



U.S. Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 36-1 dated
4/17/98

NO.
36-1
EFFECTIVE DATE
December 1, 1999

SUBJECT

Office of Personnel

Section 1. Organization: The Office of Personnel is supervised by a Director who reports to the Associate Administrator for Administration. The office has no formal organizational components.

Section 2. Redlegation of Authority: Subject to such conditions and limitations as the Maritime Administrator may impose in other directives, the Personnel Officer is authorized to direct, administer and conduct personnel management activities and to exercise all the authorities of the Associate Administrator for Administration required to perform the functions assigned in Department of Transportation (DOT) Order 1100.69A, Maritime Administrative Order (MAO) 720-250, and this order. These authorities may be redelegated in accordance with MAO 200-1.

Section 3. The Personnel Officer and Immediate Staff shall:

3.01 Approve, direct and administer personnel policies and programs of the Maritime Administration (MARAD); serve as principal advisor to MARAD officials and represent MARAD with DOT, Office of Personnel Management (OPM), and other governmental agencies or organizations on personnel matters.

3.02 Draft orders, bulletins or manuals involving personnel policies, programs or procedures.

3.03 Review and make recommendations, as requested, on proposed DOT and OPM personnel policy issuances, personnel legislative proposals, and MARAD management policies that have an impact on personnel management. Recommend MARAD personnel legislative proposals, as appropriate.

3.04 Serve as the non-voting Executive Secretary of the MARAD's Performance Review Board and the Executive Resources Board, to provide personnel guidance and necessary administrative support.

Section 4. The Personnel Operations Group shall:

4.01 Plan, direct and administer activities in position classification and management, pay administration, employment and staffing, merit promotion, reduction-in-force, personnel processing, personnel management evaluation and other related areas, as appropriate. Conduct MARAD's recruitment and staffing program, including merit promotion and special employment programs.


4.02 Advise and assist management, operating officials, region offices, U.S. Merchant Marine Academy and employees on matters about the programs for which the Group is responsible, and represent MARAD, as required, in dealing with DOT and OPM.

4.03 Review and evaluate positions, conduct cyclical and special classification surveys and review duty assignments for efficiency of position management and administer and coordinate compensation programs.

- 4.04 Participate with managers and the Security Officer in assigning position sensitivity.
- 4.05 Review, investigate and recommend disposition of requests for waivers of claims for overpayment of pay and allowances.
- 4.06 Determine eligibility for travel and transportation expenses concerning new appointments and changes in duty stations; determine eligibility for and rates of employee non-travel allowances and differentials.
- 4.07 Process and record personnel actions according to legal and regulatory requirements and maintain employees' official personnel records and files. Maintain official position description files, compensation schedules and systems files, and related records.
- 4.08 Direct and administer MARAD'S Executive Resources Program including Senior Executive Service; i.e., preparation of justification for new positions, recruitment, staffing, performance appraisals and awards and other programs affecting SES employees.

Section 5. The Personnel Programs Group shall:

- 5.01 Advise and assist management, operating officials, region offices, U.S. Merchant Marine Academy and employees on matters about the programs for which the Group is responsible, and represent MARAD, as required, in dealing with DOT and OPM.
- 5.02 Assist management in dealing with recognized bargaining units and other employee organizations at both the local and national levels.
- 5.03 Provide guidance, consultation and assistance to management and employees on employee relations matters, leave administration, performance appraisals, awards, grievances and appeals, employee discipline, and adverse actions.
- 5.04 Advise management and supervisors on initiating appropriate action based on performance, and review and recommend final action, as appropriate.
- 5.05 Plan, direct and administer MARAD's employee recognition and incentive awards programs, performance appraisal and awards administration, training, and employee development. Coordinate all interns, cooperative education, formal training programs, and other MARAD, interagency or non-governmental training programs and activities.
- 5.06 Administer employees' benefits programs, e.g., retirement, health benefits, and life insurance. Provide counseling to employees on these programs. Administer MARAD's Telecommuting Program.
- 5.07 Coordinate office activities involving Freedom of Information Act and Privacy Act matters.
- 5.08 Counsel employees as to career opportunities and development.


John L. Mann, Jr.
Associate Administrator
for Administration