

Subchapter 3047.5 Ocean Transportation by U.S.-Flag Vessels**3047.506 Procedures.**

(c) The contracting officer shall submit requests for fair and reasonable costs determinations for full vessel charters to the Maritime Administration (MARAD), either by mail or email, as follows:

(1) Mailing address: Office of Financial Approvals, U.S. Department of Transportation, Maritime Administration, 1200 New Jersey Avenue, SE, Mailstop #3, W21-201, Washington, DC 20590

(2) Email address: financialapprovals@dot.gov

(d) If no transportation officer is available, the contracting officer shall submit a copy of the rated “on board” bill of lading, for each shipment to MARAD at Cargo.MARAD@dot.gov, no later than 20 days after the vessel’s loading date for exports and 30 days for imports as stated in 46 CFR 381.3. All non-vessel ocean common carrier bills of lading should be accompanied by the underlying carrier’s ocean bill of lading to MARAD. The bill of lading shall contain the following information:

- (1) Name of sponsoring Government agency or department;
- (2) Name of vessel;
- (3) Vessel flag of registry;
- (4) Date of loading;
- (5) Port of loading;
- (6) Port of final discharge;
- (7) Commodity description;
- (8) Gross weight in kilos;
- (9) Total ocean freight revenue in U.S. dollars.

3047.506-70 Cargo Preference Act report.

(a) *Report.* 46 CFR § 381.3(a) and (b), require federal agencies to submit a report and provide copies of bills of lading for all cargoes they ship (i.e., receipts for ocean transportation), whether by U.S. or foreign vessels, to MARAD, so that MARAD can ensure compliance with cargo preference requirements. Each Component shall submit their report to OCPO-APL by October 20, following the close of the preceding fiscal year, using the format and instructions provided at HSAM Appendix AI, and must attach copies of bills of lading for each contract reported.

(b) *Component single point of contact.* Each Component shall designate a single point of contact (POC) responsible for the timeliness and accuracy of the planned report to OCPO. Unless advised otherwise by the Component, the POC is the chief of the procurement policy function within the Component.

(c) *Report format and submission.* Accordingly, under this requirement, Components shall submit a report for contracts awarded in the fiscal year preceding the report submission deadline noted in above paragraph (70)(a). Each Component shall model its report after the template provided in HSAM Appendix AI, Template for Cargo Preference Act – Bill of Lading Annual Report, and shall submit the report as an Excel document. Negative reports are required. The OCPO will consolidate the Component reported data and transmit a collective report to MARAD at Cargo.MARAD@dot.gov.