



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

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES
MAO 770-713-1
dated 2/5/96

NO.
770-713-1

EFFECTIVE DATE
April 30, 2001

SUBJECT

EQUAL EMPLOYMENT OPPORTUNITY COMMITTEES

Section 1. Purpose: This order authorizes establishment and maintenance of an Equal Employment Opportunity (EEO) Committee (Committee) in Washington, DC, and describes its composition, election process, authorities and responsibilities. It also provides for establishment of EEO committees in the regions and at the U.S. Merchant Marine Academy.

Section 2. Composition of Committee, Washington, DC:

2.01 The Committee shall consist of no fewer than 11 and no more than 20 voting members.

2.02 Each organizational unit with 70 or more employees shall elect two members for two-year terms and the others shall elect one. For this purpose, independent offices shall be grouped with the immediate office of the Administrator and Deputies and will collectively elect one member. Up to two managers at or above the Office Director level may be selected by the Director of Civil Rights (DCR) to serve on the Committee as voting members for two-year terms.

2.03 To ensure the Committee adequately reflects all employee groups, the Committee may recommend the DCR appoint two additional employees to serve as voting members for two-year terms.

2.04 The DCR, Deputy EEO Officer, and Director, Office of Personnel, shall be permanent non-voting associate members of the Committee. They or their representatives shall attend all Committee meetings.

2.05 The Federal Women's Program Manager, Hispanic Program Manager, Native American Program Manager, Asian Americans and Pacific Islanders Liaison, Selective Placement Coordinator, Community Outreach Program Manager and Alternative Dispute Resolution Program Manager shall serve as voting associate members of the Committee.

Section 3. Election Procedures:

3.01 Once every two years the DCR shall request nominations from all employees for membership on the Committee. Based on the nominations received and the willingness of nominees to serve, the DCR shall draft and distribute ballots to all employees identifying the nominees for their organizational units. Only employees of a given organizational unit may vote for that unit's nominees.

3.02 The DCR shall tally the votes from all completed ballots with the assistance of at least two Committee voting members.

3.03 The DCR will confirm and officially notify all new members of their election. Members shall serve for two years. If a member fails to complete the term, the DCR will conduct a special election in that unit to replace that member.

3.04 At least once every two years, within 60 days of the members' election, voting members shall elect a Chairperson to serve not more than one continuous two-year period.

Section 4. Authorities: The Committee is authorized to recommend to the DCR its operating procedures as related to any functional area outlined in section 5 of this order and the establishment of subcommittees consisting of members of the Committee and other employees. The DCR shall advise the Committee in writing of the reasons for disapproval of any recommendation.

Section 5. Committee Responsibilities: The Committee shall:

5.01 Assist and advise the DCR in development and operation of Maritime Administration's EEO Program to ensure attainment of goals and objectives;

5.02 Meet at least once each quarter. Meet with the Maritime Administrator as appropriate;

5.03 Review and analyze administrative and statistical data concerning recruitment, hiring, promotions, training and awards and prepare an annual assessment report of the Agency EEO Program for the Maritime Administrator. The report shall address EEO accomplishments, problems and appropriate recommendations;

5.04 Serve as the primary consulting body in recommendations for EEO awards;

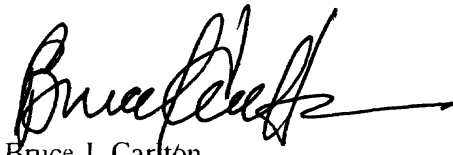
5.05 Review and make recommendations for inclusion of items in the Maritime Administration Affirmative Action and Diversity Plans; and,

5.06 Recommend, sponsor, and participate in seminars, colloquia and other informative presentations to disseminate, inform, and increase awareness of EEO matters within the Maritime Administration and in recruitment efforts. Proposals for such presentations shall be submitted to the DCR for review, approval and assistance in execution.

Section 6. EEO Committees in the Field:

6.01 Each Region Director and the Superintendent, U.S. Merchant Marine Academy, may establish and maintain a Regional EEO Committee with the objective of achieving the same results as the Committee in Washington, DC.

6.02 The Chairperson of the field EEO Committee shall notify the DCR and the EEO Committee in Washington, DC, of that Regional Committee's establishment within 30 days of its establishment or planned disestablishment.



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Acting Deputy Maritime Administrator