



US Department  
of Transportation  
Maritime  
Administration

## MANUAL OF ORDERS

### MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 790-920 dated  
11/21/86

NO.

790-920

EFFECTIVE DATE

February 5, 1996

SUBJECT

#### MARITIME ADMINISTRATION EXECUTIVE RESOURCES BOARD

**Section 1. Purpose:** This order sets forth the composition and functions of the Maritime Administration (MARAD) Executive Resources Board (ERB). It supplements Departmental Personnel Manual supplement 920-1, subchapter 2.

**Section 2. Membership:** The members of the MARAD ERB are the Deputy Maritime Administrator (Chairperson), Associate Administrator for Administration (Vice-Chairperson), Chief Counsel, Associate Administrators, and Director, Office of Personnel (Executive Secretary (non-voting member)).

#### **Section 3. Responsibilities and Functions:**

##### **3.01 The ERB shall:**

- 1 Assist the Administrator in ensuring that utilization of executive positions and appointment of personnel comply with equal employment opportunity directives and policies; and, when required or requested, by making selections or recommendations for special assignments, training, incentive, medal and other award nominations or other personnel actions.
- 2 Recommend to the Administrator the use and filling of executive positions, and MARAD policies and procedures affecting the career Senior Executive Service (SES).
- 3 Evaluate the qualifications of eligible candidates for executive positions and refer the best qualified candidates to the appropriate executive for selection.

##### **3.02 The Director, Office of Personnel shall:**

- 1 Serve as Executive Secretary of the ERB and as point of contact with the Department, the Office of Personnel Management and other agencies relative to the MARAD's SES program.
- 2 Screen applicants for SES positions, make basic qualification determinations and forward applications of eligible candidates to the ERB for its consideration.
- 3 Implement decisions of the ERB as directed by its Chairperson.
- 4 Provide necessary administrative staff support to the ERB and maintain its records.

**Section 4. Board Meetings:** The Board shall meet at the call of the Chairperson or Vice-Chairperson.

  
A. J. Herberger  
Maritime Administrator