



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