



US Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 720-250 dtd
5/8/72; Amdt 1,
dtd 7/24/78

NO.

720-250

EFFECTIVE DATE

May 9, 1990

SUBJECT

AUTHORITIES TO ADMINISTER PERSONNEL MANAGEMENT ACTIVITIES

- Section 1. Purpose
- Section 2. General Provisions
- Section 3. Director, Office of Personnel
- Section 4. Headquarters, Washington, D. C.
- Section 5. The Regions and U. S. Merchant Marine Academy
- Section 6. Personnel Services and Records

Section 1. Purpose:

This order provides a statement of authority to administer and conduct personnel management activities, and to effect personnel actions for the Maritime Administration.

Section 2. General Provisions:

2.01 All officials concerned with administering and conducting personnel management activities shall be governed by applicable laws and regulations, and Department of Transportation and Maritime Administration policies, standards and procedures.

2.02 No commitment or promise, implied or otherwise, may be made to any applicant, employee, supervisor or other official concerning a proposed or contemplated position classification or other personnel action, prior to a final determination by the appropriate personnel official.

2.03 No applicant under consideration for employment shall be advised to report for work until the specific approval of the authorized appointing official and all other required approvals are obtained. No one shall be permitted to start to work until after the necessary appointment documents are completed.

2.04 No applicant or employee selected for a position subject to pre-employment/pre-appointment drug testing may be appointed to that position prior to successful completion of the drug testing requirement.

Section 3. Director, Office of Personnel:

3.01 The Director, Office of Personnel, is authorized to direct, administer and conduct Maritime Administration personnel management activities and to exercise all the authorities delegated for personnel management activities by the Associate Administrator for Administration.

3.02 The Director, Office of Personnel, serves as the Maritime Administration's authorized Appointing Official.

3.03 The Director, Office of Personnel, has specific delegations including, but not limited to, the following:

- 1 Authority to approve position descriptions and classification actions through Grade 15, in accordance with applicable regulations, standards and procedures. This authority may be redelegated to Office of Personnel staff and field personnel representatives, as appropriate and necessary to carry out the classification function of the agency. The Office of the Secretary of Transportation retains classification authority for Senior Executive Service positions.
- 2 Authority to approve policies and qualification standards for filling positions excepted from the competitive civil service, as required by title 5 Code of Federal Regulations (CFR), Part 302, Employment in the Excepted Service. Exceptions to established policies and standards may be approved by the Director, Office of Personnel, when such exceptions may be justified.
- 3 Authority to approve and enter into agreements with employee organizations holding exclusive recognition, in accordance with applicable labor-management relations directives.
- 4 Authority to act as the "designated representative" of the Maritime Administrator in all personnel matters, unless other individuals are specifically designated.
- 5 Authority to approve personnel actions as specified in, and in accordance with, the Master Delegation Agreement between the Department of Transportation and the Office of Personnel Management. These actions

include, but are not limited to: term promotions, appointments above minimum pay levels based on candidates' superior qualifications or existing pay, payment of travel and transportation to first post of duty when a shortage category determination is made, and payment of travel for preemployment interviews at GS-10 through GS-13.

Section 4. Headquarters, Washington, D.C.:

4.01 Subject to the limitations of this order and other directives, the Deputy Administrators, the Chief Counsel, the Associate Administrators and Independent Office Directors are authorized to administer and conduct personnel management activities for their respective activities.

- 1 These officials are authorized to make final recommendations for personnel actions for positions through Grade 15 in their organizations by signing SF-52, Request for Personnel Action. They may delegate this authority to subordinates.
- 2 These officials are authorized to make final selections for positions through Grade 15, subject to prior personnel processing and approval. They should discuss key positions with appropriate superiors prior to recruiting and making commitments. They may delegate this authority to subordinates.
- 3 Chief Counsel must follow Department of Transportation requirements to clear certain selections through the departmental General Counsel.

Section 5. The Regions and the U. S. Merchant Marine Academy:

5.01 Subject to the limitation of this order and other directives, the following field officials are authorized to administer and conduct personnel management activities for their respective activities: Superintendent, U. S. Merchant Marine Academy (USMMA); Assistant Superintendent for Academic Affairs, USMMA; Assistant Superintendent for Administration, USMMA; Personnel Representative, USMMA; Region Directors; Reserve Fleet Superintendents; and Western Region Personnel Representative.

5.02 Personnel actions and other personnel matters for which authority has been limited shall be submitted to the Director, Office of Personnel, for appropriate prior administrative approval.

5.03 Region Directors and the Superintendent, USMMA, are authorized to make final recommendations for personnel actions for positions at all grade levels in their organizations by signing SF-52, Request for Personnel Action. They may delegate this authority to subordinates.

5.04 Region Directors and the Superintendent, USMMA, have authority to make final selections for all positions through Grade 13 and equivalent, subject to prior personnel processing and approval. They may delegate this authority to subordinates.

5.05 Region Directors and the Superintendent, USMMA, shall discuss all Grade 13 and above vacancies for which there is a functional counterpart at Headquarters, and any other vacancies specified by proper authority, with the head of the appropriate functional counterpart office at Headquarters before any recruitment action is taken and before final selection is made.

5.06 The Superintendent and the Assistant Superintendent for Academic Affairs, USMMA, are authorized to make final selections for faculty positions, subject to prior personnel processing and approval. Requests for qualification waivers shall be submitted to the Director, Office of Personnel.

5.07 The Assistant Superintendent for Administration, USMMA, is authorized to approve training requests for Academy personnel.

5.08 The Assistant Superintendent for Administration, USMMA, the Region Directors and the Reserve Fleet Superintendents are authorized to certify Environmental Differential Pay (EDP) compensation for individuals entitled to receive such payments, for their respective activities. Copies of the certifications shall be maintained by the certifying officials for record keeping purposes.

5.09 The USMMA and the Western Region Personnel Representatives are authorized to approve routine leave without pay (LWOP) requests for their respective activities. Other LWOP requests, such as those which may be precedent setting, shall be submitted to the Director, Office of Personnel, for approval.

5.10 The USMMA Personnel Representative is authorized to approve paid advertising for USMMA excepted service positions, in accordance with applicable regulations and other guidance.


Section 6. Personnel Services and Records:

6.01 The Office of Personnel is responsible for providing personnel services for Washington headquarters and the North Atlantic, Central, Great Lakes and South Atlantic Regions. The Office of Personnel shall provide personnel services as indicated in this order, and other personnel support services to the USMMA and the Western Region Personnel Representatives.

6.02 The USMMA and the Western Region Personnel Representatives are responsible for providing staffing and recruitment services, and other personnel services for their respective organizations to the extent indicated in this order, and as otherwise delegated by the Director, Office of Personnel.

6.03 The Office of Personnel shall maintain all official personnel folders and copies of other official personnel files, except that the USMMA and the Western Region Personnel Representatives shall maintain their own recruitment and staffing files, and the reemployment priority and priority placement files for their activities.

6.04 The Office of Personnel is responsible for managing all reduction in force (RIF) activities and for providing such services as needed to accomplish RIF actions.



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Maritime Administrator