provided.

4.4 VESSEL SECURITY. All skylights, doors, hatches, portholes, and windows shall be secured. Emergency exits shall be provided in accordance with OSHA requirements. Non-emergency access shall be limited to two (2) exterior main deck doors per zone, painted bright yellow, each fitted with hasp and bale or other suitable locking device. Common keyed locks shall be applied, with keys turned over to MARAD. All other exterior doors and openings shall be secured in such a way as to allow keyless exit from inside and no entry from the outside. Appendix B provides details on an acceptable method.

4.5 MOORING EQUIPMENT. All mooring bits, fairleads, capstans and windlasses shall be

operable and clear of any obstructions. Hydraulically powered equipment shall be leak free. For vessels entering the James River Reserve Fleet having less than 2 1/2" diameter anchor chain, the second and third shots of chain from both port and starboard anchor chains shall be removed and placed on each side of the forecastle area. The anchors shall then be reconnected to the remaining chain and housed. Necessary mooring wires will be provided by MARAD on a reimbursable basis. Both bower anchors shall be in place with a full complement of anchor chain, the bitter end of which shall be properly secured in the chain locker. Anchors shall be ready for letting go (e.g., riding pawls not down and spill pipes uncovered and cement free) upon arrival at the fleet site without the need to energize the anchor windlass. MARAD will provide electric power as required to support electric windlasses, which shall be serviceable, unless the sponsor is otherwise advised. Steam windlasses shall be prepared as follows: A section of steam line shall be removed in way of the steam valve and a flange installed fitted with a 1 1/2" pipe connection quick disconnect fitting. The exhaust valve shall also be removed and those sections of the steam and exhaust lines leading aft shall be blanked off. The removed sections of steam lines and exhaust valve shall be secured by wire to the windlass.

4.6 WEATHER-DECK HATCH COVERS. All weatherdeck hatch covers shall be made watertight, seals replaced if necessary. Folding type hatch covers shall be closed and dogged. All hatch tarps shall be in good condition and securely tied down. Weather tightness shall be proven by hose test.

4.7 CARGO UNIT WINCHES. Shall be properly cleaned, preserved, and weatherproofed. If removed they shall be stowed in a dehumidified area. All openings created by such removal shall be made watertight. All hydraulic cargo gear shall be leak free or drained to prevent spills. If hydraulic cargo gear is removed for stowage, it shall be drained of all hydraulic fluids.

4.8 WEATHER-DECK ELECTRICAL WIRING. Wherever electrically operated equipment is to be removed from a weather-deck, its wiring shall never be cut but shall be disconnected from the equipment and pulled back into the ship. The opening thus created will be made watertight by blanking as previously specified. The exposed connections shall be dead ended by disconnecting from the controller or switchboard.

4.9 FAN OPENINGS. All weather-deck fan openings shall be made watertight by blanking. All ventilator cowls shall be removed and metal blanks installed.

4.10 NAVIGATION EQUIPMENT. Gyro repeaters, searchlights, speakerphones, signaling devices, insulators, and nonexpendable light fixtures, etc., shall be removed, tagged and stowed inside a secured storeroom.

4.11 FENDERS/CHAFING STRIPS. Ships fitted with fenders, rubbing or chafing strips constructed of wood shall have such material removed. If the material is considered usable by the sponsor it may be stowed below on dunnage in areas where it will not interfere with personnel approaching and examining the ships interior while the ship is under D/H. Fenders of wood construction will be provided by each respective fleet on a reimbursable basis as required for nested mooring.

4.12 ANCHOR WINDLASS PREPARATION. Anchor chains and chain locker shall be in a highly clean condition. If necessary, the chain shall be backed out to the bitter end, chain locker thoroughly clean, chain high pressure water blasted, and chain locker pumper dry. If it is necessary for a ship to make a sea passage prior to arrival at the reserve fleet site, watertight covers shall be placed over the spurling (spill) pipes, or if not fitted with covers, shall be stuffed with burlap and covered with concrete to prevent water from entering the chain locker. However, upon arrival at the fleet site the anchors shall be ready for letting go without the need to energize the windlass. Therefore, the cement should be removed from the spurling pipe, if necessary, and the riding pawl should not be down.

4.13 PAINT. The hull, deck and superstructure coatings should be intact and of such a quality that no further exterior preservation will be required for at least the ships first two years in the fleet site. This determination will be made through a joint inspection by sponsor and MARAD representatives. Paint deficiencies may be accepted if funding for the repair is given for the current fiscal year or the next fiscal year. Painting, except for minor items, is no longer performed at fleet sites due to environmental concerns. This task must now be performed at a certified industrial site.

4.14 LIFEBOATS. Lifeboats shall be stripped of all equipment, fuel tanks drained and made gas free. Dispose of all dated equipment, provisions and pyrotechnics. The lifeboat should, if possible, be stowed in a designated D/H area on chocks in an upright position 18 inches off the deck and at least 2 feet from the skin of the ship and secured. If not stowed, they shall be secured on deck in al location that would not be awash during towing, covered, and lashed appropriately. Air and stowage tank openings shall be left open for diffusion of air. When a liferaft is required to be left on deck for use of a riding crew accompanying the ship to a reserve fleet, the raft shall be of the inflatable type that is U.S. Coast Guard approved or its equivalent. This raft shall be either removed or stowed below upon arrival at the fleet site. If it is desirable to have lifeboat falls periodically exercised, a metal H-beam or concrete blocks of sufficient weight to pull out the falls shall replace the boat.

4.15 LIFEBOAT MOTORS. Lifeboat motors shall be completely drained of water, oil and fuel. Salt water cooling systems shall be flushed with fresh water. Remove spark plugs or injectors if diesel driven, from motor and inject one-half pint of an approved preservation oil in each cylinder. Replace spark plugs or injectors after cranking engine over two complete revolutions. Clean and gas-free fuel tanks.

4.16 ACCOMMODATION LADDERS. Accommodation ladders and winches shall be stowed in its proper place, inspected, and repaired as necessary to ensure good operation. Grease all hinges and cover the winch motor with a tarpaulin. It may be needed to allow access to the ship.

4.17 MOORING REELS. Wire and fiber rope mooring reels shall be removed and stowed in a designated area.

4.18 OVERBOARD DISCHARGE OPENINGS. Install blanks on all overboard discharge openings above the floatation line (do not blank deck scuppers).

4.19 WOODEN DECKS. Wooden decking shall be removed for vessels to be in long term lay-up. Any broken paint coatings shall be repaired. Any holes shall be made airtight. All wooden deck gratings shall be removed, tagged, and stowed.

4.20 HANDRAILS AND LADDERS. Defective handrails and ladders are to be repaired, replaced, or removed. Safety chains or wire shall be installed when ladders are removed and/or a personnel hazard would otherwise be created.

4.21 FIRE FIGHTING EQUIPMENT. Remove all fire hoses, nozzles and self-cleaning strainers from topside and stow in a dehumidified compartment. Such equipment located at fire stations in the interior spaces of the vessel shall remain in place. Portable fire extinguishers of the soda acid type shall be discarded and all other types shall be stowed in a sealed storeroom.

4.22 STACK COVERS. A metal stack cover shall be secured airtight by welding all around.

5. INTERIOR PREPARATION.

5.1 STERN GLAND. Stern glands shall be made watertight. Conventional packing glands shall have sufficient packing for future take-up. All vessels fitted with oil lubricated stern bearings shall have the sealing systems serviced and all reservoirs and tanks filled. Sponsor shall ensure sealing systems are leak free.

5.2 SHAFT LOCK. The shaft-locking device shall be installed in accordance with specifications set forth in Appendix B or per a recognized marine classification society. Each shaft-locking device shall be designed and fabricated based upon an engineering analysis establishing optimum bolt sizes and acceptable tolerances for securing the shaft. Shaft locks shall be designed and fabricated so as to accommodate ready towing, thus eliminating the need for on board welding. Shaft locks shall be painted with 1 coat of bright yellow paint.

5.3 RUDDER LOCK. The rudder shall be physically secured by rudder lock in the midships position to the satisfaction of the MARAD representative. The steering motors shall be secured and all hydraulic valves closed. Appendix B shows an example of a commonly used rudder lock. It shall be designed and fabricated so as to facilitate ready securing for towing without the need for additional welding. Rudder locks shall be painted with 1 coat of bright yellow paint.

5.4 SEA VALVES. All sea valves shall be secured with valve wheels chained and locked to the valve body. Keys shall be turned over to MARAD. All electric, hydraulic, and pneumatic-operated valves shall be disabled at the controller.

5.5 CLEANING. All spaces, including engine and boiler rooms, shall be thoroughly cleaned to remove all dirt, loose paint and scale, oil, grease, water, and other foreign materials. All trash and debris shall be removed from the vessel. Staterooms shall be left clean, dry and secured by

locking. All toilets shall be clean covered by plywood banded to the fixture, or other method, to prevent fouling. A full set of keys shall be provided to MARAD. All drawers and lockers in berthing areas shall be emptied, cleaned and secured. All rooms, compartments and passageways shall be swept clean, damp mopped and left dust free. All foodstuff and consumable liquids and material shall be removed from the vessel. Refrigerators shall be emptied and cleaned. All weapons (including small arms) and ammunition shall be removed. Excepting supporting fire prevention systems (i.e., CO2), all gas cylinders (e.g., freon, oxygen, hydrogen, acetylene, etc.) shall be removed. All recreational reading material, leased equipment, and personal effects shall be removed. All hazardous waste, medicines, and medical wastes shall be removed. *All documentation shall be secured in file cabinets or the ship's safe for permanent storage.*

5.6 HAZARDOUS MATERIAL AND HAZARDOUS WASTE. Before a vessel enters the fleet site, the sponsor shall demonstrate during the prearrival inspection that the vessel is environmentally safe and free of hazardous waste. While it is preferred that all bulk hazardous material be removed, MARAD may permit small amounts to remain on board. Any such remaining hazardous material shall be recorded in a detailed inventory accompanied by Material Safety Data Sheets (MSDS's). Any hazardous material deemed to be part of the vessel's structure or an integral part of a shipboard system may remain on board. A separate report shall be provided summarizing the status and amount of PCBs aboard the vessel. The sponsor will reimburse any and all costs incurred as a result of handling hazardous material.

5.6.1 FUEL. All fuel shall be removed/tanks pumped dry with the exception of those in support of the emergency diesel generator. Any fuel remaining shall be treated with an appropriate biocide.

5.6.2 PCBs. Prior to acceptance, the sponsor shall provide MARAD with a polychlorinated biphenyl (PCB) inventory, which summarizes the status, locations, and amounts of PCBs aboard the vessel, including, but not limited to, cable, insulation, rubber gaskets, felt gaskets, thermal insulation material, transformers, capacitors, heat transfer dielectric fluid, electronic equipment containing internal capacitors and/or transformers, voltage regulators, switches, reclosers, bushings, electromagnets, adhesives, tapes, hydraulic oil, cork hull anti sweat insulation, caulking, rubber isolation mounts, foundation mounts, pipe hangers, and light ballasts. PCB contaminated liquids and or materials shall be removed if possible. If not removed, all remaining items containing PCBs shall be identified and labeled in accordance with Federal regulations (Title 40 USC). An inventory of PCB contaminated items remaining aboard the vessel shall be provided to the Fleet Superintendent. All hydraulic fluid systems shall be tested for PCBs. With the exception of hydraulic systems critical to maintenance of the vessel in a non-retention status, all hydraulic system containing PCBs must be drained of all fluids. The Fleet Superintendent shall be provided a listing of all hydraulic systems retaining hydraulic fluid along with Material Safety Data Sheets (MSDS) to document the composition of the fluid(s). *Any PCB-free hydraulic fluid remaining aboard shall be certified in writing as being free of PCBs.*

5.7 ASBESTOS. All damaged or deteriorated asbestos shall be abated by removal or repair

so as to prevent the spread of airborne asbestos fibers. The sponsor shall conduct air sampling and laboratory analysis for concentrations of airborne asbestos fibers in all areas suspected to contain asbestos or asbestos residues. Sampling shall be conducted by or under the technical supervision of a certified industrial hygienist. A certified/signed copy of the laboratory analysis report shall be furnished to the Fleet Superintendent before the vessel will be permitted entry into the reserve fleet. The sponsor shall further ensure that signs are posted on all entrances leading to areas containing asbestos in compliance with OSHA regulations contained in 29 CFR 1915.1001 sections (K)(6) through (K)(8).

5.8 BILGES. Bilges and tank tops shall be pumped dry and made free of oil, water, and contaminants.

5.9 FLOOR PLATES/GRATINGS. Floor plates, gratings and supports shall be secured in place. Missing plates and handrails shall be replaced. The Fleet Superintendent may allow safety chains or wire in hazardous areas where plates and rails are missing.

5.10 EXTERMINATION. A qualified exterminator shall rid the vessel of both rodents and objectionable insects prior to delivery to the MARAD reserve fleet site, and a "Deratification Certificate" shall be provided.

5.11 FLOODING/FIRE ALARM. One complete electrical flooding and fire alarm system shall be installed aboard the vessel. MARAD normally utilizes a 115 volt AC system on powered rows; alternatively, battery or solar power systems (12 or 24 volt DC) are used in unpowered rows. The Fleet Superintendent shall be consulted prior to any flooding or fire alarm system installation. The flooding alarm system shall be installed to provide complete coverage and prevent the possibility of a compartment-isolated flooding incident. The flooding alarm system shall be set in drain wells on tank tops (lowest point) in the engine room, shaft alley, and other places designated by MARAD. One heat sensitive unit (fire wire) activated at 150 degrees Fahrenheit shall be located at the top of the engine room and one in each topside house living area, installed with the necessary watertight connection boxes, fused safety switches and marine type lighting fixtures. A white light and siren shall be placed high in a conspicuous shipboard location, for activation by either sensor. If the sponsor is unable to provide an adequate system, MARAD may provide it on a reimbursable basis. The systems will be tested and repaired or replaced, if necessary.

5.12 CO2 SYSTEM. All CO2 system(s) shall be disarmed and all CO2 bottles disconnected from discharge piping and capped. Low-pressure CO2 systems shall be emptied upon deactivation. All other types of fixed firefighting systems shall be disabled. Halon systems shall be treated as CO2 systems.

5.13 DUNNAGE. All wooden and temporary dunnage shall be removed from the vessel. Stainless steel and dunnage of a more permanent nature shall be neatly stacked in each cargo space. Certain dunnage may remain in place upon approval by the Fleet Superintendent.

5.14 WATER TANKS. All tanks shall be pumped dry unless otherwise directed. Double

bottom fresh water tanks need not be pumped out unless required to meet trim or fleet draft limitations, however, if not pumped all openings shall be properly gasketed and made watertight. All liquid ballast, not essential for trim or stability, shall be removed. Where ballast is left aboard, watertight blanking shall be installed. All water ballast aboard shall be fresh dock water (non-river) and treated with an approved anti-corrosive additive. Where tanks are not emptied, they shall be pressed to limit free air space. Questions regarding amount, retention and treatment of water ballast required for stability purposes shall be referred to the Fleet Superintendent.

5.15 CARGO TANKS. Cargo tanks shall be thoroughly stripped, cleaned and gas freed before arrival at the fleet site. A gas free certificate shall be properly posted with copy provided to the Fleet Superintendent. Tankers offered for lay-up shall have all cargo tanks, pump rooms and pipelines gas freed with a gas free certificate properly posted.

5.16 TANK SOUNDINGS. Current soundings of all tanks, including oil, fuel, and water left on board shall be provided, along with documentation listing the specific contents (complete description and amount) of each tank. Empty tanks shall be identified. Vessel drawings showing location, frame numbers and proper identification for all tanks, sounding tubes and tank sounding tables shall be provided. All missing drawings shall be identified.

5.17 INTERIOR HATCH COVERS. Interior hatch covers shall be closed and secured, complete and in good condition. The Fleet Superintendent shall be consulted in all cases concerning unguarded hatches or openings, which may be allowed on case by case bases.

5.18 ITEMS TO BE STOWED. All loose and/or easily removed items left aboard shall be stowed below decks or in secure lockers. These items include, but are not limited to, the items listed in Appendix A. Storerooms for pilferable items shall secured by welding, or alternatively secured at the discretion of the Fleet Superintendent. Two screened openings of approximately 8" X 10" should be provided in welded storerooms to permit flow and circulation of dry air, one opening close to the deck and the other close to the overhead. Large, installed equipment, such radar scanners and engine order telegraphs, may be left in place. The sponsor shall ensure in all cases that easily damaged components are not exposed to the weather. The sponsor shall record an inventory of all such removed and stowed items, permitting MARAD access to the respective locations for purposes of verification prior to securing.

5.19 INVENTORY. An inventory of all non-consumable items left aboard shall be conducted by the sponsor. Item name, description, quantity, condition and location shall be documented. One copy of this inventory shall be placed in the ship's safe or a lockable box in the Ship's or Master's Office, and one copy provided to the Fleet Superintendent. Inventory sheets for each separate location shall also be placed inside storerooms and/or locations, affixed in a conspicuous place. Inventory locations shall remain accessible for the purpose of inventory verification by MARAD. Inventory verification activities shall be coordinated with the Fleet Superintendent.

5.20 VALVES. Settling tank valves and all valves effecting seaworthiness shall be closed, chained and locked to prevent opening, with keys provided to MARAD. All valves shall be

surveyed for leaks. Any leaking valves shall be repaired, replaced, or blanked at the flange. The sponsor shall take up on packing glands or repack valves as required, leaving valves and reach rods in good working order.

5.21 STOWAGE AND AIR DIFFUSION. All gear shall be stored in a shipshape manner allowing dry air to reach all items placed under D/H while maintaining easy and safe access to observe D/H effectiveness throughout the ship. For ships that still have hatch boards, all 'tween deck hatch beams shall be fitted in place, with 'tween deck hatch covers fitted over hatches leaving a 3 inch air space between each hatch board. Secure all hatch boards with an athwartship batten nailed in place. All hydraulic 'tween deck hatch covers shall be closed. Sealed compartments shall be provided with screened openings to allow the diffusion of dry air.

5.22 DRAINING. All systems, bilges and voids shall be completely drained of water and dried. All salt water lines throughout the ship shall be flushed with fresh water and dried. All tanks except lube oil and fuel oil tanks are to be emptied and cleaned. All sewage disposal systems and tanks are to be chemically cleaned, neutralized and dried. Reinstall covers in an ajar position. Package all used securing items (nuts, gaskets, etc.) and wire adjacent to opening. Completely remove all water, sludge, and debris. The MARAD representative will determine the amount of fuel oil that may be left in tanks. With the exception of fresh water tanks, all emptied tanks below the line of floatation shall be lightly coated with metal conditioning compound and manhole covers replaced and bolted down airtight. Manhole plates located above the line of floatation, for tanks that are to be placed under D/H, shall be left open and covered with expanded metal screens capable of supporting at least 225 lbs. at the opening center. Horizontal openings are also to be covered with expanded metal screens. No silica gel is to be placed in emptied tanks (or used elsewhere on ships transferred to MARAD). Manhole covers for fresh water tanks, and others remaining open, shall be secured adjacent to the openings together with unused securing items. All deck drains and scuppers on vessel weather decks shall be cleaned and proven clear to the satisfaction of the MARAD representative. This is to be accomplished only upon completion of blasting operations.

5.23 BOILER, MAIN. The water sides of boilers, including economizer and superheater tubes, shall be thoroughly flushed with fresh water and cleaned of all loose scale, mud and foreign materials. After cleaning, all parts shall be drained and dried out, each horizontal tube is to be blown out with compressed air. One access cover plate, from the lowest point possible, shall be removed from each of the following: steam drums, water-wall headers, superheaters, and economizers. The purpose of this is to provide for uniform diffusion of dry air when the boilers are placed under D/H. The removed cover plates, together with dogs and nuts shall be wired adjacent to their respective openings. A 2 inch duct from the D/H system shall be run into each superheater at the last handhole at the superheater outlet. All other superheater handhole plates shall be reinstalled. The fireside of the boiler shall have both a D/H hose installed into a low register and an upper vent. Boiler casing doors and inspection plates shall be removed, stowed and secured adjacent to their respective boilers. Burners shall be removed, cleaned and stowed in the engine room storeroom. The firesides, including uptakes and stacks, shall be cleaned by air lancing, power wire brushing, and scraping to thoroughly remove all soot, slag, and accumulation. After cleaning, the surfaces should be vacuumed to remove all remaining

particles. Clean the forced draft system including wind boxes and air preheaters. Removal of refractory from boilers shall be determined by MARAD. Under no circumstances shall water or steam be used in cleaning the firesides of boilers after final shutdown.

5.24 BOILERS, AUXILIARY. Steam heat and waste heat boilers shall be thoroughly cleaned on the waterside and dried out. The fire and/or exhaust sides including uptakes and stack shall be thoroughly cleaned of all soot and other residue. One manhole plate and one handhole plate shall be removed (if existing) and wired adjacent to their respective openings. Remove all soot, dust and debris from machinery spaces.

5.25 DIESEL ENGINES, MAIN AND AUXILIARY MACHINERY. The main propulsion systems, auxiliary maneuvering devices (thrusters), auxiliary generator systems and emergency generators shall be thoroughly cleaned as far as fitted access permits. All oil, sludge, and dirt shall be disposed of in an environmentally acceptable manner. All access covers, open tanks, and machinery shall be secured in good order after cleaning. The emergency diesel generator shall be operable. Emergency generator fuel oil tanks shall be treated with appropriate biocide.

5.26 VENTILATION. Remove and clean filters, clean fans and related ducting.

5.27 OZONE DEPLETING SUBSTANCES (REFRIGERATION SYSTEMS). Ship=s refrigeration system(s) and air conditioning system (s) shall be evacuated. Refrigerant gasses shall be bottled and removed at deactivation. All chilled water air conditioning and refrigeration systems shall be drained and blown dry using compressed air. All controls shall be placed in the demand position to ensure complete draining and blowdown of piping, chillers, and air handling units. The compressors shall be tagged with metal or plastic tags to show all of the precautions taken. Compressor units shall be disconnected from their prime movers to prevent damage in case of accidental energizing of motors. Wash down all reefer boxes with a solution of sodium bicarbonate. All reefer box doors shall be blocked up to take the weight off the hinges. All ozone depleting substances shall be recovered from refrigeration and air conditioning systems and be disposed of/recycled in accordance with EPA regulations. All bottled ozone depleting substances shall be removed from the vessel prior to MARAD acceptance inspection. The sponsor shall provide MARAD with an ozone depleting material survey upon completion of the tasks required by this section.

5.28 MOTORS AND GENERATORS. All motors of at least one horsepower and generators shall be cleaned of all dirt, excessive oil and grease. Brushes shall be left in place but with their spring tension released and with the brushes lifted from the surface of the commutators.

5.29 MEGGER READINGS. Insulation resistance readings shall be taken of all generators and motors except those of fractional horsepower. Results of these readings shall be recorded and delivered to the Fleet Superintendent.

5.30 CHLORINATOR AND RETENTION TANKS. Chlorination and retention tanks shall be thoroughly cleaned. Remove and dispose of the charcoal purifier tanks and leave covers off tanks by turning the cover to the bottom and secure it with two studs or bolts.

5.31 ELEVATORS/DUMBWAITERS. Secure elevators and dumbwaiters to meet the American Standard Safety Code for elevators. Pits shall be thoroughly cleaned out. Land counterweights on blocks, lower car to bottom of well. Blocks are to be arranged to allow access beneath the elevator.

5.32 LAMPING. All emergency light fixtures and 50% of the other lighting in the following areas shall be lamped and operational: engine room, emergency generator room, boiler room, shaft alley, steering gear room, cargo spaces used for storage, and living spaces including the bridge. Use of long life impact resistant bulbs is recommended.

5.33 TANKERS. The dehumidification of cargo tanks and/or cargo pump rooms is generally encouraged dependent on the electric power availability at the assigned reserve fleet.

5.34 BERTHING AREAS. Broken door locks on living space doors, lockers and washrooms shall be repaired or replaced. Two full sets of keys shall be provided to MARAD. All sanitary traps, toilet bowls, sinks and wash basins shall be cleaned and dried out. If no trap drain plug is provided, then the trap shall be removed. All head and washroom doors shall be locked after inspection of the vessel prior to departure for the fleet. This can be accomplished during the draining of the vessel.

6. PRESERVATION.

6.1 DEHUMIDIFICATION INSTALLATION. For ships requiring D/H, the D/H system shall be installed prior to delivery of the vessel.

6.1.1 D/H EQUIPMENT. The D/H system including all equipment and components are to be supplied by the sponsor. All system components are to be installed aboard ship in locations as prescribed by the MARAD representative. The components provided are to be new and of the type and size specified in the D/H plan. Drum type D/H machines are preferred. One large machine is preferred to many small machines, however, sometimes small machines are beneficial. All electrical circuits (aluminum wire will not be acceptable) are to be properly protected. A two year supply of spare parts shall be included. The responsibility of any additional spares that may be required lies with the sponsor. See Appendix E for a sample spare parts list. Also, a complete set of operating and maintenance manuals shall be furnished to MARAD. Generally D/H installation is the responsibility of the sponsor, however, MARAD may agree to install D/H equipment on a reimbursable basis.

6.1.2 D/H PLAN. Drawings of the D/H system which clearly show the arrangement, directional flow of air, location of humidistats, disconnect switches, power supply circuit, and all other components of the system shall be furnished to the Fleet Superintendent upon vessel delivery. Fire mains or other existing piping systems shall be utilized in lieu of ducting wherever possible. All equipment types require MARAD approval.

6.1.3 REACTIVATION AIR. Inlets and outlets for the reactivation air shall be diverted away from one another and spaced a minimum of 4 feet apart or fitted with elbows to provide this distance. They shall be angled downward and made of galvanized metal or PVC.

6.1.4 D/H CONTROL. A D/H control system shall be installed that will continuously and automatically control the relative humidity (RH) at a preset level within a dehumidified zone, and indicate whether the humidity factor, (high or low), is being maintained at a prescribed level for the zone controlled by the humidistat. This system must sense and control the RH from four individual stations within each zone. An electrical box painted bright yellow and fitted with isolation switches for each humidistat (station) shall be located near the D/H machine they are controlling. The switches shall be labeled to indicate the humidistat being controlled. The humidistats, themselves, shall also be labeled. Aluminum wire will not be acceptable.

6.1.5 DUCTING AND WIRING. All wiring (aluminum wire will not be acceptable), ducting, piping, etc., used in the installation of the D/H system shall be secured in an orderly manner, and shall not obstruct free passage throughout the ship. Ducting shall be flame retardant (UL94VTM-0) two-ply Polyester-Neoprene coated, resistant to ozone, UV rays, and mildew, impervious to leakage from most oils, water, chemicals, and grease, within temperature range -40EF to 250EF.

6.1.6 EXTERIOR DUCTING. Where exposed to the weather, piping used to tie packages into the D/H system shall be rigid type and corrosion resistant such as PVC. Proper support brackets shall be installed.

6.1.7 POWER DISTRIBUTION. Shore power service at the fleet sites are 3 phase, 440 volt ac. Where single phase is needed to service a component of the D/H system the necessary equipment and materials are to be supplied by the vessels sponsor. Each ship shall be equipped with a 200 amp non-fused disconnect for a main switch, a 30 amp fused disconnect for each cathodic rectifier, one 30 amp fused disconnect for each 440 volt ac. D/H machine at the main disconnect box, a 30 amp fused disconnect for transformer feed, a 7.5 KVA transformer with a 220/110 breaker panel minimum of 6 spaces with a raintight 110 receptacle, and a 30 amp non-fused disconnect located at the machine. A 100 amp fused disconnect shall also be provided for ship lights. Aluminum wire will not be accepted.

6.1.8 PROOF OF OPERATION. Once the system is installed the proper operation of each component shall be tested to the satisfaction of the MARAD representative. This shall be accomplished by running the D/H machine for a period not less than one hour. The air flow supplied by the D/H machine shall be satisfactory at each outlet.

6.1.9 SEALING. All exterior openings to the atmosphere, including escape pipes, vents, main stack openings, etc., shall be blanked and airtight. Particular attention should be given to the access doors to the vessel. All doors to be used for access during lay-up period shall have proper alignment, dogs freed, adjusted, and chalk tested to ensure proper sealing. The stowage location of equipment removals shall be indicated on a tag affixed to the removal location and listed on the stowage inventory. All watertight openings such as doors, portlights, and vent covers shall be made airtight without the use of soft sealants, by renewing the gaskets, cleaning or renewing knife edges and adjusting dogs where necessary. All bulkhead, overhead, or deck leaks shall be sealed. Any standing water throughout the ship shall be removed. Where soft sealants are necessary a butyl rubber type caulking or silicon type compound shall be used. The use of polyurethane foam for soft seal is not acceptable.

6.1.10 AIR TESTING. At the conclusion of all sealing operations an air test will be conducted to prove airtight integrity. The test will be accomplished by using one 500 CFM fan, or other type of air mover of similar capacity sealed into the D/H boundary. Air within the zone shall be steadily exhausted to the outside atmosphere. The resulting pressure differential between the outside and inside atmospheres created shall be measured with a manometer or other suitable air pressure gauge. Upon obtaining a pressure difference equal to three (3) inches of water, the air mover will be secured and the opening blanked off. The pressure differential shall not drop lower than a reading of one inch of water during a waiting period of ten minutes.

During the initial period of custody the runtime will be monitored to determine sealing integrity. Should machines be found to run more than 40% of the time, which generally indicates a faulty seal, repairs will be performed at the sponsors cost.

6.2 CATHODIC PROTECTION. All installed internal cathodic protection systems shall be operable. Where requested by the sponsor or deemed necessary by MARAD, cathodic protection systems will be provided and installed by MARAD on a reimbursable basis.

6.3 PAINTING. Painting services may be provided by MARAD at the sponsor's option on a reimbursable basis. All painting will be in accordance with MARAD specifications unless otherwise agreed. *Due to environmental regulations, painting can no longer be performed at MARAD Reserve Fleet sites, with the exception of minor work approved on a case by case basis. Large-scale painting will be only performed at certified industrial activities.*

APPENDIX A
(ITEMS TO BE STOWED)

- Antennas, radio
- Barometers *
- Batteries (new and in a dry state)
- Binnacles *
- Binoculars *
- Blocks, portable
- Blueprints
- Books, instruction
- Boxes, storage
- Canvass
- Chronometers *
- Clinometers *
- Clocks *
- Clothing (stewards department)
- Compass, gyro and magnetic *
- Computers, all types with accessories *
- Correspondence, vessel
- CO2 Cylinders
- Davits, small gooseneck
- Equipment, galley
- Equipment, medical
- Equipment, office
- Equipment, painting
- Equipment, pantry
- Equipment, safety
- Extinguishers, fire
- Fans, room
- Floodlight, detachable
- Flags *
- Furnishings, room
- Gangways, brow
- Gratings, weather deck
- Guards, pipe
- Hood, binnacle
- Hose, fire, fresh, steam and air
- Instruments, electrical *
- Ladders, pilot/SOLAS/Jacob's
- Lashing, chain
- Lifeboats, complete with outfitting gear (food/water not included)
- Lights, embarkation, cargo, and signal
- Line throwing apparatus

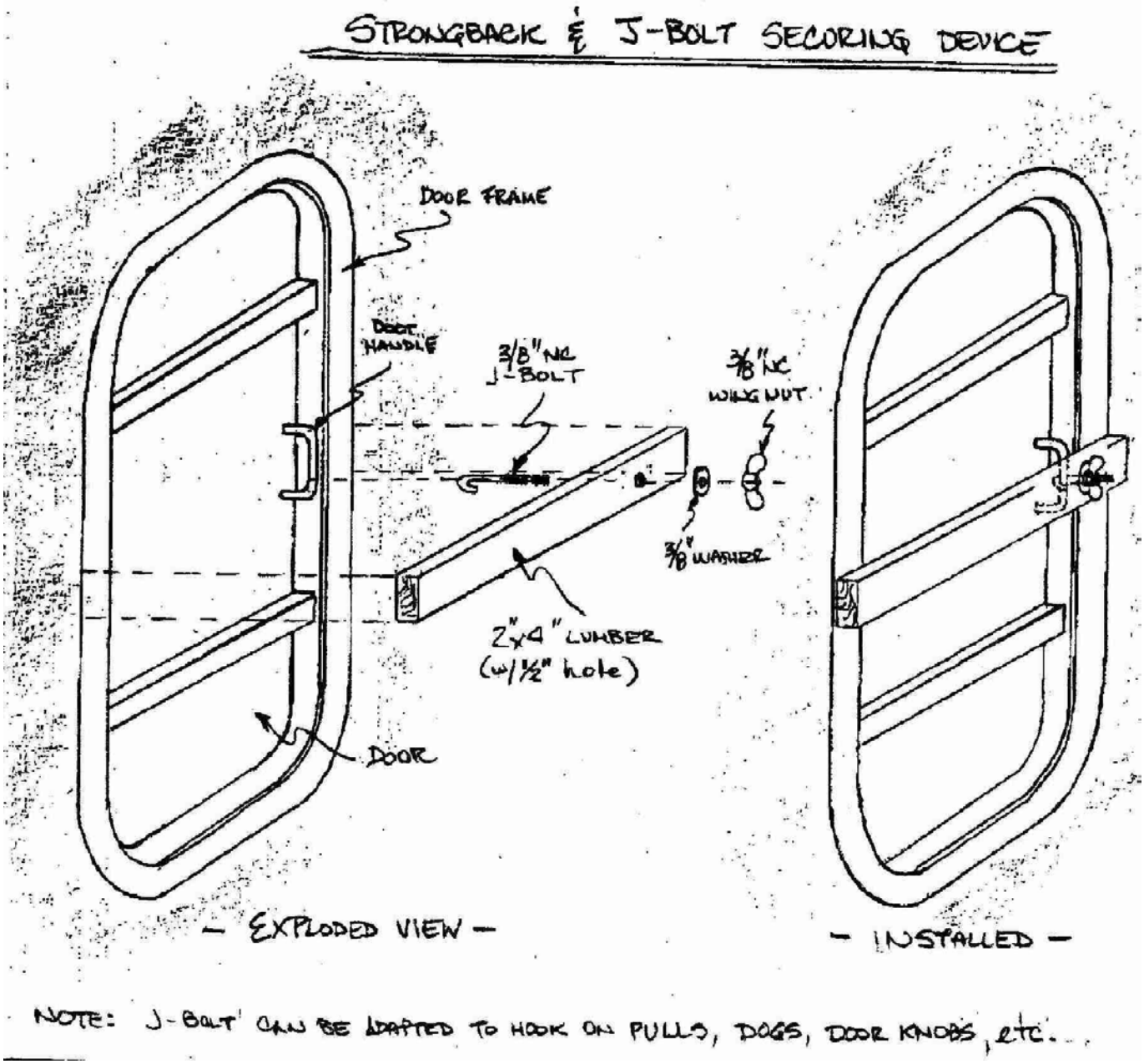
- Linen
- Lines, gantlines/heaving lines/tag lines/mooring lines
- Lining, grain and/or ammunition (sheathing)
- Log and bell books
- Machines, washing and drying
- Machines, ice making
- Machines, sounding
- Mattresses
- Medical equipment
- Meters, portable electric *
- Micrometers *
- Name boards, detachable
- Navigation instruments (parallel rules, dividers, etc.)
- Navigation equipment (RDF, LORAN, Sat Nav, etc.)
- Pillows
- Radar
- Radio, crew entertainment
- Radio, telephone
- Reels, wire (including wire)
- Refrigerators, domestic type
- Repeaters, gyro compass
- Rope, wire/natural/synthetic
- Scanners, radar
- Screening, weather deck ventilation and ducting
- Searchlights, detachable *
- Sextants *
- Spare parts, electrical, mechanical, radio, and navigation equipment
- Table, chart
- Tableware
- Tachometers
- Telephone, sound powered and interior communication
- Television sets *
- Tools, electrical, hand, and pneumatic
- Transceivers *
- Typewriters *
- Wrenches, special such as propeller, rudder, etc.

NOTE: Items marked as "*" are considered to be highly pilferable.

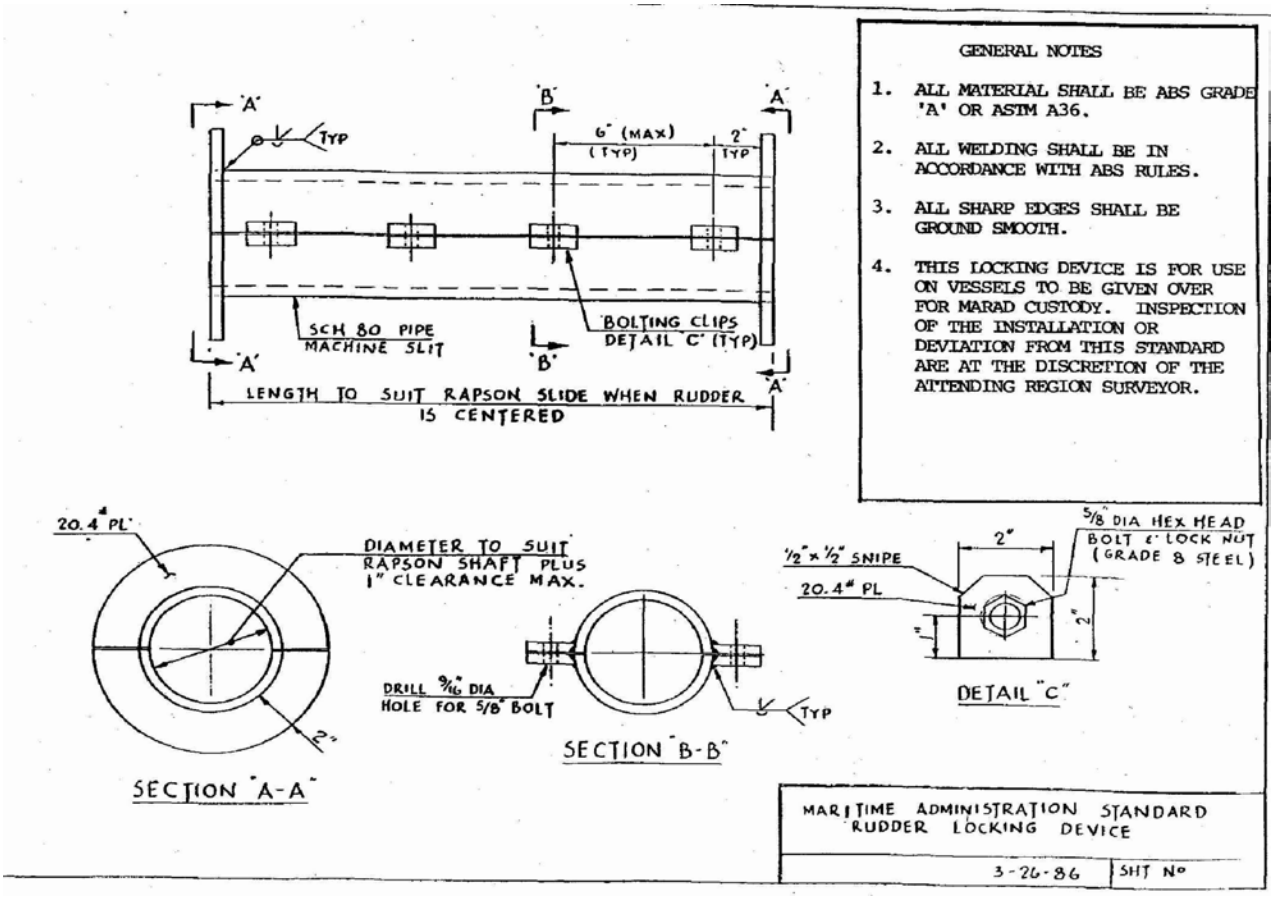
APPENDIX B

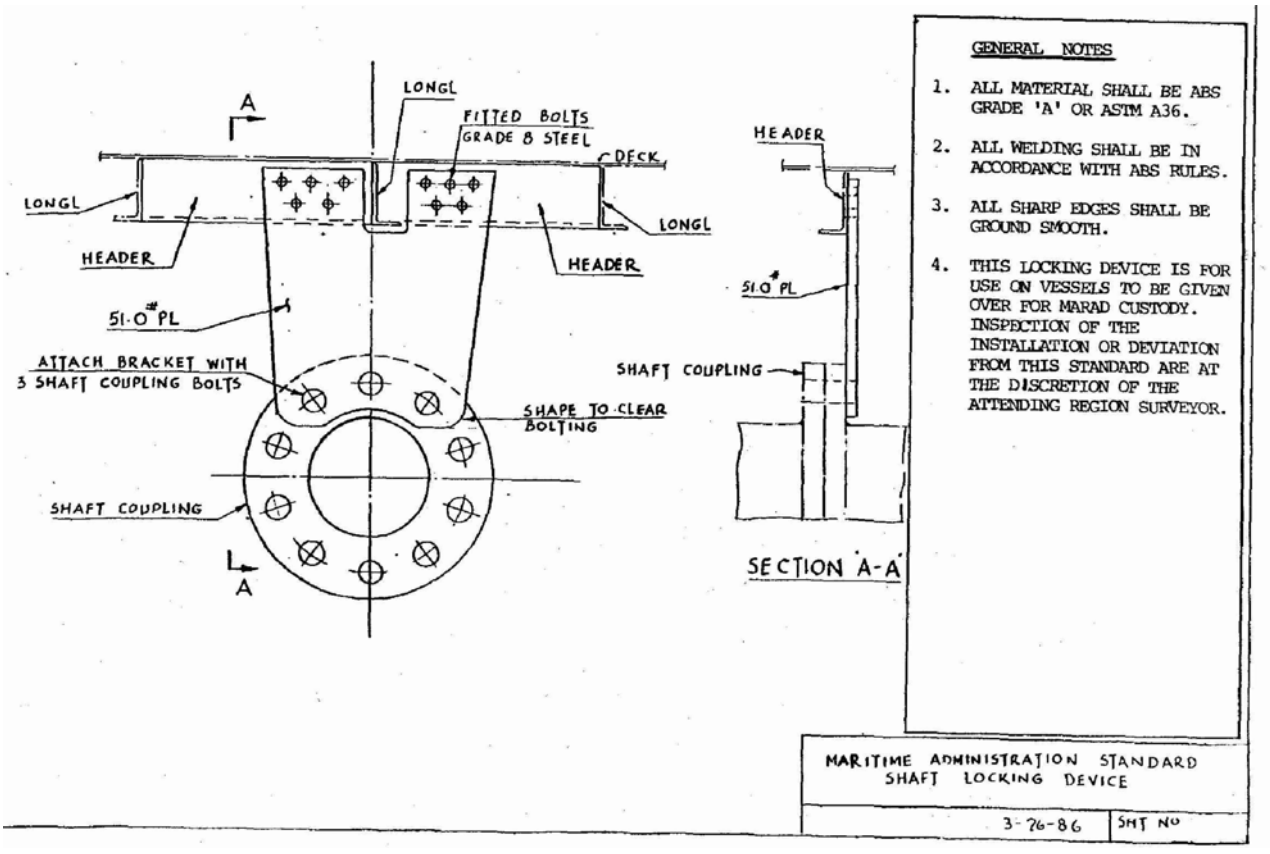
An acceptable method for securing exterior doors and openings from the inside (to allow keyless opening from inside and no access from the outside) is to use a strongback and "J" bolt. It can be constructed with a length of 2" X 4" lumber spanning the door opening on the inside of the space. A hole is drilled through the 2" X 4" strongback at a point where a 3/8 inch NC J-bolt can be slipped through the hole and hooked around the door pull. The threaded end of the J-bolt, now protruding through the strongback, is secured against the strongback by a washer an large wingnut, and hand tightened. In this way, a simple means of emergency exits provided without the need for tools, should personnel be cut off from the normal access doors, while maintaining a normal security posture from the outside. See below for further details.

DIAGRAM OF STRONGBACK AND J-BOLT SECURING DEVICE



RUDDER LOCK AND SHAFT LOCK DIAGRAMS





APPENDIX C

MA-496 REIMBURSABLE VESSEL ACCEPTANCE REPORT U.S. Department of Transportation
25 Jun 1998 Maritime Administration

Instructions: Form to be completed by the reimbursable sponsor and forwarded to the assigned fleet superintendent, prior to vessel arrival at the fleet site. Copies should be passed to the region office and to the Division of Reserve Fleet.

SECTION I: VESSEL INFORMATION

Vessel Name:_____ Vessel Type:_____ Sponsor:_____
Delivery Date:_____ Assigned Fleet Location: Point of contact:_____
Draft FWD:_____ AFT:_____ _____ POC phone:_____

SECTION II: CHECK LIST [Check for satisfactory item, "NA" for not applicable, or note Deficiency in remarks section.]

3. HULL GENERAL
Waterline properly marked: _____
Hull clean and paint: _____
Seachests clean and paint: _____
Transducer covered: _____
Blanks: ___ Interior ___ Exterior ___ None
Stern and Rudder gland packed: _____
Range Anchor Chain: _____
Bower Anchors in place: _____
(P/S)Anchor chain bitter end properly secured: _____

4. TOPSIDE GENERAL
Deck cleaned satisfactory: _____
Booms/Cranes stowed: _____
Sounding pipes/plugs satisfactory: _____
Doors and openings locked: _____
Hose test on hatches passed: _____
Mooring equipment satisfactory: _____
Hatch covers secure: _____
Cargo winches preserved: _____
Fan openings secured: _____
Nav. Equipment stowed: _____
Windlass and chain cleaned: _____
Paint satisfactory: _____
Lifeboats stripped and stowed: _____
Accommodation ladders workable: _____
Mooring reels stowed: _____
Overboard openings blanked: _____
Handrails repaired: _____
Fire fighting equipment stowed: _____
Stack cover continuous weld: _____
Deck drains proven free & clear: _____

5. INTERIOR GENERAL
Stern gland watertight: _____
Shaft lock installed: _____
Rudder lock installed: _____
Sea valves secured: _____
Spaces cleaned: _____
Hazardous waste removed: _____
Asbestos notices posted: _____
Bilges dry: _____
Floor plates and gratings in place: _____
Flood and fire alarms: _____
Water tanks dry, ballast removed: _____
Cargo tanks cleaned: _____
Interior hatches secure: _____
Removable items stowed: _____
Valves secured: _____
Air diffusion: _____
Draining completed: _____
Boilers cleaned: _____
Diesel engines prepared: _____
Ventilation clean: _____
Refrigeration system secured: _____
Motors and generators prepared: _____
Chlorinator and retention tanks cleaned: _____
Elevators stowed: _____
Lamping completed: _____
Berthing areas cleaned: _____
Draining completed: _____
Refrigeration system secured: _____
Refrigeration system evacuated: _____
Refrigerant gasses bottled & removed: _____
Berthing Areas: _____
Emergency Diesel Fuel treated: _____

6. PRESERVATION RETENTION
Dehumidification installed: _____
Sealing and air test adequate: _____
Access door: _____
Cathodic protection desired: ___Yes ___No
Internal cathodic system: ___Yes ___No
Painting frequency desired: ___years
DH Spare parts: _____
DH Technical manuals: _____

SECTION III: CUSTODY PACKAGE [Check for item submitted or "NA" for not applicable.]

Latest Drydock report: _____
Shipyard specifications: _____
Hazardous materials inventory and MSDSs: _____
PCB summary report: _____
Asbestos laboratory analysis: _____
Deratification certificate: _____
Key list and keys: _____
Radiological Report: _____
Mercury Survey _____
CHT System Certification of Cleaning _____
Certificate of Demilitarization _____
Booklet of General Plans with Hydrostatic Properties _____
Store room and storage area inventory: _____
Tank sounding report: _____
Megger Readings list: _____
DH plan drawings: _____
Gas free certificate: _____
Drawing of blank locations: _____
Sounding plug drawing: _____
Sodium chromate survey of tanks: _____
Ozone Depleting Material Survey _____
CHT System Gas Free Certification _____
Certificate of Declassification _____
Tank Sounding Tables _____

SECTION IV: REMARKS [Describe items that degrade seaworthiness, safety, or environmental condition.] [Continue on back.]

SECTION V: CERTIFICATION OF ACCEPTANCE/TURNOVER Signatures below indicate that the above is provided and accepted.

SPONSOR SIGNATURE:	MARAD SIGNATURE:
NAME:	NAME:
TITLE:	TITLE:

APPENDIX D

TRANSFER OF VESSEL TITLE

Title of _____ (vessel name) is hereby transferred from _____ (agency name) to the Maritime Administration this _____ (date) day of _____ (month) of _____ (year). This vessel is free of all encumbrances to transfer. All stripping actions required of the above agency have been accomplished prior to this transfer.

_____ _____

Agency Representative Date

Title of the above mentioned vessel is hereby accepted by the Maritime Administration this _____ (date) day of _____ (month) of _____(year).

_____ _____

Associate Administrator for National Security Date

INSTRUCTIONS TO FORM MA-496A

(FOR NON-RETENTION VESSELS)

REQUIREMENTS FOR SPONSORS OF VESSELS HELD

IN THE NATIONAL DEFENSE RESERVE FLEET (NDRF) SITES

This document supersedes the earlier edition of Form MA-496A.

Maritime Administration
Office of Ship Operations
Division of Reserve Fleet
September 23, 2002

CONTENTS

1. GENERAL

1.1 PURPOSE. The purpose of this document is to set forth the minimum requirements for deactivation and lay-up of a vessel for subsequent placement in a National Defense Reserve Fleet site under custody of the Maritime Administration. The vessel can be received from a government agency under terms set forth in a Memorandum of Agreement (MOA) and funded annually via funding documents (e.g., MIPRs) or other approved funding transfer methods.

1.2 ELIGIBLE VESSEL TYPES. Vessels designated for NDRF layup shall be convertible merchant types or other types determined eligible by the Chief, Division of Reserve Fleet.

1.3 PRELIMINARY ACCEPTANCE AND RESTRICTIONS. When a vessel is designated for NDRF layup, the sponsor shall contact the Chief, Division of Reserve Fleet (MAR-612) to review acceptance criteria and restrictions concerning maximum draft, height limitations and the availability of moorage. MARAD's acceptance of any vessel will be decided based upon the capability of the designated fleet to properly moor the vessel and safely and securely maintain it for the duration of its layup in the fleet site. As a rule all vessels will have their draft reduced to the minimum practical, in no case exceeding the draft limit for the assigned fleet site. Because published drafts are mean low water for respective fleet sites, acceptance into a fleet site may be decided on a case-by-case basis based upon current conditions and deep berth availabilities. Air draft indicates the maximum clearances (i.e., under bridge structures in route to respective fleets) at mean high water.

Fleet Site	Draft	Air Draft
James River	25 feet	145 feet
Beaumont, TX	28 feet	136 feet
Suisun Bay	26 feet	135 feet

1.4 PRELIMINARY REQUIREMENTS. Upon the assignment of a sponsor's vessel to a MARAD fleet site (by MAR-612), the respective MARAD Fleet Superintendent will be instructed to initiate actions to evaluate the work to be performed as specified herein. For matters not adequately covered by this instruction, MAR-612 will be consulted for clarification and/or resolution. Coordination between sponsors and Fleet Superintendents will be necessary during this phase, in which sponsors shall provide Fleet Superintendents with the following:

- Scheduling of a vessel's prospective drydocking, bottom repair, bottom painting, underwater blanking of sea chests, and sea connections

- Scheduling of deactivation

- Date the vessel will be ready for tow to the fleet site (at least seven (7) days advance notice required).

Upon preliminary acceptance, a mandatory acceptance inspection, certified by form MA-496a Reimbursable Vessel Acceptance Report (Appendix C), is conducted to ensure compliance with all the provisions herein. A copy of the completed MA-496(a), along with a copy of the vessel's latest drydock report shall be provided to the Fleet Superintendent prior to delivery. While it is the sponsor's responsibility to plan and supervise all work performed in preparation for delivery, copies of any shipyard specifications used shall be made available to MARAD for review prior to final acceptance. MAR-612 will make all final acceptance determinations based upon recommendations from Fleet Superintendents.

1.5 FINAL ACCEPTANCE. MARAD's acceptance of any vessel into the NDRF will be based on the capability of the assigned fleet to safely and securely maintain the vessel for the duration of the layup, and the condition of the vessel relative to the layup requirements. Should MARAD decide to accept a vessel into the NDRF, the sponsor shall provide MARAD with the following:

- Liquid load/tank soundings, identifying tank contents and amounts, including any ballast or water treated with sodium silicate or any other substance.
- Drawing(s) of hull Blank Locations
- Booklet of General Plans, including hydrostatic curves and tables
- Asbestos Sampling Survey
- Radiological Report
- PCB Inventory and Sampling Report including a list of all PCBs removed from the vessel in accordance with Section 5.6.2.
- Mercury Survey
- Sodium Chromate Survey of Tanks
- CHT System Certification of Cleaning and Gas Free Report
- Deratification Survey
- Certification of Declassification (for former military vessels only)
- Certification of Demilitarization (for former military vessels only)

1.6 DELIVERY TO THE NDRF FLEET SITE. A vessel accepted for layup shall be delivered, at the sponsor's expense, to the assigned fleet site. The vessel shall have a moderate trim and no significant list. If possible, permanent hull cathodic anodes should be submerged.

1.7 BERTHING AND LAYUP EXPENSES. Any major layup work that is planned shall be accomplished prior to the vessel entering the fleet site. This normally includes sealing of spaces for weather tightness. Sponsors are responsible for all costs, including overhead, associated with berthing their vessels at NDRF sites. Sponsors may be further responsible for additional costs associated with the vessel's arrival at the fleet site, to include that for deballasting and/or shore power hookup.

1.8 CUSTODY AND PRESERVATION COSTS. Sponsors shall retain accountability for their

vessel after delivery and continue to fund all associated custodial and preservation costs. MARAD will provide services, as agreed, on a reimbursable basis. A joint agency Memorandum of Agreement (MOA) shall be executed to provide more specific guidance concerning work to be performed and the applicable reimbursement arrangements. Funding shall be provided via "MIPRs" or other approved methods to cover costs identified in annual estimates.

1.9 PRE-ARRIVAL INSPECTION. The Fleet Superintendent will schedule a pre-arrival inspection prior to vessel arrival at the fleet site. As this inspection serves to identify and document any critical discrepancies, it must be coordinated to allow sufficient time to properly address any deficiency prior to delivery. The Fleet Superintendent will coordinate this inspection to ensure that a representative from the sponsor's organization is in attendance.

1.10 ARRIVAL INSPECTION. An arrival inspection will take place upon the vessel's arrival at the fleet site. This inspection serves to identify and document vessel condition relative to cleanliness, orderliness, sanitation, security, status of hazardous materials, water tight integrity, and safety, and will be scheduled to ensure that a representative from the sponsor's organization is in attendance.

1.11 STRIPPING AT FLEET SITES. Fleet site stripping of installed machinery, equipment and components not essential for safe lay-up (anchor windlass, bower anchors and chains must remain) from a vessel designated for disposal is permissible prior to title transfer provided such actions do not compromise the vessel's watertight integrity, towing seaworthiness, the safety of workers, or other conditions or requirements specified herein. Any exposure of hazardous material or friable asbestos resulting from these activities must be addressed as outlined in applicable sections herein. Stripping activities will be restricted based upon the ability of MARAD to provide support and maintain safety. All associated costs shall be reimbursed by the sponsor. If certain items aboard a vessel cannot be stripped prior to title transfer, those items shall be tagged and identified to MARAD for later removal.

1.12 TITLE TRANSFER. Titles to merchant-type vessels, or vessels otherwise determined by MARAD to be suited for such a conversion, 1500 gross tons or more, may be transferred to MARAD as a means of conveyance or disposal. (Note: GSA disposes Merchant-type vessels under 1500 gross tons per 40 U.S. Code Section 484 criterion.) Transfers can be effected using the title transfer form (Appendix D), provided conditions specified herein are satisfied. Title transfers also require sponsors to turn over to MARAD the following (or equivalent): General Arrangement Plan(s), Sounding Tube Location Drawing(s), Capacity Plan(s), Hydrostatic Table(s), Trim and Stability Booklet(s), and the combination(s) to any safe(s) remaining on board. Additionally, Gross Tonnage Certificate(s) are required for vessels calculated to be less than 2000 gross tons (using the U.S. Coast Guard's Simplified Measurement System described at http://www.uscg.mil/hq/msc/T3/SIMP_formula_infosht.pdf) for the purpose of confirming disposal responsibilities per the 40 U.S. Code Section 484 criterion.

1.13 ORDER OF EVENTS. The following order of events are typical for laying up a reimbursable custody vessel in a MARAD Reserve Fleet site, and shall be followed under normal

circumstances. Sponsors with multiple reimbursable custody vessels shall consolidate their requirements.

1. The sponsor notifies the Chief, Division of Reserve Fleet (MAR-612) of a need to lay-up a vessel in a MARAD Reserve Fleet, specifying a preferred entry date, the length of time for storage (if known), and the dimensions of the vessel. This notification normally takes the form of an annual forecast of corresponding requirements (stipulated in an MOA between MARAD and the sponsor), but may come anytime as a result of the emergent requirements.

2. MAR-612 informs the Fleet Superintendent of the sponsor's requirements and requests a corresponding cost estimate.

3. The Fleet Superintendent submits a cost estimate for arrival and first (fiscal) year custody services to MAR-612.

4. MAR-612 confirms the capability of the respective fleet site to maintain the vessel and provides the sponsor with a first (fiscal) year cost estimate, along with a copy of the MA-496A instructions detailing requirements and responsibilities.

5. The sponsor forwards to the respective Fleet Superintendent a "custody package" (consisting of the specific documentation outlined in section 1.5 above), a "fact sheet" describing the incoming vessel's *particulars* (i.e., standard dimensions and critical background information), and a *completed Form MA-496A*.

6. The Fleet Superintendent prompts the generation of a salary code for the vessel and forwards a copy of the completed MA-496A to MAR-612. (MAR-612 will contact the Fleet Superintendent to obtain any additional ship information that may be required.)

7. Upon receiving the corresponding salary code, the fleet assigns a project code for the vessel in the Reserve Fleet Time and Attendance System (*RFTAS)*.

8. After receiving the "custody package", the fleet schedules a *pre-arrival* inspection of the vessel with the sponsor's concurrence.

9. The fleet conducts a joint pre-arrival inspection with the sponsor, using form MA-496A as a guide, and confirms the accuracy of the previously submitted documentation.

10. The fleet forwards the pre-arrival inspection report to the sponsor within seven (7) working days of completion. The report documents the inspection and identifies any discrepancies that would preclude vessel acceptance.

11. The sponsor takes any necessary corrective actions, notifying the fleet when completed.

Based on the nature of the discrepancies, the Fleet Superintendent determines whether an additional inspection is necessary. If warranted a follow-up inspection is scheduled and conducted.

12. If the sponsor has requested a waiver from certain requirements, MAR-612 will decide whether or not to grant the waiver and will promptly notify the sponsor.

13. Vessel arrival is scheduled and jointly coordinated. The fleet issues a Ship Delivery Certificate to the sponsor and forwards a copy to MAR-612.

14. The fleet promptly conducts a vessel Arrival Inspection and forwards a Ship Condition Report (Form MA-279) to MAR-612 and the sponsor within seven working days. This report will document vessel material condition at the time of arrival.

2. DEFINITIONS AND ABBREVIATIONS.

2.1 RETENTION. The classification of a vessel kept in a state of preservation for the purpose of future mobilization. The degree of preservation is the sponsor's option and may vary from a minimum of simple periodic inspections to a maximum of dehumidification monitoring, cathodic protection, a painting schedule (environmental conditions permitting), and minor maintenance.

2.2 NON-RETENTION. The classification of a vessel intended for eventual disposal, not requiring preservation. Such vessels will be provided the minimal degree of care to ensure a safe mooring condition.

2.3 STOWAGE. The relocation of loose items aboard a vessel to a designated secure location.

2.4 DEACTIVATION. The general maintenance and preservation of a vessel following a period of activation to ensure water tight integrity, cleanliness and orderliness, and overall suitability for layup.

2.5 NDRF. National Defense Reserve Fleet

2.6 D/H. Dehumidification Preservation

2.7 C/P. Cathodic Protection Preservation

2.8 MARAD. Maritime Administration

2.9 LAYUP REQUIREMENTS. Minimal preparations required for layup.

2.10 NDRF DESIRABLE. Any vessel that MARAD determines provides value to the NDRF.

MARAD may choose to apply more thorough preservation to such vessels.

2.11 DEFERRED ITEMS. Work MARAD determines can be put off, or deferred, without unacceptably effecting the overall capabilities of the vessel.

2.12 SPONSOR. Any accountable organization entering into an agreement with MARAD concerning the reimbursable custody of their vessel(s) in the NDRF.

2.13 SHORT TERM. Duration lasting less than one year.

2.14 LONG TERM. Duration lasting one year or longer.

2.15 PRESERVATION. Various applications to include D/H and C/P for maintaining a vessel in reasonably the same condition as when it arrived at the fleet.

2.16 MEMORANDUM OF AGREEMENT. An agreement, normally in the form of a signed document, between two or more agencies, setting forth the authority and responsibilities of each under certain circumstances.

2.17 HAZARDOUS MATERIAL. *Useable* liquid, solid or gaseous material which, if released or spilled, may pose a hazard to human health or the environment due to quantity, concentration, physical, chemical or infectious characteristics.

2.18 HAZARDOUS WASTE. *Unusable* liquid, solid or gaseous material which, if improperly managed, may pose a hazard to human health or the environment due to quantity, concentration, physical, chemical or infectious characteristics.

2.19 STRIPPING. The removal of equipment, parts, fixtures or any other items of value from a vessel in preparation for disposal or scrapping. Fleet personnel will generally not be utilized as a labor source to strip vessels except on a reimbursable basis. Utilization of fleet personnel for stripping will be at the discretion of the Fleet Superintendent and dependent upon fleet operational priorities. Sponsors may make arrangements with MARAD to set up or continue their own stripping programs and activities aboard their vessels in MARAD custody.

2.20 CANNIBALIZATION. The dismantling and/or removal of equipment, parts, fixtures, or any other items from a vessel in order to support another vessel or operation. Fleet personnel will generally not be utilized as a labor source to facilitate vessel cannibalization except on a reimbursable basis. Utilization of fleet personnel for cannibalization will be at the discretion of the Fleet Superintendent and dependent upon fleet operational priorities. Sponsors may make arrangements with MARAD to set up or continue their own cannibalization programs and activities aboard their vessels in MARAD custody.

2.21 CHIEF, DIVISION OF RESERVE FLEET. Individual responsible for the development and implementation of Reserve Fleet policy and programs. Resides at MARAD Headquarters and reports directly to the Director, Office of Ship Operations.

2.22 REGION DIRECTOR. Individual responsible for effecting all MARAD policy and programs within a specific geographic region.

2.23 FLEET SUPERINTENDENT. Individual responsible for carrying out Division of Reserve Fleet programs and policies within a specific fleet site.

2.24 DISPOSAL. The relinquishment of vessel ownership through title transfer or other means. The sponsor has the option to dispose of non-combatant (merchant type) vessels 1500 gross tons or more via title transfer to MARAD. MARAD is the federal disposal agency for non-combatant vessels 1500 gross tons or more; GSA is the federal disposal agency for vessels less than 1500 gross tons.

2.25 FUNDING DOCUMENT. An document obligating funds from a federal agency/sponsor for purposes generally specified in a corresponding MOA.

2.26 ZONE. A compartment or series of compartments segregating areas of the vessel, generally structurally formed and requiring a separate access.

3. HULL AREA PREPARATION.

3.1 BLANKING. All vessels not scheduled for drydocking prior to lay up shall have internal blanks installed. All sea valves shall be blanked off at the skin valve, with a representative drawing of blank locations by frame number provided. Steel blanks shall have a minimum of 3/8" thickness when applied to flanges where valves/piping is removed; a minimum thickness of 1/8" galvanized steel is required within lines (e.g., “banjo” style blanks inserted between flanges). The size of each blank shall be noted on the associated drawing at corresponding locations. Vessels drydocked prior to lay up require external blanking. See section 3.3.4 below for external blanking requirements.

3.2 WATERLINE MARKINGS. All vessels shall have waterline markings painted on the hull: Four (4) inch wide stripes along the waterline extending horizontally thirty six (36) inches toward midships from the bow and stern on both sides of the vessel. Markings shall be of two coats of highly visible (e.g., reflective white or international orange) paint and applied to perform well over a long period of time. A second marking stripe shall be applied approximately two feet above the waterline. The trailing edge of the rudder shall also have markings applied.

3.3 DRYDOCKING. Vessels scheduled for drydocking prior to layup have additional requirements per section 3.3 herein as follows:

3.3.1 UNDERWATER SURFACES. Underwater surfaces shall be prepared up to the wind and water line by removing all foreign substances including loose paint, rust, and scale. Underwater body, rudder, and appendages shall be painted from the keel to two (2) feet above the waterline with three (3) coats of high solids surface tolerant epoxy compatible with the existing underwater coating system at least 6.0 mils dft. Alternate coating systems may be approved by MARAD.

3.3.2 SEA CHESTS. Unless hull openings are externally blanked, sea chest strainer plates shall be removed, cleaned, painted, and tagged and stowed in a protected area aboard the vessel, and sea chest interior surfaces coated with a high solids surface tolerant epoxy.

3.3.3 TRANSDUCER. Transducer cover plates, if fitted, shall be installed. Large Navy type transducers shall be structurally protected or removed.

3.3.4 HULL BLANKS. Exterior blanking of at least one-half (½) inch thickness shall be installed on all openings below the waterline. Blanks shall be internally stiffened, box type closures except within the area extending from two (2) feet below to four (4) feet above the quiescent waterline, where only flush type blanks shall be used. Blanks shall be air tested to 2.5 psi, ensuring the pipe plug seals are maintained. A drawing or outline identifying all blanking, location and type, shall be provided to MARAD upon completion.

3.3.5 STERN TUBE. Stern and rudder glands shall be repacked. Stern tube and strut bearing boots may be installed at the sponsor's discretion. The outer seal on oil lubricated stern tube bearings shall be caulked or otherwise sealed.

3.3.6 RANGE ANCHOR CHAIN. The anchor chains shall be ranged, washed, abrasive grit blasted to SSPC-SP-7 specifications and properly marked. Gauging and the replacement of deteriorated parts or sections may be required. Chains, chain locker, sump and hand pump system shall be drained and thoroughly cleaned and preserved with Grade No. II metal conditioning compound, Spec. No. MIL-M-15205D (NAVY) or equivalent prior to restowing chain. Eductors shall be operable.

4. TOPSIDE PREPARATION.

4.1 DECK CLEANING. Loose and/or unnecessary topside material or equipment shall be removed and/or stowed. Decks shall be thoroughly cleaned, with drains clean and clear.

4.2 BOOMS/CRANES. Booms/cranes shall be properly secured in their cradles, with vangs, blocks, and other loose running gear tightly secured in suitable locations. Heavy lift booms shall be properly secured in their normal position (usually vertical), with all loose gear tightly secured in suitable locations. All equipment shall be cleaned and drained of any hydraulic fluids.

4.3 SOUNDING PIPES AND DECK PLUGS. All sounding pipes shall be proven clear by observing maximum soundings. Deck fittings and plugs shall be serviceable. Sounding pipes and

plugs shall have legible identification. Plugs and tags shall be renewed as required. Quick closing sounding tube valves shall be functional. Threads of the deck fittings and plugs shall be adequately greased. A drawing of tank sounding pipe locations shall be provided.

4.4 VESSEL SECURITY. All skylights, doors, hatches, portholes, and windows shall be secured. Emergency exits shall be provided in accordance with OSHA requirements. Non-emergency access shall be limited to two (2) exterior main deck doors per zone, painted bright yellow, each fitted with hasp and bale or other suitable locking device. Common keyed locks shall be applied, with keys turned over to MARAD. All other exterior doors and openings shall be secured in such a way as to allow keyless exit from inside and no entry from the outside. Appendix B provides details on an acceptable method.

4.5 MOORING EQUIPMENT. All mooring bits, fairleads, capstans and windlasses shall be operable and clear of any obstructions. Hydraulically powered equipment shall be leak free. For vessels entering the James River Reserve Fleet having less than 2 1/2" diameter anchor chain, the second and third shots of chain from both port and starboard anchor chains shall be removed and placed on each side of the forecastle area. The anchors shall then be reconnected to the remaining chain and housed. Necessary mooring wires will be provided by MARAD on a reimbursable basis. Both bower anchors shall be in place with a full complement of anchor chain, the bitter end of which shall be properly secured in the chain locker. Anchors shall be ready for letting go (e.g., riding pawls not down and spill pipes uncovered and cement free) upon arrival at the fleet site without the need to energize the anchor windlass. MARAD will provide electric power as required to support electric windlasses, which shall be serviceable, unless the sponsor is otherwise advised. Steam windlasses shall be prepared as follows: A section of steam line shall be removed in way of the steam valve and a flange installed fitted with a 1 1/2" pipe connection quick disconnect fitting. The exhaust valve shall also be removed and those sections of the steam and exhaust lines leading aft shall be blanked off. The removed sections of steam lines and exhaust valve shall be secured by wire to the windlass.

4.6 WEATHER-DECK HATCH COVERS. All weatherdeck hatch covers shall be made watertight, seals replaced if necessary. Folding type hatch covers shall be closed and dogged. All hatch tarps shall be in good condition and securely tied down. Weather tightness shall be proven by hose test.

4.7 LIFEBOATS/LIFERAFTS. Lifeboats remaining aboard shall be cleaned, supplies and debris removed, covered and properly secured in davits. Automatic drain balls shall be removed. Fuel tanks shall be emptied and thoroughly flushed with water, dried and certified gas free. Liferafts shall be removed or stowed below. Life rafts remaining in place while the vessel is in transit to the fleet shall be removed or stowed below upon arrival.

4.8 ACCOMMODATION LADDERS. Accommodation ladders shall be secured in place as if ready for sea.

4.9 STACK COVERS. Metal stack covers shall be secured by weld and sealed for weather tightness.

4.10 WEATHER-DECK ELECTRICAL WIRING. Wiring for all removed electrically powered topside equipment shall be disconnected from sources and secured inside the vessel. Any openings thus created shall be blanked off to ensure watertight integrity.

5. INTERIOR PREPARATION.

5.1 STERN GLAND. Stern glands shall be made watertight. Conventional packing glands shall have sufficient packing for future take-up. All vessels fitted with oil lubricated stern bearings shall have the sealing systems serviced and all reservoirs and tanks filled. Sponsor shall ensure sealing systems are leak free.

5.2 SHAFT LOCK. The shaft-locking device shall be installed in accordance with specifications set forth in Appendix B or per a recognized marine classification society. Each shaft-locking device shall be designed and fabricated based upon an engineering analysis establishing optimum bolt sizes and acceptable tolerances for securing the shaft. Shaft locks shall be designed and fabricated so as to accommodate ready towing, thus eliminating the need for on board welding. Shaft locks shall be painted with 1 coat of bright yellow paint.

5.3 RUDDER LOCK. The rudder shall be physically secured by rudder lock in the midships position to the satisfaction of the MARAD representative. The steering motors shall be secured and all hydraulic valves closed. Appendix B shows an example of a commonly used rudder lock. It shall be designed and fabricated so as to facilitate ready securing for towing without the need for additional welding. Rudder locks shall be painted with 1 coat of bright yellow paint.

5.4 SEA VALVES. All sea valves shall be secured with valve wheels chained and locked to the valve body. Keys shall be turned over to MARAD. All electric, hydraulic, and pneumatic-operated valves shall be disabled at the controller.

5.5 CLEANING. All spaces, including engine and boiler rooms, shall be thoroughly cleaned to remove all dirt, loose paint and scale, oil, grease, water, and other foreign materials. All trash and debris shall be removed from the vessel. Staterooms shall be left clean, dry and secured by locking. All toilets shall be clean covered by plywood banded to the fixture, or other method, to prevent fouling. A full set of keys shall be provided to MARAD. All drawers and lockers in berthing areas shall be emptied, cleaned and secured. All rooms, compartments and passageways shall be swept clean, damp mopped and left dust free. All foodstuff and consumable liquids and material shall be removed from the vessel. Refrigerators shall be emptied and cleaned. All weapons (including small arms) and ammunition shall be removed. Excepting supporting fire prevention systems (i.e., CO2), all gas cylinders (e.g., freon, oxygen, hydrogen, acetylene, etc.) shall be removed. All recreational reading material, leased equipment, and personal effects shall be removed. All hazardous waste,

medicines, and medical wastes shall be removed. *All documentation shall be secured in file cabinets or the ship's safe for permanent storage.*

5.6 HAZARDOUS MATERIAL AND HAZARDOUS WASTE. Before a vessel enters the fleet site, the sponsor shall demonstrate during the prearrival inspection that the vessel is environmentally safe and free of hazardous waste. While it is preferred that all bulk hazardous material be removed, MARAD may permit small amounts to remain on board. Any such remaining hazardous material shall be recorded in a detailed inventory accompanied by Material Safety Data Sheets (MSDS's). Any hazardous material deemed to be part of the vessel's structure or an integral part of a shipboard system may remain on board. A separate report shall be provided summarizing the status and amount of PCBs aboard the vessel. The sponsor will reimburse any and all costs incurred as a result of handling hazardous material.

5.6.1 FUEL. All fuel shall be removed/tanks pumped dry with the exception of those in support of the emergency diesel generator. Any fuel remaining shall be treated with an appropriate biocide.

5.6.2 PCBs. Prior to acceptance, the sponsor shall provide MARAD with a polychlorinated biphenyl (PCB) inventory, which summarizes the status, locations, and amounts of PCBs aboard the vessel, including, but not limited to, cable, insulation, rubber gaskets, felt gaskets, thermal insulation material, transformers, capacitors, heat transfer dielectric fluid, electronic equipment containing internal capacitors and/or transformers, voltage regulators, switches, reclosers, bushings, electromagnets, adhesives, tapes, hydraulic oil, cork hull anti sweat insulation, caulking, rubber isolation mounts, foundation mounts, pipe hangers, and light ballasts. PCB contaminated liquids and or materials shall be removed if possible. If not removed, all remaining items containing PCBs shall be identified and labeled in accordance with Federal regulations (Title 40 USC). An inventory of PCB contaminated items remaining aboard the vessel shall be provided to the Fleet Superintendent. All hydraulic fluid systems shall be tested for PCBs. With the exception of hydraulic systems critical to maintenance of the vessel in a non-retention status, all hydraulic system containing PCBs must be drained of all fluids. The Fleet Superintendent shall be provided a listing of all hydraulic systems retaining hydraulic fluid along with Material Safety Data Sheets (MSDS) to document the composition of the fluid(s). *Any PCB-free hydraulic fluid remaining aboard shall be certified in writing as being free of PCBs.*

5.7 ASBESTOS. All damaged or deteriorated asbestos shall be abated by removal or repair so as to prevent the spread of airborne asbestos fibers. The sponsor shall conduct air sampling and laboratory analysis for concentrations of airborne asbestos fibers in all areas suspected to contain asbestos or asbestos residues. Sampling shall be conducted by or under the technical supervision of a certified industrial hygienist. A certified/signed copy of the laboratory analysis report shall be furnished to the Fleet Superintendent before the vessel will be permitted entry into the reserve fleet. The sponsor shall further ensure that signs are posted on all entrances leading to areas containing asbestos in compliance with OSHA regulations contained in 29 CFR 1915.1001 sections (K)(6) through (K)(8).

5.8 BILGES. Bilges and tank tops shall be pumped dry and made free of oil, water, and contaminants.

5.9 FLOOR PLATES/GRATINGS. Floor plates, gratings and supports shall be secured in place. Missing plates and handrails shall be replaced. The Fleet Superintendent may allow safety chains or wire in hazardous areas where plates and rails are missing.

5.10 EXTERMINATION. A qualified exterminator shall rid the vessel of both rodents and objectionable insects prior to delivery to the MARAD reserve fleet site, and a "Deratification Certificate" shall be provided.

5.11 FLOODING/FIRE ALARM. One complete electrical flooding and fire alarm system shall be installed aboard the vessel. MARAD normally utilizes a 115 volt AC system on powered rows; alternatively, battery or solar power systems (12 or 24 volt DC) are used in unpowered rows. The Fleet Superintendent shall be consulted prior to any flooding or fire alarm system installation. The flooding alarm system shall be installed to provide complete coverage and prevent the possibility of a compartment-isolated flooding incident. The flooding alarm system shall be set in drain wells on tank tops (lowest point) in the engine room, shaft alley, and other places designated by MARAD. One heat sensitive unit (fire wire) activated at 150 degrees Fahrenheit shall be located at the top of the engine room and one in each topside house living area, installed with the necessary watertight connection boxes, fused safety switches and marine type lighting fixtures. A white light and siren shall be placed high in a conspicuous shipboard location, for activation by either sensor. If the sponsor is unable to provide an adequate system, MARAD may provide it on a reimbursable basis. The systems will be tested and repaired or replaced, if necessary.

5.12 CO2 SYSTEM. All CO2 system(s) shall be disarmed and all CO2 bottles disconnected from discharge piping and capped. Low-pressure CO2 systems shall be emptied upon deactivation. All other types of fixed firefighting systems shall be disabled. Halon systems shall be treated as CO2 systems.

5.13 DUNNAGE. All wooden and temporary dunnage shall be removed from the vessel. Stainless steel and dunnage of a more permanent nature shall be neatly stacked in each cargo space. Certain dunnage may remain in place upon approval by the Fleet Superintendent.

5.14 WATER TANKS. All tanks shall be pumped dry unless otherwise directed. Double bottom fresh water tanks need not be pumped out unless required to meet trim or fleet draft limitations, however, if not pumped all openings shall be properly gasketed and made watertight. All liquid ballast, not essential for trim or stability, shall be removed. Where ballast is left aboard, watertight blanking shall be installed. All water ballast aboard shall be fresh dock water (non-river) and treated with an approved anti-corrosive additive. Where tanks are not emptied, they shall be pressed to limit free air space. Questions regarding amount, retention and treatment of water ballast required for

stability purposes shall be referred to the Fleet Superintendent.

5.15 CARGO TANKS. Cargo tanks shall be thoroughly stripped, cleaned and gas freed before arrival at the fleet site. A gas free certificate shall be properly posted with copy provided to the Fleet Superintendent. Tankers offered for lay-up shall have all cargo tanks, pump rooms and pipelines gas freed with a gas free certificate properly posted.

5.16 TANK SOUNDINGS. Current soundings of all tanks, including oil, fuel, and water left on board shall be provided, along with documentation listing the specific contents (complete description and amount) of each tank. Empty tanks shall be identified. Vessel drawings showing location, frame numbers and proper identification for all tanks, sounding tubes and tank sounding tables shall be provided. All missing drawings shall be identified.

5.17 INTERIOR HATCH COVERS. Interior hatch covers shall be closed and secured, complete and in good condition. The Fleet Superintendent shall be consulted in all cases concerning unguarded hatches or openings, which may be allowed on case by case bases.

5.18 ITEMS TO BE STOWED. All loose and/or easily removed items left aboard shall be stowed below decks or in secure lockers. These items include, but are not limited to, the items listed in Appendix A. Storerooms for pilferable items shall secured by welding, or alternatively secured at the discretion of the Fleet Superintendent. Two screened openings of approximately 8" X 10" should be provided in welded storerooms to permit flow and circulation of dry air, one opening close to the deck and the other close to the overhead. Large, installed equipment, such radar scanners and engine order telegraphs, may be left in place. The sponsor shall ensure in all cases that easily damaged components are not exposed to the weather. The sponsor shall record an inventory of all such removed and stowed items, permitting MARAD access to the respective locations for purposes of verification prior to securing.

5.19 INVENTORY. An inventory of all non-consumable items left aboard shall be conducted by the sponsor. Item name, description, quantity, condition and location shall be documented. One copy of this inventory shall be placed in the ship's safe or a lockable box in the Ship's or Master's Office, and one copy provided to the Fleet Superintendent. Inventory sheets for each separate location shall also be placed inside storerooms and/or locations, affixed in a conspicuous place. Inventory locations shall remain accessible for the purpose of inventory verification by MARAD. Inventory verification activities shall be coordinated with the Fleet Superintendent.

5.20 VALVES. Settling tank valves and all valves effecting seaworthiness shall be closed, chained and locked to prevent opening, with keys provided to MARAD. All valves shall be surveyed for leaks. Any leaking valves shall be repaired, replaced, or blanked at the flange. The sponsor shall take up on packing glands or repack valves as required, leaving valves and reach rods in good working order.

5.21 LAMPING. All emergency light fixtures in the following areas shall be lamped and operational: Engine room, emergency generator room, boiler room, shaft alley, steering gear room, bridge and living spaces. Use of long life, impact resistant bulbs is recommended.

5.22 DRAINING. All existing drain valves, petcocks and drain plugs on all machinery, pipelines, and heat exchangers throughout the vessel shall be opened; machinery shall not be otherwise opened. Pipe connections shall not be broken for drainage purposes. Strainers and pump casings , domestic tanks, drain tanks, and service tanks shall be drained. Engine room and shaft alley bilges shall be pumped dry after drainage is completed.

5.23 OZONE DEPLETING SUBSTANCES (REFRIGERATION SYSTEMS). Ship's refrigeration system(s) and air conditioning system(s) shall be evacuated. Refrigerant gasses shall be bottled and removed at deactivation. All ozone depleting substances shall be recovered from refrigeration and air conditioning systems and be disposed of/recycled in accordance with EPA regulation prior to MARAD acceptance inspection. Ship's refrigeration plant shall be secured by shutting all suction and discharge valves. The sponsor shall provide MARAD with an ozone depleting material survey upon completion.

5.24 BERTHING AREAS. All available keys shall be provided to the Fleet Superintendent.

APPENDIX A

ITEMS TO BE STOWED

- Antennas, radio
- Barometers *
- Batteries (new and in a dry state)
- Binnacles *
- Binoculars *
- Blocks, portable
- Blueprints
- Books, instruction
- Boxes, storage
- Canvass
- Chronometers *
- Clinometers *
- Clocks *
- Clothing (stewards department)
- Compass, gyro and magnetic *
- Computers, all types with accessories *
- Correspondence, vessel
- CO2 Cylinders
- Davits, small gooseneck
- Equipment, galley
- Equipment, medical
- Equipment, office
- Equipment, painting
- Equipment, pantry
- Equipment, safety
- Extinguishers, fire
- Fans, room
- Floodlight, detachable
- Flags *
- Furnishings, room
- Gangways, brow
- Gratings, weather deck
- Guards, pipe
- Hood, binnacle
- Hose, fire, fresh, steam and air
- Instruments, electrical *
- Ladders, pilot/SOLAS/Jacob's

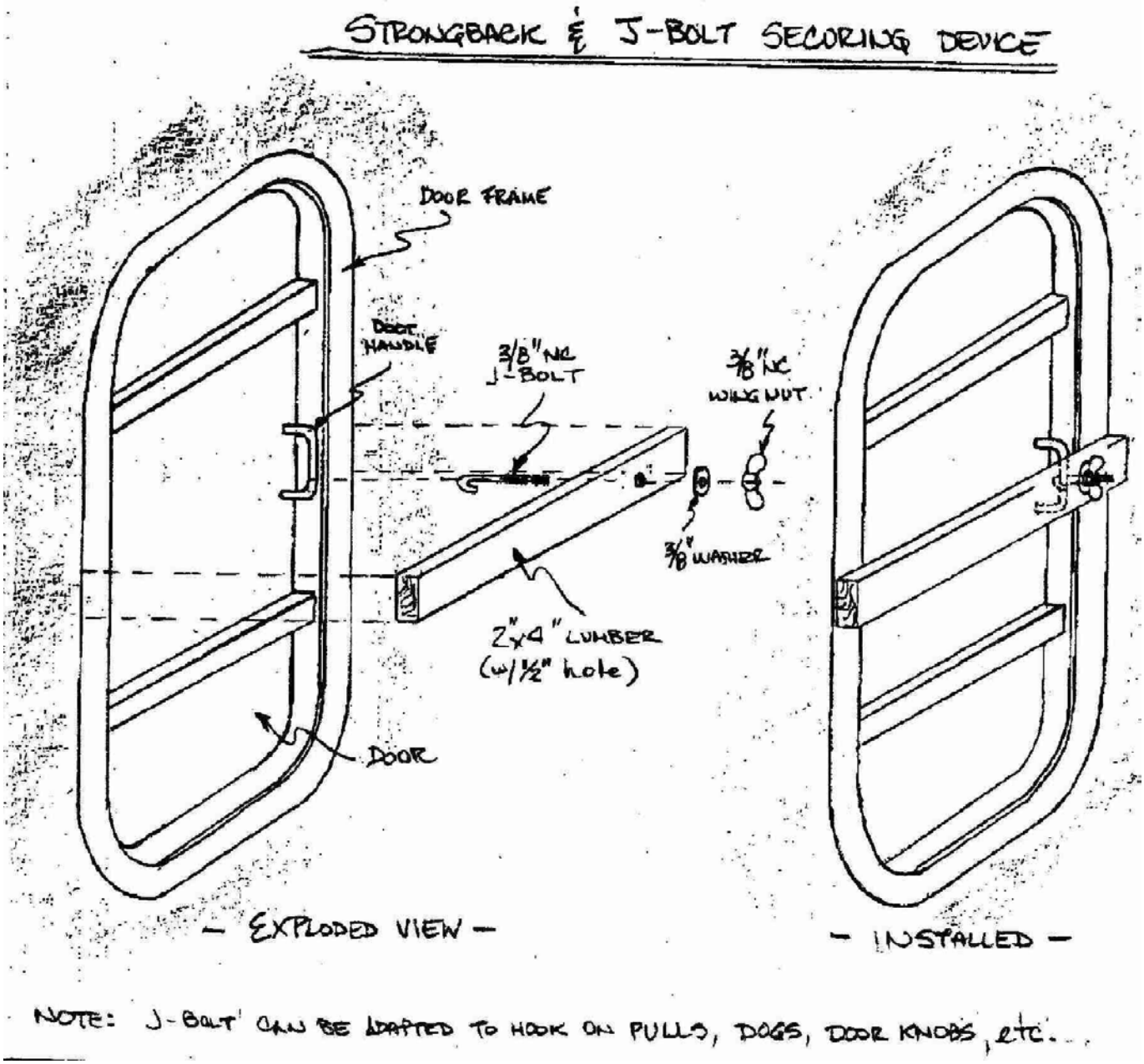
- Lashing, chain
- Lifeboats, complete with outfitting gear (food/water not included)
- Lights, embarkation, cargo, and signal
- Line throwing apparatus
- Linen
- Lines, gantlines/heaving lines/tag lines/mooring lines
- Lining, grain and/or ammunition (sheathing)
- Log and bell books
- Machines, washing and drying
- Machines, ice making
- Machines, sounding
- Mattresses
- Medical equipment
- Meters, portable electric *
- Micrometers *
- Name boards, detachable
- Navigation instruments (parallel rules, dividers, etc.)
- Navigation equipment (RDF, LORAN, Sat Nav, etc.)
- Pillows
- Radar
- Radio, crew entertainment
- Radio, telephone
- Reels, wire (including wire)
- Refrigerators, domestic type
- Repeaters, gyro compass
- Rope, wire/natural/synthetic
- Scanners, radar
- Screening, weather deck ventilation and ducting
- Searchlights, detachable *
- Sextants *
- Spare parts, electrical, mechanical, radio, and navigation equipment
- Table, chart
- Tableware
- Tachometers
- Telephone, sound powered and interior communication
- Television sets *
- Tools, electrical, hand, and pneumatic*
- Transceivers *
- Typewriters
- Wrenches, special such as propeller, rudder, etc.

NOTE: Items marked with * considered highly pilferable.

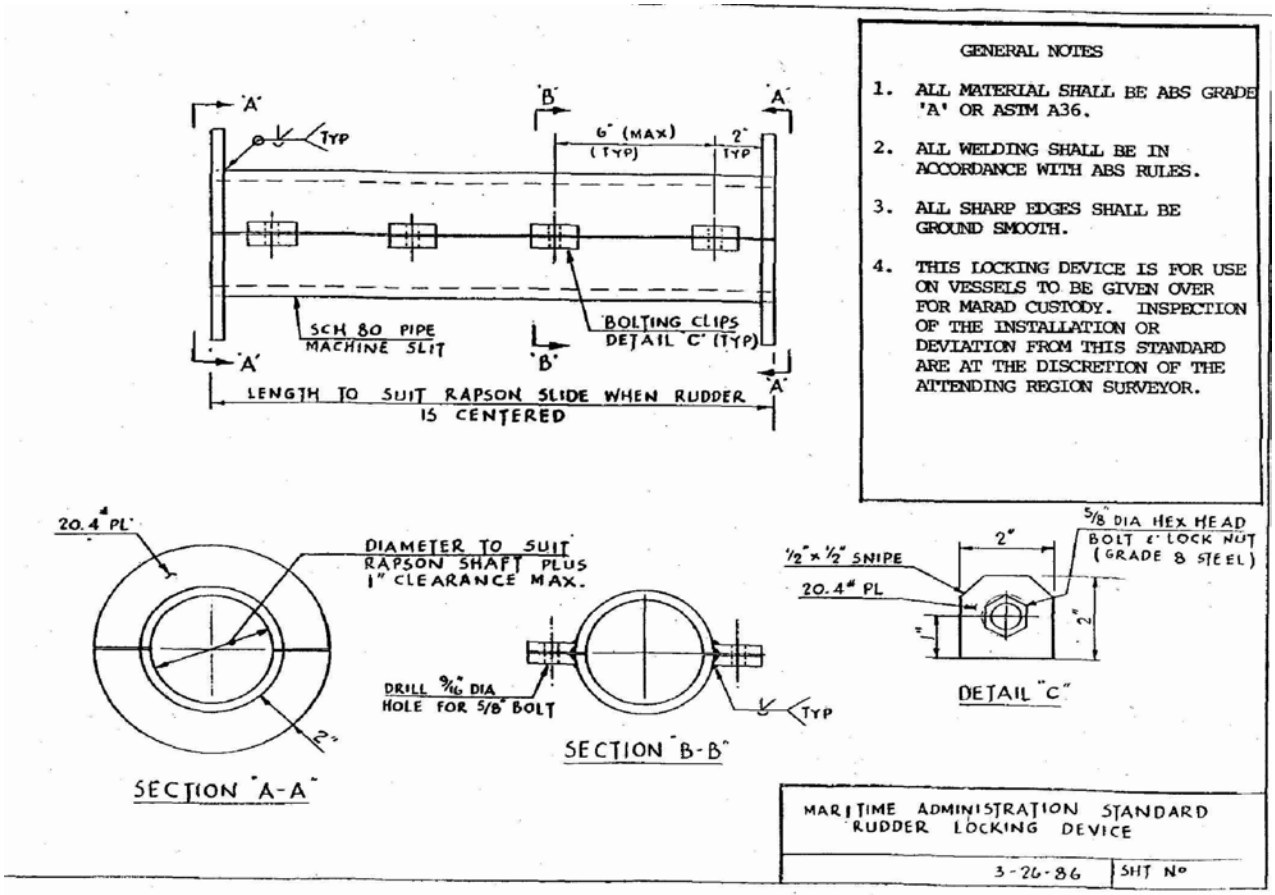
APPENDIX B

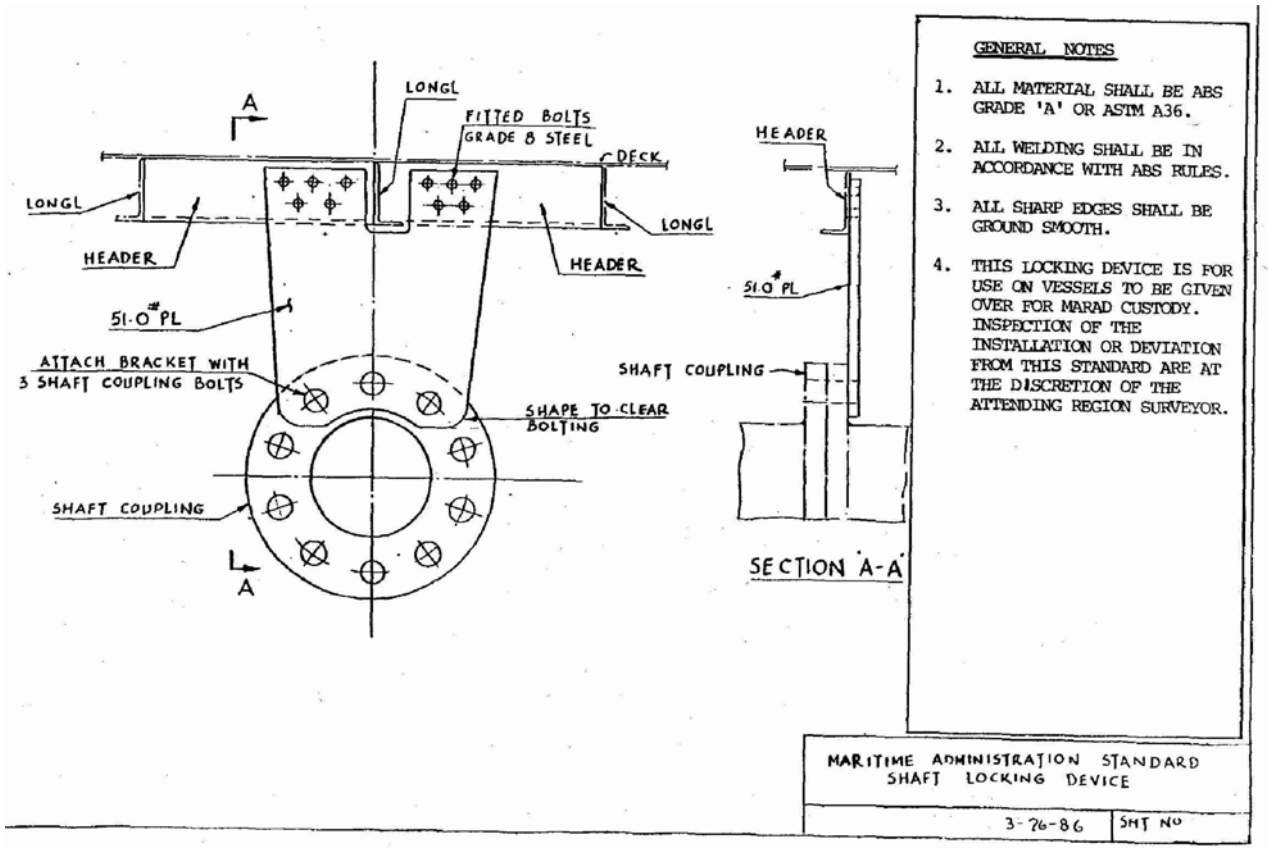
An acceptable method for securing exterior doors and openings from the inside (to allow keyless opening from inside and no access from the outside) is to use a strongback and "J" bolt. It can be constructed with a length of 2" X 4" lumber spanning the door opening on the inside of the space. A hole is drilled through the 2" X 4" strongback at a point where a 3/8 inch NC J-bolt can be slipped through the hole and hooked around the door pull. The threaded end of the J-bolt, now protruding through the strongback, is secured against the strongback by a washer an large wingnut, and hand tightened. In this way, a simple means of emergency exits provided without the need for tools, should personnel be cut off from the normal access doors, while maintaining a normal security posture from the outside. See below for further details.

DIAGRAM OF STRONGBACK AND J-BOLT SECURING DEVICE



RUDDER LOCK AND SHAFT LOCK DIAGRAMS





APPENDIX C

MA-496A REIMBURSABLE VESSEL ACCEPTANCE REPORT U.S. Department of Transportation
25 Jun 1998 Maritime Administration

Instructions: Form to be completed by the reimbursable sponsor and forwarded to the Fleet Superintendent, prior to vessel arrival at the fleet site. Copies should be passed to the region office and to the Division of Reserve Fleet.

SECTION I: VESSEL INFORMATION

Vessel Name:_____ Vessel Type:_____ Sponsor:_____
Delivery Date:_____ Assigned Fleet Location: Point of contact:_____
Draft FWD:_____ AFT:_____ _____ POC
phone:_____

SECTION II: CHECKLIST [Check for satisfactory item, "NA" for not applicable, or note Deficiency in remarks section.]

3. HULL GENERAL
Waterline properly marked: _____
Hull clean and paint: _____
Seachests clean and paint: _____
Transducer covered: _____
Blanks: ____ Interior ____ Exterior ____ None
Stern and Rudder gland packed: _____
Range Anchor Chain: _____
Bower Anchors in place: _____
(P/S)Anchor chain bitter end properly secured: _____

4. TOPSIDE
Deck cleaned satisfactory: _____
Booms/Cranes stowed: _____
Sounding pipes/plugs satisfactory: _____
Doors and openings locked: _____
Hose test on hatches passed: _____
Mooring equipment satisfactory: _____
Hatch covers secure: _____
Lifeboats stripped & secured: _____
Accommodation ladders secured: _____
Stack cover tack weld: _____
Deck drains proven free & clear: _____

5. INTERIOR
Shaft lock installed: _____
Stern gland watertight: _____
Rudder lock installed: _____
Sea valves secured: _____
Spaces cleaned: _____
Hazardous waste removed: _____
Fuel removed: _____
Asbestos notices posted: _____
Bilges dry: _____
Floor plates and gratings in place: _____
Extermination: _____
Flood and fire alarms: _____
CO2 System: _____
Water tanks dry, ballast removed: _____
Cargo tanks cleaned: _____
Tank Soundings: _____
Interior hatches secure: _____
Removable items stowed: _____
Valves secured: _____
Draining completed: _____
Lamping completed: _____
Refrigeration system evacuated: _____
Refrigerant gasses bottled & removed: _____
Berthing Areas: _____
Emergency Diesel Fuel treated: _____

SECTION III: CUSTODY PACKAGE [Check for item submitted or "NA" for not applicable.]

Latest Drydock report: _____
Shipyard specifications: _____
Hazardous materials inventory and MSDSs: _____
PCB summary report: _____
Asbestos laboratory analysis: _____
Deratification certificate: _____
Key list and keys: _____
Radiological Report: _____
Mercury Survey _____
CHT System Certification of Cleaning _____
Certificate of Demilitarization _____
Booklet of General Plans with Hydrostatic Properties _____
Store room and storage area inventory: _____
Tank sounding report: _____
Megger Readings list: _____
DH plan drawings: _____
Gas free certificate: _____
Drawing of blank locations: _____
Sounding plug drawing: _____
Sodium chromate survey of tanks: _____
Ozone Depleting Material Survey _____
CHT System Gas Free Certification _____
Certificate of Declassification _____
Tank Sounding Tables _____

SECTION IV: REMARKS [Describe items that degrade seaworthiness, safety, or environmental condition.] [Continue on back.]

SECTION V: CERTIFICATION OF ACCEPTANCE/TURNOVER Signatures below indicate that the above is provided and accepted.

SPONSOR SIGNATURE:	MARAD SIGNATURE:
NAME:	NAME:
TITLE:	TITLE:

APPENDIX D

TRANSFER OF VESSEL TITLE

Title of _____ (vessel name) is hereby transferred from _____ (agency name) to the Maritime Administration this _____ (date) day of _____ (month) of _____ (year). This vessel is free of all encumbrances to transfer. All stripping actions required of the above agency have been accomplished prior to this transfer.

_____ _____

Agency Representative Date

Title of the above mentioned vessel is hereby accepted by the Maritime Administration this _____ (date) day of _____ (month) of _____(year).

_____ _____

Associate Administrator for National Security Date

APPENDIX 2 – Report Forms

The reports in this appendix are approved for use relating to fleet organization activities. Some may be required as stated in the manual sections. Reports, other than those shown here, may be used for internal purposes. Inform the Division of Reserve Fleet if different internal reports are consistently used.

Sign-in Sheets MA-123b

Cathodic Protection Inspection

Ship Tank Soundings

Dehumidification Inspection

Ship Delivery Certificate

Monthly Vessel Status MA-743-8

Ship Condition Report MA-279

Historic Artifacts Loan Agreement Form MA-993

Asbestos Liability Release MA-118 & MA-118A

Ship File Inventory Sheet

Property Transfer Notice MA-10

Federal Energy Usage

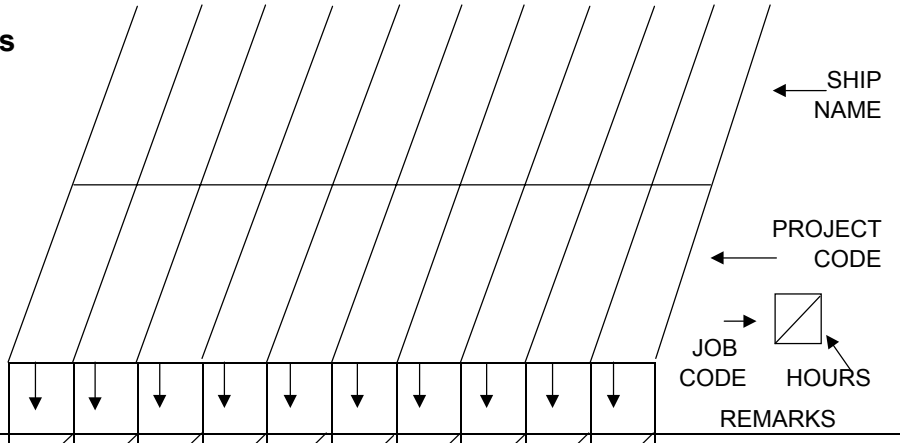
Phase IV Deficiency From

Daily Time and Attendance Sign-In Sheets

FLEET:_____

DEPARTMENT : _____

DATE & DAY : _____



NAME	SIGNATURE										REMARKS

NOTE: I have checked the timesheet and certify that it is an accurate record of attendance for the above date.

ADDITIONAL REMARKS: _____

_____

_____

_____ _____

SUPERVISOR: APPROVING OFFICIAL:

CATHODIC PROTECTION INSPECTION

Location: _____ _____ **Monthly RRF Inspection**
Date: _____ _____ **Phase IV Cycle #** _____
Vessel: _____ _____ **Monthly NDRF Inspection**

( ) Internal ICCP **( ) External ICCP**

Meter Readings/Salinity Correction

Drop	Meter Readings	Corrected Readings
Port-01		
Port-02		
Port-03		
Port-04		
Port-05		
Port-06		
Port-07		
Port-08		
Port-09		
Port-10		
Port-11		
Port-12		
Port-13		
Port-14		
Port-15		
Port-16		
Port-17		
Port-18		
Port-19		
Port-20		

Drop	Meter Readings	Corrected Readings
Stbd-01		
Stbd-02		
Stbd-03		
Stbd-04		
Stbd-05		
Stbd-06		
Stbd-07		
Stbd-08		
Stbd-09		
Stbd-10		
Stbd-11		
Stbd-12		
Stbd-13		
Stbd-14		
Stbd-15		
Stbd-16		
Stbd-17		
Stbd-18		
Stbd-19		
Stbd-20		

Use additional forms for more readings

Note: 1. All readings are taken at a depth of 10 feet.
2. All measured Dip Cell readings are Negative in value.

Local water salinity readings: _____ PPT-TDS

Output Voltage: _____

Dip Cell Correction for salinity: _____

Output Amperage Fwd: _____

( ) ICCP System Energized

Output Amperage Aft: _____

( ) ICCP System Not Energized

Remarks: _____

Fleet:

Ship Tank Soundings

Draft: Forward ___

Vessel Name:

Aft____

Date Soundings Taken:

Trim___

Ship Reference Data							Soundings						Computations			
Tank Information				Sounding Tube Information							Soundings By:				Calculations By:	
Tank Type (see code)	Tank Number	Service/Use	Frame Numbers	Location Frame-Side-Deck	Name of Space	Design Length Ft/In	Sounding Tube Measured Length Ft/In	Ullage Ft/In	Innage Ft/In	Oil Innage Ft/In	Water Innage Ft/in	Observed Contents of Tank (see code)	Total Barrels	Total Long Tons (LT)	Total Water (LT)	Total Oil (LT)
												SUB-TOTAL				
												GRAND TOTAL				

Tank Type Codes:
DT = Deep Tank
ST = Settling Tank
PT = Peak Tank
SR = Service Tank
CD = Coffer Dam
VD = Void
HT = Holding Tank
DW = Drainwell
VD = *Void*

Observed Contents Codes:
H2O = Water (Fresh or Salt)
HFO = Heavy Fuel Oil
DFO = Diesel or Light Fuel Oil
LUB = Lubricating Oil
HYD = Hydraulic Oil
BLG = Oily Bilge Water
SLG = Sludge
AFF = Antifreeze
MUD = Mud Ballast

Remarks :

DEHUMIDIFICATION INSPECTION

SHIP:_____ **( ) Weekly Inspection**
LOCATION: _____ **( ) Monthly Inspection**
DATE:_____ **( ) Phase IV**

Station No.	**Station Location**	**P.S.Y. Reading**	**Indicator**
H-1	_____	_____	_____
H-2	_____	_____	_____
H-3	_____	_____	_____
H-4	_____	_____	_____
H-5	_____	_____	_____
H-6	_____	_____	_____
H-7	_____	_____	_____
H-8	_____	_____	_____
H-9	_____	_____	_____
H-10	_____	_____	_____
H-11	_____	_____	_____
H-12	_____	_____	_____

TOTAL _____/_____/_____/_____
AVERAGE % _____/_____/_____/_____

T.E.M. Reading

T.E.M Location:	_____/	_____/	_____/	_____/	_____/	_____
Present Date:	_____/	_____/	_____/	_____/	_____/	_____
Past Date:	_____/	_____/	_____/	_____/	_____/	_____
Hours Run:	_____/	_____/	_____/	_____/	_____/	_____
% Run Time:	_____/	_____/	_____/	_____/	_____/	_____
Total Hours:	_____/	_____/	_____/	_____/	_____/	_____
Highest:	_____/	_____/	_____/	_____/	_____/	_____
Lowest:	_____/	_____/	_____/	_____/	_____/	_____
Average:	_____/	_____/	_____/	_____/	_____/	_____

REMARKS: _____
_____
_____
_____
_____
_____
_____
_____
_____

Inspected by:_____

Ship Delivery Certificate

U.S. Department
of Transportation
Maritime Administration

SHIP NAME:

( ) DEPARTURE ( ) ARRIVAL **( ) SBRF ( ) BRF ( ) JRRF**

DATE: _____ TIME: _____ TIME ZONE: _____

AUTHORIZED BY: **TUGS:**

DELIVERY PURPOSE: **( ) Drydocking Repairs** **( ) Lay-up** **( ) Disposal**

( ) RRF Upgrade **( ) Sale** **( ) Other**

DRAFT: Forward _____ **MOORING: Unit _____**
Aft _____ **Berth _____**
Mid _____ **Heading _____**

REMARKS (Terms, Conditions, Etc.): _____

Arrival acceptance is pending completion of the MA-279 Ship Condition Inspection.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

	TRANSFEROR	**RECEIVER**
Signature:	_____	_____
Name (Print)	_____	_____
Title	_____	_____
Company, Firm	_____	_____
Gov't Agency	_____	_____

(Form: 11/2002)

MONTHLY VESSEL STATUS REPORT

LOCATION:_____ S = Satisfactory Page _____ of _____

DATE:_____ U = Unsatisfactory (Include Deficiency Report)

MONTH/YEAR:_____ X = Not Applicable

VESSEL	Bilge Visual	Stern Tube	Mooring Lines	Living Spaces	D/H 38-40%	D/H Machinery	Cathodics	Fire & Security	D/H Run Time (Hrs.)	Electric Used (Kwt-Hrs)	Draft Fwd.	Draft Aft.

MA-743-8 7/88

U.S. Department of Transportation
Maritime Administration

SHIPS CONDITION REPORT

DATE OF REPORT	
NAME OF SHIP	
LOCATION	
DATE ARRIVED	
DATE WITHDRAWN	

INSTRUCTIONS: This form shall be prepared for the fleet file record at the time a ship is delivered into the fleet and at the time a ship is withdrawn from the fleet. A copy shall be submitted to the Division of Reserve Fleet, Washington, D. C. If more space is needed for remarks, continue on plain white paper. All items must be marked.

	Check One		
	Good	Fair	Poor
1 General Appearance of Ship			
2 Cleanliness, Order, and Sanitation:			
a. Galleys			
b. Messrooms			
c. Refrigeration spaces			
d. Deck dept. storerooms and deck gear storage spaces			
e. Engine dept. storerooms			
f. Living quarters			
g. Passageways			
h. Heads and washrooms clean			
I. Wheelhouse			
j. Chart room			
k. Radio room			
l. Gyro room			
m. Offices			
n. Deck houses and/or mast houses			
o. Holds			
p. Machinery space tank tops			
q. Hold bilge wells			
r. Machenery space bilge wells			
s. Evidence of rats ☐ No ☐ Yes			

	Completely stripped	Partially stripped	None stripped
3 Stripping--Stores, Supplies, Equipment:			
a. Galley equipment *(Pots, pans, dishes, etc.)*			
b. Perishable items removed			
c. Mattresses and pillows			
d. Paints and paint materials			
e. Diesel--including that in life boat tanks			
f. Engine stores (consumable) not including fuel and lube oil			
g. Navigation instruments			
h. Rope and lines			
I. Fire arms, ammunition, pyrotechnics			
j. Medicine, medical equipment			
k. Machine shop tools			
l. Cleaning solvents, soaps, etc			
m. Pilferable items left aboard stowed in sealed compartments ☐ No ☐ Yes			
Identify secure rooms: _____			
n. Spare parts/equipment			
o. Liquids(Bbl): Heavy fuel _____, Diesel _____ , Water _____ ,Lube _____ (Keep soundings on file)			

	Corrosion			
	Heavy	Medium	Light	None
4 Hull Condition:				
a. Hull (externally)				
b. Hull (in holds)				
c. Hold tank tops				
d. Hull (in machinery spaces)				
e. Machinery space tank tops				
f. Decks				
g. Superstructures (external)				
h. Superstructures (internal)				
I. Standing rigging				
j. Forecastle (internal)				
k. Cargo gear condition: _____ useable, ___ unuseable, ____ removed, _____booms cradled				

	Check One		
	Good	Fair	Poor
5 Machinery and Electrical Equipment:			
a. General appearance of machinery spaces			
b. General appearance of machinery			
c. General appearance of electrical equipment *(Dirt, grease, etc.)*			

Continue on reverse side

	Great	Much	Moderate	Little
d. Amount of damaged equipment				
e. Amount of excessive deterioration--Machinery, machinery space				
f. Amount of excessive deterioration--Electrical equipment				
g. Amount of removed equipment				
h. Amount of leaks--fuel, hyraulic, lube, water, steam				

i. Stern gland watertight/oil bearing gland head tank full ☐ No ☐ Yes
j. Main shaft locked ☐ No ☐ Yes
k. Steering gear locked ☐ No ☐ Yes
l. Exposed equipment secured (If "No," explain under "remarks") ☐ No ☐ Yes

6 Preservation:
a. Hull blanks installed___External ____Internal ____Other(explain in "Remarks") ☐ No ☐ Yes
b. D/H installed:("Y" or "N")___Living spaces, ____Engine room, ___Holds/Tanks ☐ No ☐ Yes
c. Sea valves closed and wired/chained shut (motor operated sea valves: open circuit breaker, lock and tag same) ☐ No ☐ Yes
d. Flood alarms installed ☐ No ☐ Yes
e. D/H alarms installed ☐ No ☐ Yes
f. D/H recorder installed ☐ No ☐ Yes
g. Fire and smoke alarms installed ☐ No ☐ Yes
h. Intrusion alarm installed ☐ No ☐ Yes
i. Flood lines painted fore and aft ☐ No ☐ Yes
j. Anchor windlass operable (both anchors and chain in place) ☐ No ☐ Yes
k. Stack cover(s) on ☐ No ☐ Yes
l. Boiler heater installed ☐ No ☐ Yes
m. CO2 master controls unarmed and tagged ☐ No ☐ Yes
n. Sewage disposal tank washed out, clean and left open ☐ No ☐ Yes
o. Air test sea chests and hull openings below water level to 3lbs. Air pressure for 3 minutes to prove blanks tight prior to delivery to fleet ☐ No ☐ Yes
p. Bilge and tank sounding pipes are free and clear ☐ No ☐ Yes
q. Safe combination and all keys provided to the FOMO ☐ No ☐ Yes
r. Tween deck hatch covers in a closed position ☐ No ☐ Yes
s. Motor heaters installed/on ☐ No ☐ Yes
t. Emergancy diesel operable ☐ No ☐ Yes
u. Sealing:
1 Leaks--Weather deck hatches ☐ No ☐ Yes
2 Leaks--Skin valves, stern tube, skylight, stack ☐ No ☐ Yes
3 Leaks--Superstructure ☐ No ☐ Yes
4 Water accumulated in spaces other than tanks or bilges ☐ No ☐ Yes
5 Bilge water--Hold bilge wells ☐ None ☐ Normal ☐ Unusual
6 Bilge water--Machinery space bilge wells ☐ None ☐ Normal ☐ Unusual
7 Bilge oil ☐ None ☐ Normal ☐ Unusual
v. Vessel Condition Index ... Top___, Int___ Hull___ Fuel___ Env Risk___ Safety Risk___ Change: ☐ No ☐ Yes
1 Total Fuel--LT _____ Hull Oil--LT _____

7 Draft of Ship:
a. Forward ft._____ in._____
b. Aft ft._____ in._____
c. Trim and list (If "Unsatisfactory," recommend action under "Remarks.") ☐ Satisfactory ☐ Unsatisfactory

8 Hazardous Material: [-]
a. Hazardous waste (If "No," explain in "Remarks.") [Y] All Removed ("Y" or "N")
b. Inventory current ☐ No ☐ Yes

(Signature and Date)	*(Signature and Date)*	*(Signature and Date)*
title	title	title
Date:_____	Date:_____	Date: _____

Remarks:

U.S. Department of Transportation
Maritime Administration

Historic Artifacts Loan Agreement

1. Loan Number	2. Effective Date
3. Lender *(name, address, and telephone)*	4. Borrower *(name, address, and telephone)*
5. Lender's Location of Property, Address, Telephone, and Point of Contact	6. Shipping Address, Telephone, and Point of Contact

7. Description — Estimated Fair Market Value

8. Lender's Approval	9. Borrower's Acceptance
Name: _____	Name: _____
Title: _____	Title: _____
_____	_____
Signature: _____	Signature: _____
Date: _____	Date: _____

Signatures indicate agreement to provisions on the reverse side, and that the parties are authorized to enter into this Agreement.

Provisions

1. The Maritime Administrator does hereby grant unto the Borrower the non-transferable, revocable right and license for the use or for the purpose of public display of objects(s) listed under authority of 46 App. U.S.C.A. 1101 and 46 App. U.S.C.A. 1117 (1991).
2. The Lender hereby loans, and the Borrower hereby accepts on loan, the property listed (herein referred to, singularly and collectively, as the "Loaned Property") and the Borrower expressly agrees to the quantity, item, and value indicated.
3. The Borrower shall make no payment to the Lender as a fee or charge for the loan of the Loaned Property.
4. Upon dissolution of the Borrower's organization, the object(s) will be physically returned to MARAD at no cost to MARAD. Contact MARAD for approval to dispose "as is, where is."
5. The Borrower agrees to bear any and all costs related to packaging, shipping, and insuring the Loaned Property, including the return of the Loaned Property to the Lender at the location specified.
6. Borrower agrees that the only uses which may be made of the Loaned Property shall be public exhibition (unless stipulated otherwise in this Agreement). Borrower shall have the right to reproduce the Loaned Property and photograph the Loaned Property. Further, Borrower agrees that the Loaned Property shall be kept and maintained by it at the location indicated. Subloan or any other means of transfer of custody of the Loaned Property by the Borrower to any other person is expressly prohibited, unless effected by formal amendment to this Agreement executed by all interested parties.
7. Borrower shall use the Loaned Property in a careful and proper manner, complying with all applicable laws and regulations and maintaining the Loaned Property in good repair and condition. Borrower hereby assumes full financial responsibility for all risks of loss and damage to the Loaned Property, from any cause whatsoever, and agrees that the Loaned Property will be returned to the lender in the same or better condition as when received, ordinary wear and tear excepted. Loaned Property is provided at no cost whatsoever to Lender, with all costs to be borne by Borrower.
8. Borrower acknowledges and agrees that the Loaned Property is accepted in its present condition and state of repair, as is, where is, without any representation, warranty, or covenant, whatsoever, made by the United States either expressed or implied. The United States shall not be either directly or derivatively liable to the Borrower for any liability, loss, or damage whatsoever, caused directly or indirectly, either in whole or in part, by the Loaned Property, including but not limited to liability, loss, or damage as a result of any inadequacy or defect known or unknown to the Lender.
9. In consideration of the transfer of possessory interest in the Loaned Property, the Borrower agrees to hold harmless, defend, and indentify the United States from any and all claims, action suits, costs, demands, illness, personal injury, death, or property damage of any nature whatsoever or by whosoever made, including claims for personal or property damage either by the Lender arising out of or in connection with, either in whole or in part, the possession of the Loaned Property by the Borrower.
10. This Agreement confers only a possessory interest in the Loaned Property in the Borrower for a period of time, is not transferable or assignable, and is subject to termination at will by the Lender without any prior notice.
11. Borrower will give to Loaned Property the same care as it does comparable property of its own. Object(s) will be protected from fire; theft; mishandling; dirt and insects; and extremes of light, temperature, and humidity while in the Borrower's custody.
12. The Lender authorizes the Borrower to restore or have restored the Loaned Property for appropriate public exhibition purposes, subject to prior, written consent by the authorized representative of the Lender.
13. In the event that the Loaned Property is lost, or that it would be uneconomic to repair any damage to the Loaned Property, then, at the election of the Lender, the Borrower agrees that it will provide, in lieu of money as compensation for such loss or damage, a replacement for the lost or damaged property, in as good if not better condition.
14. The Borrower agrees to give the Lender a receipt upon assuming physical possession of the Loaned Property.

Form Directions

1. Loan numbers are two digits for the calendar year followed by a dash and an annual sequential number.
2. Recipient to fill out boxes 6 and 9, sign form, and return to the address below. A copy of a fully executed agreement will be returned.

Maritime Administration
Division of Reserve Fleet
MAR-743, Room 2112
400 7th Street, SW
Washington, DC 20590-0002

U.S. Department
of Transportation
Maritime Administration

RELEASE OF LIABILITY AND PERMIT AND ASBESTOS NOTICE

Caution

Shipboard insulating materials contain asbestos fibers

Do Not Disturb Insulation—Avoid Creating Dust

Breathing asbestos dust may cause serious bodily harm and/or death

In consideration of permission to enter upon the vessels and other property of the United States for the purpose of

_____

_____.

the permittee does hereby agree as follows:

1. The permittee shall confine the permittee's activities on the property to those strictly necessary for the accomplishment of the aforesaid purpose. While on the property of the United States, the permittee shall comply with the safety requirements of the Maritime Administration and obey all orders of officials of the Maritime Administration.
2. The permittee does hereby freely and voluntarily for the permittee, the permittee's heirs, administrators, and assigns, release, remise, and discharge the United States, its agents, servants, and employee from any claims, demands, actions and services of action of any sort for injury sustained by the permittee related to the individual presence and activities of the permittee on the property, including any injury that is caused or worsened either in whole or in part associated with exposure to asbestos. The permittee further acknowledges that the permittee assumes sole and complete responsibility for all of the risks associated with such presence, activities and exposure.
3. The permittee hereby agrees to indemnify and hold harmless the United States, its agents, servants, and employees against any and all loss, damage or claim or liability whatsoever, due to personal injury or death or damage to property of others caused either directly or indirectly by the exercise by the permittee of the privilege granted by this permit.
4. This permit is not assignable and may be revoked without notice at any time by officials of the Maritime Administration.

I HAVE READ AND UNDERSTAND THE FOREGOING ASBESTOS NOTICE AND RELEASE OF LIABILITY AND PERMIT.

_____ _____

Permittee Name *(Please Print)* Signature of Permittee

_____ _____

Representing Date

_____

Witness

is hereby issued this pass, which authorizes the permittee's admission to the following ship(s) and/or property of the United States:

_____

_____

which includes reasonable access to and from the areas herein specified. This pass is valid for the following date or dates inclusive: _____.

United States of America
U.S. Department of Transportation
Maritime Administration

By: _____

Title: _____

U.S. Department
of Transportation

**Maritime
Administration**

ASBESTOS NOTICE

I have been advised that the ship(s) and/or property that I visit may contain asbestos materials. It has been determined that breathing asbestos dust may cause serious bodily harm and/or death.

Name *(Please Print)* _____ Signature _____

Representing _____ Date _____

The individual named herein is authorized admission to the following ship(s) and/or property of the United States:

_____

_____

which includes reasonable access to and from the areas herein specified. This pass is valid for the following date or dates inclusive: _____.

United States of America
U.S. Department of Transportation
Maritime Administration

By: _____

Title: _____

SHIP'S FILE INVENTORY SHEET

Ship's Name		Date/Time Entered Fleet:	Date/Time Departed Fleet:

Program/Status		Date Entered	
Program/Status		Date Changed	
Program/Status		Date Changed	
Program/Status		Date Changed	
Program/Status		Date Changed	
Program/Status		Date Changed	
Program/Status		Date Changed	

Title Received (purchased, transferred, war built, etc.)	Date	
Ship Delivery Certificate	Date	
Ship Condition Report / Initial Inspection	Date	
Ship Condition Report / Arrival Inspection	Date	
Latest Ship Tank Soundings Report	Date	
MA-496 or MA-496A Received (Reimbursable Vessels Only)	Date	
DH System First Meets Required Standard	Date	
CP System First Meets Required Standard	Date	
Bilge/Hold Liquid Levels First Meet Required Standard	Date	
Ship Approved For Stripping	Date	
Ship Stripping Reported as Finished	Date	
Removal Ship's Historic Artifacts Reported	Date	
Latest Light Ship Survey	Date	
Latest PCB Characterization survey	Date	
Latest Asbestos Air monitoring Survey	Date	
Latest Tank Soundings Survey	Date	
	Date	
	Date	
	Date	

U.S. Department of Transportation
Maritime Administration

PROPERTY TRANSFER NOTICE

(See Instructions on Reverse)

DATE

NUMBER

1. FROM: (Losing Accountable Property Officer)	**2. TO: (Receiving Accountable Property Officer)**
3. ACCOUNTABLE AREA / COST CENTER	**4. ACCOUNTABLE AREA / COST CENTER**

Line Items	Stock No. and / or FSC / NIIN	Description of Item / Serial No. (If Applicable)	Unit Issue	Unit Cost	Quantity	Total Cost

6. REMARKS:

7. POSTED TO ACCOUNTABLE RECORDS BY:	8. POSTED TO ACCOUNTABLE RECORDS BY:
_____ Signature (Losing APO) _____ Date	_____ Signature _____ Date
9. RELEASED BY / FOR PROPERTY CUSTODIAN	9. RECEIVED BY / FOR PROPERTY CUSTODIAN
_____ Signature _____ Date	_____ Signature _____ Date

FORM – M A - 10 (8-89)

INSTRUCTIONS FOR PREPARATION OF FORM MA-10 PROPERTY TRANSFER NOTICE

BLOCK 1—Enter Name of Accountable Property Officer who will be releasing the property.

BLOCK 2—Enter Name of Accountable Property Officer who will be receiving the property.

BLOCK 3—Enter Name of Losing Accountable Area and Cost Center.
For Example: Headquarters-1313

BLOCK 4—Enter Name of Receiving Accountable Area and Cost Center.

BLOCK 5—Under the Heading Line Item, list each line item separately, using consecutive entries Starting with Number 1.

The Other Headings are Self-Explanatory. Refer to your PMIS Cost Center Report.

BLOCK 6—Insert any remarks deemed appropriate to justify the request or to identify the need to Process the transfer document.

BLOCK 7—Enter the name of the individual responsible for entry of the transfer document into the Accountable records—PMIS.

The signature of the Losing APO shall be shown in this block.

BLOCK 8—Enter the name of the individual responsible for entry of the transfer document into the Accountable records--PMIS. The signature of the Receiving APO shall be shown in this Block.

BLOCK 9—Enter the name of the individual responsible for physical release of the property. His/Her signature shall be shown in this block.

BLOCL 10—Enter the name of the individual responsible for physical receipt of the property. His/Her signature shall be shown in this block.

DISTRIBUTION: Refer to Personal Property Accountability and Control Handbook.Section 6.04 Transfer.

DOE F 6200.2
(11-80)

GSA Approval
1492-DOE-OU
Expiration 9-30-82

U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C. 20585

FEDERAL ENERGY USAGE REPORT

(To Complete This Report See Instructions On The Back Of This Page)

A. IDENTIFICATION DATA:

1. DEPARTMENT/AGENCY: _____ 2. DEPARTMENT CODE ☐☐ (1 2)

3. REPORTING OFFICE ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

4. PREPARED BY: _____ TITLE: _____ PHONE NO: _____

B. REPORT PERIOD: 1. FISCAL QUARTER: ☐ (3), 2. FISCAL YEAR: ☐☐ (4 5), 3. DATE SUBMITTED: _____

C. CHECK SUBMISSION TYPE: 1. INITIAL ☐ (6), 2. REVISION ☐ (6), 3. FOR DOE USE: ☐ (6)

D. SUMMARIZED TABULAR DATA:

	column (a) BUILDINGS & FACILITIES OPERATION (7-8)		column (b) COST IN $ THIS FISCAL Q	column (c) CONSUMPTION THIS FISCAL QTR (20-28)	column (d) % CHANGE (OPTIONAL)
1	ELECTRICITY	-MWH	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
2	FUEL OIL	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
3	NATURAL GAS	-CU.(000's) FEET	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
4	LPG OR PROPANE	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
5	COAL	-SHORT TONS	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
6	PURCHASED STEAM	-BTU's (BILLIONS)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
7	OTHER	-BTU's (BILLIONS)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	

	VEHICLE AND EQUIPMENT OPERATION (7-8)		COST IN $ THIS FISCAL Q	CONSUMPTION THIS FISCAL QTR (20-28)	% CHANGE (OPTIONAL)
8	AUTO GASOLINE	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
9	DIESEL & PETROLEUM DISTILLATE FUEL	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
10	LPG OR PROPANE	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
11	AVIATION GASOLINE	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
12	JET FUEL	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
13	NAVY SPECIAL	-GAL(000's)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	
14	OTHER	-BTU's (BILLIONS)	☐☐☐☐☐☐☐☐.☐	☐☐☐☐☐☐☐☐.☐	

E. CONVERSION TO BTU's: DEPARTMENTS/AGENCIES INTERESTED IN EXPRESSING AGGREGATE ENERGY CONSUMPTION IN TERMS OF BTU's MAY ENTER THIS INFORMATION IN THE BLOCKS BELOW. THIS SECTION IS NOT MANDATORY TO FILL IN.

		CONSUMPTION THIS FISCAL QTR	% CHANGE
15	BUILDING & FACILITIES OPERATION	☐☐☐☐☐☐☐☐.☐	
16	VEHICLE & EQUIPMENT OPERATION	☐☐☐☐☐☐☐☐.☐	
17	TOTAL BTU's IN BILLIONS	☐☐☐☐☐☐☐☐.☐	

PHASE IV DEFICIENCY FORM

VESSEL: _____ DATE: _____ CYCLE: _____ DSN: _____

DEFICIENCY

_____

_____

_____

SPECIFY EXACT LOCATION

_____

_____

_____

DESCRIPTION OF PROBLEM

_____

_____

_____

TROUBLESHOOTING MEASURES / REMARKS

_____

_____

_____

DISCOVERED BY: _____

CIRCLE ALL THAT APPLY

YES / NO MARTS ITEM YES / NO FLEET TO REPAIR YES / NO SM

_____ ELECT. _____ ACOTR _____ SM

REPAIR TEAM COMMENTS

_____

_____

_____

PERFORMED BY: _____

DATE : FROM _____ TO _____

APPENDIX 3 – Object Classes

The object codes used in our accounting system are derived from the Department of Transportation list. For the purposes of consistency, fleets should use the definitions listed below when assigning object codes.

Attempt to be as descriptive as possible. For example if Naval Facilities performs design work for an engineering project then the code that should be used is 251G vice the gov. contract code of 2522. A lot of the codes for "Other" work have purposefully been omitted. If none of the codes in this appendix are applicable to your expenditure, discuss with MAR-612.

Code	*Description*
2111	Overseas Travel.
2171	Lease of Motor Vehicle/Govt.
2201	Mail & Messenger Services – Freight. Payments to commercial services for providing mail, messenger, and express services for packages and freight.
2211	Transportation of Government Property. Charges for transportation of Government supplies and equipment, excluding exhibits. Includes freight charges by common carriers.
2321	Land Rental – Other than GSA. Rental of land from sources other than GSA for technical or administrative use.
2329	Other Real Property. Rental from sources other than GSA of other real property such as wharfs, rights of way, moorings, or docks.
233H	Rental – Other Equipment. Payments for rental of equipment not classified elsewhere. DO NOT USE THIS CODE unless you have exhausted all other options
233Q	Utilities – Liquefied Petroleum Gas or Propane. Payment for liquefied petroleum gas or propane, when billed separately from rent.
233T	Utilities – Electricity. Payment for electricity, when billed separately from rent.
233U	Utilities – Water and Sewer. Payment for water and sewer, when billed separately from rent.
2335	Local Telephone & Switchboard Services. Charges for telephone and switchboard services an installation.

2337	Long-Distance Telephone. Payments for commercial toll calls and for GSA charges for intercity FTS calls where separately billed, such as in the case of FTS call to/from Alaska, Hawaii, etc.
2338	Mail & Messenger Services – Postage. Payments for the costs of mail and messenger service not provided through the OST Working Capital fund. It includes payments to the Postal Service (except Parcel Post) and express mail service for letters (excludes express mail service for freight [see 2201].
2402	Visuals & Graphic Services. Design and layout of publication, exhibits, posters, illustrations, charts, diagrams, awards, and other visuals and graphic services.
2407	Photography. All photographic services, including camera work, developing, and processing.
2411	Printing & Reproduction – Training. Expenses for printing training manuals, curriculum materials, training aids, correspondence, courses, test materials.
251F	Advisory & Assistance Services – Studies, Analyses, and Evaluations. Charges for contractual services that provide organized, analytic assessments/evaluations in support of policy development decision-making, management, or administration.
251G	Advisory & Assistance Services – Engineering and Technical Services. Charges for contractual services used to support the program office during the acquisition cycle by providing such services as systems engineering and technical direction to ensure the effective operation and maintenance of a major system.
252D	Automatic Data Processing (ADP) Systems Analysis & Programming. Payments for ADP contract services for systems analysis and programming.
252P	Hazardous Waste Disposal Services. Cost of disposal of hazardous wastes or hazardous materials which meet applicable regulatory definitions. Includes waste testing if required for proper disposal.
2522	Contractual Services – Other Government Agencies. Includes services provided by other Governmental agencies through reimbursable agreements.
2524	Custodial Services. Services that take place within a building.
2526	Engineering/Technical. Services for engineering or technical studies. Includes architectural engineering and design work.

2527	Environmental Compliance Program Services. Services performed by commercial concerns, other Government agencies, for efforts to bring Government facilities into compliance with Federal, State, and local environmental laws and regulations.
2530	Guard Services. Cost of guard services, such as gate guards, required to maintain protection of Government employees and property.
2534	Maintenance & Repair - Automatic Data Processing (ADP) Equipment. Payment of services for repair and maintenance of Government-owned hardware and software.
2535	Maintenance & Repair – Buildings & Grounds. Repair, alterations, and maintenance service for technical and administrative buildings (and grounds), such as office space, parking lots, lawns, etc. that take place outside a building.
2538	Maintenance & Repair – Office Furniture & Equipment. Repair and maintenance of office machines & furniture, excluding ADP equipment. ADP equipment uses code 2534.
2539	Maintenance & Repair – Operating Equipment – Technical. Repair and maintenance of technical operating equipment such as electronic, testing, laboratory, and diagnostic equipment. Includes equipment such as closed-circuit TV systems.
254E	Drydocking – MARAD. Drydocking vessel costs when managed by MARAD.
254H	Painting – MARAD. Painting of vessels when managed by MARAD.
254L	Shipyard Cost – MARAD. Repair to vessels when managed through MARAD.
254T	Other Services – MARAD. Costs related to vessel maintenance that do not fall within other categories when managed by MARAD.
2541	Maintenance & Repair – Boats (under 65'). Services and contractor-furnished material for maintenance and repair of the hull, engine, and machinery for boats under 65' attached to units. Includes work on small craft and service craft.
2544	Marine Environmental Response (MER) Pollution Equipment. Maintenance, installation, replacement, and repair work performed by commercial concerns and other governmental agencies for MER equipment utilized for the sensing, control, containment, and recovery of pollutants.
2558	Temporary Employees – Contract. Services for short-term temporary employees typically secured through an employment agency.

256D	Training – Non-government – Short Term – Private/Other. Costs relating to training of 120 days or less provided by , in, or through an individual contractor, commercial concern or other private organization.
256H	Training – Government – Short Term – Interagency/Interservice. Costs relating to training of 120 days or less provided by , in, or through an interagency training activity, or by a Federal department, agency, or service school other than the one in which the trainee is currently employed.
2592	Federal Civilian Employee Medical Services. Costs of job-related physical examinations for Federal civilian employees such as periodic medical examinations, pre-placement/fitness for duty examinations, pre-separation medical examinations and cost of all job-related mandatory medical monitoring.
2608	Automatic Data Processing (ADP) Supplies. Purchase of supplies specifically for use in ADP operations, such as tapes, discs, printer ribbons, and manuals.
2611	Buildings & Grounds Maintenance Supplies. Purchase of supplies and materials to repair, maintain, and operate buildings, facilities, office space, parking lots, grounds, etc. Includes such supplies a paint, lumber, hardware, parts, hand and power tools, etc.
2637	Energy – Marine Fuels & Lubricants. Purchase of fuels, lubricants, and other repair and maintenance supplies for ships, unless otherwise specified.
2642	Environmental Compliance Program – Supplies. Purchase of supplies, material, and spare parts for maintenance, installation, and replacement in efforts to bring Government facilities into compliance with various environmental laws.
2643	Equipment Maintenance Materials. Purchase of maintenance tools and certain replaceable items necessary for routine operations of equipment that must be available on site.
2656	Marine Environmental Response (MER) Equipment – Supplies & Materials. Purchase of supplies, materials, and spare parts for maintenance, installation, and replacement of MER equipment utilized for MER development projects.
2662	Office Supplies. Purchase of non-ADP office supplies.
2664	Periodicals, Newspapers, Pamphlets, & Documents. Magazines, books, newspapers, manuals, technical reports, loose-leaf pamphlets, and documents when purchased as stock items.

2669	Safety Supplies. Purchase of safety devices and protective clothing, safety goggles, welding helmets, safety shoes, protective headgear, aural protectors, and related items.
2688	Office Supplies – GSA. Purchase of miscellaneous office supplies from GSA.
3105	Automatic Data Processing (ADP) Equipment – Noncapitalized. Purchase of ADP equipment and hardware, which do not meet capitalization requirements. Includes central processing units, printers, modems, data entry machines, and personal computers. *Use 3146 for capitalized ADP equipment*.
3108	Electrical Materials – Noncapitalized. Purchase of electrical materials which do not meet capitalization requirements. *Use 3151 for capitalized electrical materials*.
3109	Electronic Equipment – Noncapitalized. Purchase of electronic equipment and systems which do not meet capitalization requirements. *Use 3152 for capitalized electronic equipment*.
3110	Environmental Compliance Program equipment – Noncapitalized. Equipment not meeting capitalization requirements which has been procured for efforts to bring Governmental facilities into compliance with various environmental laws. *Use 3153 for capitalized environmental compliance program equipment*.
3111	Furniture and Office Equipment – Noncapitalized. Purchase of desk, chairs, tables, mail room equipment, typewriters, business-use calculators, office copying equipment, filing, office supply and storage equipment which does not meet capitalization requirements. *Use 3154 for capitalized furniture and office equipment*.
3115	Machinery – NonCapitalized. Purchase of engines, generators, manufacturing machinery, transformers, ship equipment, pumps, and other production and construction machinery which does not meet capitalization requirements. *Use 3158 for capitalized machinery*.
3120	Operating and Technical Equipment – Noncapitalized. Purchase of operating and technical equipment, which does not meet capitalization requirements. May include tools, air condition plants and components, vacuum cleaners, fire fighting rescue and safety equipment, items of exchange and repair, portable generators, spray outfits, cable splices, bench grinders, heaters, instrument lockers, tow tugs, work stands, mechanic tools, etc. used in the operation and maintenance of technical buildings, and facilities and grounds. *Use 3162 for capitalized operating and technical equipment*.

3123	Safety Equipment – Noncapitalized. Purchase of safety equipment which does not meet capitalization requirements. *Use 3165 for capitalized safety equipment*.
3125	Sensitive/Special Purpose Equipment – Noncapitalized. Purchase of special purpose items considered sensitive including cameras, televisions, appliances, track level boards, gauges, measuring devices , and related equipment which does not meet capitalization requirements. *Use 3167 for capitalized sensitive/special purpose equipment*.
3127	Telephone Equipment – Noncapitalized. Purchase of telephone and equipment installations, telephone systems, and the expansion or modification of existing telephone equipment or systems and which does not meet capitalization requirements. *Use 3169 for capitalized telephone equipment*.
3128	Test Equipment – Noncapitalized. Purchase of equipment not meeting capitalization requirements and used for measuring and calibrating other equipment, vessels, or vehicles. May include ammeters, distortion meters, insulator meters, oscillators, meter calibration sets and power units, transmitters, receiver antenna, etc., used in the maintenance and operation of facilities and other program activities. *Use 3170 for capitalized test equipment*.
3129	Training Equipment – Noncapitalized. Purchase of training aids which do not meet capitalization requirements. *Use 3171 for capitalized training equipment*.
3130	Automatic Data Processing (ADP) Software – Noncapitalized. Purchase of ADP off-the-shelf and custom software which does not meet capitalization requirements. *Use 3147 for capitalized ADP software.*
3148	Books for Permanent Collections. Purchase of administrative and technical books including legal and medical.
31 072	Vessels – Capitalized. Ships, boats and barges constructed at USCG yard or procured from others, including initial outfits furnished with boasts, boat trailers, and preparation of boats for shipment, and which meet capitalization requirements.
3173	Boats – Capitalized. Watercraft (65' and under) including boats and barges constructed at USCG yard or procured from others, including initial outfits furnished with boasts, boat trailers, and preparation of boats for shipment, and which meet capitalization requirements.
3179	Capital Leases – Automatic Data Processing (ADP) equipment. ADP equipment acquired under a lease-purchase agreement, which provides for periodic payment.

3180	Capital Leases – Other. Personal property, other than ADP equipment, acquired under a lease-purchase agreement, which provides for periodic payment.
3221	Leasehold Improvements. Structural improvements or nonstructural improvement to properties occupied under lease. This includes addition of attached fixtures and equipment.
3222	Nonstructural Improvements. Charges for improvements of land, such as landscaping, fences, sewers, and wells when acquired under contract.
3224	Utility Systems. Fixtures and equipment which become permanently attached to or part of building or structures, such as plumbing, electric/lighting or heating systems, whether addition or replacements, including charges for services in connection with initial installation.
3225	Roadways, Curbs, & Walkways. Charges for acquisition or construction of paved roadways, curbs, and walkways when acquired under contract.
3227	Waterfront Improvements. Charges for acquisition or construction for docks and piers, dredging of channels, berths and moorings, and other related charges.

FLEET CAPACITY

SBRF

Bridge clearances:
UPRR Bridge Vertical: 135'@MHW; 140'@MLLW
Horizontal: 291'

Anchorage access depths:
There are good, comfortable depths in the pass between the Bulls Head Ship Channel and the anchorage. Dredging was performed as a mitigation project as a result of CalTrans encroaching approx 500' into the our anchorage with the construction of their new bridge. From the footprint of the new bridge, when completed:
Depths of the pass between Ship Channel and anchorage:
31' @MLLW out to 800' beyond bridge, upstream;
31' to 26' slope @MLLW for the next 200' upstream;
26' @MLLW for 1000' beyond the slope, upstream.

Aircraft Carrier Analysis:

Note that all flight deck widths per Jane's Fighting Ships, 1986-87

FORRESTAL -class CV The limiting factor is the horizontal clearance of the UPRR Bridge, more than it is water depth. Since the horiz clearance of the bridge is 291', and a FORRESTAL-class CV is 252' at the flight deck, this leaves only 19' clearance on either side... this is a little too close for comfort and probably not doable.

MIDWAY-class CV stands a better chance, with a 238' width at the flight deck, leaves 26' clearance on either side. Probably still too close for comfort.

ORISKANY-class CV with a 195' wide flight deck leaves 48' of clearance on either side. This is doable, probably at the limit of any Pilot's intestinal fortitude. However, the cost will probably be outrageous for the transit under the bridge if insurance is considered. When NAVSEA was considering putting ORISKANY at SBRF from Mare Island after a failed scrapping contract, it went to BRF instead because of the cost of the tow was less than the insurance premium to go through the bridge and because of the reluctance of the Pilots and tow boat companies to take on the job. There was also a concern that tugs would add to the width of the tow for transit under the UPRR bridge, even though the tugs would be tucked back under the counter of the flight deck and may not be an impediment.

HORNET-class CV at 172' at the flight deck leaves 59' of clearance on either side is a more doable operation.

Not only is horizontal clearance a limiting factor, so is the distance the tow must be shaped up for the pass under the bridges. There are actually two bridges side by

side, the Benicia-Martinez I-680 highway bridge and the UPRR bridge. Under both bridges, a ship must transit 900' in a straight line, buoy to buoy. After the new, additional Benicia-Martinez highway bridge is completed (currently under construction), that chute will increase to 1400'. That's a very long way for a ship to maintain a straight, unvarying course under tow. The wider the ship, the more difficult is the transit.

Vertical clearance is a factor, but it is easier dealt with. Masts can be removed, ballasting can be accomplished, and low-tide transits can be employed to get under the bridge span.

CG-47 Class AEGIS Cruisers:
Jane's 1994-95 lists the breadth of this class as 55'. Considering the placement of fenders between ships, this breadth would actually be 61' for the purpose of this discussion. Concerning depth, Jane's lists them as 31' to the sonar dome @full load. Considering a max of 31', it would take three rows: E-Row offshore (5 ships), a D-Row (6 ships) and a C-Row (11 ships), for a total of 22 ships of this class. C-Row would be approx where GLOMAR EXPLORER was moored up until 1996. These rows would be approx 1400' apart to allow for seven shots of anchor chain. C-Row would be 1800' upstream of the new Ben-Mar Bridge. For safety's sake, the ships should stay no closer to the bridges. Offshore, the end of the rows would be approx 500' from the outer boundary of the anchorage, which could be encroached on by a ship or two if need be. Water depths in this mooring area would be no less than 32' @MLLW. A lay-up draft of 30' or less could be accomplished.

Other Classes:
SBRF can handle an additional 18 ships with a max lay-up draft ranging between 28' and 26' by building upon the inshore side of three "new" rows. E-Row offshore would eventually join the existing E-Row. With drafts of 24', a few more ships could be added inshore.

There may be room for a few more ships on the North end of the anchorage (beyond L-Row), however, we have not had a hydrographic survey done up there since 1998. Back then we did have some areas with 26' to 30' depths, but that assessment is not dependable without a more recent survey. Considering the 1998 survey depths, we could theoretically do another two rows (an M- and N-Row) of about 5 or 6 ships each (depending on breadth) in the 26' - 28' draft range.

Mooring tackle:
Plate anchors may be helpful but they have a disadvantage as compared to drag anchors if not supplemented with drag anchors. Without supplemental drag anchors, parted chains would mean that the ship could become adrift. The JRRF system of leaving the ship’s anchor attached covers that difficulty. A parted plate anchor chain with drag anchors will drag the anchor in severe weather. A breached row with drag anchors is a little more under control. NAVMOOR anchors would be just as effective as a plate anchor system in this case (cheaper, too), and the upstream side of a C-Row (closest to the bridge) could be moored with NAVMOORs in tandem for an increased safety factor.

Shore Power:
There is no shore power established below F-Row. E-Row wasn't supposed to be there when our high voltage electrical system was conceived. However, the existing system has the electrical capacity to be extended to include additional rows on both the North and South end. We'd have to buy some electrical components and cable. For the South end, it may be more practical to establish a second main switching station on the ex-GLOMAR platform to power up proposed C- and D-Rows, even the E-Rows, from there.

BRF

Beaumont controlling air draft is a fixed bridge, with a horizontal clearance of 400' and a vertical clearance of 136'@MHW, which crosses the Sabine Neches Canal at Port Arthur 1.8 miles above the entrance to the Intercoastal Waterway. Tides are periodic and practically negligible. The rise and fall of the water depends on meteorological conditions. US Coast Pilot 5 chapter 10 and chart #11342 and #11343 refer. Controlling water depth of the Neches River to the fleet is 40'@MLLW, 28'@MLW with 1' allowable over depth in our deep draft berth, and 17' @MLW in the remainder of the anchorage. Deep draft capacity is 18 berths set at 1800' stake row to stake row (berth 1000'LOA +/- 100') in a NNE/SSW orientation. This does not include additional berthing along our east bank (AFDM-2 location) that was part of the old river channel. This additional berthing can handle deep draft ships subject to allowable depths. Currently 4 of 18 deep draft berths are committed (Oriskany, 2 C-9 Lash, 1 C-8 Lash) in the deep draft berthing. There are approx. 200 additional berths measuring 1100' stake row to stake row (berth 450'LOA)@17'MLW in the same orientation as the deep draft berthing.

The original plan dated 9/47 for Beaumont approximated berthing for a total of 415 vessels made up of 280 EC2's, 40 VC2's, 49 T2's, 5 C2's, 15 TI's, 21 S4's and 5 others. Average Berth was 450' +/-50' x 60'.

JRRF

The principal limiting factor to the JRRF is the "rock landing shoal channel" @ 24' x 300'. See chart # 12248.

The James River bridge "max" vertical clearance is 145'.

Fleet **M**anagement **R**eview (REDACTED)

MAR-612

Division of Reserve Fleet

APPENDIX 6 –Artifacts List

Below is a list of those artifacts deemed to be either historically significant or valuable; the quantity to be removed and preserved is noted alongside the item.

ALIDADES	ALL
BAROMETER	ALL
BELL	ALL
BINNACLE	1 Complete with compass & quadrantal spheres.
BINOCULARS	ALL
CLOCKS	ALL brass clocks and all clocks with "Maritime Commission" inscribed
CHRONOMETERS	ALL
COMPASSES	ALL
ENGINE ORDER TELEGRAPH	1 from bridge and 1 from the Engine Room
FLAGS	ALL ENSIGNS
HISTORY OF SHIP	Track charts of notable cruises Log entries of important items
HISTORIC DOCUMENTS	ALL show major ship events
INCLINOMETER	ALL
BUILDER'S PLATES	ALL
LIST & TRIM INDICATORS	ALL
LYLE GUN	ALL
NAMED ITEMS	See below *
PHOTOGRAPHS	ALL
SEXTANTS	ALL
STADIMETERS	ALL
SIDELIGHTS	BOTH
SHIP'S WHEEL & STAND	1
AFTER STEERING WHEEL & STAND	1

* Any item not listed above but has the ship's name(s) inscribed on them shall be removed and stored for historical purposes.

APPENDIX 7 – Maritime Administrative Orders

MARITIME
ADMINISTRATIVE
ORDERS

U.S. Department of Transportation
Maritime Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 250-6

EFFECTIVE DATE April 3, 1982

SUBJECT

ACTIVITY REPORTS

Section 1. Purpose:

This order establishes requirements for the preparation and submission of activity reports to the Administrator.

Section 2. General Objective:

The activity report is to provide a concise summary of major activities of the preceding workweek, advance information on significant program activities which are contemplated in the immediate future, and information deemed to be of special or significant interest.

Section 3. Contents of Activity Reports:

3.01 Activity reports shall include the following:

1 Initiation of significant activities, such as major contracts, reorganizations, legislative activity, or legal proceedings.

2 Problems that have developed or may develop.

3 Important current or upcoming policy decisions.

4 Significant developments or action affecting agency policy or programs.

5 Significant projects completed or major milestones achieved.

3.02 The following types of activities are not to be included in activity reports forwarded to the Maritime Administrator:

1 Performance of normal office functions.

2 Routine procedural matters.

3 Transmission of routine reports and data between offices.

4 Reports or actions which are only a part of an overall action.

5 Meetings attended, unless important problems are involved or major decisions made. If included in an activity report, the information shall contain a brief description of the outcome of the meeting and any pending action as a result thereof.

Section 4. Preparation of Reports:

4.01 Activity reports to the Maritime Administrator are to be prepared and submitted by each Associate Administrator, Independent Office Director, Region Director, and the Superintendent, U.S. Merchant Marine Academy. These officials may in turn require activity reports from their respective organizations in a format consistent with the provisions of this order.

4.02 Activity reports shall be prepared, in memorandum form, in compliance with the following instructions:

1 A Report Control Number "MAR 1030" shall be placed in the upper left corner of the first page of the memorandum, two spaces below the Maritime Administration heading.

2 A standard subject shall be used to reflect the inclusive dates of the report, i.e., Activity Report for Week of (date) to (date) inclusive.

3 A short descriptive title shall be placed at the beginning of each item. Information items shall be as concise as possible; two or three sentences should be the normal submission.

Section 5. Submission of Reports:

5.01 Activity reports for the period covering the previous week shall be submitted to the Office of the Administrator by officials named in Section 4.01 to arrive not later than 3:00 p.m. on Friday of each week.

H. E. SHEAR
Maritime Administrator

US Department of Transportation Maritime Administration	MANUAL OF ORDERS	MARITIME ADMINISTRATIVE ORDER	
		REVOKES MAO 600-2 dated 2/20/91	NO. 600-2
			EFFECTIVE DATE November 2, 1998

SUBJECT

ENVIRONMENTAL COMPLIANCE AND ENVIRONMENTAL COORDINATION COMMITTEE

Section 1. Purpose: This order prescribes the roles and responsibilities for environmental compliance for Maritime Administration (MARAD) facilities and operations by establishing the membership and functions of the Environmental Coordination Committee.

Section 2. Related Directives: See exhibit attached to this order.

Section 3. POLICY: Where legally required, it is MARAD policy that all MARAD facilities and organizations will comply with all Federal, state, and local environmental laws and regulations, Executive Orders, and DOT Orders for environmental protection. Where such compliance is not legally required, it is MARAD policy to comply to the maximum extent practicable. All MARAD facilities and organizations are also encouraged to cooperate with other government agencies, the shipbuilding and ship operating community, ports, terminals, local jurisdictions and communities, and technical, academic, and trade associations to identify issues and solutions associated with marine transportation and the human and natural environment.

Section 4. RESPONSIBILITIES:

4.01 The Associate Administrator for Port, Intermodal, and Environmental Activities is the Coordinator of Environmental Activities for MARAD (Coordinator) and shall:

1 Develop, coordinate and direct MARAD's environmental program and functions in accordance with all applicable Federal, state, and local laws and regulations.

2 Oversee the Region and Facility Environmental Representatives to assure compliance with all applicable environmental regulations.

3 Conduct environmental audits of MARAD facilities and field operations on a periodic basis, approximately every two years.

4 Act as chairperson for the Environmental Coordination Committee.

5 Distribute meeting notices and minutes of the Environmental Coordination Committee to all members and interested parties.

4.02 The Associate Administrators, Independent Office Directors, Region Directors, and the Superintendent, U.S. Merchant Marine Academy, shall:

1 Comply, as provided in section 3 above, with all applicable Federal, state, and local environmental laws and regulations, Executive Orders, and DOT Orders for all MARAD programs under their jurisdiction.

2 Establish the necessary programs and controls to identify and comply with the applicable environmental requirements in a systematic and proactive manner.

4.03 The Associate Administrators, Region Directors, Superintendent, U.S. Merchant Marine Academy, and Director, Office of Maritime Labor, Training, and Safety shall designate a member of their organization as their Environmental Representative. Elements in the designee's performance plan and evaluations shall include appropriate environmental responsibilities such as those contained in 4.04 below.

4.04 The Environmental Representatives shall:

1 Coordinate the environmental functions required by their organizations.

2 Assure compliance within their region or facility by monitoring performance, conducting audits, or other appropriate means.

3 Notify the Coordinator, in a timely manner, when significant environmental issues occur.

4 Serve as members of the Environmental Coordination Committee.

4.05 The MARAD Chief Counsel shall:

1 Serve as a legal advisor to the Coordinator with respect to all environmental matters.

2 Upon request of the Maritime Administrator, or Coordinator, review any tentative determinations or recommendations issued by the Committee that involve action by MARAD in the pursuit of the protection of the environment.

3 Designate a member of the Office of Chief Counsel as a member of the Environmental Coordination Committee.

4 Provide information and guidance to the Environmental Coordination Committee about regulatory approaches and trends, litigation, and proposed MARAD activities regarding environmental issues and compliance.

Section 5. ENVIRONMENTAL COORDINATION COMMITTEE:

5.01 The purpose of the Environmental Coordination Committee is to improve communication of environmental issues; coordinate environmental activities; inform members of new regulations, decisions, and interpretations affecting environmental compliance; establish guidance for compliance; assist in developing uniform approaches and solutions; and foster cooperation within MARAD.

5.02 The Environmental Coordination Committee membership consists of MARAD's Environmental Coordinator (Chairperson), all Environmental Representatives, and the Chief Counsel (or designee).

5.03 The Coordinator will arrange an annual meeting of the full Environmental Coordination Committee to be held in the Washington, DC area. Additional meetings of two or more members may be held as needed at any location. The initiating committee member must provide other desired attendees with the date, location, and time of such additional meetings. Minutes of all meetings must be recorded and distributed to all committee members within a reasonable time according to the urgency of the issue, but in no case later than 30 business days after the meeting.

CLYDE J. HART, JR.
Maritime Administrator

The *National Environmental Policy Act* (42 U.S.C. 4321-4347) (NEPA) established the Nation's environmental policies and goals, the U.S. Environmental Protection Agency (EPA), and the Council on Environmental Quality (CEQ) to unify the assessment and protection of the environment. NEPA requires that environmental impacts be appropriately analyzed and considered during the federal decision-making process.

Executive Order (EO). No. 11514, *Protection and Enhancement of Environmental Quality*, dated, March 5, 1970 (35 FR 4247), as amended by EO No. 11991, dated May 24, 1977 (42 FR 26967), mandated that the Federal Government provide leadership in protecting and enhancing the quality of the Nation's environment to sustain and enrich human life. Federal agencies are required to initiate measures needed to direct their policies, plans and programs so as to meet national environmental goals.

EO No. 11988, *Floodplain Management*, dated May 24, 1977 (42 FR 26951), as amended by EO No. 12148, dated July 20, 1979 (44 FR 43239), mandated that each agency's leadership and take action to reduce the risk of flood loss, to minimize the impact of floods on human safety, health and welfare, and to restore and preserve the natural and beneficial values served by floodplains in carrying out the agency's responsibilities.

EO No. 11990, *Protection of Wetlands*, dated May 24, 1977 (42 FR 26961), as amended by EO No. 12608, dated September 9, 1987 (52 FR 34617), provided that each agency provide leadership and take action to minimize the destruction, loss or degradation of wetlands, and to preserve and enhance the natural and beneficial values of wetlands in carrying out the agency's responsibilities.

EO No. 12088. *Federal Compliance with Pollution Control Standards*, dated October 13, 1978 (43 FR 47707), as amended by EO No. 12580, dated January 23, 1987 (52 FR 2928), provided that the head of each Executive agency is responsible for ensuring that all necessary actions are taken for the prevention, control, and abatement of environmental pollution with respect to Federal facilities and activities under the control of the agency.

EO No. 12114, *Environmental Effects Abroad of Major Federal Actions*, dated January 4, 1979 (44 FR 1957), provided that officials of Federal agencies further environmental objectives consistent with the foreign policy and national security policy of the United States.

EO No. 12852, *President's Council on Sustainable Development*, dated June 29, 1993 (58 FR 35841), as amended by EO No. 12855, July 19, 1993 (58 FR 39107), amended by EO No. 12965, dated June 27, 1995 (60 FR 34087), amended by EO No. 12980, dated November 17, 1995 (60 FR 57819), and amended by EO No. 13053, dated June 30, 1997 (62 FR 39945) established the "President's Council on Sustainable Development."

EO No. 12856, *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, dated August 3, 1993 (58 FR 41981), which ensures that all Federal agencies conduct their facility management and acquisition activities so that, to the maximum extent practicable, the quantity of toxic chemicals entering the wastestream, including any releases to the environment, is reduced as expeditiously as possible through source reduction; that waste generated is recycled to the maximum extent practicable; and that any wastes remaining are stored, treated, or disposed of in a manner protective of public health and the environment. Federal agencies are also required to report in a public manner toxic chemicals entering any wastestream from their facilities, including any releases to the environment, and to improve local emergency planning, response, and accident notification.

EO No. 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, dated February 11, 1994 (59 FR 7629), as amended by EO No. 12948, dated January 30, 1995 (60 FR 6381), which required each Federal agency to make achieving environmental justice a part of the agency's mission.

EO No. 13045, *Protection of Children from Environmental Health Risks and Safety Risks*, dated April 21, 1997 (62 FR 19885), established as part of each agency's mission the duty assess environmental health risks and safety risks that may disproportionately affect children.

Exhibit

EO No. 13061, *Federal Support of Community Efforts Along American Heritage Rivers*, dated September 11, 1997 (62 FR 48445), mandated that Federal agencies assist in coordinating efforts of the American Heritage Rivers initiative to protect the environment, encourage economic revitalization, and promote historic and cultural preservation.

EO No. 13101, *Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition*, dated September 16, 1998 (63 FR 49641), which requires the head of each executive agency to incorporate waste prevention and recycling in the agency's daily operations and work to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products; to develop and implement affirmative procurement programs in accordance with section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962) and this order; to ensure that responsibilities for preparation, implementation, and monitoring of affirmative procurement programs are shared between the program personnel and acquisition and procurement personnel; and to endeavor when making purchases to maximize environmental benefits, consistent with price, performance, and availability considerations, and constraints imposed by law, and to adjust solicitation guidelines as necessary in order to accomplish this goal.

United States (U.S.) Department of Transportation (DOT) Order 5600.1, *Pesticide Application at Department of Transportation Facilities*, which establishes DOT policy for application of "general use" and "restricted use" of pesticides at DOT facilities.

DOT Order 5610.1C, *Procedures for Considering Environmental Impacts*, which establishes procedures for consideration of environmental impacts in decision-making on proposed DOT actions and provides that information on environmental impacts of proposed actions will be made available to public officials and citizens through environmental analysis and documentation. Maritime Administrative Order 600-1, *Procedures for Considering Environmental Impacts*, provides additional guidance on implementing this DOT Order.

DOT Order 5640.1D, *Prevention, Control, and Abatement of Environmental Pollution at Federal Facilities*, which requires DOT activities to include positive consideration of the enhancement of environmental quality and observe all environmental quality standards in the operation of its facilities.

DOT Order 5650.1, *Protection and Enhancement of the Cultural Environment*, which provides for DOT implementation of Executive Order 11593, *Protection and Enhancement of the Cultural Environment*.

DOT Order 5650.2, *Floodplain Management and Protection*, which prescribes policies and procedures for ensuring that proper consideration is given to the avoidance and mitigation of adverse floodplain impacts in agency actions, planning programs, and budget requests.

DOT Order 5660.1A, *Preservation of the Nation's Wetlands*, which sets forth DOT policy that transportation facilities and projects should be planned, constructed, and operated to assure the protection, preservation, and enhancement of the nation's wetlands to the fullest extent practicable, and establishes procedures for implementation of the policy.

DOT Order 5680.1, *Environmental Justice*, which describes the policies and procedures for considering environmental impacts to disadvantaged, minority, or low-income populations.

US Department of Transportation
Maritime Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES	NO.
MAO 330-14 dated 2-7-80	330-14
	EFFECTIVE DATE: February 24, 1993

SUBJECT

PERSONAL PROPERTY LOSS, DAMAGE, THEFT, CONDEMNATION, AND SACRIFICE

Section 1. Purpose:

This order assigns responsibilities, delegates authority, and provides administrative information for the survey and investigation of lost, damaged, stolen, condemned, and sacrificed accountable personal property under the jurisdiction of the Maritime Administration.

Section 2. General:

2.01 Department of Transportation (DOT) Order 4410.4, Equipment Management and Control, and DOT Handbook 4410.4, Equipment Management and Control, contain DOT policy for management, accountability, control, utilization, and disposal of Government-owned, leased, and/or borrowed equipment. They implement and supplement the Federal Property Management Regulations.

2.02 Survey Officers and Survey Boards shall follow the procedures and perform the functions in later sections of this order.

Section 3. Appointment of Survey Officers and Establishment and Membership of Survey Boards:

3.01 The following officials shall, as appropriate, appoint Survey Officers or designate Survey Boards, as appropriate, in their respective areas of responsibility:

1 Director, Office of Management Services, for headquarters accountable personal property.

2 Region Director, for the Region and National Defense Reserve Fleet accountable administrative property.

3 Superintendent, U.S. Merchant Marine Academy, for all Academy personal property.

4 Director, Office of Ship Operations, for National Defense Reserve Fleet/Ready Reserve Force ships and Maritime Administration ships on loan, and related spare parts and shipboard equipment.

5 Director, Office of Ship Financing, for Title XI ships and related spare parts and shipboard equipment.

3.02 Survey Boards shall be designated in writing for all losses, destruction, or damages of accountable personal property exceeding $25,000. Usually, Survey Boards will consist of three members, one of whom will be designated chairperson.

3.03 Reports of Survey are required as set forth in DOT Handbook 4410.4, section 3-0602. Sections 3-0603 through 3-0607 of the DOT Handbook provide further guidance on the designation of the Survey Officer or Survey Board, conduct of the survey, reporting, and other requirements.

Section 4. Delegation of Authority:

4.01 The following officials are authorized to approve property losses not involving vessels and associated property covered by 4.02 and 4.03 below, consistent with the following levels:

Property Loss Amount ($)	Authorizing Official		
	Regions	Academy	Headquarters
Over 150,000	Associate Administrator for Administration	Associate Administrator for Administration	Associate Administrator for Administration
50,001 to 150,000	Region Director	Superintendent, U.S. Merchant Marine Academy	Director, Office of Management Services
1 to 50,000	Region Director	Assistant Superintendent for Administration	Personal Property Management Officer (DC)

4.02 The Director, Office of Ship Financing, shall approve property losses associated with Title XI vessels and related spare parts and shipboard equipment up to $150,000. Losses above that amount must be approved by the Associate Administrator for Maritime Aids, with the concurrence of the Associate Administrator for Administration.

4.03 The following officials are authorized to approve property losses involving Ready Reserve Force (RRF) and National Defense Reserve Fleet (NDRF) vessels, except for those used in operation and support of the NDRF facility (administrative vessels), and associated property, consistent with the following levels:

Property Loss Amount ($)	Authorizing Official
Over 150,000	Associate Administrator for Shipbuilding and Ship Operations (With concurrence of the Associate Administrator for Administration)
50,001 to 150,000	Director, Office of Ship Operations
25,001 to 50,000	Region Director
1 to 25,000	Ship Operations and Maintenance Officer

Section 5. Survey and Investigation of Lost, Damaged, Stolen, Condemned, and Sacrificed Accountable Personal Property:

5.01 Definitions:

Accountable Personal Property - Government property which is recorded in a formal personal property accounting system.

Condemned Property - Property that has been declared unfit for use or consumption or dangerous to public health or safety by a government regulatory agency or a properly constituted survey board.

Damaged Property - Property in a condition which impairs either its use or value and which has been rendered so by the actions of person(s) within or outside the Maritime Administration or forces outside the control of the agency or its employees.

Lost Property - Maritime Administration-owned personal property which should be on hand according to property records and which, after careful search, cannot be located. This does not include loss by theft.

Sacrificed Property - Property which was abandoned without prior authority as a result of a conscious action on the part of Maritime Administration employee(s), taken in order to protect life or to preserve other property of greater value.

Stolen Property - Property taken by theft or removed without proper authority from its required physical location by any person(s) within or outside the Maritime Administration.

5.02 Procedures and Responsibilities:

1 Form MA-925, Report of Survey, shall be used for reporting the loss, theft, damage, or unserviceability of accountable personal property, including motor vehicles, aircraft, and vessels, and the results of surveys of personal property conducted under the provisions of this order. When the property covered by a Form MA-925 is capitalized (recorded) in the financial accounting records of the Maritime Administration, a copy of the form shall be furnished to applicable accounting officers for proper recording in the financial accounts.

2 Property Custodian - Upon determination that accountable property has been lost, damaged, stolen, condemned, or sacrificed, the Property Custodian having physical custody of the property shall prepare Form MA-925, Report of Survey, and submit original and three copies through supervisory channels to the responsible Accountable Property Officer in Washington or the field. (Note: In addition, an employee discovering the theft or malicious damage or loss of Government property has a obligation to submit reports as prescribed in the appendix to Maritime Administrative Order 280-1, Security Program.)

(1) In those instances where Government property located in a facility or area under General Services Administration (GSA) security control is assumed to be stolen, a GSA Form 182, Report of Loss or Theft, shall be prepared and a copy attached to the Form MA-925 as supporting documentation of the property loss.

3 Accountable Property Officer shall:

(1) Review and complete the applicable section of the Form MA-925;

(2) Retain one copy of Form MA-925 to adjust appropriate property accounting records and forward to the applicable accounting office for proper fiscal adjustment; and

(3) Transmit the original and two copies of the Form MA-925 with related documentation to the Survey Officer/Survey Board.

4 Survey Officer/Survey Board shall:

(1) Physically inspect damaged property on which a report has been submitted, investigate circumstances surrounding lost, stolen, condemned, or sacrificed property, and make determinations regarding liability and causes. Findings will be reported on the submitted Form MA-925.

(2) Exercise independent judgement, free from influence by recommendations or suggestions of other board members, employees, or supervisors. Extreme care should be taken in rendering findings for the disposition of Government-owned property. Findings should be based on actual investigations, review of pertinent documents, and consideration of all available evidence.

(3) If in agreement with the findings, personally sign Form MA-925 and forward all copies to the Personal Property Management Officer for review.

(4) Where there are differences of opinion as to the findings by individual Survey Board members, the Chairperson of the Board shall refer the matter to the Personal Property Management Officer who shall endeavor to reach an agreement with the members, or if an agreement cannot be reached, shall resolve the case with full explanation.

(5) In liability determinations, (i.e., where it is necessary to decide whether the operating unit should consider an employee or non-employee personally liable for the loss of, damage to, theft of, or sacrifice of personal property) the Survey Officer/Survey Board shall consult with the Office of the Chief Counsel to ascertain the necessity for legal action.

(6) Determine assessment of damages, as appropriate.

5 Personal Property Management Officer shall:

(1) Return complete, signed copies of the Form MA-925 through normal supervisory channels to the Property Custodian originating the initial action. (When the property involved is an inherent part of real property, a copy of the Form MA-925 shall be distributed to the Maritime Administration Facilities Management Officer, Washington, D.C.)

(2) Obtain additional signatures when the property loss reaches certain monetary levels. Losses in excess of $50,000 require signatures of the authorizing officials listed in section 4.01 of this order in addition to the Personal Property Management Officer.

JOHN L. MANN, JR.
Acting Associate Administrator
for Administration

U.S. Department of Transportation Maritime Administration	MANUAL OF ORDERS	MARITIME ADMINISTRATIVE ORDER	
		REVOKES MAO 330-13 dtd. 7/10/80; Amdt.1, dtd.11/13/80	NO. 330-13 EFFECTIVE DATE October 3, 1990

SUBJECT

ACCOUNTABILITY AND CAPITALIZATION OF PROPERTY

Section 1. Purpose:

1.01 This order establishes policy and assigns responsibility for the accountability of property and designates the accountable areas of the Maritime Administration.

1.02 The order also sets forth criteria and assigns responsibility for the capitalization of property.

Section 2. Definitions:

For the purposes of this order, the following definitions shall apply:

Accountability - The responsibility imposed by law or regulation to keep accurate records of property. The individual with responsibility for maintaining property records may or may not have actual possession of the property, as accountability is primarily concerned with records.

Accountable Areas - Those areas specifically defined in section 3 of this order, for which property accountability is assigned to a designated Accountable Property Officer.

Accountable Office - The organizational unit where the property accounting records of each accountable area are maintained.

Accountable Property Officers - Those persons assigned responsibility for property accountability and maintenance of the related property records for their respective accountable areas.

Capitalization - The recording of property values in fixed asset accounts established in the accounting system in lieu of charging the cost of such property to operating expense or materials and supply inventory accounts.

Personal Property - Property of any kind or any interest therein, except real property and records of the Federal Government.

Property Management Officer - The official in the Maritime Administration responsible for establishing internal policies and procedures for the management and control of assigned personal property, ensuring the implementation of such policies and procedures, and ensuring compliance with Government-wide authorities and guidelines.

Real Property - Any interest in land together with the improvements, structures, and fixtures located thereon.

Shore-based Spares - Personal property consisting of equipment spares stored in warehouses or other storage facilities in anticipation of requirements of National Defense Reserve Fleet/Ready Reserve Force vessel operations. For the most part, shore-based spares consist of insurance and long lead-time equipment spares. Values of shore-based spares are recorded in supply inventory accounts.

Vessels - A restricted subdivision of personal property created for use within the Maritime Administration. The term vessel as used in this order applies to merchant vessels of 1,500 gross tons or more.

Section 3. Accountable Areas:

3.01 The following areas are designated as accountable areas of the Maritime Administration:

1 Headquarters: Includes Washington, D.C. Headquarters and all Region Headquarters and area offices. The Headquarters Division of Supply and Space Management is designated as the accountable office.

2 National Defense Reserve Fleet Sites: Each reserve fleet facility and all activities (including service and other small craft) under the jurisdiction of each Reserve Fleet Superintendent shall constitute a separate accountable area. All vessels assigned to the reserve fleet shall constitute separate accountable areas, as set forth in 3.01 4 below. Each fleet is designated as the accountable office.

3 U.S. Merchant Marine Academy: This area consists of the U.S. Merchant Marine Academy and all activities under the jurisdiction of the Superintendent, U.S. Merchant Marine Academy. The Academy's Department of Administrative Services is the accountable office.

For accountable areas 1, 2, and 3 above, periodic and annual reconciliations and new inventories of capitalized assets will be submitted to the Office of Accounting by the Accountable Property Officers via the Division of Supply and Space Management.

4 Vessels: The following types of vessels shall constitute separate accountable areas:

(1) Maritime Administration-owned vessels in the National Defense Reserve Fleet (NDRF) including the Ready Reserve Force (RRF):

This includes vessels assigned to the NDRF and the RRF without regard to the point of physical custody and/or operational status, excluding vessels assigned from the NDRF to State Maritime Academies.

(2) Maritime Administration-owned vessels on loan:

This includes Government-owned vessels assigned to State Maritime Academies and other vessels on loan or use agreement.

(3) Vessels in the Physical Custody of the Maritime Administration:

This includes vessels owned by others which are in the physical and/or operational control of the Maritime Administration, except for those under (4) below.

(4) Title XI vessels:

This includes vessels owned or held by the Federal Ship Financing Fund.

For accountable area 4, except 4(4), financial reports on the value of capitalized assets shall be submitted to the Office of Accounting by the Office of Ship Operations, the accountable office. Reports on the inventory and value of vessels under 4(4) above shall be submitted to the Office of Accounting by the Office of Ship Financing, the accountable office.

5 Shore-based Spares: Includes stocks of warehoused spare parts maintained for NDRF/RRF vessels. The Office of Ship Operations is the accountable office. (See Maritime Administrative Order 630-7, section 7, for provisions on financial and other accountability.)

6 Real Property: Includes all Maritime Administration-owned or -leased real property, including improvements thereon (excludes real property leased by the General Services Administration for Maritime Administration use). Inventories shall be submitted to the Office of Accounting by the accountable office, the Office of Management Services.

Section 4. Accountability:

4.01 Property records shall be maintained for all property which meets any one of the following criteria:

1 The item is a capitalized item in accordance with appendix I of this order.

2 Other items as specified in Maritime Administration's Personal Property Accountability and Control Handbook and the Ready Reserve Force Logistics Management Manual.

4.02 The head of each accountable area shall designate a specific person and an alternate in the accountable office as the Accountable Property Officer. (The Chief of the Headquarters' Division of Supply and Space Management shall serve as the Accountable Property Officer for record-keeping purposes for the Region Headquarters offices with respect to administrative property, i.e., office furniture and equipment.) All designations shall be made in writing to the individuals and a copy of the designations shall be submitted to the Office of Management Services, Division of Supply and Space Management.

4.03 The property accountability system shall provide for:

1 Recording of transactions which affect the accountable property of an activity, including:

(1) Acquisitions (regardless of sources), value, and the date that the custody of the property was taken;

(2) The use of the property; and

(3) Disposals or when the property leaves the custody of the activity.

2 Recording all capitalized property transactions in the accounting system.

3 The keeping of appropriate property records of physical quantities and monetary value of Government-owned property and its location. These records should be designed to be of maximum assistance in the procurement and utilization of property, including the identification of excess property and its use, transfer, or disposal in accordance with statutory and regulatory requirements.

4 Independent checks on the accuracy of the property records through periodic physical count, weight, or other measurements.

Section 5. Capitalization:

Property shall be capitalized in accordance with DOT Order 2700.12, Financial Management Control of Property. Specific Maritime Administration criteria are included as appendix I to this order.

Section 6. Responsibilities:

6.01 Responsibility for the development and promulgation of procedures for accountability and capitalization of property is hereby assigned as follows:

1 Director, Office of Ship Operations for the accountability of vessels (See 3.01 4 (1)-(3) above) and shore-based spares.

2 Director, Office of Ship Financing for the accountability of vessels owned by the Federal Ship Financing Fund.

3 Director, Office of Management Services for the accountability of all real and personal property, other than vessels and shore-based spares.

4 Director, Office of Management Services, in cooperation with the Director, Office of Information Resources Management for accountability of all automatic data processing (ADP) related resources.

5 Director, Office of Accounting, in cooperation with the appropriate accountable office, for specific capitalization criteria and procedures for the reconciliation of inventories with the accounting system.

6.02 The Directors, Office of Ship Operations, Office of Ship Financing, and Office of Management Services shall ensure that the property accountability system for their respective areas is in accordance with the provisions of section 4.03 of this order.

6.03 The Director, Office of Accounting shall ensure that the inventories for the capitalized property are reconciled to the dollar values for capitalized property as contained in the accounting system.

CAPTAIN WARREN G. LEBACK
Maritime Administrator

CAPITALIZATION CRITERIA

I. Introduction

A. Property to be capitalized is divided into three broad categories:

1. Real Property Owned and Leasehold Improvements

2. Nonexpendable Personal Property

3. Vessels

Separate capitalization criteria are established for items of property falling within each of the above categories.

B. Certain tangible assets, such as low cost personal computers, are not capitalized but are maintained under property accountability and inventory control. The policy pertaining to this type of personal property is expressed in the Personal Property Accountability and Control Handbook and the RRF Logistics Management Manual.

C. All property capitalized in accordance with the criteria established herein shall be accounted for by individual property units. Accordingly, the general ledger fixed asset control accounts maintained in the Maritime Administration Budget, Accounting, and Cost System (BACIS) are supported by detailed subsidiary records maintained in the Property Management Inventory System (PMIS) for the Headquarters Office, the USMMA, and Reserve Fleet sites, accounting for each and every property unit falling within each general ledger asset account classification.

D. Document control is exercised to assure that each system receives and records all fixed asset acquisition and disposal documents. Reconciliations are performed to assure that the subsidiary records are in agreement with the control accounts. Adjustments to the property accounts made as a result of physical inventories are controlled to ensure that the recording of all such adjustments are made in both BACIS and the property management systems.

II. Capitalization Criteria for Real Property Owned and Leasehold Improvements

A. Definitions:

1. Real Property Owned: This classification of property covers all land owned by the Maritime Administration. It also covers all buildings and structures owned by the Maritime Administration which are situated on land owned by the Maritime Administration, including equipment which, when installed, becomes a permanent and integral part of such buildings or structures. Real property fitting the foregoing definitions which is loaned, leased or permitted to others is also included.

2. Leasehold Improvements: This classification of property covers buildings or structures erected at Maritime Administration expense upon land loaned, leased or permitted to the Maritime Administration. It also covers improvements made at Maritime Administration expense to buildings and structures loaned, leased or permitted to the Maritime Administration including any such improvements made to any GSA-owned or -leased buildings or structures occupied by the Maritime Administration for the use of which there is assessed a GSA Federal Building Fund Rent.

B. The following capitalization criteria apply to real property owned and leasehold improvements:

1. Land: Any parcel of land owned by the Maritime Administration shall be capitalized regardless of size or acquisition cost.

2. Buildings: Any structure that is generally classifiable as a building, which is owned by the Maritime Administration or erected at Maritime Administration expense and which is permanently attached to the land upon which it is situated by pilings or footings, shall be capitalized. Such structures include, but are not necessarily limited to: warehouses, dormitories, sheds, houses, garages, workshops, churches, chapels and libraries.

Size and acquisition cost are not factors in determining whether buildings should be capitalized.

Portable buildings such as house trailers and mobile workshops are not classified as real property. Such items of property should be capitalized as non-expendable personal property. Property contained in a building, but which is not permanently attached so as to become an integral part thereof, shall also be capitalized, if appropriate, as nonexpendable personal property and not as real property.

In a modernization or upgrading program, generally the value of buildings and structures is enhanced. To the extent that the overall value is enhanced, capitalization should be increased, with any remaining modernization or upgrading cost being charged as an operating expense. In such a program, all costs including materials, labor and transportation charges must be considered.

3. Structures: The same criteria established for the capitalization of buildings apply to the capitalization of structures. Structures include, but are not necessarily limited to: wharves, docks, piers, fences, towers, flagpoles, statues, and water fountains.

Building-like structures erected upon other structures such as docks or wharves, shall be classified as structures and not as buildings.

4. Equipment: Items of equipment included, or to be included, as integral parts of buildings or structures shall be capitalized as real property. Such equipment includes, but is not necessarily limited to: heating plants, light fixtures, elevators, firefighting and air conditioning systems, and built-in units such as freezers, refrigerators, dishwashers, and food preparation equipment.

   Such equipment, when added to an existing building or structure, increases the capitalized value of the building or structure. In addition, replacement of such items in a regular program of maintenance and repair is properly charged as an operating expense and should not normally be capitalized. However, if the replacement item extends the useful life of the asset or its service capacity, the capitalized value of the asset should be adjusted accordingly or, if not, the cost of the item should be charged as an operating expense.

   In determining whether a particular piece of equipment should be capitalized as part of real property or individually as nonexpendable personal property, a certain degree of judgement may be involved. Once the judgement is made for a particular item at a particular installation, such judgement should be documented so that like items may be classified consistently in the future.

   Room air conditioning units are an example. The permanency of the installation should normally be the guiding factor. Thus, units installed in specially prepared openings so as to appear built-in, would normally be capitalized as part of the building or structure; likewise with units installed in window openings where the openings are substantially altered to produce a built-in appearance. On the other hand, units installed in window openings using conventional installation hardware are normally easily installed and removed without materially altering the original opening and would normally be capitalized as nonexpendable personal property. However, regardless of the method of installation, if an entire building or structure is cooled through uses of multiple room air conditioning units, such units might be considered collectively as the air conditioning system and be capitalized as part of the building or structure. This would be particularly true where major electrical power modifications or installations were necessary to accommodate all of the units.

5. Under no circumstances should the following items be capitalized as either real property or nonexpendable personal property:

   a. Carpeting which is installed

   b. Portable office partitions and panels

   c. Free standing steel or wood storage shelving

   The cost of such property should be charged as an operating expense.

III. Capitalization Criteria for Nonexpendable Personal Property

A. Within the guidelines below, this classification of property is intended to cover classes of property which cannot be classified within the more specific categories of either "Real Property Owned and Leasehold Improvements," or "Vessels."

B. This category includes personal property used in the operations of offices, reserve fleets, warehouses, the U.S. Merchant Marine Academy, etc.

C. The following capitalization criteria apply to nonexpendable personal property which is generally called administrative property.

1. All property, plant, and equipment with an initial unit acquisition cost, appraised or other value of $5,000 or more and an expected service life of 2 years or greater must be capitalized.

2. ADP software (programs, routines, or subroutines) with a unit value of $5,000 or more and with an expected useful life of 2 years or greater shall be capitalized as property, plant, and equipment.

3. Notwithstanding any of the above, if any item, which might otherwise be classified as nonexpendable personal property, (1) is or will be affixed to real property, both owned or leasehold, so as to become an integral part thereof, or (2) is or will become a part of a vessel or an item of a vessel's inventory, then such item shall be treated in accordance with criteria established for capitalizing real property, or vessels, as applicable.

IV. Capitalization Criteria for Vessels

All vessels defined in section 2 of this order shall be capitalized. The capitalized value of the vessel includes: the hull; propulsion machinery and accessories and auxiliaries thereto installed; navigational and communications equipment; the value of a full complement of on-board spare parts; accessory equipment and fittings required to fulfill the vessel's design function; and safety equipment and devices required by law, regulation and international agreement. The following items are not included in the determination of the capitalized value of the vessel: fuels; bulk lubricants; hand tools; shore-based spare parts; navigation instruments; linen and bedding; galley and pantry gear; messing equipment; flags; medical equipment and supplies; firearms and personal flotation equipment; and other expendables.

US Department of Transportation Maritime Administration	MANUAL OF ORDERS	MARITIME ADMINISTRATIVE ORDER	
		REVOKES	NO. 82-1
			EFFECTIVE DATE May 1, 1997

SUBJECT

OFFICE OF ENVIRONMENTAL ACTIVITIES

Section 1. Organization: The Office of Environmental Activities is headed by an Office Director, who is the principal adviser to the Associate Administrator for Port, Intermodal, and Environmental Activities on matters of environmental compliance and protection and prevention of pollution. Its mission is to develop, coordinate and direct environmental activities of the Maritime Administration (MARAD).

Section 2. Delegation of Authority: The Director, Office of Environmental Activities, is authorized to exercise all the authorities of the Associate Administrator for Port, Intermodal, and Environmental Activities with respect to the environment, including the functions set forth in section 3 of this order.

Section 3. Functions:

3.01 Under the general direction and supervision of the Associate Administrator for Port, Intermodal, and Environmental Activities, the Office of Environmental Activities shall:

1 Oversee all MARAD activities in Headquarters, Regions and other field sites to assure compliance with all applicable federal, state and local laws and regulations and pertinent international treaties.

2 Issue directions and technical guidance to MARAD officials on protecting the environment through the prevention, control and abatement of ship-generated and facility-generated pollution.

3 Conduct environmental audits of all MARAD facilities and operations, at Headquarters, Regions and other field sites, and order corrective measures subject to review by the Associate Administrator for Port, Intermodal, and Environmental Activities.

4 Provide staff and technical assistance to the Associate Administrator for Port, Intermodal, and Environmental Activities in support of that official's role as the MARAD Coordinator of Environmental Activities under Maritime Administrative Orders 600-1 and 600-2.

5 Recommend MARAD positions on environmental legislation, regulation and issues.

6 Represent MARAD before Congress, other agencies, industry groups and international forums in matters concerning the environment.

7 Investigate environmental impacts related to ports, shipping and shipyards and make recommendations that enhance environmental protection in the maritime industry. This function includes assisting in the resolution of port dredging and dredged material management issues, and supporting interagency research and studies to develop solutions to significant port, shipping and shipyard environmental problems.

8 Disseminate information related to MARAD's environmental activities to, among others, the public, the maritime industry, international and national organizations and government agencies.

9 Approve the payment, up to $100,000, of governmentally imposed fees and assessments, but not taxes, related to hazardous and toxic substances and wastes, and their handling, storage, transportation and disposal.

Margaret D. Blum
Associate Administrator
for Port, Intermodal, and
Environmental Activities

Concurrence:

John L. Mann, Jr.
Associate Administrator
for Administration

APPENDIX 8 –Job Codes

When using these job codes please **be as specific as possible**. For example, if conducting administrative work in support of an OSH program use the job code "SW" instead of the more general "PA".

AC - Activation or Deactivation of Vessel. Used when personnel are involved with the activation or lay-up of an RRF ship ready to sail or prepared for lay-up.

AD - Arrival/Departure. Includes pre-arrival and pre-departure preparations, tank soundings, inspections, and electrical (dis)connections. Do not include remooring (see MM) or activation /deactivation (see AC).

AL - Annual Leave.

AP - Administrative leave for any type of physical exam.

AR - Access Repair Maintenance. Used for work done on or around the grounds associated with the fleet site and includes general shop maintenance.

CI - Certificate of Inspection Assistance. Used when personnel provide help during RRF vessel COI inspections or ABS surveys.

CP - Cathodic Protection Maintenance. Used for normal maintenance and inspection of cathodics but not used for cathodics installation or major overhaul (see MC).

DH - DH Maintenance. Used for normal maintenance and inspection of DH equipment but not used for DH equipment installation or major overhaul (see MD).

DR - Deck Repair. Deck repair on any vessel. It includes RRF Phase IV minor maintenance to retire a deficiency.

DW - Dewatering Vessels. Includes checking for leaks and pumping of water that collects in spaces. It does not include draining of systems as done for initial preservation.

ED - Escort Duty. Includes lighting ships and training assistance.

APPENDIX 8 –Job Codes

ER - Electrical Repair. Electrical repair on any vessel. It includes RRF Phase IV minor maintenance to retire a deficiency.

FA - Fire and Flooding Alarms. Used for time spent installing, testing and maintaining fire and flooding alarms.

FC - Fleet Craft. Servicing or operating the fleet craft. Includes fueling ships from fleet craft. (see proposed addition FT below.)

FD - Fire/Damage Control. Used for time spent involved with emergencies of immediate major importance.

FT - Fuel Transfer. Used for time spent transferring fuel for fleet craft.

HK - Housekeeping. Used to account for time spent in general cleaning of the interior spaces of a vessel, to include non-hazardous trash removal. (Topside spaces would be covered under the proposed addition TC.)

HR - Hazardous Material Response. Response to a hazardous material release or oil spill. Includes all activites such as, booming, clean-up, disposal, etc.

HZ - Hazardous Material Management. Inspection, sampling, inventorying, removing, disposing, or managing hazardous material.

LD - Light Duty. Used to account for time spent outside of the normal function because of a physical limitation. Used to support worker's compensation claims.

MC - Major Cathodic. Any major repairs, installations, or major overhaul of cathodic equipment on a ship. Includes anode fabrication.

MD - Major DH. Any major repairs, installations, or major overhaul to DH equipment.

MM - Mooring Maintenance. Used for time spent to adjust mooring configurations for better safety or utility. Also for remoorings for MARAD convenience and fender repairs.

MR - Mechanical Repair. Mechanical repair to any vessel. It includes RRF Phase IV maintenance to retire a deficiency and repairs on any vessel.

OL - Other Leave. Not AL, SL, AP, or UN.

PA - Personnel or Administration. Indicates time spent doing administrative work such as performance appraisals, employee counseling, and data research and entry. Also to be used for any general administrative work to be done by the Administrative work group or Management.

PD - Phase IV Deck. Time used to do the Deck Department type inspection work on RRF vessels. Includes housekeeping and topside cleaning for RRF when it is directly related to Phase IV work. Use this when another department worker is doing this work.

PE - Phase IV Electrical. Time used to do Electrical Department type inspection work on RRF vessels. Use this when another department worker is doing this work.

PH - Phase IV. Other Phase IV-related work, including administrative support.

PM - Phase IV Mechanical. Time used to do Mechanical Department type inspection work on RRF vessels. Use this when another department worker is doing this work.

PP - Portable Power. For time associated with providing, operating, and monitoring generators used for various purposes.

PT - Patrol. For persons working security and patrol boats.

SA - Safety/Accident. Used for investigation of or assistance during an accident.

SE - Shore Based Spares. For work done in shoreside or floating warehouses. (See SS for shipboard spares.)

SL - Sick Leave.

SP - Shore Power. For time spent working on the fleet moorage electrical system and shore power support provided at outport locations. Any repairs or trouble shooting of involving the main power supply. Do not use this for electrical work on the ships where DH, CP, MC, or MD apply.

SS - Ship Spares. Work done involving spare equipment and parts that are part of a ship's allocated operational material. This includes inventories, stripping, and cannibalization of equipment or parts. (See SE for shorebased spares.)

SW - Safety Work. For time spent generally improving the safety of conditions in the fleet, for example, repairing or installing gangways between ships, crosswalks, or accommodation ladders and associated equipment. Includes the implementation of any OSH programs.

TC - Topside Cleaning. For work such as topside wash down and cleaning of debris from a vessel's topside.

TD - Travel Delay. For time spent during paid work hours for travel to a work site. This should be used to account for traveling to and from work areas within the fleet. It should also be used when on travel to or from outport work.

TP - Topside Paint. For work involving painting above the waterline.

TR - Transport. For travel involved specifically to deliver or pick-up items.

TS - Training/Safety. Attending training and safety classes. **(**See TT for technical training).

TT - Technical Training. This could be used to track training provided, both on- and off-site, to employees to enhance their skills, such as OJT in rigging work, small craft operations training, diesel engine overhaul training, and computer training courses..

UN - Union Business. Time spent conducting official union business.

VI - Vessel Inspection. For safety walkover security inspections and taking soundings. This also includes pre-inspections. **[NOTE**- soundings taken under this code would not include those for arrival and departure**.]**

WD - Weather Delay. Used to indicate a delay in the inability to work due to natural conditions including fog, ice floes, snow, smoke or earthquake.

WM - Weather Maintenance. Used for any time spent involved in preparation for expected severe weather including expected ice flows, fall winds, and winterizing.