



US Department  
of Transportation  
**Maritime  
Administration**

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES  
MAO 230-5 dated  
4/3/84

NO. 230-5

EFFECTIVE DATE  
April 5, 2001

SUBJECT

### COMMITTEE ACTIVITIES

Section 1. Purpose: This order prescribes procedures, responsibilities, and guidance for the establishment, operation, control, and termination of committees, for the designation of members and alternates, and for reporting of committee activities.

Section 2. Related Directives: 41 CFR 101-6.10, "Federal Advisory Committee Management"; Office of Management and Budget (OMB) Circular A-135, "Management of Federal Advisory Committees"; 49 CFR Part 95, "Advisory Committees"; Department of Transportation (DOT) Order 1120.3B, "Committee Management Policy and Procedures"; and P.L. 92-463 (5 U.S.C. App.), "Federal Advisory Committee Act (FACA)".

Section 3. Types of Committees: DOT Order 1120.3B, prescribes the responsibilities and procedures for the establishment and termination of advisory, departmental, interagency, international, and non-government committees.

Section 4. Designation of Committee Members: The designation of employees to serve as members or alternates on advisory, departmental (DOT-wide), interagency, and international committees shall be in memorandum form, prepared by nominating officials for the signature of the Maritime Administrator (Administrator), and forwarded to the Committee Management Officer (CMO), Office of Management and Information Services, for coordination and staff concurrences. After approval and signature of the Administrator, designations shall be submitted to the Secretary of Transportation for final approval when required by DOT Order 1120.3B. A copy of correspondence relating to the designation of a committee member or alternate shall be sent to the individual designated.

Section 5. Departmental (including Maritime Administration (MARAD)) Committees:

5.01 Departmental committees are formally established committees that are composed solely of DOT employees. Members may come from one secretarial office, operating administration (OA), the Bureau of Transportation Statistics (BTS), or from any combination of these organizations. Departmental committees established within MARAD shall be established by Maritime Administrative Orders (MAOs). The official most concerned with the proposed committee's activities shall send a memorandum to the Administrator, through the Director, Office of Management and Information Services, recommending its establishment, functions, and membership; or its modification or abolition, when appropriate. A draft MAO for the signature of the Administrator must be attached to the memorandum. The concurrence of appropriate officials shall be obtained when employees of other offices are recommended for membership.

5.02 Unless otherwise provided in applicable directives, the Administrator shall designate the committee chairpersons for Departmental committees. A Vice-Chairperson shall be elected by the committee to serve in the absence of the chairperson.

Section 6. Advisory Committees:

6.01 Advisory committees are any committees, boards, commissions, councils, conferences, panels, task forces, or similar groups, or any subcommittee or other subgroups thereof, which are established by statute, or established or utilized by the President or any agency official for the purpose of obtaining advice or recommendations on issues or policies which are within the scope of his or her responsibilities, and has at least one member who is not a full-time officer or employee of the Federal Government.

6.02 Upon approval of the establishment of an advisory committee, the initiating official shall submit a copy of the approval document through the Director, Office of Personnel, to the Chief Counsel requesting a determination as to whether the prospective committee members are subject to the conflict of interest provisions of Executive Order 11222, 5 CFR Part 735, and 49 CFR Part 99, "Employee Responsibilities and Conduct." A copy of the determination shall be furnished the Director, Office of Personnel, who shall advise prospective committee members of the applicable requirements and procedures for making any statements of employment and financial interests.

6.03 For each advisory committee sponsored by MARAD, the Administrator shall designate a committee sponsor to be responsible for:

- 1 Publishing a notice of committee establishment in the Federal Register.
- 2 Ensuring compliance with the regulations governing the holding of committee meetings. These include:
  - (1) Publishing a notice in the Federal Register at least 15 days in advance of a proposed meeting, except for emergency meetings;
  - (2) Providing one copy of all public announcements of advisory committee meetings to the Deputy Chief Counsel and to the Office of Congressional and Public Affairs, Maritime Administration, concurrent with the dispatch of the notice to the Federal Register for publication; and
  - (3) Obtaining concurrence of the Chief Counsel and the DOT CMO, and the approval of the Administrator of General Services (GSA), prior to designation of a meeting as an "emergency meeting."
- 3 Initiating action to reappoint members whose terms are expiring or to nominate new members to fill vacancies.
- 4 Approving travel orders for advisory committee staff and members in accordance with DOT Travel Policy Guide which supplements the Federal Travel Regulations and MAO 350-1, Official Travel. However, only the Maritime Administrator may authorize such travel.
- 5 Maintaining committee records in accordance with MARAD's Records Control Schedule and DOT Order 1120.3B.

6.04 The Administrator, or a designee, will serve as the "Designated Federal Officer" for each advisory committee and have authority, pursuant to Public Law 92-463, to:

- 1 Issue the "call" or approve the plans for each committee meeting,
- 2 Approve the agenda for each meeting, and
- 3 Chair or attend each meeting and adjourn the meeting whenever he or she determines adjournment to be in the public interest.

Section 7. Interagency Committees: Interagency committees are those formed by an agency of the Federal Government and composed wholly of employees from more than one such agency.

Section 8. International Committees: International committees are those having representatives of foreign governments, industries, or organizations, usually established as a result of a treaty or agreement between the United States and a foreign government or by legislation. Participation, sponsorship, and establishment are dictated by treaty, agreement or legislation.

Section 9. Non-Government (Professional and Technical) Committees:

9.01 Associate Administrators, Independent Office Directors, Region Directors, and the Superintendent, U.S. Merchant Marine Academy, may approve the designation of subordinates to serve on professional and technical committees, groups, panels, or subcommittees, when: (1) the project will be of direct value or benefit to MARAD programs; (2) the employee will participate in work aimed at fostering specific improvements in the maritime industry; (3) the employee's participation will provide competence in a specialized area beneficial to both the government and the maritime industry; or (4) participation will aid in keeping MARAD abreast of developments in professional or technical fields in which MARAD must maintain competence.

9.02 The designating office shall prepare a justification for each designation, in memorandum form. A copy of the designation, as well as a current roster of employees assigned to such committees, subcommittees, panels, or other work groups, will be maintained by approving officials.

9.03 Discretion should be exercised with respect to the number of personnel and time devoted to activities of professional and technical committees.

9.04 Travel for attendance at professional and technical committee meetings is subject to the provisions of the Federal Travel Regulations and Maritime Administrative Orders 350-1, "Official Travel," and 440-2, "Gifts and Bequests to the Maritime Administration."

Section 10. Field Committees:

10.01 The Region Directors and the Superintendent, U.S. Merchant Marine Academy:

- 1 Unless otherwise provided in this order, may designate members and alternates to committees concerned with activities under their jurisdiction.
- 2 Shall follow the provisions of this order with respect to committee activities within their organizations.
- 3 Shall maintain rosters of committees and memberships within their organizations.

Section 11. Review and Clearance of Maritime Administration Committee Activities:

11.01 The Chief, Division of Management and Organization is designated as MARAD's Committee Management Officer (CMO) and shall be responsible for the review, clearance, control, and reporting of committee activities; ensuring compliance with the provisions of this order and DOT 1120.3B; and providing liaison with the Office of the Secretary of Transportation on committee management activities.

11.02 Each Associate Administrator, Independent Office Director, Region Director, and the Superintendent, U.S. Merchant Marine Academy, shall designate an employee to serve as the central clearance point for committee actions in areas under their respective jurisdictions. Copies of these designations shall be provided to the Office of Management and Information Services.

11.03 The CMO shall periodically review committee activities to verify the continued need for each MARAD committee and continued MARAD participation in other committees.

Section 12. Reports of Action Items: Any action taken at an advisory, departmental or interagency committee meeting which directly affects MARAD programs or activities shall be reported by memorandum to the Administrator by the senior MARAD committee member. The report shall contain recommendations regarding formal action that may be required as a result of the committee action.

Section 13. Committee Rosters and Reports: The CMO shall:

13.01 Maintain a roster of committees on which MARAD personnel in Washington, D.C., are represented (other than professional and technical committees described in section 9 of this order), and publish this roster periodically.

13.02 Submit committee rosters and reports associated with committee activities to the Office of the Secretary of Transportation as required by DOT 1120.3B, or as requested.

  
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Acting Deputy Maritime Administrator