

 U.S. Department of Transportation <b>Maritime Administration</b>	<b>MANUAL OF ORDERS</b>	<b>MARITIME ADMINISTRATIVE ORDER</b>	
		<b>REVOKES</b> MAO 150-1 Dated October 1, 2007	<b>NO. 150-1</b>
		<b>EFFECTIVE DATE</b> July 15, 2008	
<b>SUBJECT</b> <p style="text-align: center;"><b>United States Merchant Marine Academy</b></p>			
<p><u>Section 1. Organization:</u></p> <p>1.01 The United States Merchant Marine Academy (Academy) is under the direction and supervision of a Superintendent who reports to the Maritime Administrator (Administrator).</p> <p>1.02 The Superintendent shall be assisted in the performance of assigned duties by the Assistant Superintendent for Academic Affairs who shall serve as the Academy Executive Officer and act as the Superintendent during the absence or preoccupation of the Superintendent.</p> <p>1.03 The organization structure and line of authority of the Academy are depicted in the attached organization chart.</p> <p><u>Section 2. Redelegations of Authority:</u></p> <p>2.01 Subject to such conditions and limitations as the Administrator may impose in other Maritime Administrative Orders and directives, the Superintendent may exercise all the authorities of the Administrator required to perform the functions listed in this order, DOT Order 1100.69A and other directives except authority to:</p> <ol style="list-style-type: none"> <li>1 Enter into contracts or changes thereto, or interagency agreements under the Economy Act or otherwise or changes thereto, valued at \$100,000 and above in any one instance prior to review by the Headquarters Contract Review Team. This review will also apply to the utilization of the following: contracts with another agency; utilization of departmental blanket purchase arrangements; and General Services Administration Federal Supply Schedules for supplies, equipment, or services.</li> <li>2 Dispose of surplus Maritime Administration-owned personal property:       <ol style="list-style-type: none"> <li>(1) Deemed to have national sales interest,</li> <li>(2) By negotiated sale when the line item acquisition cost of such property is more than \$1,000, and</li> <li>(3) By competitive-bid sale when the line item acquisition cost of such property is more than \$100,000.</li> </ol> </li> <li>3 Serve as final reviewing authority in the abandonment or destruction of surplus Maritime Administration-owned personal property when the acquisition cost of a line item of the property is \$10,000 or more.</li> </ol>			

2.02 The authorities redelegated in section 2.01 of this order are also redelegated, with the concurrence of the Superintendent, to the assistant superintendents, department heads, and other organizational heads for the performance of their respective functions assigned in sections 3 through 7 of this order. Such authorities may be further redelegated in accordance with Maritime Administrative Order 200-1.

Section 3. Immediate Office of the Superintendent:

3.01 The Immediate Office of the Superintendent shall be responsible for planning and directing the activities of the Academy.

3.02 The Superintendent will be assisted in the performance of his duties by a Chief of Staff who shall act as the Superintendent during the absence or preoccupation of the Superintendent and the Assistant Superintendent for Academic Affairs. The Chief of Staff shall be responsible for the following:

- 1 As delegated by the Superintendent, acting for the Superintendent on matters encompassing the regimental and administrative functions of the Academy. Conducting special studies and providing advice concerning issues raised by operating personnel.
- 2 Supervising the following office directors in the Immediate Office of the Superintendent: Office of Admissions, Department of Waterfront Activities, Office of the Chaplain, Office of Resource Management and the Department of Information Technology.
- 3 Sharing responsibility for institutional advance planning, including anticipating future requirements for physical plant structures and facilities to accommodate changing trends and broader fields in maritime education and training, as well as academic advances.
- 4 Acting for and supporting the Superintendent in providing information about Academy missions, initiatives and programs to high level Government officials, distinguished foreign visitors, maritime industry officials, educators, and high ranking military officers.
- 5 Initiating and maintaining high level contacts with officials at the other service academies and maritime academies to exchange views and facilitate a coordinated approach to matters of common interest.
- 6 As delegated by the Superintendent, coordinating Academy-wide operations, facilities, security, safety, community relations, support of the Chaplains and Chapel activities, and support of tenant activities. As directed, prioritizing budget and/or staffing requirements in accordance with allocated funds, and participating fully in staffing and personnel planning.

3.03 The Office of Admissions, under the Director of Admissions, shall provide for the admittance of midshipmen to the Academy in accordance with criteria approved by the Maritime Administrator; conducting studies of the validity of existing criteria for admission, and recommending revisions to such criteria, when appropriate.

3.04 The Department of Waterfront Activities, under the direction of the Director of Waterfront Activities, shall be responsible for the custody, maintenance, and operation of all small craft

assigned to the Academy and the Academy training ship, operation of the piers, workshop, and marina-type buildings associated with the waterfront activity. The department shall also be responsible for administration of the sailing program, including midshipmen sail training and competition.

3.05 The Office of the Chaplain, under the direction of the Command Chaplain, shall provide a program of religious and spiritual activities for midshipmen.

3.06 The Office of Resource Management, under the direction of the Maritime Administration Assistant Chief Financial Officer for Academy Operations as outlined in MAO 25-1, shall administer all aspects of financial resource management and related program responsibilities including management and program analysis, budget management and automated budget and financial management systems, and travel. The Assistant Chief Financial Officer and the Office staff shall report to the Maritime Administration Associate Administrator for Budget and Programs/CFO and have a concurrent reporting responsibility to the Superintendent.

3.07 The Department of Information Technology, under an Office Director, shall direct all activities related to the information technology, instructional systems, and administrative and academic computer operations. Activities of the office will be coordinated with the Maritime Administration Chief Information Officer, when appropriate.

#### Section 4. Assistant Superintendent for Administration:

4.01 The Assistant Superintendent for Administration, with the assistance of the Deputy Assistant Superintendent for Administration, shall be responsible for planning, directing, and supervising all administrative functions and services necessary for the efficient management and operation of the Academy.

4.02 Under the Assistant Superintendent for Administration, there shall be the following organizational components:

- 1 The Department of Administrative Services, under the direction of a department head, shall provide for administrative services to include: transportation, custodial, and laborer services, personal property management, property disposal, imprest funds, office services, mail and telecommunications, printing, forms and reports control, and records management. The department head shall also be responsible for management oversight of the Ship's Service Activity. All activities of the Department will be coordinated with the MARAD Office of Management and Administrative Services, as appropriate.
- 2 The Department of Procurement, under the direction of a department head, shall provide for the procurement of supplies, equipment, and services in coordination with the MARAD Office of Acquisition, as appropriate.
- 3 The Department of Maintenance and Repair, under the direction of a department head, is responsible for building and grounds maintenance and repair functions which are performed by the craft trades. The Department also provides the on-site contracting officer's technical representative to monitor performance under contracts awarded for maintenance and repair. The Department shall coordinate its activities with the Department of Engineering Resources as appropriate. All activities of the Department will be coordinated with the MARAD Office of Management and Administrative Services, as appropriate.

- 4 The Department of Engineering Resources, under the direction of a department head, shall provide professional civil engineering-type services and support including engineering design services for the construction or renovation of Academy buildings and facilities, as applicable. The Department also provides the on-site contracting officer's technical representative to monitor performance under contracts awarded for construction, renovation, and certain other physical plant projects. The Department coordinates with the Department of Maintenance and Repair, as appropriate. All activities of the Department will be coordinated with the MARAD Office of Management and Administrative Services, as appropriate.
- 5 The Office of Safety & Environmental Protection, under the direction of an Office Director, shall be responsible for all occupational safety and health, fire protection, and environmental protection programs at the Academy, including assuring compliance with applicable directives and program requirements.
- 6 The Commissary, under the direction of the Food Service Officer, provides for all food and related commissary facilities, equipment, and services through a food services contract in order to feed the Regiment of Midshipmen and the tenant agency personnel at the Academy. The Food Service officer is the contracting officer's technical representative for the food service contract.
- 7 The Office of Human Resources, under the direction of the Human Resources Officer, provides for the necessary personnel services including but not limited to recruitment, processing personnel actions, employee relations, training, technical advice on labor-management negotiations, incentive awards, and coordination of all human resources programs with the Director, Office of Human Resources, Maritime Administration, in accordance with OPM's Human Resources Accountability Program.
- 8 The Department of Health Services, under the direction of a department head, shall be responsible for providing, coordinating, and recording medical, counseling and dental care and treatment for midshipmen; providing general health services oversight and appropriate participation in the Academy's Occupational Safety and Health Programs, e.g., Asbestos Surveillance Program, Hearing Conservation Program, Hazard Communication Program, Respiratory Protection Program, and Midshipmen Sports Medicine. Medical care and/or transportation to a local hospital may be provided to others on an emergency basis.
- 9 The Department of Security, under the direction of a department head, is responsible for personal and physical security, traffic control, liaison with local and Federal law enforcement officials and U.S. District Court authorities, and law enforcement under 46 CFR Part 386, and MAO 280-1 and 280-2. All activities of the Department will be coordinated with the MARAD Office of Management and Administrative Services as appropriate.

Section 5. Assistant Superintendent for Academic Affairs:

5.01 The Assistant Superintendent for Academic Affairs (Academic Dean), with the assistance of two Deputy Assistant Superintendents for Academic Affairs (Assistant Academic Deans), shall be responsible for developing, recommending, administering, and directing the academic program of the Academy. The Assistant Superintendent for Academic Affairs shall be responsible for:

- 1 Developing academic policy and curricula to implement that policy.
- 2 Administering faculty affairs, including the selection, orientation, supervision, guidance, and career development of the faculty.
- 3 Controlling and evaluating the instruction, testing, and grading of midshipmen, including evaluation of instructor and student performance.
- 4 Providing academic education necessary to qualify midshipmen to receive the Bachelor of Science Degree in accordance with standards of the Middle States Association of Colleges and Schools.
- 5 Providing naval science training, in accordance with requirements of the Department of the Navy, to qualify graduates as Naval Reserve Officers.
- 6 Serving as the lead representative to the U.S. Coast Guard, the Middle States Association of Colleges and Schools, and other academic oversight, audit and accreditation bodies to ensure that Academy academic programs and policies are in compliance with applicable regulations.
- 7 Providing technical education necessary to qualify graduates to serve as licensed merchant marine officers in accordance with U.S. Coast Guard requirements.
- 8 Providing a program of on-the-job training aboard ships for midshipmen.
- 9 Serving as the lead representative, in coordination with the Administrator and Superintendent, on all Faculty Union contract negotiations.
- 10 Providing instructional systems and technology.

5.02 Under the Assistant Superintendent for Academic Affairs, there shall be the following academic departments each under the supervision of a department head assisted, except for the Department of Professional Development and Career Services, by an assistant department head:

- 1 The Department of Marine Transportation shall provide for the teaching of practical and theoretical subjects relating to navigation, seamanship, ship operations, maritime law, economics, management, and marine transportation.
- 2 The Department of Marine Engineering shall provide for the teaching of practical and theoretical marine engineering and related subjects, including basic theory and application of computers.
- 3 The Department of Mathematics and Science shall provide for the teaching of the mathematics and science component of the curriculum.
- 4 The Department of Humanities shall provide for the teaching of the liberal arts phase of the curriculum.
- 5 The Department of Naval Science shall provide for the teaching of the naval science component of the curriculum.

- 6 The Department of Physical Education and Athletics, under a department head, shall administer the intercollegiate, intramural, and recreational programs and provide for the physical training of midshipmen. The department head, as Director of Athletics, reports directly to the Superintendent in matters related to the administration and direction of the Intercollegiate Athletic Program.
- 7 The Department of Professional Development and Career Services, under a department head, shall develop, supervise, and coordinate the internship and at-sea training programs for midshipmen. Within this office are Academy Training Representatives who implement such policies as are appropriate in assigning Midshipmen to commercial and government vessels for training and for supervising their on-board performance. In addition, through the Career Services Officer, the Department shall provide career counseling to Midshipmen and assistance to graduating seniors in finding maritime employment which fulfills their statutory service obligation.

5.03 In addition, under the Assistant Superintendent for Academic Affairs, there shall be the following offices:

- 1 The Office of the Registrar, under the direction of a Registrar, shall register and assign midshipmen to classes, issue degrees, and grant retroactive degrees in accordance with applicable regulations, and maintain student academic records.
- 2 The Library, under the direction of an Administrative Librarian, shall provide necessary library services to midshipmen, faculty and staff.

Section 6. Assistant Superintendent for Regimental Affairs:

6.01 The Assistant Superintendent for Regimental Affairs (Commandant of Midshipmen), with the assistance of the Deputy Assistant Superintendent for Regimental Affairs (Deputy Commandant), shall be responsible for developing, recommending, administering, and directing the regimental program of the Academy. The Assistant Superintendent for Regimental Affairs shall serve as the Dean of Students and shall be responsible for:

- 1 Developing regimental policy and a program of self government, discipline, and military-type organization to implement that policy.
- 2 Developing and overseeing the leadership development, human relations and honor systems for the midshipmen.
- 3 Managing the system for controlling leave, liberty and accountability for midshipmen.
- 4 Controlling and evaluating the military and regimental instruction, testing, and grading of midshipmen, including evaluation of company officers and student performance, within the regimental program.
- 5 Coordinating the military training programs offered by the military services other than the United States Navy.
- 6 Monitoring the adequacy of the midshipman quarters, clothing, food, and related commissary services.

- 7 Providing and directing a program of social, intramural and recreational activities for midshipmen, including: overseeing the functions of the student activity center; overseeing or coordinating the activities sponsored by morale funds. Overseeing the organization and functioning of the Regimental Band and Chorus, including overseeing the funding.
- 8 Maintaining midshipman records (except academic and Navy records).
- 9 Processing midshipman applications for certificates and licenses.

Section 7. Assistant Superintendent for Plans, Assessment, and Public Affairs:

7.01 The Assistant Superintendent for Plans, Assessment and Public Affairs is responsible for the overall development, maintenance and extension of U.S. Merchant Marine Academy's external relationships with governmental, public, and private organizations, nationally, to broaden its constituencies and bases of support in carrying out the Academy's mission and vision. The Assistant Superintendent for Plans, Assessment, and Public Affairs shall be responsible for:

- 1 Developing and coordinating the implementation of an overall Academy outreach strategy, and develops and directs outreach initiatives, coordinates the necessary internal and external support for those initiatives, evaluates and assesses the overall efficacy and efficiency of the outreach strategy - making changes as necessary.
- 2 Analyzing and assessing Academy's programs, plans, and current problems to determine specific areas of Congressional interest, inquiry, or investigation. Advises the Superintendent on plans of action for future Academy policies to harmonize with mission and Congressional intent.
- 3 Working with the Maritime Administration Chief Financial Officer in developing and reporting on the OMB Program Assessment and Rating Tool (PART) report and analysis.
- 4 Coordinating with the Maritime Administration Congressional and Public Affairs Office as it relates to Academy public affairs, media activities and Congressional interaction. Provides direct senior level interface with Congressional staffs and members to facilitate a dialogue between the Academy and Congress.
- 5 Serving as the Chairman of the Strategic Planning Committee. In this regard, the Assistant Superintendent interacts with the Maritime Administration Assistant Administrator and the Office of Business and Workforce Development in developing the Academy's Strategic Plan as it relates to that of the Department of Transportation.
- 6 Providing oversight management and coordinating the Academy's overall policy development, strategic planning, and assessment program, assuring effective coordination between all division and department heads, program managers, and other individuals when developing and implementing programs and policies. Works with the U.S. Coast Guard, the Middle States Association of Colleges and Schools, and other oversight and accreditation bodies to ensure that Academy programs and policies are in compliance with applicable regulations.

- 7 Coordinating with the Maritime Administration Office of Chief Counsel on all legal issues and ensuring all information is provided in a timely fashion to the Chief Counsel for appropriate legal determinations to be made.

7.02 In addition, under the Assistant Superintendent for Plans, Assessment, and Public Affairs, there shall be the following offices:

- 1 The Office of Public Affairs, under the management of an Office Director, is responsible for appropriate external affairs of the Academy, including public information, Academy protocol, Congressional liaison, industry, military and community liaison and relations, and other Academy matters involving public affairs.
- 2 The Office of Plans and Assessment, under the management of an Office Director, develops, coordinates and supervises the Academy's plans and assessment functions in accordance with established policies. The Director serves as the primary research analyst and advisor on the application of operations research methodologies to the solutions to problems and the evaluation of Academy programs and operations.

Section 8. Relationships with other Organizational Components of the Maritime Administration:

8.01 In addition to the functional responsibilities and authorities outlined for the Academy in this order, other offices of the Maritime Administration are responsible for certain related staff functions and support services. Implementation of such functions as they relate to the Academy shall be accomplished through effective liaison between the Academy and the Maritime Administration offices concerned.

8.02 The Office of Maritime Workforce Development is the organizational element responsible to the Administrator for the review and development of broad national policies and programs in the area of maritime labor and training. The Director, Office of Maritime Workforce Development, shall make recommendations to the Administrator concerning the Academy's role within the framework of national maritime labor and training policy.

8.03 The Chief Financial Officer of the Maritime Administration is responsible for all financial activities of the Maritime Administration and subordinate organizations. As such, the Academy will coordinate the execution of its annual financial plan with the Chief Financial Officer as outlined in Section 3.06 of this order.

8.04 The Chief Counsel is responsible for the legal affairs of the Maritime Administration and subordinate organizations including the Academy, and provides all necessary legal services through the Office of Chief Counsel. In coordination with the Assistant Superintendent for Plans, Assessment and Public Affairs, the head of each office named in this Order (Assistant Superintendent, Director, Office Director, etc.) may direct questions to and seek legal advice and counsel from the Office of Chief Counsel regarding matters pertaining to respective responsibilities. While most such matters initially will be addressed to the Chief of the General Law and Litigation Division, matters pertaining to Government ethics shall be addressed to the Chief of the Legislation and Regulations Division. The Chief Counsel and/or Deputy Chief Counsel will provide legal advice and counsel to the Superintendent and Chief of Staff.



8.05 In carrying out assigned responsibilities and functional assignments, Academy staff officials shall coordinate and/or clear all administrative management matters, questions, and recommendations with the appropriate staff offices of the Maritime Administration in accordance with the functional responsibilities and authorities set forth in applicable Maritime Administrative Orders.

8.06 All foreign travel of Faculty and Staff of the Academy will be coordinated with the Assistant Administrator at MARAD. Similarly, the Assistant Administrator will inform the Superintendent of any upcoming foreign travel of MARAD Staff that a topic of discussion would be maritime workforce development or research & development projects at the Academy.

8.07 The Superintendent and Academic Dean will keep the Associate Administrator for Environment and Compliance up to date on any research and development projects being undertaken by the Academy. Similarly, when able, the Associate Administrator for Environment and Compliance will provide resources, through coordination of efforts, to any research projects taking place at the Academy.

Section 9. Amendments:

9.01 The structure, staffing and program offerings at the Academy are subject to periodic outcomes assessment as mandated by relevant accreditation and oversight bodies. Consequently, proposed amendments to this order shall be submitted when a change to the Academy's organizational structure; or, when an authority, responsibility, or program function is added, transferred, or removed. Any proposed changes require the approval of the Maritime Administrator.

9.02 Proposed amendments to this order shall be submitted for approval by the Maritime Administrator no later than sixty (60) days prior to the proposed date such changes would take effect. Proposed amendments shall include a description of the proposed change, rationale and justification, and impact upon operations and the Academy budget.



Sean T. Connaughton  
Maritime Administrator

