



US Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 310-4  
dtd. 6/12/84

NO.

310-4

EFFECTIVE DATE

November 13, 1991

SUBJECT

PERSONNEL DIRECTORY

#### Section 1. Purpose:

1.01 This order prescribes the procedures and responsibilities for maintaining a personnel directory for use at the emergency relocation center and for answering inquiries from other government agencies and the public.

1.02 The provisions of this order shall apply to all offices in Washington, D.C.

#### Section 2. Procedure and Responsibilities:

2.01 The Division of Office Services, Office of Management Services, shall:

- 1 Maintain a supply of Form MA-562, "Employee Locator Card."
- 2 Maintain a personnel directory consisting of an alphabetical file of Employee Locator Cards, for all employees of the Maritime Administration in Washington, D.C.
- 3 Secure from the appropriate office corrected Employee Locator Cards with respect to new office locations each time an office move is made.
- 4 File the Employee Locator Cards for employees separated from the Maritime Administration in an inactive file upon notification by the employee during the clearance process set forth in Maritime Administrative Order 720-299, "Clearance of Employee Accountability."
- 5 Submit Form DOT F 1700.1, "Locator File and Telephone Directory Additions, Changes, and Deletions," to the Library and Distribution Services Division, Office of Administrative Services and Property Management, in accordance with Department of Transportation Order 1700.12C.

2.02 The Office of Personnel shall prepare Employee Locator Cards for each employee entering on duty and forward them to the Division of Office Services.

2.03 Each Office shall prepare Employee Locator Cards and forward them to the Division of Office Services in each of the following instances:

- 1 When a office move is made,

- 2 For each employee upon transfer into an organization from within the agency or upon notification by an employee of a change of home address or home telephone, and
- 3 Upon clearance of a personnel action to record a change of name. In this situation, the person's former name preceded by the word "Nee:" or "Formerly:" shall be typed after the name.

*Earnest Hawkins*

EARNEST HAWKINS  
Associate Administrator  
for Administration