



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

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 150-3

EFFECTIVE DATE  
October 1, 2007

#### SUBJECT

### United States Merchant Marine Academy—Fiscal Oversight

Section 1 Purpose. The purpose of this order is to facilitate fiscal oversight and administrative management of the United States Merchant Marine Academy (Academy) by the Maritime Administrator (Administrator) in coordination with the Academy through delegation to the Maritime Administration (MARAD) Academy Fiscal Oversight and Administrative Review Board (Board).

Section 2. Mission. The mission of the Board is to provide fiscal oversight of all actions of the Academy in the execution of the annual financial plan as detailed in MAO 25-1 and in compliance with MAO 150-1 as well as other matters relating to the administrative management of the Academy. The Board may also make recommendations to the Administrator on any new or modified policies it feels would ensure the more effective fiscal and administrative management of the Academy.

#### Section 3. Organization.

3.01 The Board will be chaired by the Chief Financial Officer (Chair) and will consist of the Associate Administrator for Administration (Associate Administrator) and the Deputy Chief Counsel. The Chair will be responsible for establishing the agenda of Board considerations and determining participants for any meetings of the Board, and to bring to the attention of or report to the Maritime Administrator any matter or recommendation related to the fiscal and administrative management of the Academy.

3.02 The Superintendent of the Academy (Superintendent) will serve as the chief technical advisor to the Board in fulfillment of its mission.

3.03 Functional offices from MARAD and the Academy will advise the Board on any issues related to their respective functional area of expertise as determined by the Chair.

#### Section 4. Procedure.

4.01 At least once per month the Board will conference with the Superintendent and any necessary Academy functional offices to address items on a previously prepared agenda and to determine whether there are other matters that should be addressed at the next monthly conference or through informal communications between headquarters and Academy functional offices in the interim.

4.02 The Academy will ensure that responsible Office Directors and Department Heads are present for conference sessions in which agenda items related to respective functional areas are to be discussed and those officials are prepared to fully address those agenda items and related issues.

4.03 The Chair will cause minutes of Board conferences to be prepared and submitted to the Maritime Administrator, Deputy Maritime Administrator, Chief Counsel and Superintendent.

Sean T. Connaughton  
Maritime Administrator